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*City of Ashland, Wisconsin*  
601 Main Street West Ashland, WI 54806 [www.coawi.org](http://www.coawi.org)

## **PLAN COMMISSION MEETING AGENDA**

**January 20<sup>th</sup>, 2026 at 6:30PM at the City Hall Council Chambers and via Go To Meetings**

**The meeting can be joined in person or by using a computer, smartphone or tablet at**

**<https://meet.goto.com/775025133>**

**The meeting can also be joined by phone at  
1 866 899 4679 using Access Code: 775-025-133**

### **AGENDA**

1. Call to Order and Roll Call
2. Approval of the Agenda
3. Consent Agenda
  - a. Approval of minutes from the October 21<sup>st</sup>, 2025 Plan Commission meeting
4. Identify potential conflicts of interest
5. Citizen Participation (non-agenda items)
6. Action Items:
  - a. Public Hearing: Review and approval of Unified Development Ordinance Text Amendments. Applicant: Planning and Development Department
  - b. Review and approval of a Public Art Permit Application to allow a mural installation on the Vaughn Avenue Bridge at the 500 block of Vaughn Avenue. Applicant: Ashland Parks and Recreation Department
7. Discussion Items:
  - a. Discussion on Transitional Living Facilities/Rehabilitation Centers in the City of Ashland
  - b. Update on Property Maintenance Enforcement
  - c. Update on Building Permits for October-December 2025
  - d. Update on NWCSA Project at 2300 Lake Shore Drive West (Parcel # 201-04746-0000)
  - e. Update on Miscellaneous Planning and Development Items
8. Announcement/Reports/Comments/Questions
9. Adjournment

*It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities. NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact the Planning & Zoning Dept. at (715) 682-7041.*

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601 Main Street West — Ashland, WI 54806 — [www.coawi.org](http://www.coawi.org)

## **PLAN COMMISSION MEETING MINUTES**

**October 21<sup>st</sup>, 2025 at 6:30PM at the City Hall Council Chambers and via Go To Meetings**

**The meeting can be joined in person or by using a computer, smartphone or tablet at**

**<https://meet.goto.com/775025133>**

**The meeting can also be joined by phone at  
1 866 899 4679 using Access Code: 775-025-133**

**Present:** Jeff Beirl, JoAnn Erickson, Ana Tochtermann (late), Shawn Brede, Mayor Matt Mackenzie, Steven Wiley (Planning and Development Director), Terri Erickson (Assistant Planner)

**Absent:** David Eades (excused), Laurie Gregor (excused)

### **AGENDA**

1. Call to Order and Roll Call  
Mayor Mackenzie called the meeting to order at 6:35 pm and a quorum was declared present.
2. Approval of Agenda  
Ms. Erickson made a motion to approve the agenda and Mr. Beirl seconded. Motion Carried 4-0.
3. Mackenzie asked for approval of the minutes from the August 19<sup>th</sup>, 2025 Plan Commission meeting. Mayor Mackenzie moved to approve as proposed and Mr. Beirl seconded. The motion carried 4-0.
4. Identify potential conflicts of interest  
None
5. Citizen Participation (non-agenda items)  
None
6. Action Items:
  - a. Public Hearing: Review and approval of a Request to acquire City-owned land, (a portion of parcel 201-01886-0000), zoned Single and Two-Family Residential (R-2). Applicant: Travis Franek

Steven Wiley presented on the topic. He described the location as former railroad property on Willis Avenue and described the site with an Aerial view. He reviewed the existing and surrounding land uses and recommendations. He noted the applicant provided us with Certified Survey Map which was reviewed by staff. He stated that the mayor and staff have discussed returning former railroad properties to the adjacent owners to make them conforming again which has been done with a few other property owners already. Public works has weighed in. (Ana Tochtermann arrived 6:41pm) He reviewed the standards for review for a

land transfer. He noted the land is now tax exempt and this would return it to the tax roll. Staff recommends approval with conditions noted. Public hearing notice was acknowledged and discretionary mailings. Mr. Wiley reviewed comments received. 1) Frederick Vande Venter: 410 Willis Ave, stopped in and sent a letter; is supportive of transfer to Mr. Franek, who he believed would care well for the parcel. 2) Mary and Sarah Grubisic: Spoke with Mr. Wiley in person Tuesday Sept, 23rd. They have property at 413 Willis Ave and are supportive of transfer and that Mr. Franek is a good neighbor and keeps up property well. 3) Patrick Foley: 617 4th St E.; letter received Sept 17<sup>th</sup>, Opposed to request. He would like to purchase the land next to his house and build home and has submitted a proposal to purchase. He noted he has asked to buy it for years and told it was not for sale due to legal issues with the railroad. He feels the land should be put up for auction and sold before it is given away to someone who works for the city and therefore has preferential treatment.

Motion to go into public hearing by Ms. Erickson. Second by Mr. Beirl. Roll call vote carries 5-0.

- 1) Susan Peterson; 409 7<sup>th</sup> Ave E, neighbor to Mr. Franek. All for the transfer and putting property on the tax roll and property being maintained.

Motion to go out of public hearing by Jeff Beirl. Second by JoAnn Erickson. No discussion, carries 5-0.  
Motion to approve and move forward with transfer request by Mr. Beirl. Second by Mr. Brede.

Discussion: Mr. Beirl initiated discussion regarding Mr. Foley. Is he wanting to buy the same property that the city is giving away? Is it true that this is a non-buildable lot on its own so how would Mr. Foley be able to do this? Mr. Wiley noted that Mr. Foley wanted the entire north portion where the alley cuts through. City Staff/Mayor wants to see lots restored where-ever possible. The portion adjacent to Mr. Franek's lot, by itself, would not be buildable. Public Works wants to maintain the alley, as it currently contains utilities, so the parcel would remain split regardless. Mayor Mackenzie further described how the western portion would go to the Franek's, whose property is the only one that can be supplemented with this section of the easement. The city is looking at dividing the easement on the east side into a conforming lot to sell on the north end and giving the remainder on the south end to the adjacent neighbors to make their lot conforming. They have been approached and are not sure they are interested in it so then it could be sold along with the northern lots. This would be a buildable lot so it would be dealt with differently than the section proposed for transfer to Mr. Franek. Mr. Foley has started the process of purchasing these northern lots on the east side (lots 23/24) but has implied he's not interested unless he also is offered the western lots (lots 11/12). Mr. Beirl stated that returning as many lots as possible to conforming status, as noted as a goal by the city, takes a high priority. It was reiterated that if that if the subject lots were sold separately they could not be built on. Mayor Mackenzie noted it would only serve to block the adjacent owner from doing anything on the property and that has no value to anyone else, in his opinion. Ms. Erickson recollected that there was talk earlier in the year about getting lots appraised for selling and it would not apply to the subject property because it is only a partial lot? Mayor Mackenzie responded this was true and the city wants to start marketing as many properties as possible, prioritizing those that have utilities. Ms. Tochtermann remarked about what the precedent has been and expressed concern about fairness in regards to transferring land versus pursuing a sale. Mayor Mackenzie feels that the city has been consistent and fair with the process being used and explained some of the criteria and strategy the city has used and resources available. He reviewed some of the past transfers and current that are in the works. He noted the goal is not to make money but also not to spend money on these land transactions. Some buildable lots have been transferred at fair market value and gave an example of one close to the Ore dock. He noted the railroad ROW did come to the city at no expense.

Mayor Mackenzie: Call to question; a yes vote to transfer the land to combine with applicant's current property. A CSM has been completed and the applicant will need to acquire any required building permits as required for future improvements. Roll call vote: Carried 5-0.

- b. Public Hearing: Review and approval of a Conditional Use Permit (CUP) to allow a fence exceeding 6 feet in height in the side and rear yards at 2501 Golf Course Road (Parcel # 201-04808-1000), zoned Regional Commercial (RC) with Floodplain Overlay (F-O).  
Applicant: Scott Wafle.

Ms. Erickson presented on the topic. She noted the CUP request is for an 8-foot high fence and reviewed the subject site and surrounding zoning. She then explained the existing buildings and uses on the parcel. She pointed out the single-family residence adjacent to the project area and described where the new building and fence will be located. Pictures helped clarify that the existing vegetative screening between the two properties is minimal. She explained that the reason for the fence is to protect from theft and vandalism which has been an issue in the past. She noted there is a ten-foot wide landscape buffer requirement for new developments and a less intense adjacent use as well as requirements for adding more trees. Standards for review were touched on with the buffer requirements between different intensity uses being the only item of any concern. Staff recommends approval with the following conditions: 1) up to an 8-foot high fence allowed as shown in the site aerial plan. 2) Supports shall be placed on the interior side of the fence panels. 3) Any changes or additions to the project scope must acquire the required approvals and permits. 4) A permit must be granted before fence installation. 5) Three new trees and two new shrubs shall be planted to further fill in the existing vegetative buffer between the single-family residence and new fence/pole building. A planting plan shall be submitted for review and approval and be installed within a year of building completion. The Class 2 hearing notice was issued as required and discretionary letters were sent out. No responses were received.

Motion to go into public hearing: by Ms. Erickson, second by Anna Tochtermann. Motion Carries 5-0.

Motion to go out of public hearing: by Mr. Beirl, second by Ms. Erickson. Motion Carries 5-0.

Motion to review and approve the CUP for the fence at 2501 Golf coarse road with conditions identified by staff by Mr. Bierl, Second by Ms. Erickson.

Discussion: Jeff Beirl asked if the top half of the fence is allowed to be barbed or razor wire. Mr. Wiley responded that that would not be allowed under this CUP. He asked about requiring privacy cloth (or slats) in the chain link fencing for added visual screening from the residence. Mayor Mackenzie noted that this was a possibility if need be. The question arose of how much deterrent an 8-foot fence would actually hinder trespassing. Mayor Mackenzie noted that the hope is the fence will make it harder for people to take stuff which may be just sitting out in the yard for a period of time before it gets put inside. Ms. Erickson asked if the fence and new building would devalue their home? This answer is unknown, while keeping in mind that if a 6-foot high fence were proposed by the owner there would be no CUP approval required. Mr. Brede noted that he would like to see more trees & shrubs required that what staff has proposed. Mr. Wiley noted the number we suggested is derived from ordinance standards for a CUP approval but we could ask the applicant if he would be willing to plant more. There should also be a clause in the CUP language that they are required to maintain the plantings. Mr. Brady asked about the moratorium on metal buildings. Mr. Wiley responded depending on different factors, such as locations in a more isolated areas and not as visible, there is more flexibility in allowing these siding materials. Mr. Brede suggested the number of proposed trees and shrubs be doubled. The motion is to amend the number of trees and shrubs from the current 3 trees/2 shrubs to 4 trees/8 shrubs. Second by Ms. Erickson. Ms. Tochtermann inquired if the commission has the authority to ask for this kind of increase over and above the base standards. Mayor

Mackenzie responded that it is a reasonable request to meet the screening requirements for allowing another metal-faced pole building to be constructed on the site. Mr. Beirl questioned again if we are exceeding our authority Terri Erickson noted that the ordinance language refers to the requirement for a screening buffer between higher and lower intensity uses and it was the intent to help satisfy this by having the landscaping installed along this partially buffered area. Mr. Beirl asked if they fail to add the additional vegetation, do we have the authority to come back and mandate this, and based on what? Can we leverage the lack of a buffer for an additional landscaping requirement? Mr. Wiley asked if the buffer width was verified to not be 10-feet wide he and noted this is determined by the green space. Usually the landscaping requirement ties into ground area disturbed or new building area. Generally, it doesn't tie into cases where they want to have more fence height. The buffer width would be what we considered the 10 feet or whatever the width of the green space is between the property line and the disturbed area. Beirl asked, so based on that how many bushes and trees can we ask for? The numbers in the recommendation staff determined are based on the area of the new building which is the minimum requirement. If we want to ask for more we can propose it the property owner but he doesn't know if he'd have an issue with this. Mr. Beirl commented if it is put into motion it could be a deal breaker and he would rather us ask them if they are willing to incorporate the additional plantings and have staff negotiate the final number. Mr. Wiley agreed we could discuss with him that the commission is recommending approval but are asking for this.... Mr. Brede added that if there are not enough trees we can come back and look at it later which generally never happens so this is a way to front load it. Mayor Mackenzie asked for a vote on the amendment and clarified that it will ask for the four trees and eight shrubs with the understanding that they would do no less than three trees and two shrubs. Motion carries 5-0.

Mayor Mackenzie called to question the approval of the amended motion. Motion carried 5-0.

7. Discussion Items:

- a. Update on Property Maintenance Enforcement
- b. Update on Building Permits
- c. Update on Miscellaneous Planning and Development Items

Mr. Wiley conveyed that Vision, Inc, the developer for the Roffers site, closed on the property with the city for purchase on October 7<sup>th</sup>. They have submitted to DSPS for early start approval which was granted. Staff is still working on submitting a grant application to WEDC to offset some costs.

Alex Vickroy is moving ahead with his development plans for the Beaser School development for market rate units.

In regards to removing other problem properties, the 114 2<sup>nd</sup> Ave E property was demolished. 513 7<sup>th</sup> Street W. currently has a raze order to be demolished at the end of the month or early November.

A clean-up is taking place over by Beaser Park under a court order.

8. Announcement/Reports/Comments/Questions

Mayor Mackenzie noted that there has been a request related to deer hunting within the city with a bow. Currently our ordinance doesn't allow it on city owned property, only private property with police department approval. It may be something the city would consider allowed in some areas and help to control the deer population.

There continues to be effort to deal with empty buildings, get them cleaned up, and hopefully getting them back in to use. There's hope to turn the property of the demolished yellow house into a green space for use by the adjacent commercial property owners. This is an ongoing effort. The city has been approached about selling the property for parking which does not seem like the best use.

Most of road work in the city is about done.

Mr. Beirl asked about the timeline of the Beaser Ave project. Mr. Wiley responded the developer wants to get going this Fall and finish next year. There was a delay with the closing that shifted the schedule. Plans are drawn up for the Beaser School project and he is ready to get going. The library needs to move out first. We are in discussions regarding possible TIF assistance with the city assessor. Project will likely be running later than the Vision, Inc. Project. He is also applying for tax credits. The library should be ready for occupancy on Dec. 19<sup>th</sup>, ahead of schedule. The actual move-in date is under evaluation by the library board. The schedule was shortened in one part due to joists running a different direction than thought which simplified the construction and saved some money. The brickwork on the west exterior wall required more remediation than planned. The project is still on budget.

Ms. Erickson asked about the status of the homeless shelter. Mr. Wiley noted a letter has been written regarding the landscaping that needs to be done on the site per the CUP agreement. Property maintenance made a visit because there was stuff starting to pile up outside. Ms. Erickson asked if there is supposed to be someone at their desk 24 hours in order to give residents access to their living spaces. Mr. Wiley does not believe it is in the actual CUP resolution.

Mr. Brede asked for an update on the marina ramp. Mayor Mackenzie responded they are looking at next year to have it done. There have been some funding gap setbacks the city is working on.

The city is working with the DNR to acquire the two coal docks that are privately owned. We hope to do something with those that would benefit the waterfront. The DNR is looking to assist. Referenced a couple example projects: Superior and Sturgeon Bay. The owner needs to be motivated to sell – wants city to be responsible for clean-up costs which could be a possibility with assistance from grants.

9. Adjournment  
Motion by Ms. Erickson, Second by Ms. Tochtermann. Carried 5-0.  
Meeting closed at 7:48 pm

Recorded by:  
Terri Erickson  
Assistant Planner

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## STAFF REPORT

Plan Commission – January 20<sup>th</sup>, 2026

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**Agenda Item # 6a:** Public Hearing and vote on Unified Development Ordinance Text Amendment

Applicant: Planning and Development Department

Staff Contact: Steven Wiley

### **Background**

Planning staff is proposing text amendments to a few sections of the Unified Development Ordinance (UDO). Proposed ordinance amendments include amendments to the sign standards, drive aisle standards, and dumpster enclosure standards. Staff's intent is to add clarity to specific standards in these sections while still allowing applicants flexibility where possible.

### **Analysis**

The ordinance updates consist of revisions to the following sections of the Unified Development Ordinance:

- Part 6.3 (Parking and Loading Standards)
- Part 6.4 (Landscaping, Buffers, and Screening Standards)
- Part 6.6 (Sign Standards)

#### **Part 6.3 Parking and Loading Standards**

Within the past year City staff have required a couple of applicants working on parking lot upgrades to revise their parking lot plans to include a 25-foot wide drive aisle for two-way traffic where parking is provided at a 90-degree angle (perpendicular) to the drive aisle. Table 6.3.B: Minimum Parking Space and Drive Aisle Dimensions requires a minimum drive width of 25 feet. In a number of cases working with applicants staff have found that applicants are familiar with a 24-foot minimum drive aisle width in cases where perpendicular parking is provided. This is consistent with the Planning Director's experience working in other communities. Staff recommends an ordinance amendment to require a 24-foot minimum rather than the current 25-foot minimum.

#### **Part 6.4 Landscaping, Buffers, and Screening Standards**

Staff recommends an ordinance amendment to clarify the permitted placement of trash enclosures. Currently the UDO does not clarify whether they are or are not allowed in the front yard. The proposed amendment would prohibit the placement of trash enclosures and dumpsters in the front yard unless the Zoning Administrator or designee determines that no other suitable location exists for their placement on a parcel. Staff realizes that parcels with unique circumstances exist and a placement between the building and the street may serve as the only viable option in some cases. However, the proposed ordinance amendment would clarify that enclosures must be sited in the side or rear yards whenever possible.

### Part 6.6 (Sign Standards)

Proposed amendments to the sign standards include the allowance of one menu board per drive-through lane rather than one menu board per parcel as is currently the case for land uses with approved drive-through lanes. As restaurant chains update and implement new standards they have asked us to consider offering flexibility to allow them to update their facilities in the city. Culvers is working with City staff to add a drive-through lane to improve traffic flow and the ordering process. This would necessitate an additional menu board sign (for the second drive-through lane). Other restaurants have also done this over the past few years in various communities. The proposed ordinance amendment would maintain the area maximum for each menu board but allow applicants increased flexibility which will permit them to update their locations and enhance the customer experience while maintaining reasonable regulations to minimize sign clutter.

Staff also proposes removing Conditional Use Permit allowances for sign area. State law restricts the ability of communities to deny Conditional Use Permits. Planning staff discussed the proposed ordinance updates with the City Attorney's office. The City Attorneys reviewed the ordinance draft and determined that it is fine for the City to remove the CUP process from the sign ordinance because signs are still allowed. The City may consider adding criteria to the ordinance to allow applicants to exceed the sign area maximums or heights in other ways. For example, in some districts an applicant could get an additional square foot of sign area or height for every foot out of the required setback the sign is placed. Staff have not proposed any such allowances with this round of ordinance updates but can do so in upcoming updates if the Plan Commission would like staff to do so. The City Attorney has determined that the current sign area and height standards are reasonable.

Staff recommends adding the "Building Management Identification" sign category to the sign standards. Such a sign would not require a permit and would be mounted on the front façade of a building. It would not exceed 1.5 square feet in area. This type of sign might be used by owners of short-term or regular rentals and could identify the owner and/or manager of the property.

A redline draft of the proposed amendment is included in the packet materials.

### **Standards for UDO Text Amendment Review**

The City of Ashland's Unified Development Ordinance Section 3.4 (C) Unified Development Ordinance Text Amendment – Approval Criteria (and all subsections thereof), create the legal framework for UDO Text Amendments for the City of Ashland. The following decision criteria were used to review the proposed UDO Text Amendments:

#### **Consistency with the Comprehensive Plan**

The proposed text amendments are consistent with the Comprehensive Plan. The plan does not specifically mention drive-throughs. However, the amendments proposed for the dumpster enclosure and signage standards are consistent with the aesthetic vision the plan provides. The Comprehensive Plan includes the goal to "Reimage the city's entryways." (pg. 48). Highway 2 is a major gateway and corridor through the city. The plan recommends aesthetic improvements in the corridor. Staff believe that a requirement clarifying the permitted placement of dumpsters/trash enclosures along with the elimination of the CUP allowance to exceed maximum sign areas are consistent with the Comprehensive Plan's and City's aesthetic vision for the community.

#### **Promotion of the public health, safety, morals, and general welfare and efficiency and economy in the process of development**



The proposed ordinance amendments promote the public health, safety, morals, and welfare and efficiency and economy in the process of development. As restaurant chains seek to improve traffic flow in their drive-through areas an updated standard allowing for one menu board sign per drive-through lane will allow applicants/property owners the flexibility they need while maintaining a cap on the number of signs to mitigate potential sign clutter. The proposed ordinance amendment to remove CUP exceptions for sign area will still allow signage while eliminating exceptions that can contribute to sign clutter on major corridors. By adding clarity to the dumpster enclosure standard, the City will have a standard in the ordinance that over time can improve property aesthetics while offering flexibility for situations where placement options are limited.

#### **Compatibility with present zoning and conforming uses of property and character of neighborhoods**

All proposed ordinance changes are compatible with existing zoning and uses of property while having the potential to maintain or enhance the character of neighborhoods. As is the case with any zoning amendments, existing legal uses and situations are grandfathered in under the Nonconforming sections of the UDO. The proposed amendments would apply to new developments, projects, and applications done after the effective date of the ordinance changes.

#### **Principles of Sustainability specified in Section 1.4: Integration of Principles of Sustainability**

The proposed UDO text amendments do not conflict with the Principles of Sustainability as described in the UDO.

#### **Recommendation**

Staff recommends APPROVAL of the proposed UDO text amendments.

Additionally, as a Public Hearing is scheduled for the proposed UDO text amendment review, the Plan Commission should hear all input from the public prior to making a determination. A Class 2 public notice was issued on January 1<sup>st</sup> and January 8<sup>th</sup>.

*Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.*

**F. Design Standards for Parking Lots and Parking Spaces.**

1. **Site Plan.** Any application for a building permit and/or development permit shall include a site plan, drawn to scale and fully dimensioned, showing any parking or loading facilities to be provided in compliance with this Ordinance, excluding required parking for four (4) spaces or less. The site plan shall be approved by the applicable approval authority and in accordance with the applicable application procedures specified in Part 2 and/or Part 3 of this Ordinance respectively.
2. **Size of parking and loading spaces.** Parking and loading spaces shall be of adequate size and shape to accommodate the required vehicles. Except when modified by the applicable review and approval authority, parking spaces shall meet the dimensional requirements specified in Table 6.3.B and as illustrated in Figure 6.3-F-4. All parking spaces shall have a minimum width of nine (9) feet. Parallel parking spaces shall have a minimum length of twenty-three (23) feet and a minimum width of eight and one-half (8 1/2) feet. Loading spaces to accommodate automobiles shall be a minimum of two hundred fifty (250) square feet in area, exclusive of access. Loading spaces to accommodate tractors and trailers shall be a minimum of six hundred fifty (650) square feet in area, exclusive of access.
3. **Size and number of handicapped parking spaces.** The size and number of handicapped parking spaces shall be as established by the Americans with Disabilities Act (ADA).
4. **Pedestrian connections.** Safe pedestrian ways and crossings shall be provided from the parking area to the entrance of the building. Driving aisles may be used as pedestrian ways.
5. **Surfacing and drainage.** Parking and loading areas shall be graded and drained to dispose of all surface water accumulated within the area. The method of discharge of such water shall be consistent with the provisions of this Ordinance and subject to the approval of the Public Works Director or Designated Authorized Agent. All required parking and loading spaces and access drives shall be paved with concrete or bituminous pavement. Properly designed porous pavement, concrete pavers, permeable pavers, or other materials may be approved by the applicable approval authority provided that design and materials are consistent with the intent of this Ordinance.
6. **Snow storage and removal.** Snow storage areas shall be provided on-site where practical and sited in a manner that is accessible to snow removal vehicles. Storage areas shall not be less than twenty five percent (25%) of the improved parking, vehicle and pedestrian circulation areas and shall be landscaped with vegetation that is salt-tolerant and resilient to heavy snow. Storage areas shall not impede parking spaces, vehicular and pedestrian circulation, vision triangles, line of site, loading, trash storage/pick-up, or service areas or utilities. Hauling of snow from high density areas is permissible where other options are not practical.
7. **Lighting.** Lighting shall be directed away from adjacent properties so as not to create a nuisance to neighboring uses or traffic. Lighting shall be consistent with Section 6.7: Exterior Lighting.
8. **Landscaping.** Parking areas shall be landscaped as specified in Section 6.4: Landscaping, Buffers, and Screening.
9. **Location.** Parking and loading spaces generated by development shall be located on the same parcel as the use that they are intended to serve unless otherwise provided pursuant to the provisions of this Section. On street parking may count towards fulfilling parking requirements where specifically allowed pursuant to the provisions of this Ordinance.
10. **Setbacks.**
  1. This paragraph does not pertain to single-family detached and two-family residential uses.
  2. To the maximum extent practical, parking is encouraged to be to the side or rear of the principal building.

3. A minimum five (5) foot setback shall be required between any new or reconstructed parking lot and any interior side parcel line.
4. In no case shall parking be less than fifteen (15) feet from a public right-of way, except in situations as determined by the Zoning Administrator or Designated Authorized Agent where an existing parking lot is being reconstructed and conformance with this section would drastically decrease the number of required parking spaces or, as may be otherwise allowed by this Ordinance including Subparagraph e. below.
5. For new parking lots proposed in the City Center (CC) District, the Plan Commission may on a case by case basis, allow a lesser setback from right-of-way lines, while considering neighboring uses and public health and safety. In determining the minimum setback from a street or alley right-of-way, approval shall be based on the following criteria:
  1. Placement of parking area access locations in comparison to street and/or alley intersections, pedestrian walkways, existing and proposed parking spaces, and existing driveways;
  2. Location of existing and proposed parking spaces. To prevent encroachment on to the public right-of-way;
    1. The setback from parking spaces abutting a street right-of-way line shall not be less than three (3) feet. This three (3) foot setback may consist of curbing and landscaping, or the placement of bumper blocks three (3) feet from the right-of-way line.
    2. The boundary between a driving aisle and a street right-of-way line shall be defined by means of curbing, landscaping, fencing, pedestrian barriers or bumper blocks.
  3. Angle of existing and proposed parking spaces;
  4. Speed of vehicular traffic along adjacent street/s;
  5. Storm water runoff management plan;
  6. Consistency with other provisions and conditions of any Site Plan Approval, Conditional Use Permit, or related permit; and
  7. Any other criteria required by the Plan Commission to approve a lesser setback.

| <b>Table 6.3.B: Minimum Parking Space and Drive Aisle Dimensions</b> |                             |                    |                            |                  |
|----------------------------------------------------------------------|-----------------------------|--------------------|----------------------------|------------------|
| Parking Angle<br>(Degrees)                                           | Parking Space Length (Feet) |                    | Driving Aisle Width (Feet) |                  |
|                                                                      | Car-to-Wall Space           | Interlocking Space | One-Way                    | Two-Way          |
| 30                                                                   | 17                          | 13                 | 12                         | 19               |
| 45                                                                   | 19                          | 16                 | 12                         | 19               |
| 60                                                                   | 20                          | 18                 | 16                         | 20               |
| 75                                                                   | 20                          | 19                 | 22                         | 22               |
| 90                                                                   | 18                          | 18                 | <del>25</del> 24           | <del>25</del> 24 |

UDO Part 6.4 Landscaping, Buffers, and Screening

**UDO Part 6.4 D**

**4. Screening of trash containers.** Trash dumpsters and other trash containers associated with uses other than single and two-family residential uses shall be screened to the maximum extent practical, as determined by the Zoning Administrator or Designated Authorized Agent, as follows:

1. Trash containers shall be screened on all four (4) sides, using an enclosure that is a minimum of one(1) foot above the container;
2. The trash enclosure shall be constructed of materials that are harmonious with those of the principal structure;
3. The gate or door of the trash enclosure shall be closed at all times except as needed to access the trash containers.

~~3.4.~~ No exterior trash storage containers or dumpsters or dumpster enclosures shall be located between a building and a public street except if in the opinion of the Zoning Administrator, or designee, no other suitable location is available for such purpose, and provided the dumpster area is developed in a manner so as to minimize its appearance from a public street.

**Commented [SW1]:** Addition of a section to clarify that we would not permit trash containers/dumpsters/dumpster enclosures between a building and public street except in circumstances where site constraints prevent alternative placement.

## 6.6 Signs

This section shall be applied and interpreted so as to eliminate any regulation or differential treatment based on content, except where required to protect public health and safety and where essential to provide directional or locational information. No provision of this section which purports to regulate or differentially treat signage based on content, except as provided in the foregoing sentence, shall be enforced.

1. **Intent.** This Section is intended to accomplish the following:
  1. Encourage the effective use of signs as a means of communication in the City while preserving the rights of free speech under the First Amendment to the United States Constitution;
  2. Permit signage that is designed, constructed, installed, and maintained in an aesthetically pleasing manner;
  3. Encourage a positive business atmosphere;
  4. Promote the health, safety, and general welfare of the citizens of Ashland and preserve or enhance property values;
  5. Eliminate excessive and confusing signs that create potential hazards to motorists, pedestrians, and property;
  6. Effectively regulate issues pertaining to the location, size, height, and lighting of signs in an effort to assure compatibility with adjoining land uses, architecture, and landscape; and
  7. Provide for consistent and fair application and enforcement of regulations pertaining to signs.
2. **Administration and Sign Permits Required.**
  1. **Administration.** The Zoning Administrator or Designated Authorized Agent shall be responsible for administering and enforcing the provisions of this Section. The Zoning Administrator or Designated Authorized Agent shall examine all sign permit applications, issue permits and denials, authorize the continued use of signs that conform with the requirements of this Ordinance, record and file all applications for permits with any accompanying plans and documents, make inspections of signs in the City of Ashland, and make such reports as the City may require.
  2. **Permits required.** It shall be unlawful for any person to erect, construct, enlarge, relocate, or structurally modify a sign or cause the same to be done in the City of Ashland without first obtaining a sign permit for each such sign from the City of Ashland as specified in Section 3.36: Sign Permit. Signs not requiring a permit, as specified in Section 6.6, C. below, shall be exempt from this requirement.
  3. **Sign permit appeal.** In the event the Zoning Administrator or Designated Authorized Agent denies a sign permit application, the applicant may appeal the decision to the Zoning Board of Appeals pursuant to Section 3.11: Appeal of and Administrative Decision.
  4. **Violations.** Any person, firm, association, or corporation found in violation of this section may be subject to a monetary penalty or other remedy pursuant to Part 11: Violations and Remedies.
3. **Signs Not Requiring a Sign Permit.** Sign permits shall not be required for a change of copy on any sign, nor for the re-painting, cleaning, and other normal maintenance and repair of the sign and sign structure. In addition, sign permits shall not be required for the following signs provided the signs comply with the standards under Section 6.6 E: General Provisions, Design, Maintenance, and Removal Standards, 1.-9., and the following standards:

**Commented [KP1]:** These should be A, B, C etc not 1, 2, 3 per the UDO code online

**Commented [KP2]:** This should be "C" not "3" so it matches the UDO table of contents and is consistent with the section above that states that signs not requiring a permit are specified in Section 6.6C. below

1. **Awning and canopy signs.** Signage that does not exceed one line of copy on the valance (or apron) of an awning or canopy shall not require a sign permit provided the individual letters or graphics do not exceed nine (9) inches in height and it is not illuminated. Awnings and canopies shall comply with the dimensional standards specified in Section 6.6, F., 1: Awning and Canopy Signs.
2. **City banners installed on City-owned poles.** City banners installed on City-owned poles shall not require a sign permit.
3. **Construction signs.** Construction signs shall not require a sign permit provided that no more than two (2) construction signs shall be allowed per construction site, that no sign shall exceed one hundred (100) square feet of sign and graphic area each, and such signs shall not be illuminated. The signs shall be confined to the construction site and shall be removed within thirty (30) days after completion of construction or prior to occupancy, whichever is sooner.
4. **Informational signs.** Informational signs shall not require a sign permit provided they comply with the following standards:
  1. Informational signs shall be located entirely on the parcel to which they pertain, shall be located no closer than five (5) feet to any parcel line, and shall not be located within the required vision triangle specified in Section 6.1, H.: Vision Triangle;
  2. Signs shall be limited to one (1) sign per entrance;
  3. Signs shall not exceed eight (8) square feet each in area;
  4. Informational signs intended to designate parking-only or no-parking areas, where the sign is attached to the building façade or a post not to exceed a height of six (6) feet from the ground or top of curb, should be visible only from the parking area, shall be limited to one (1) sign per 4 parking spaces, and shall not exceed two (2) square feet in area each;
  5. Freestanding informational signs shall not exceed a height of two and one-half (2-1/2) feet from the ground or top of curb (whichever provides greater visibility) to the top of the sign;
  6. Informational signs shall not in any way advertise a business or list goods or services for sale.
5. **Governmental flags.** Flags of the United States, State of Wisconsin, City of Ashland, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction are permitted in all zoning districts without a sign permit provided they comply with the following standards. ~~Flags that exceed the following standards may be considered pursuant to the conditional use permit process.~~
  1. There shall be no more than three (3) flagpoles per parcel;
  2. Flagpoles shall not exceed the allowable building height in the district in which the flagpole is located, but in no case shall the height of the flagpole exceed a height of thirty-five (35) feet;
  3. The total area of all flags combined shall not exceed seventy-five (75) square feet;
  4. Lighting of flags compliant with this sub-section shall be exempt from lighting standards pursuant to Section 6.7: Exterior Lighting;
  5. Property owners are encouraged to lower all flags at sunset and during inclement weather.
6. **Government/Public/Institutional signs.** Government signs erected for control of traffic and other regulatory purposes, directional signs, railroad crossing signs, signs of public

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**Commented [SW3]:** We would like to take this out. We had a property owner inquire about doing a very tall flagpole with a large flag. I am wondering if we could still take this out now or if we should wait. No formal application has been filed. If an application were filed I would process it according to the ordinance in effect at that time.

**Commented [KP4R3]:** The City can take it out now. However, I have some concerns that there is no process to request an exception. (see my email) Any applications that are received prior to the amended ordinance being passed are under the old ordinance. Any applications that are received after the amended ordinance is passed are under the amended ordinance.

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utilities indicating danger, and aids to service or safety, which are erected by or on the order of a public officer in the performance of his or her duty. Public signs as specifically authorized for a public purpose by any law, statute, or ordinance. Institutional signs erected to display educational facility/campus locations, building identification, transportation routes, or similar institutional uses not visible or intended to be visible from public street rights-of-way or adjacent non-institutional parcels.

7. **Home occupation signs.** Home occupation signs shall not require a sign permit provided that they are non-illuminated wall or ground signs that do not exceed six (6) square feet in area, and advertise an allowable or permitted home occupation pursuant to Section 5.1, F: Home Occupations. No more than one (1) home occupation sign shall be allowed per residential property.
8. **House or building numbers and name plates.** House numbers and name plates not exceeding two (2) square feet in area shall be allowed for each building without the issuance of a sign permit.
9. **Interior signs.** Interior signs shall not require a sign permit provided that they are located within the interior of the building or structure. This does not, however, exempt such signs from the structural, electrical, or material specifications of this Ordinance.
10. **Memorial signs, plaques, tablets, names of buildings, and date of erection.** Memorial signs, plaques, tablets, names of buildings, and date of erection that are cut into a masonry surface or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four (4) square feet of area shall be allowed for any building, without the issuance of a sign permit.
11. **No trespassing or no dumping signs.** No trespassing or no dumping signs shall be allowed without the issuance of a sign permit provided that they do not exceed two (2) square feet in area per sign.
12. **Political and campaign signs.** Political and campaign signs on behalf of candidates for public office or measures on election ballots shall be allowed without a sign permit pursuant to Section 12.04 of the Wisconsin Statutes and as follows. If a conflict exists between provisions of this Ordinance and Wisconsin Statutes, Wisconsin Statutes shall take precedence.
  1. Said signs may be erected no earlier than sixty (60) days prior to the primary election and shall be removed within fifteen (15) days following said election;
  2. Signs shall be placed on private property with the consent of the property owner, shall not be located within public rights-of-way; and
  3. Each sign, except billboards as permitted by this Ordinance, shall not exceed eight (8) square feet associated with residential properties or sixteen (16) square feet associated with non-residential properties.
13. **Public notices.** Public notices posted by Designated Authorized Agents of the City or other official Governmental Agencies shall not require a sign permit.
14. **Real estate signs.** Real estate signs shall be allowed on any parcel, without the issuance of a sign permit, subject to the following provisions:
  1. A real estate sign shall not be illuminated;
  2. No more than one (1) real estate sign shall be allowed per parcel, except where a parcel has frontage on two or more public streets, said parcel shall be allowed placement of real estate signs on each frontage;
  3. A real estate sign shall be removed within thirty (30) days after the sale, rental, or lease has been accomplished;

4. For residential uses, a real estate sign shall not exceed six (6) square feet in area and six (6) feet in height;
  5. For non-residential uses, a real estate sign shall not exceed thirty-two (32) square feet in area and twelve (12) feet in height;
  6. A real estate sign shall be located outside of the public right-of-way.
15. **Symbols or insignia on premise.** Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies shall be allowed without the issuance of a sign permit provided that they do not exceed thirty-two (32) square feet.
16. **Temporary promotional banners.** Temporary promotional banners may be installed in any district without the issuance of a sign permit pursuant to the following standards, except that if the standards listed under 17.b. or 17.c. are exceeded, a temporary sign permit shall be obtained pursuant to Section 3.36: Sign Permit:
1. No temporary promotional banner shall exceed thirty-two (32) square feet in area;
  2. No temporary promotional banner shall be allowed to be displayed more than seven (7) consecutive days per calendar year;
  3. No use shall have more than one (1) promotional banner per building side, except that if a parcel contains more than one hundred fifty (150) feet of linear frontage, two (2) promotional banners may be allowed on one (1) side;
  4. Temporary promotional banners shall be constructed of durable weather resistant fabric, be non-illuminated and shall be securely attached to the building structure;
  5. Where a building structure does not exist, the temporary promotional banner may be erected on a parcel using posts, as approved by the Zoning Administrator or Designated Authorized Agent.
17. **Temporary signs: on-premise.** On-premise temporary signs may be installed in any district without the issuance of a sign permit pursuant to the following standards, except that if the standards listed under 18.a., 18.c. or 18.d. are exceeded, a temporary sign permit shall be obtained pursuant to Section 3.36: Sign Permit:
1. No use shall have more than one (1) on-premise temporary sign per parcel side;
  2. No on-premise temporary sign shall exceed thirty-two (32) square feet in area and shall be made of durable and weather resistant materials;
  3. No on-premise temporary sign shall be allowed to be displayed more than three (3) consecutive days per calendar year;
  4. Temporary personal property sale signs pertaining to the sale of personal property, such as, but not limited to, a vehicle, boat, or storage building, shall only be displayed on such item until sold, but not exceeding one (1) year, and shall not exceed four (4) square feet in area;
  5. Display of temporary garage or yard sale signs shall not exceed the length of the sale and must be placed outside of the public right-of-way.
18. **Temporary signs: off-premise pertaining to civic events.**
1. Non-City-owned parcels. Signs shall not exceed twelve (12) square feet in area each, shall not be located in a vision triangle and shall be posted no more than three (3) days prior to and one (1) day following the event, unless otherwise approved by the Zoning Administrator or Designated Authorized Agent.
  2. City-owned parcels (excluding City-owned parks or rights-of-way). Signs proposed to be located on a City-owned parcel shall require approval from the



Zoning Administrator or Designated Authorized Agent. Signs shall not exceed twelve (12) square feet in area each, shall not be located in a vision triangle and shall be posted no more than three (3) days prior to and one (1) day following the event, unless otherwise approved by the Zoning Administrator or Designated Authorized Agent.

3. **Public rights-of-way.** Signs proposed to be located in public rights-of-way (excluding Sidewalk Signs permitted under Section 3.45) may be allowed upon issuance of a Right-of-Way Permit by the Public Works Director or Designated Authorized Agent and pursuant to any regulations and standards in City of Ashland Ordinance 508.
19. **Temporary signs: City-owned park.** Temporary signs proposed to be located in a City-owned park may be allowed upon approval of the Parks and Recreation Committee or Designated Authorized Agent.
20. **Vehicular signs.** Trucks, buses, trailers, or other vehicles while operating in the normal course of business, which is not primarily the display of signs, shall not require a sign permit.
21. **Window signs.**
  1. **Permanent window signs.** Permanent window signs shall not require a sign permit provided that they are not illuminated and do not cover more than twenty-five (25) percent of the window area on each elevation of a building. All window signs shall be placed on the interior surface of the glass.
  2. **Temporary window signs.** Temporary window signs, such as community announcements and special events posters, posted for no more than thirty (30) days, shall not require a permit. Temporary window signs may not impede on door windows or other windows that need to be clear for pedestrian safety.
22. **Building Management Identification Signs.** ~~Building Management Identification Sign may be installed in any district without a sign permit pursuant to the following standards. A Building Management Identification Sign is defined, under this section, This sign type is defined as a sign which may indicates the name, telephone number, website address, and/or address of the property owner, tenant, and/or manager of the property. A Building Management Identification Sign may be installed in any district without a sign permit, is allowed provided it meets the following conditions.~~
  1. Building Management Identification Signs shall be mounted only on a street facing façade of the principal structure and not on any accessory structures.
  2. Building Management Identification Signs shall not be mounted to any part of any porch railing, rim joists, the exterior of any window or shutter, on latticework, roof support joists, or any feature where signage is prohibited by this Section.
  3. Building Management Identification Signs shall be mounted on the façade wall, and no part of any Building Management Identification Sign shall be located above the top of the entry door itself. This includes scenarios where the door has a transom window above.
  4. Permitted sign lighting: None
  5. Building Management Identification Signs are limited to an area of 1.5 square feet.
  6. Building Management Identification Signs shall be fabricated of sign-grade wood or metal with a minimum thickness of 0.04 inches and shall be manufactured to a professional standard of construction, finish, and graphics and shall not be handpainted in a nonprofessional or amateur manner.

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4. **Prohibited Signs.** The following signs shall be prohibited in the City of Ashland. Existing nonconforming signs, excluding abandoned signs, may continue pursuant to the nonconforming provisions specified in Section 10.6: Nonconforming Signs.
  1. **Abandoned signs.** Abandoned signs that advertise an activity, business, product, or service no longer available, shall be prohibited.
  2. **Painted signs on the face of a structure.** Painting a sign directly on the face of a structure, boulder, or similar feature shall be prohibited, except that painted murals may be approved pursuant to Section 5.6, I.: Public Art.
  3. **Portable signs and portable reader boards.** Portable signs (including, but not limited to, signs placed or installed on a trailer or vehicle not operating in the normal course of business) and portable reader boards shall be prohibited except when allowed as a temporary sign pursuant to Section 6.6, C.: Signs Not Requiring a Sign Permit or a sidewalk sign pursuant to Section 6.6, F., 8.: Sidewalk Sign.
  4. **Roof signs.** Roof signs, including signs mounted on a roof surface or projecting above the roof line of a structure if either attached to the structure (or cantilevered over the structure) shall be prohibited, except with the issuance of a conditional use permit pursuant to Section 3.9: Conditional Use Permit.
  5. **Signs with flashing, blinking, or traveling lights.** Signs with flashing, blinking, or traveling lights, or erratic or other moving parts.
  6. **Signs affixed to trees, lamp posts, or utility poles.** Signs affixed to trees, lamp posts, utility poles, or similar features located in public rights-of-way shall be prohibited.
  7. **Signs affixed to satellite dishes, wind energy facilities or telecommunication towers.** Graphic designs or advertising, excluding communication call letters or frequencies, affixed to satellite dishes, wind energy facilities, telecommunication towers or other similar features shall be prohibited pursuant to Section 5.4, A., 1., d. Satellite dishes between three (3) feet and twelve (12) feet in diameter, Section 5.4, D., 3., i. Design Standards and Section 5.4, A., 2., i. (11) Wireless telecommunication facilities.
  8. **Signs within the public right-of-way.** No sign shall be placed in the public right-of-way, except as expressly permitted by this Section. Any sign placed in the ROW and not removed in a timely manner by the owner of the adjacent property after written notification from the Zoning Administrator or Designated Authorized Agent may be removed by the Zoning Administrator or Designated Authorized Agent. Signs that have been removed by City Staff will be held at the Ashland City Hall for at least two (2) weeks before proper disposal, and may be claimed by the business owner during that time.
  9. **Any sign not expressly permitted.** Any sign not expressly permitted by this Section shall be prohibited.
5. **General Provisions, Design, Maintenance, and Removal Standards.**
  1. **Compatibility.** To the maximum extent practical, signs shall be compatible and complimentary to their surroundings in terms of size, shape, color, texture, and lighting. Buildings and sites shall be designed so that the signs are an integral part of the building and/or site. Signs shall not visually detract from other conforming signs.
  2. **Protection of First Amendment rights.** Any sign under this Ordinance may contain, in lieu of any other copy, any otherwise lawful noncommercial message that does not direct attention to a business, activity conducted, or product sold or offered at a location.
  3. **Sign measurements.** Sign area and sign height measurements shall be calculated as follows:

1. Sign copy and graphic area. The sign copy and graphic area shall be calculated by means of the smallest four-sided figure (such as a rectangle) that encompasses the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign and copy graphic area from the structure;
2. Sign structure area. Where a maximum allowable sign structure is specified in this section, the sign structure area shall include the sign copy and graphic area as well as the structure on which the sign copy and graphic are placed. The sign structure area generally applies to freestanding signs;
3. Sign structure height. The height of a freestanding sign shall be measured from the average grade (measured at a point three (3) feet on each side of the sign) to the top of the sign structure. Where a freestanding sign is located adjacent to a street that is above the ground elevation of the proposed freestanding sign, the height of the freestanding sign shall be measured from the elevation of the road centerline immediately adjacent to the sign, rather than the elevation at the base of the sign;
4. Double sided signs. The sign copy and graphic area of a ~~double-sided~~double-sided sign with identical sign copy and graphics on both sides shall be calculated based on the sign and copy graphic area of one side of the sign provided that the angle between the two sign faces does not exceed forty-five (45) degrees.
4. **Buildings with a secondary public entrance at the rear or side of the building**. In addition to the allowable signage associated with a use in a particular district, commercial, public, and institutional uses that have a secondary entrance for the public that does not front a public right-of-way, may have, at the secondary entrance, one (1) sign not to exceed thirty-two (32) square feet.
5. **Placement of signs**. The placement of signs shall comply with the following standards.
  1. Minimum required distance from parcel lines. All signs shall be placed at least five (5) feet from all parcel lines.
  2. Outside the required vision triangle. No sign shall obstruct the required vision triangle as specified in Section 6.1, H.: Vision Triangle.
  3. Outside the drainage and utility easements. No sign shall be placed in a drainage, utility, or other easement without first obtaining all applicable authorizations.
6. **Design and construction standards**. All signs shall comply with the following construction standards:
  1. All signs shall be designed by a sign contractor or individual/firm with demonstrated experience in designing business signs and working knowledge of building codes, electrical codes, and construction standards applicable to sign design and construction;
  2. All signs shall comply with all applicable building and electrical codes;
  3. All signs shall be constructed of durable, weather-resistant materials;
  4. All freestanding signs shall be self-supporting structures and permanently attached to sufficient foundations;
  5. Electrical service to signs shall comply with the applicable electrical codes. No sign shall have exposed electrical wires. Electrical service to signs shall be concealed wherever possible to preserve aesthetic values;

6. All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads pursuant to the requirements of the applicable building codes;
7. Supports and braces shall be an integral part of the sign design. Angle irons, chains, or wires used for supports or braces shall be hidden from public view to the extent technically feasible;
8. All signs shall be marked with the manufacturer's name and all other information as required by the applicable building and electrical codes;
9. The use of unshielded lighting, including exposed light bulbs hung or strung on poles, wires, or any other support intended to illuminate a sign or other advertising device, is prohibited;
10. All sign lighting shall be so designed, located, shielded, or hooded to prevent the casting of glare or direct light upon adjacent roadways, surrounding properties or into the sky. All property/business owners are encouraged to turn off all unnecessary lighting after hours;
11. Neon window signs or other exterior neon displays may be permitted in cases where they are custom designed to be compatible with the architectural character of the building and where their color has been selected to harmonize with the exterior colors of the building;
12. Any sign that is accessible to vehicles shall have a minimum vertical clearance of sixteen (16) feet.
13. Signs containing manual changeable copy or electronic reader boards shall have less than thirty (30) percent of the entire sign area dedicated to changeable copy or reader boards. Fuel price displays shall not be included in changeable copy calculation.
7. **Installation and maintenance.** All signs shall be installed and maintained as follows:
  1. Safety. All signs shall be installed and maintained in a workmanlike manner using equipment that is adequate and safe for the task. Electric signs shall be installed in accordance with the applicable electrical code;
  2. Indemnification for sign installation and maintenance. All persons engaged in the business of installing or maintaining signs that involves in whole or in part, the erection, alteration, relocation, or maintenance of a sign or other sign work in, over, or immediately adjacent to a public right-of-way or public property that is used or encroached upon by the sign contractor, shall hold the City of Ashland harmless and indemnify the City of Ashland, its officers, agents, and employees from any and all claims for bodily injury or property damage resulting from the erection, alteration, relocation, or maintenance of signs or any other sign work;
8. **Maintenance and repair.** All signs for which a permit is required, shall be maintained in good repair in accordance with all applicable building codes and shall be properly anchored so as to be kept in safe and sound condition. All signs shall be protected from the elements and against decay and rust by the periodic application of weather-coating material, such as paint or other protective treatment as applicable;
9. **Removal of signs.** Signs shall be removed as follows:
  1. Deteriorated, dilapidated, or abandoned signs. The Zoning Administrator, Building Inspector, or Designated Authorized Agent shall cause to be removed any deteriorated, dilapidated, or abandoned sign as defined by this Ordinance or the applicable building code;

2. Unsafe signs. When any sign becomes unsecure, in danger of falling, or otherwise unsafe, or if any sign shall be unlawfully installed, erected or maintained in violation of any provisions of this Ordinance, the owner thereof, or the person or firm maintaining same, shall, upon notice of the Zoning Administrator, Building Inspector, or Designated Authorized Agent, in a reasonable time frame, make such sign conform with the provisions of this Ordinance or shall remove it. If the order is not complied with, the Zoning Administrator, Building Inspector, or Designated Authorized Agent may remove such sign at the expense of the owner of lessee thereof;
  3. Removal of signs. The Zoning Administrator or Designated Authorized Agent shall cause to be removed any abandoned sign including all supporting sign structures by the owner of record of the property.
10. **Nonconforming signs.** A nonconforming sign may continue pursuant to Section 10.6: Nonconforming Signs.
6. **General Standards for Specific Types of Signs.** This Subsection specifies general standards for specific types of signs. Refer to Section 6.6, E.: General Provisions, Design, Maintenance, and Removal Standards for additional requirements.
1. **Awning and canopy signs.** All awning or canopy signs that exceed one line of copy and/or contain letters or graphics over nine (9) inches in height shall require the issuance of a sign permit. Where a sign permit is required, the area of the sign shall count toward the total allowable area for wall signs in the applicable zoning district. In addition, all awnings and canopies shall comply with the following standards:
    1. Illumination. Illuminated awning and canopy signs shall not have the light source visible when viewing the sign;
    2. Clearance above grade. The bottom of an awning shall be at least one hundred (100) inches above grade. The bottom of a canopy shall be at least ten (10) feet above grade;
    3. Required distance from street or parking lot curb. Awning and canopy signs shall not extend closer than five (5) feet to the vertical plane of the face of a street curb, or if no curb exists, closer than six (6) feet to the edge of the street, street right-of-way, or parking lot as determined by the Zoning Administrator or Designated Authorized Agent.
  2. **Electrically or mechanically energized animated sign.** All electrically or mechanically energized animated signs, also referred to as Electronic Message Centers or EMCs, as defined, shall comply with the following standards:
    1. Applicability. EMCs shall be allowed pursuant to the specifications of this section except that no EMC shall be allowed within the boundaries of the West 2nd Street Historic District as listed in the National or State Registers Record.
    2. Application and review. Application for such sign shall be submitted pursuant to Section 3.36: Sign Permit.
    3. Decision criteria. The Zoning Administrator or authorized agent shall consider all relevant criteria specified in Section 6.6 E.: General Provisions, Design, Maintenance, and Removal Standards and other sections of this ordinance. In addition the following decision criteria and regulations shall be used in reviewing the application:
      1. Dimmable technology shall be installed and utilized to adjust the light output of the EMC based on the ambient light such that it dims automatically when it is less bright outside.

2. EMC signage for all parcels must be turned off between the hours of 8 p.m. and 7 a.m. If a business is staffed and open before or after that time period, the EMC signage must be turned off no later than sixty (60) minutes after the close of business for the day and turned back on no earlier than sixty (60) minutes before the business opens for the day.
  3. Signage on parcels abutting residential properties or separated by a Right-of-Way shall be designed and located in such a manner that does not create an adverse residential nuisance, taking into account brightness, direction, location, or other factors.
  4. The sign shall be located and designed so that it does not significantly alter or obstruct Lake Superior vistas of adjacent property owners and for major view corridors.
  5. The time change of copy, messages or graphics on an animated sign shall not change more than once every eight (8) seconds, except that all signs within view of vehicular or pedestrian safety lighting (such as stop lights) shall not change more than once every one (1) minute.
  6. Within view of safety lighting, colors or shapes shall not be used that could be confused for safety lighting.
3. **Freestanding sign.** For the purpose of this Ordinance, a monument sign, multiple pole sign, or single pole sign shall be considered a freestanding sign. Monument signs are the preferred freestanding signs in the city. Unless specified otherwise in this Section, all freestanding signs shall comply with the following standards:
1. Allowable sign area and sign height. The allowable sign area and sign height shall be as specified in the applicable zoning district;
  2. Monument sign base. In the case of a freestanding monument sign, the width of the base of the sign shall be at least sixty (60) percent of the width of the sign;
  3. Materials. Freestanding signs shall be constructed of durable and quality materials that are compatible with surrounding development. In the case of a monument sign, the base and exposed foundation shall be covered with a finished material such as brick, stone, metal, or wood;
  4. Landscaping. Freestanding signs shall provide an attractive landscaped area around the entire base of the sign to complement the sign. The property owner shall be responsible for the maintenance of the landscaping;
  5. Single or double-faced. A freestanding sign may be single or double faced. The allowable sign copy and graphic area shall be calculated on only one side of a double-faced sign provided that the angle between the two sign faces does not exceed forty-five (45) degrees;
  6. Allowable number. There shall be a maximum of one (1) freestanding sign per interior parcel, except where specifically allowed otherwise in this Section. Through parcels and multiple frontage parcels may have one (1) additional freestanding sign.
4. **Joint/Area identification signs.**
1. Applicability. Notwithstanding all other provisions of this ordinance related to signs, the following shall apply.
    1. Existing developments. Owners of contiguous or nearly-contiguous parcels are eligible to co-apply for a Joint Sign to be reviewed by the Plan Commission in accordance with Section 3.9: Conditional Use Permit and sub-paragraph b. below.

2. New development or redevelopment. Pursuant to sub-paragraph c. below, the Plan Commission may require Joint Signage as part of any proposals for new development or redevelopment requiring Site Plan Approval pursuant to Section 3.20: Site Plan Approval, a Conditional Use Permit pursuant to Section 3.9: Conditional Use Permit, or a related action by the Plan Commission.
2. Existing development – voluntary joint sign applications.
  1. Joint sign application. The joint sign application shall denote all the parcels to be included, and all owners thereof shall be party to said application.
  2. Joint sign determination. As part of the approval of any application for a joint sign, the Plan Commission shall issue a joint sign determination in accordance with sub-paragraph d. below.
3. New development or redevelopment – joint sign determinations. A joint sign determination in accordance with sub-paragraph d. below shall be required for new development or redevelopment when the following applies:
  1. Consolidation of multiple freestanding signs would protect and promote the public interest and be consistent with the intents of this ordinance and the Comprehensive Plan; AND
  2. The joint sign will identify two (2) or more parcels, any one of which has no frontage on an arterial street or has less than three hundred (300) feet of frontage on an arterial street; OR
  3. One (1) or more freestanding signs identify, or are proposed to identify, two (2) or more business or organizations on a parcel, and the total area of all existing or proposed signs exceeds, or is proposed to exceed, the allowable sign area for the district in which it is located.
4. Joint sign determination. Where a joint sign determination is required by the Plan Commission, the following shall apply.
  1. Parcels to be included. The joint sign determination shall identify all parcels to be included in the joint sign. Parcels subject to a joint sign determination shall obtain a conditional use permit pursuant to Section 3.9: Conditional Use Permit and a joint sign permit pursuant to Section 3.36: Sign Permit. After the date of the joint sign determination, all current and future owners and/or occupants of said parcels shall comply with the terms of the joint sign determination and sign permit.
  2. Existing freestanding signs. Where businesses or parcels are required to utilize a joint sign, any existing freestanding sign(s) for those businesses/parcels shall be reviewed by the Plan Commission. The Plan Commission shall determine as nonconforming any freestanding sign that advertises said businesses/parcels, except that freestanding directional signs may be excluded from the determination of this sub-paragraph at the discretion of the Plan Commission. Signs determined as nonconforming signs shall be brought into conformity by incorporation into a joint sign in accordance with the conditions of the determination. The Plan Commission in consultation with the property owner/s and, if applicable, the developer/s shall determine a date by which the nonconforming freestanding sign (and support structure) will be brought into compliance and removed from the site.

3. New freestanding signs. All parcels affected by a joint sign determination of the Plan Commission shall, after the date of said determination, be ineligible for permits for freestanding signs as provided by Section 6.6, F., 3.: Freestanding Signs, and shall only be eligible for sign permits for inclusion in the joint sign as a joint sign subunit.
  4. Other signs. For businesses affected by a joint sign determination, wall-mounted, projecting, or other signs may be permissible pursuant to Section 6.6: Signs.
  5. Administration. The Zoning Administrator or Designated Authorized Agent shall enforce all conditions of the joint sign determination and joint sign permit until such time as they are repealed or modified by the Plan Commission. The Zoning Administrator or Designated Authorized Agent shall maintain a permanent record of joint sign determinations and affected parcels. All owners of affected parcels shall record the joint sign determination and conditions of permit approval with the Register of Deeds.
5. Joint sign permit. Approval of designs for a joint sign or area identification sign required.
1. The Plan Commission shall review permit applications for a joint sign or area identification sign, which the Plan Commission may approve pursuant to review criteria of Section 3.20, C: Site Plan, Approval Criteria and this sub-paragraph, and thereafter the Zoning Administrator or Designated Authorized Agent may issue a sign permit for said sign.
  2. Joint signs and area identification signs shall comply with both general and district-specific sign requirements for construction, setbacks, and height. Approval of the joint sign area and design shall be based on the following criteria.
    1. The number and type of parcels, organizations, and structures served by the sign,
    2. Consistency with other provisions and conditions of any Site Plan Approval, Conditional Use Permit or related permit,
    3. Compatibility with adjacent development, including but not limited to the size and design of Freestanding Signs in the vicinity,
    4. Consistency with the intent of the sign provisions of this ordinance, including district-specific sign regulations, and
    5. Compliance with other applicable laws.
    6. The Plan Commission may, if for public betterment, hear and decide special exceptions to setback requirements for both general and district-specific sign requirements.
  3. After the initial approval of a joint sign structure, each subsequent joint sign subunit to be included in the joint sign shall obtain a sign permit directly from the Zoning Administrator or Designated Authorized Agent. After initial construction of the joint sign structure and joint sign subunits, any alterations to the structure of said signs shall require a



sign permit from the Zoning Administrator or Designated Authorized Agent.

6. Sign easements and agreements.

1. Easements. A sign easement or other instrument acceptable to the Zoning Administrator or Designated Authorized Agent shall be required for all joint signs approved by Plan Commission. Such instruments shall reflect the right of all affected parcels to access and maintain signage.
2. Sign use and maintenance agreements. Parcels affected by a joint sign determination shall—in addition to the easement requirements of clause (1) above—be party to a sign-usage-and-maintenance agreement for the Joint Sign. Said agreement shall, at a minimum, establish terms for shared maintenance and landscaping of the overall sign structure and sign subunits; delimit each parcel's share of area in the joint sign; set any requirements for the temporary disposition of sign subunits in the event of business vacancies; and any other limitations on sign design, appearance, or refurbishment. Said agreement shall be subject to prior review and approval by the Plan Commission.
3. Recordation. All easements and agreements described in clause (1) and (2) above shall be recorded with the Ashland County Register of Deeds.

7. Off-Premise Signs. In no case may an area identification sign or joint sign be located off premise from at least one of the parcels affected by the Joint Sign Determination.

5. **Menu board sign.** Menu board signs where allowed pursuant to this Section shall be subject to the following conditions:

1. Number allowed. A maximum of one menu board shall be permitted per drive-through lane on a parcel of land in any district with a permitted or conditional use providing drive-through window service.
2. Allowable sign copy and graphic area. The menu board shall have a maximum sign and copy graphic area of fifty (50) square feet.
3. Orientation. The menu board shall be single-sided and oriented in such a manner so that the signs provide information to the patrons using the drive-through facility only, and does not provide supplemental advertising to passing traffic.

6. **Off-premise sign.**

1. Intent. The City of Ashland recognizes that many existing off-premise signs in the city (including signs commonly referred to as billboards) are intended to help promote Ashland's businesses. However, the City also recognizes that excessive and uncontrolled off-premise signs endanger the City's unique character and scenic quality. Therefore, it is the intent of this Paragraph to accomplish the following:
  1. Encourage the use of alternative means to promote Ashland businesses including, but not limited to, standardized logo signs provided by the Wisconsin Department of Transportation, on-premise signs, and other media; and
  2. Encourage the orderly removal of all nonconforming off-premise signs by providing an option to replace nonconforming off-premise signs with conforming off-premise signs that effectively communicate while respecting the unique character and scenic quality of the city.

2. Existing nonconforming off-premise signs. Existing nonconforming off-premise signs shall be allowed to continue pursuant to Section 10.6: Nonconforming Signs.
3. Maximum allowed number of billboard sign structures in the city. One (1) billboard sign structure meeting the provisions of this Ordinance may be approved for every three (3) nonconforming billboard signs removed in the city.
4. Location and placement of billboard signs.
  1. All billboard signs shall be placed outside the public right-of-way, at least five (5) feet from all parcel lines and only on parcels fronting U.S. Highway 2 (Lake Shore Drive) or State Highway 13 (Ellis Avenue), unless specified otherwise in this Section.
  2. No billboard sign shall obstruct the required vision triangle as specified in Section 6.1, H.: Vision Triangle.
  3. No billboard sign shall be placed in a drainage, utility, or other easement without written authorization from the holder of the easement.
  4. Billboard signs shall only be located in the zoning districts where they are allowed pursuant to this Section and shall be located no closer than one-hundred (100) feet from the boundary of another district that prohibits billboard signs.
  5. Billboard signs should generally be located at least five hundred (500) feet of another billboard sign. However, in no case shall a billboard sign be located closer than one hundred fifty (150) feet of another billboard sign.
5. Design standards for billboards. The following design standards apply to all billboard signs:
  1. The maximum height of a billboard sign structure shall not exceed twenty-five (25) feet;
  2. The maximum width of a billboard sign structure shall not exceed twelve (12) feet;
  3. A billboard sign structure may display multiple individual sign copy and graphics. However, no individual sign copy and graphic area shall exceed fifty (50) square feet;
  4. Sign copy and graphics located on a billboard sign may be designed for permanent copy or changeable copy;
  5. Internally illuminated and animated signs are prohibited.
6. Applications, permits, and licenses. Due to the potential concerns of inappropriate off-premise signs (including billboards), as described in the intent of this Paragraph, off-premise signs shall comply with the following standards relating to applications, permits, and licenses:
  1. No billboard sign shall be erected until the owner has first received a conditional use permit for the proposed billboard sign pursuant to Section 3.9: Conditional Use Permit and has been issued a sign permit pursuant to Section 3.36 Sign Permit;
  2. All billboard signs shall be subject to an annual license renewable prior to January 1 of each calendar year, regardless of the date of the original issuance;
  3. A billboard sign owner shall annually pay a license fee as identified in the City Fee Schedule for each billboard sign that the owner has in the

city. Renewal fees shall be doubled if the license is not renewed prior to January 1 of each year;

4. Every company that provides advertising on billboard signs and every sign contractor or owner of the parcel on which the sign is to be erected shall carry insurance limits of a minimum of five hundred thousand dollars (\$500,000.00) per occurrence and a one million dollar (\$1,000,000.00) aggregate. The City of Ashland shall also be identified as a certificate holder on the insurance policy. In the event that the company's insurance policy expires, the City's annual license shall be revoked ten (10) days after the policy's expiration date. If a new insurance policy is not in place within sixty (60) days of the policy's expiration, the billboard sign shall be considered abandoned and subject to the removal and disposition provisions of this Ordinance;
5. Any billboard sign owner maintaining a billboard sign without a license shall be found in violation of this Ordinance and shall be penalized as established by this Ordinance. Sixty (60) days after a license expires, the City shall consider the off-premise sign abandoned and it shall be removed pursuant to removal and disposition provisions of this Ordinance.
7. Abandoned signs. Abandoned signs that advertise an activity, business, product, or service no longer available shall be prohibited.
7. **Projecting sign**. Unless specified otherwise in this Section, all projecting signs shall comply with the following standards:
  1. Spacing. Projecting signs shall be located no closer than twenty five (25) feet from the nearest projecting sign;
  2. Clearance above grade. Projecting sign shall maintain a minimum ten (10) foot vertical distance between the bottom of the sign and the grade immediately below the sign;
  3. Allowable extension from building. Projecting signs shall not extend further than eight (8) feet from the building to which they are attached;
  4. Required distance from street or parking lot curb. Projecting signs shall not extend closer than five (5) feet to the vertical plane of the face of a street curb, or if no curb exists, closer than six (6) feet to the edge of the street, street right-of-way, or parking lot as determined by the Zoning Administrator or Designated Authorized Agent;
  5. Allowable sign and graphic area. The allowable sign and graphic area shall not exceed twelve (12) square feet;
  6. Allowable area of the sign structure. The maximum allowable area of the entire sign structure shall not exceed twenty (20) square feet;
  7. Allowable number of projecting signs per use. Each distinct and unrelated service shall be allowed no more than one (1) projecting sign.
8. **Sidewalk sign**.
  1. Intent. The intent of this Paragraph is to regulate the design and location of sidewalk signs in the City of Ashland in order to allow for a positive business atmosphere and effective communication while protecting the health, safety, and welfare of the public.
  2. Design standards. All sidewalk signs shall comply with the following standards:

1. Each distinct and unrelated service for which a sidewalk sign is permitted by this Ordinance shall be allowed one (1) sidewalk sign;
  2. A sidewalk sign shall have a small, but legible label identifying the business that owns the sign, a contact name, address, and phone number.
  3. A sidewalk sign shall have a professionally designed appearance and shall be constructed in a workmanlike manner that is consistent with all applicable codes;
  4. A sidewalk sign may not exceed twenty-seven (27) inches in width and forty-five (45) inches in height. The base shall not exceed a width of thirty-six (36) inches. The required dimensions shall include the support structure and shall be measured along the widest or highest section of the sign;
  5. A sidewalk sign shall be constructed of durable, weather-resistant materials and finish, including aluminum, steel, wood and other similar materials. Cardboard, paper, fabric, non-rigid material, and other similar materials are prohibited;
  6. A sidewalk sign must be securely weighted and stabilized so as to not shift in the wind or present public safety hazards;
  7. A sidewalk sign shall have no moving parts, except for two stabilized wheels for moving sign to and from display location;
  8. The material, graphics and finish of a sidewalk sign shall be of a unified design and shall be compatible and complementary to its surroundings in terms of shape, color and texture. Lettering shall be legible and consistent;
  9. A sidewalk sign shall not be electric or illuminated;
  10. A sidewalk sign shall be maintained in a clean and original appearance.
3. Permitted locations. Sidewalk signs shall only be allowed in those zoning districts and for those uses as specified in this Section. More specifically, sidewalk signs shall comply with the following standards:
1. A sidewalk sign shall only be placed at the location specified on the approved sign permit;
  2. A sidewalk sign may be located on or immediately adjacent to the subject parcel in a manner that does not present a pedestrian safety or vehicular hazard. Under no circumstances shall a sidewalk sign obstruct vehicular/bus stops, benches, fire hydrants, or other features located legally in the right-of-way;
  3. A sidewalk sign may not be located in a road or alley right-of-way except that it may be placed on a sidewalk in the public right-of-way with permission from the Zoning Administrator and Public Works Director or Designated Authorized Agent and the Police Department;
  4. A minimum of seven (7) feet of unobstructed sidewalk must remain between the sidewalk sign and adjacent buildings. In situations where seven (7) feet is not feasible because of a smaller sidewalk width, unique building locations, or other similar situations, the Zoning Administrator or Designated Authorized Agent may determine the minimum amount of unobstructed sidewalk allowed. A sidewalk sign shall be located near the curb, rather than the building face;

5. A sidewalk sign shall not be located closer than five (5) feet to an adjacent parcel line;
6. A sidewalk sign shall not be located in the required vision triangle as specified in Section 6.1, H.: Vision Triangle.
4. Permitted display hours. A sidewalk sign may be displayed between the hours of 6:00 AM and 9:00 PM or during the hours that the business is open.
5. Application and permit requirements. All sidewalk signs shall require the issuance of a sign permit pursuant to Section 3.36: Sign Permit.

**9. Wall sign.**

1. Allowable sign area. The allowable sign area is specified in the applicable zoning districts. The allowable sign area for each use in a multi-tenant building shall be based on the percentage of the individual use to the entire building.
2. Allowable number of signs. There shall be no more than one (1) wall sign per distinct and unrelated service associated with the use per façade abutting a public right-of way, unless authorized by the Zoning Administrator or Designated Authorized Agent. Buildings with a secondary public entrance may have an additional wall sign pursuant to Section 6.6, E., 4.: Buildings with a Secondary Public Entrance at the Rear or Side of the Building.
3. Placement. Where feasible, wall signs shall be placed in the traditional sign band above the entrance to the building. In no case shall a sign be placed higher than the cornice.
4. Attachment to the building. Wall signs shall be securely fastened to the face of building and shall not extend out from the face of the building more than twelve (12) inches.
5. Conditional use permit. For businesses requiring more than one (1) wall sign per distinct and unrelated service, a conditional use permit may be applied for pursuant to Section 3.9: Conditional Use Permit. The total sign area for all signs on a single façade must comply with the maximum square foot area allowable in the district.

**7. Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts.**

1. **Intent.** The R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts accommodate primarily residential uses and a limited amount of other compatible nonresidential uses. The signage in these districts is intended to relate to the predominantly residential character of the districts.
2. **Allowable signs.** The following are the only types of signs allowed:
  1. Freestanding sign. Freestanding signs shall comply with the standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, the following standards shall apply:
    1. One (1) freestanding sign shall be allowed per primary entrance of subdivisions containing at least six (6) single-family residential parcels or at least twelve (12) two-family dwelling units in the subdivision;
    2. One (1) freestanding sign shall be allowed per primary entrance of a multi-family development that has six (6) or more dwelling units;
    3. One (1) freestanding sign shall be allowed per primary entrance of a non-residential use approved as a permitted use or a conditional use in the district. However, the freestanding sign provisions for a conditional use may be modified pursuant to the conditions of approval for the use.

4. The maximum sign copy and graphic area shall not exceed thirty-two (32) square feet at any primary entrance;
  5. The maximum height of the sign structure shall not exceed six (6) feet;
  6. The maximum total area of the sign structure shall not exceed seventy-five (75) square feet;
  7. A second sign may be allowed at the primary entrance provided that the total copy and graphic area of the two (2) signs combined does not exceed thirty-two (32) square feet;
  8. The sign shall not be internally illuminated.
2. Wall sign, awning sign, or canopy sign. In lieu of a freestanding sign, one (1) wall sign pursuant to Section 6.6, F., 9.: Wall Sign or one (1) awning sign or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per building wall fronting a public road shall be allowed for a multi-family use or a nonresidential use that is a permitted use or conditional use in the district, pursuant to the following standards:
    1. The sign letters not exceed twenty-four (24) inches in height;
    2. The sign area shall not exceed thirty-two (32) square feet or one (1) square foot per lineal foot of building wall on which the sign is attached, whichever is less;
    3. The sign shall not be internally illuminated.
  3. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
  3. **Signs in the W-SFR District.** In addition to the standards of this Subsection, signs in the W-SFR District shall comply with the design guidelines specified in Section 4.46, D., 10.: W-O Waterfront Overlay District, Design Standards and Guidelines, Signs.
8. **Allowable Signs in the MRC, W-MRC, W-C, and W-CRM Districts.**
    1. **Intent.** The MRC, W-MRC, W-C, and W-CRM Districts are mostly mixed use districts. Signs for nonresidential uses are intended primarily for vehicular traffic, but the signs are also intended to relate to the surrounding or nearby neighborhoods.
    2. **Allowable signs for permitted and conditional residential uses.** Residential uses in the MRC District shall comply with the sign requirements specified in Section 6.6, G: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, W-SFR Districts.
    3. **Allowable signs for permitted and conditional nonresidential uses.** The following are the only types of signs permitted in the MRC District for non-residential uses:
      1. Freestanding sign. Freestanding signs shall comply with the standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, the following standards shall apply:
        1. One (1) freestanding sign shall be allowed per primary vehicular entrance of a nonresidential use approved as a permitted use or a conditional use in the district. However, the freestanding sign provisions for a conditional use may be modified pursuant to the conditions of approval for the use;
        2. The maximum sign copy and graphic area shall not exceed seventy-five (75) square feet at any primary vehicular entrance;
        3. The maximum height of the sign structure shall not exceed twenty (20) feet;

4. A second sign may be allowed at the primary vehicular entrance provided that the total copy and graphic area of the two (2) signs combined does not exceed seventy-five (75) square feet;
5. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
2. Wall sign, awning sign, or canopy sign. Permitted and conditional non-residential uses shall be allowed one (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. The sign shall not exceed one (1) square foot per lineal foot of building wall on which the sign is attached.
3. Projecting sign. One (1) projecting sign shall be allowed for permitted and conditional nonresidential uses pursuant to Section 6.6, F., 7.: Projecting Sign.
4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
5. Off-premise sign. Off-premise signs shall be allowed pursuant to Section 6.6, F., 6.: Off-Premise Signs.
6. Menu board sign. One (1) menu board sign per drive-through lane pursuant to Section 6.6, F., 4.: Menu Board Sign may be allowed.
4. **Signs in the W-MRC, W-C, and W-CRM Districts.** In addition to the standards of this Subsection, signs in the W-MRC, W-C, and W-CRM District shall comply with the design guidelines specified in Section 4.46, D., 10.: W-O Waterfront Overlay District, Design Standards and Guidelines, Signs.
9. **Signs in the PRI District.**
  1. **Intent.** The PRI Planned Residential/Institutional District is intended to develop through the planned unit development (PUD) process at a neighborhood or block scale. Consequently, signs in this district are intended to be approved through the PUD process and are intended to have a unified theme. The signs should be consistent with the allowable signs in the underlying districts of the proposed PUD, and with existing architecture of the neighborhood.
  2. **Allowable signs.** The following signs are the only signs allowed in the PRI District:
    1. Signs not associated with a planned unit development (PUD). Signs not associated with a planned unit development (PUD) shall be consistent with the standards for signs in the R-E, R-1, R-2, R-3, R-4, MHC and W-SFR District.
    2. Signs associated with a planned unit development (PUD). Signs associated with an approved planned unit development (PUD) shall be consistent with the PUD ordinance associated with the project. As part of the review and approval process associated with a PUD, the applicant shall submit a comprehensive sign plan that specifies sign standards for the development. No sign permit shall be issued unless the sign complies with the City approved comprehensive sign plan for the development and is consistent with all other applicable provisions of this Ordinance.
10. **Signs in the NC District.**
  1. **Intent.** The NC Neighborhood Convenience District accommodates limited commercial uses that are intended to serve the surrounding residential neighborhoods. The provisions of this Subsection are intended to ensure that signs in the district respect and

relate to the scale and character of the surrounding residential neighborhoods while still allowing permitted and conditional uses to adequately identify themselves.

2. **Allowable signs.** The following are the only types of signs permitted in the NC Neighborhood Convenience District:
  1. Wall signs and awning or canopy signs. One (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. In addition, the sign shall comply with the following standards:
    1. The sign shall not exceed one (1) square foot per lineal foot of building wall on which the sign is attached;
    2. No single use shall exceed thirty-two (32) square feet of signage per principal building façade facing a public street;
    3. The sign letters shall not exceed twenty-four (24) inches in height.
    4. Internally illuminated wall signs are discouraged.
  2. Projecting sign. In lieu of a wall sign, awning sign, or canopy sign, a permitted or conditional use shall be allowed one (1) projecting sign per side of principal building that faces a street pursuant to Section 6.6, F., 7.: Projecting Sign.
  3. Freestanding sign. Freestanding signs shall comply with the standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, freestanding signs shall comply with the following standards:
    1. The sign and graphic area shall not exceed twenty-five (25) square feet per side of the sign;
    2. The sign structure shall not exceed forty (40) square feet in area or six (6) feet in height.
  4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.

**11. Signs in the RC District.**

1. **Intent.** The RC Regional Commercial District accommodates commercial uses along major streets and highways in the city for the convenience of residents and visitors. Consequently, signs in this district are primarily intended for vehicular traffic moving at speeds ranging from twenty five (25) to forty five (45) miles per hour.
2. **Allowable signs for permitted and conditional residential uses.** Residential uses in the RC District shall comply with the sign requirements specified in Section 6.6, G: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts.
3. **Allowable signs for permitted and conditional nonresidential uses.** The following are the only types of signs permitted in the RC District for nonresidential uses:
  1. Freestanding sign. Freestanding signs shall comply with the general standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, freestanding signs in the RC District shall comply with the following:
    1. One (1) freestanding sign shall be allowed per primary vehicular entrance into the development;
    2. The sign copy and graphic area shall not exceed seventy-five (75) square feet at any primary vehicular entrance;
    3. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
    4. The sign structure shall not exceed a height of twenty (20) feet



2. Wall signs and awning or canopy signs. One (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. In addition, the sign shall not exceed two (2) square foot per lineal foot of building wall on which the sign is attached. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
3. Projecting sign. A permitted or conditional use shall be allowed one (1) projecting sign per side of principal building that faces a street and pursuant to Section 6.6, F., 7.: Projecting Sign.
4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
5. Off-premise sign. Off-premise signs shall be allowed pursuant to Section 6.6, F., 6.: Off-Premise Signs and shall only be allowed on parcels fronting U.S. Highway 2;
6. Menu board sign. One (1) menu board sign per drive-through lane pursuant to Section 6.6, F., 4.: Menu Board Sign shall be allowed for a permitted or conditional use with a drive-through facility.

#### 12. Signs in the CC and W-CC District.

1. **Intent.** Signs in the CC and W-CC Districts are intended to complement the “main street” character of the city center as described in the City’s Comprehensive Plan and other related planning documents. In addition, signs in these districts are intended to relate to pedestrians and slow moving traffic.
2. **Allowable signs for permitted and conditional residential uses.** Residential uses in the CC and W-CC Districts shall comply with the sign requirements specified in Section 6.6, G: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts.
3. **Allowable signs for permitted and conditional nonresidential uses.** The following are the only types of signs permitted in the CC and W-CC Districts for nonresidential uses.
  1. Freestanding sign. Freestanding signs shall comply with the general standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, freestanding signs in the CC District shall comply with the following:
    1. One (1) freestanding sign shall be allowed per primary vehicular entrance into the development;
    2. Freestanding signs located in the City Center District shall have a zero (0) foot setback. Freestanding signs on parcels abutting Lake Shore Drive (US Hwy 2) shall be required to maintain the required six (6) foot setback;
    3. The maximum sign copy and graphic area shall not exceed thirty-two (32) square feet at any vehicular entrance; signs on parcels abutting Lake Shore Drive (US Hwy 2) shall not exceed seventy-five (75) square feet at any vehicular entrance;
    4. The maximum height of the sign structure shall not exceed twenty (20) feet;
    5. The maximum total area of the sign structure shall not exceed seventy-five (75) square feet;
    6. The maximum allowable area and height may be increased with the issuance of a conditional use permit pursuant to Section 3.9: Conditional Use Permit;

- 7-6. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
2. Wall signs and awning or canopy signs. One (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. In addition, the sign shall comply with the following standards:
    1. The sign shall not exceed one (1) square foot per lineal foot of building wall on which the sign is attached. For parcels abutting Lake Shore Drive (US Hwy 2) or Ellis Avenue, upon authorization by the Zoning Administrator or Designated Authorized Agent, sign area may be increased to two (2) square feet per lineal foot of building wall on which the sign is attached;
    2. No sign shall be placed above the first story of a building without the issuance of a conditional use permit pursuant to Section 3.9: Conditional Use Permit;
    3. Externally illuminated signs are preferred;
    4. Plastic box, back lit signs are prohibited. However, individual channel letters that are internally illuminated shall be allowed;
    5. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
  3. Projecting sign. A permitted or conditional use shall be allowed one (1) projecting sign per side of principal building that faces a street and pursuant to Section 6.6, F., 7.: Projecting Sign.
  4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
  5. Off-premise sign. Off-premise signs shall be allowed pursuant to Section 6.6, F., 6.: Off-Premise Signs and shall only be allowed on parcels fronting U.S. Highway 2.
  6. Menu board sign. One (1) menu board sign per drive-through lane pursuant to Section 6.6, F., 4.: Menu Board Sign may be allowed. Two (2) menu board signs or one (1) menu board sign per drive-through lane pursuant to Section 6.6, F., 4.: Menu Board Sign b. & c. may be allowed on properties in the City Center (CC) District that are adjacent to U.S. Highway 2 (Lake Shore Drive) upon authorization by the Zoning Administrator or Designated Authorized Agent.
  4. **Historical properties.** Properties in the CC District that are a designated Local, State or National Historic Structure, Site or District, shall comply with the standards specified in the City of Ashland Ordinance 826 and may require a Certificate of Appropriateness.
  5. **Signs in the W-CC District.** In addition to the standards of this Subsection, signs in the W-CC District shall comply with the design guidelines specified in Section 4.46, D., 10.: W-O Waterfront Overlay District, Design Standards and Guidelines, Signs.
13. **Signs in the MCI, LI, HI, and W-I Districts.**
1. **Intent.** The MCI, LI, HI, and W-I Districts primarily accommodate industrial uses along major streets and highways. Consequently, signs in these districts are primarily intended for vehicular traffic moving at speeds ranging from twenty five (25) to forty five (45) miles per hour.

2. **Allowable signs for permitted and conditional residential uses.** Residential uses shall comply with the sign requirements specified in Section 6.6, G: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts.
  3. **Allowable signs for permitted and conditional nonresidential uses.** The following are the only types of signs permitted for nonresidential uses:
    1. Freestanding sign. Freestanding signs shall comply with the general standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, freestanding signs in the RC District shall comply with the following:
      1. One (1) freestanding sign shall be allowed per primary vehicular entrance into the development;
      2. The sign copy and graphic area shall not exceed seventy-five (75) square feet at any primary vehicular entrance;
      3. The sign structure shall not exceed a height of twenty (20) feet;
      4. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
    2. Wall signs and awning or canopy signs. One (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. In addition, the sign shall not exceed two (2) square foot per lineal foot of building wall on which the sign is attached.
    3. Projecting sign. In lieu of a wall sign, awning sign, or canopy sign, a permitted or conditional use shall be allowed one (1) projecting sign per side of principal building that faces a street and pursuant to Section 6.6, F., 7.: Projecting Sign.
    4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
    5. Off-premise sign. Off-premise signs shall be allowed pursuant to Section 6.6, F., 6.: Off-Premise Signs and shall only be allowed on parcels fronting U.S. Highway 2. Due to the unique character of the Ashland Industrial Park, freestanding off-premise signs, installed by the City and associated with the Ashland Industrial Park, shall be exempt from the requirements of this Ordinance.
    6. Menu board sign. One (1) menu board sign [per drive-through lane](#) pursuant to Section 6.6, F., 4.: Menu Board Sign may be allowed.
  4. **Signs in the W-I District.** In addition to the standards of this Subsection, signs in the W-I District shall comply with the design guidelines specified in Section 4.46, D., 10.: W-O Waterfront Overlay District, Design Standards and Guidelines, Signs.
14. **Signs in the PI, PP, AIR, and W-PI Districts.**
1. **Intent.** Signs in PI, PP, AIR and W-PI Districts are intended for public and semi-public use. These districts accommodate a variety of uses including colleges, schools, hospitals, cemeteries, parks, and the airport. Most signs in these districts are intended for vehicular traffic. However, where a particular use may be more pedestrian-oriented (for example, a small public park in the City Center area), it is intended that the scale of the signs be adjusted to a pedestrian scale, rather than a vehicular scale.
  2. **Allowable signs for permitted and conditional residential uses.** Residential uses shall comply with the sign requirements specified in Section 6.6, G: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, MHC, and W-SFR Districts.
  3. **Allowable signs for permitted and conditional nonresidential uses.** The following are the only types of signs permitted for nonresidential uses:

1. Freestanding sign. Freestanding signs shall comply with the general standards specified in Section 6.6, F., 3.: Freestanding Signs. In addition, freestanding signs shall comply with the following:
  1. One (1) freestanding sign shall be allowed per primary vehicular entrance into the development;
  2. The sign copy and graphic area shall not exceed seventy-five (75) square feet at any primary vehicular entrance;
  3. The sign structure shall not exceed a height of twenty (20) feet;
  4. A proposed electrically or mechanically energized animated sign may be permitted pursuant to Section 6.6 F., 2.: Electrically or mechanically energized animated signs.
2. Wall signs and awning or canopy signs. One (1) wall sign pursuant to Section 6.6, F., 9.: Wall Signs or one (1) awning or canopy sign pursuant to Section 6.6, F., 1.: Awning and Canopy Signs per side of building that faces a street. In addition, the sign shall not exceed two (2) square foot per lineal foot of building wall on which the sign is attached.
3. Projecting sign. In lieu of a wall sign, awning sign, or canopy sign, a permitted or conditional use shall be allowed one (1) projecting sign per side of principal building that faces a street and pursuant to Section 6.6, F., 7.: Projecting Sign.
4. Sidewalk sign. One (1) sidewalk sign shall be allowed for a permitted or conditional nonresidential uses, pursuant to Section 6.6, F., 8.: Sidewalk Signs.
5. Off-premise sign. Off-premise signs shall be allowed pursuant to Section 6.6, F., 6.: Off-Premise Signs and shall only be allowed on parcels fronting U.S. Highway 2.
4. **Signs in the W-PI District**. In addition to the standards of this Subsection, signs in the W-PI District shall comply with the design guidelines specified in Section 4.46, D., 10.: W-O Waterfront Overlay District, Design Standards and Guidelines, Signs.
15. **Signs in the FD District**.
  1. **Intent**. Signage in the FD Future Development District shall relate to the rural character of the district until such time it is rezoned in accordance with the Comprehensive Plan. Consequently, the signage should relate to low-density residential uses, such as the R-E Residential Estate District.
  2. **Allowable signs for permitted and conditional residential uses**. Residential uses in the FD District shall comply with the sign requirements specified in Section 6.6, G.: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, and MHC Districts.
  3. **Allowable signs for permitted and conditional nonresidential uses**. Non-residential uses in the FD District shall comply with the sign requirements for nonresidential uses specified in Section 6.6, G.: Allowable Signs in the R-E, R-1, R-2, R-3, R-4, and MHC Districts.
16. **Reserved**.
17. **Signs in the GTWY-O Gateway Overlay District**. Signs in the GTWY-O Gateway Overlay District shall meet the standards of the underlying zoning district in which the signs are located. In addition, the signs shall comply with the design guidelines specified in Section 4.47, D., 6.: GTWY-O Gateway Overlay District, Design Standards and Guidelines, Signs.
18. **Reserved**.
19. **Signs in the PUD Overlay District**.
  1. **Intent**. Signs in the Planned Unit Development (PUD) Overlay District are intended to have a unified appearance that is an integral component of the PUD design concept.

Signs in the PUD overlay district should generally comply with the sign standards associated with underlying districts or uses that most reflect the proposed uses in the PUD, but may deviate from those standards pursuant to the approved PUD ordinance.

2. **Comprehensive sign plan.** As part of the review and approval process associated with a PUD, the applicant shall submit a comprehensive sign plan that specifies sign standards for the development. No sign permit shall be issued unless the sign complies with the City approved comprehensive sign plan for the development and is consistent with all other applicable provisions of this Ordinance.

*Find yourself next to the water.*



*City of Ashland, Wisconsin*

601 Main Street West Ashland, WI 54806 [www.coawi.org](http://www.coawi.org)

**DEPARTMENT OF  
PLANNING &  
DEVELOPMENT**

601 Main Street West  
Ashland, WI 54806

## STAFF REPORT

Plan Commission – January 20<sup>th</sup>, 2026

**Agenda Item #6b:** Review and Vote on a Public Art Permit to install a mural on the Vaughn Avenue Bridge

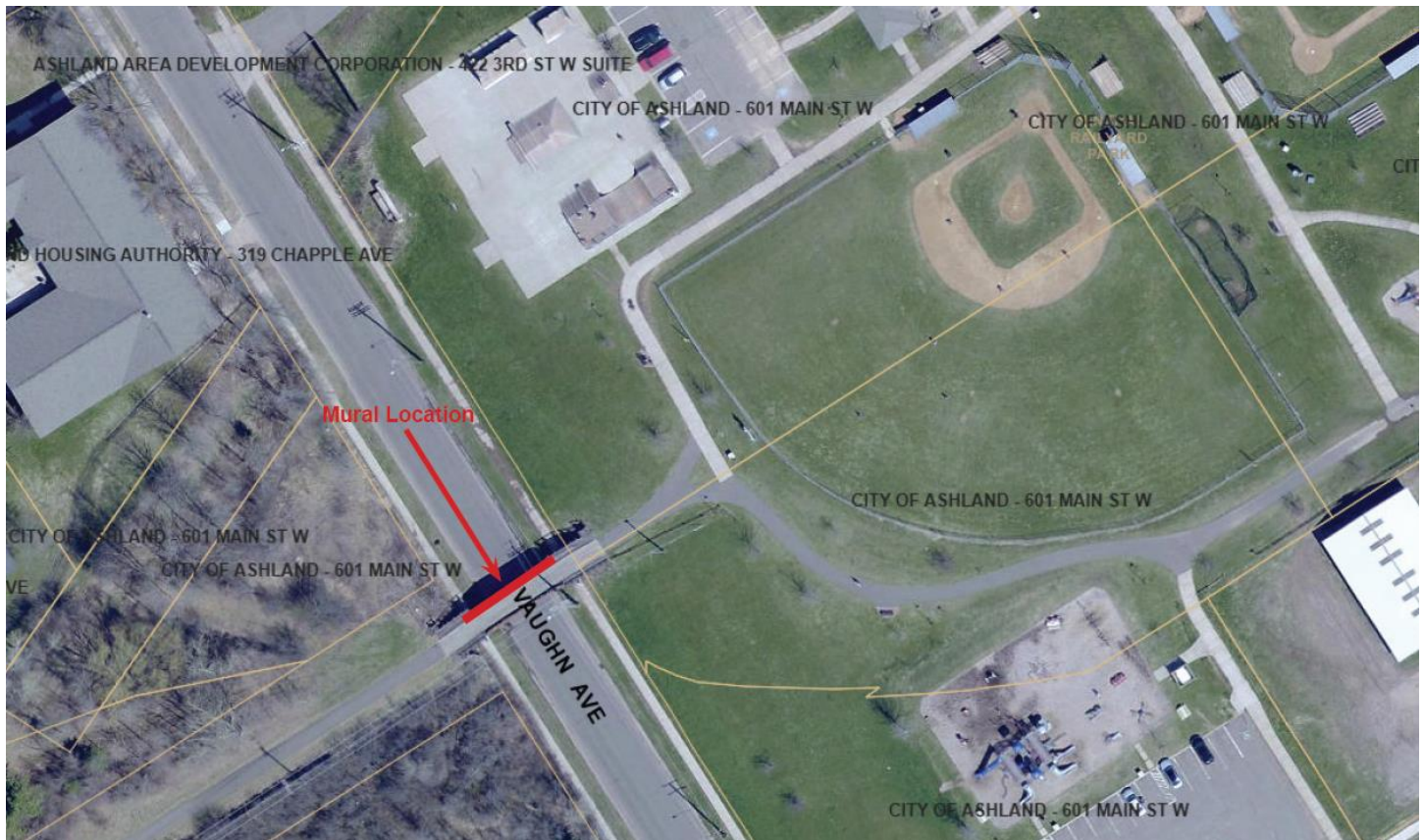
**Property Address:** 500 Block Vaughn Avenue

**Zoning:** None-Public Right-of-Way

**Applicant:** Ashland Parks and Recreation Department

**Property Owner:** City of Ashland

### Background and Location



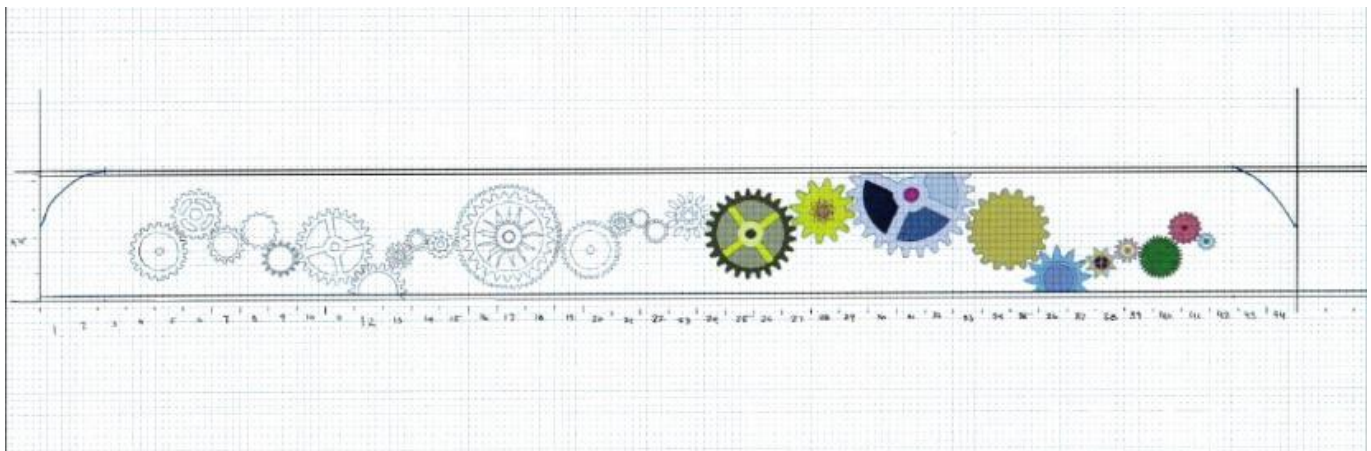


| <b>Existing Land Use</b>                                                            | <b>Zoning</b> |
|-------------------------------------------------------------------------------------|---------------|
| Public Right-of-Way – Vaughn Avenue<br>Bridge/5 <sup>th</sup> Street Corridor Trail | N/A           |

#### Adjacent Land Use and Zoning

| <b>Existing Uses</b> |                                                             | <b>Zoning</b>    |
|----------------------|-------------------------------------------------------------|------------------|
| <b>North</b>         | Public Right-of-Way – Vaughn Avenue                         | N/A              |
| <b>South</b>         | Public Right-of-Way - Vaughn Avenue                         | N/A              |
| <b>East</b>          | Central Railyard Park                                       | Public Park (PP) |
| <b>West</b>          | Public Right-of-Way – 5 <sup>th</sup> Street Corridor Trail | N/A              |

| <b>Land Use Recommendation</b>     | <b>Land Use</b>                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------|
| Future Land Use Map Recommendation | Overlap of Downtown Core & Commercial Districts and Traditional Neighborhood & Mixed Use |



*Above is an image of the proposed mural. Final colors and patterns may vary.*

The Ashland Parks and Recreation Department contacted the Planning and Development Department in late 2025 and explained that they are working with artists Ava Kay and Rose Spieler-Sandberg on a mural to place on the north side of the Vaughn Avenue Bridge. The mosaic mural would be made on a series of panels that are the mounted to the bridge. The mosaic would have painted elements around it, artistically supporting the mosaic. The artists and Parks Department are still finalizing the mural design. Their idea is to create variously sized gears which pay homage to the bike bridge, alternative transportation, and ways people interact. The gears could have different patterns/images inside them and everything can be woven together.

The artists and Parks department intend to include the community by hosting open workshops. They will have the community create smaller gears that could be incorporated around the larger ones or people can choose to work on pre-designed larger ones. The mural creation would be an interactive community-based process. The completed mural would add public art to an area currently lacking, and draw attention to the bridge and trail as community assets.

The timeline consists of the following:

- October 2025-Finalize agreement, finalize design, originally wanted Plan Commission approval.
- November 2025 until January 2026-Public workshops will commence at Bretting Community Center, one-two nights per week. Mounting system work done on bridge.
- January-February 2026-Artist team will complete the mosaic and add painted elements.
- March-April 2026-Installation of completed mosaic onto Vaughn bridge.

The Ashland Parks and Recreation Department requests a Public Art Permit to allow the installation of the mural on the bridge. The panels will serve as backer boards which can be installed and removed as needed. Planning staff is supportive of the proposed mural as long as the mural is on panels and can be installed or removed without damaging the bridge. The Parks and Recreation Department has the option of referring the proposed mural to the Parks and Recreation Committee.

### **Standards for Review**

The City of Ashland's UDO Section 3.25 C: Public Art Permit—Approval Criteria and Section 5.6 I.: Public Art (and all subsections thereof), create the legal framework to regulate, administer, and enforce the permitting standards for the City of Ashland.

Compatibility with surrounding area: The addition of the proposed mural to the north side of the Vaughn Avenue Bridge will be compatible with Central Railyard Park and Vaughn Avenue. Currently no murals exist in the immediate vicinity. However, the Downtown area already prominently features a range of public art including both mosaics and murals. The mural will be visible from part of the Central Railyard Park and when traveling south on Vaughn Avenue. Staff does not have concerns with the mural's compatibility with the surrounding area.

Contribution to the community: This mural will add another unique, place-based piece of art to an area of the City currently lacking public art. It will serve as an interactive community effort to enhance the appearance of the Vaughn Avenue bridge. It will draw attention to the 5<sup>th</sup> Street Corridor Trail and Vaughn Avenue bridge as important community assets.

### **Review Recommendation**

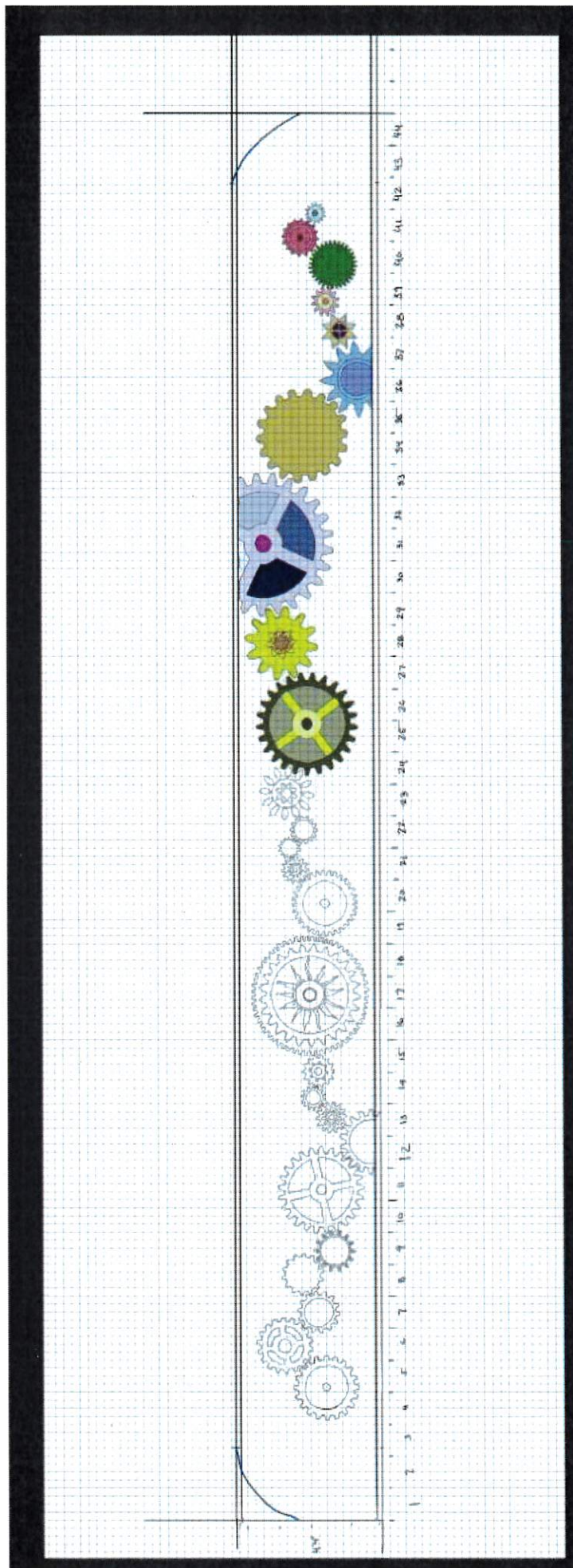
Staff recommends APPROVAL of the Public Art Permit contingent on the following condition:

- The mural shall be painted on a material such as panels which anchor or adhere to the bridge and is easily removable. The selected installation method shall not cause structural damage to the bridge.
- Details/finalized information regarding the installation method shall be provided to City staff for review prior to installation of the mural.
- Public Works approvals and permits shall be obtained prior to doing work if any obstruction of a public right-of-way is required for mural installation.
- Mural shall be maintained in good condition or removed if it falls into disrepair.

*Additionally, as a Public Informational Meeting is scheduled for the proposed Public Art Permit review, the Plan Commission should hear all input from the public prior to making a determination. A public notice was issued on January 15<sup>th</sup>.*

*Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.*





## UDO Definitions

**Boarding or rooming home.** A dwelling unit, or part thereof, occupied by a single housekeeping unit where meals and lodging may be provided for three (3) or more persons not related to the owner for compensation by previous arrangement.

**Dwelling: multi-family.** A residential structure located on a single parcel, containing three (3) or more dwelling units. This term includes a condominium. This term does not include lodging establishments, boarding houses, or guesthouses.

**Transitional living facility.** See *Rehabilitation center*.

**Rehabilitation center/transitional living facility.** A facility in which persons live while receiving therapy and counseling for any of the following purposes: to assist them to recuperate from the effects of drugs or alcohol; to assist them to adjust to living with the handicaps of emotional or mental disorder, or mental retardation; to assist them to adjust to living with the handicaps of physical disability; to assist them to be housed under supervision while under the constraints of alternatives to imprisonment including, but not limited to, pre-release, work-release, and probationary programs.

**Services: social.** Establishments engaged in providing social services. Including but not limited to:

1. Child day care services;
2. Food center;
3. Individual and Family Social Services;
4. Job Training;
5. Long-term housing;
6. Personal care services;
7. Residential care services;
8. Short-term/emergency housing or shelter facilities;
9. Supply pantry;
10. Vocational Rehabilitation.

## UDO Specific Standards

UDO Part 5.1(F)

### **Social Services.**

1. **Intent.** The intent of this section is to allow the operational needs of social service uses and establishments to be met while identifying potential concerns and preventing a negative impact on surrounding properties and the community. The following standards shall be considered on a case by case basis.
  1. Location & Building. Refer to each zoning district for permitted or conditionally permitted uses.
    1. Social service uses may not be located within one thousand two hundred (1,200) feet from another social service use unless the Plan Commission determines that the cumulative impacts of the existing and proposed uses will not adversely affect the living and working conditions of the properties located within one thousand two hundred (1,200) feet of the proposed uses;
    2. The establishment should be served by or easily accessible to public transit;
    3. The establishment shall be of adequate size and design to reasonably accommodate its projected capacity;

4. The establishment shall have internal and/or external waiting areas if deemed appropriate by the Plan Commission;
5. The establishment shall provide safe access and mobility for all patrons on the property.
2. Signage.
  1. All signage shall be consistent with the requirements of Section 6.6: Signs.
  2. Warning and/or safety signs shall be posted in areas where pedestrians and vehicles may come in contact.
3. Parking.
  1. Parking spaces shall be provided at one (1) space for every two hundred (200) square feet net floor area.
  2. The standards of Section 6.3: Parking and Loading shall be met except as specifically allowed by the Plan Commission upon consideration of the social service type and size, neighborhood compatibility and site-specific limitations.
4. Screening. Exterior waiting, gathering, or smoking areas shall be adequately screened from abutting properties and public rights-of-way to a height of six (6) feet.
5. Hours of operation. The Plan Commission may limit operating hours for the social service use based on the nature of the use and the character of adjacent uses.
6. Density of housing units. The density of housing units shall be compatible for the neighborhood.

#### UDO Part 5.1(J)

Rehabilitation Center/Transitional Living. A rehabilitation center/transitional living facility shall not exceed fifteen (15) occupants at one time. The facility shall be managed by an organization operating a program that is approved by the State of Wisconsin pursuant to Wisconsin State Statute 51, and all relevant Administrative Codes, including but not limited to DHS 75, DHS 92, DHS 94. The facility shall also be approved by all applicable government entities having authority under law to license or authorize the operation.

Wis. Statute 51 State Alcohol, Drug Abuse, Developmental Disabilities, and Mental Health Act  
<https://docs.legis.wisconsin.gov/statutes/statutes/51>

#### Wis. Stat 301.098

#### **301.098 Community reentry centers.**

##### **(1)** In this section:

- (a) “Community reentry center” means a community site that offers initial points of contact for all of the following services to an individual at the time of his or her release from a state correctional institution upon completion of his or her sentence or to parole or extended supervision: health, identification, financial, housing, employment, education, and supervision.
- (b) “Nonprofit organization” means an organization described in section 501 (c) of the Internal Revenue Code that is exempt from federal income tax under section 501 (a) of the Internal Revenue Code.
- (c) “Public agency” has the meaning given in s. 106.13 (3m) (a) 2.
- (2) The department shall contract with at least one nonprofit organization, for-profit entity, or public agency to establish a community reentry center and shall consider contracting to establish a community reentry center in each region of the state. The contracted nonprofit organization, for-profit entity, or public agency shall

oversee, coordinate, and develop memoranda of understanding with other organizations to provide services that will be housed at the community reentry center.

**(3)**

(a) To receive a contract under sub. (2), a nonprofit organization, for-profit entity, or public agency shall operate a community reentry center in a location that is easily accessible by the population served and accessible by public transportation, if available. Organizations that provide services housed at the community reentry center shall, at a minimum, be able to assess and assist individuals after release from incarceration to community supervision by providing all of the following services:

1. Health: assistance in identifying and accessing appropriate health care services and mental health services based on the individual's needs.
2. Identification: assistance in obtaining identification documents such as the individual's birth certificate, social security card, state identification card, or driver's license, if eligible, including any necessary forms and instructions.
3. Financial: assistance in creating a bank account, including obtaining a debit card at the time of the individual's initial contact with the community reentry center.
4. Housing: assistance in obtaining access to emergency housing options for homeless individuals and contacting landlords that rent to formerly incarcerated individuals.
5. Employment: assistance in creating a resume, electronically submitting the resume where needed, and contacting relevant employment agencies to secure employment.
6. Education: assistance in identifying whether and how to proceed with the next level of education or vocational training the individual may want or need.
7. Supervision: a secured office space for department supervision agents to meet with individuals on community supervision.

(b) A nonprofit organization, for-profit entity, or public agency contracted with under sub. (2) shall develop multidisciplinary support teams with participating organizations that provide services under par. (a) at the community reentry center to review the needs and assessments of participating individuals.

(c) In awarding contracts under sub. (2), the department shall prioritize contracts with nonprofit organizations, for-profit entities, or public agencies that do any of the following:

1. Collaborate with organizations that provide services that will be housed at the community reentry center, justice-involved individuals, criminal justice coordinating councils, technical colleges, and workforce investment boards, as evidenced by letters of support.
2. Propose to operate a community reentry center in counties with the highest numbers of individuals being released from incarceration to those counties.

(4) The department and the nonprofit organization, for-profit entity, or public agency contracted with under sub. (2) shall determine, by agreement, when department staff will be present on site, and the department shall provide department staff pursuant to the agreement to provide case management to eligible individuals at a community reentry center operated under sub. (3).

**(5)**

(a) A contract between the department and a nonprofit organization, for-profit entity, or public agency under sub. (2) shall require that the nonprofit organization, for-profit entity, or public agency define data collection requirements and track and compile data for all organizations that provide services housed at the community reentry center. The data shall include, at a minimum, all of the following:

1. The number of individuals that participate in services provided at the community reentry center.
2. Basic demographic information for the individuals served by the organizations.
3. The number and type of services that were provided to individuals by the organizations.
4. A description and number of services provided at and reported outcomes for the community reentry center.

- (b) By January 1, 2027, and biennially thereafter, the department shall submit to the governor and to the chief clerk of each house of the legislature for distribution to the appropriate standing committees under s. [13.172 \(3\)](#) a comprehensive report that examines the outcomes of the services provided at each community reentry center operated under sub. [\(3\)](#).

**History:** [2023 a. 233](#).

Wis. DHS 75 Community Substance Abuse Standards

See Link below

[https://docs.legis.wisconsin.gov/code/admin\\_code/dhs/030/75](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/75)

Wis. DHS 92 Confidentiality of Treatment Records

See Link Below

[https://docs.legis.wisconsin.gov/code/admin\\_code/dhs/030/92](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/92)

Wis. DHS 94 Patient Rights and Resolution of Patient Grievances

See included pdf.



## Chapter DHS 94

### PATIENT RIGHTS AND RESOLUTION OF PATIENT GRIEVANCES

#### Subchapter I — General Provisions

- DHS 94.01 Authority, purpose and applicability.
- DHS 94.02 Definitions.
- DHS 94.03 Informed consent.
- DHS 94.04 Notification of rights.

#### Subchapter II — Patient Rights

- DHS 94.05 Limitation or denial of rights.
- DHS 94.06 Assistance in the exercise of rights.
- DHS 94.07 Least restrictive treatment and conditions.
- DHS 94.08 Prompt and adequate treatment.
- DHS 94.09 Medications and other treatment.
- DHS 94.10 Isolation, seclusion and physical restraints.
- DHS 94.11 Electroconvulsive therapy.
- DHS 94.12 Drastic treatment procedures.
- DHS 94.13 Research and human rights committee.
- DHS 94.14 Research.
- DHS 94.15 Labor performed by patients.
- DHS 94.16 Religious worship.
- DHS 94.17 Confidentiality of records.
- DHS 94.18 Filming and taping.
- DHS 94.19 Mail.
- DHS 94.20 Telephone calls.
- DHS 94.21 Visitors.
- DHS 94.22 Voting.
- DHS 94.23 Discharge of voluntary patients.

- DHS 94.24 Humane psychological and physical environment.
- DHS 94.25 Patient funds.
- DHS 94.26 Clothing and laundry.
- DHS 94.27 Storage space.
- DHS 94.28 Right to file grievances.
- DHS 94.29 Grievance resolution procedures.
- DHS 94.30 Compliance assurance.
- DHS 94.31 Application of other rules and regulations.

#### Subchapter III — Standards for Grievance Resolution Procedures

- DHS 94.40 System requirements.
- DHS 94.41 Program level review.
- DHS 94.42 Administrative review by county or state.
- DHS 94.43 State level review of county administrative decision.
- DHS 94.44 Final state review.
- DHS 94.45 Program coalitions.
- DHS 94.46 Multiple grievances by one client.
- DHS 94.47 Related grievances by several clients.
- DHS 94.48 Grievances involving several programs.
- DHS 94.49 Grievances presented on behalf of clients.
- DHS 94.50 Interim relief.
- DHS 94.51 Complaints related to the existence or operation of grievance resolution systems.
- DHS 94.52 Investigation by the department.
- DHS 94.53 Support for development of grievance resolution systems.
- DHS 94.54 Units of time.

**Note:** Corrections in chapter HFS 94 made under s. 13.93 (2m) (b) 1., 6. and 7., Stats., [Register, June, 1996, No. 486](#). Chapter HFS 94 was renumbered to chapter DHS 94 under s. 13.92 (4) (b) 1., Stats., and corrections made under s. 13.92 (4) (b) 7., Stats., [Register November 2008 No. 635](#). Chapter DHS 94 was reprinted [Register December 2010 No. 660](#) to reflect Note revisions.

#### Subchapter I — General Provisions

##### DHS 94.01 Authority, purpose and applicability. (1)

**AUTHORITY AND PURPOSE.** This chapter is promulgated under the authority of s. 51.61 (5) (b) and (9), Stats., to implement s. 51.61, Stats., concerning the rights of patients receiving treatment for mental illness, a developmental disability, alcohol abuse or dependency or other drug abuse or dependency.

**(2) TO WHOM THE RULES APPLY.** (a) Except as provided in par. (b), this chapter applies to the department, to county departments established under s. 46.23, 51.42 or 51.437, Stats., and to all treatment facilities and other service providers, whether or not under contract to a county department, including the state-operated mental health institutes and centers for the developmentally disabled, habilitation or rehabilitation programs, programs certified under ch. DHS 61 and facilities licensed under ch. DHS 124 which also provide treatment for alcoholic, drug dependent, mentally ill or developmentally disabled persons. This chapter also applies to correctional institutions in which inmates receive treatment for mental disorders, but only in relation to patient rights specified in s. 51.61 (1) (a), (d), (f), (g), (h), (j) and (k), Stats. This chapter does not apply to a hospital emergency room.

**Note:** The mental health treatment of inmates of correctional institutions is governed by ch. DOC 314. The application of ch. DHS 94 to correctional institutions is consistent with ss. DOC 314.02 (9) and 314.04 (1) (c).

(b) Subchapter III does not apply to the grievance procedures of the state mental health institutes, the state centers for persons with developmental disabilities or units housing patients committed under ch. 980, Stats., nor does it apply to individual private practitioners who deliver services through offices that are not part of a program.

**History:** Cr. [Register, January, 1987, No. 373](#), eff. 2-1-87; correction in (2) made

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under s. 13.93 (2m) (b) 7., Stats., [Register, June, 1995, No. 474](#); am. (1), renun. (2) to be (2) (a) and am., cr. (2) (b), [Register, June, 1996, No. 486](#), eff. 7-1-96; corrections in (2) made under s. 13.92 (4) (b) 7., Stats., [Register November 2008 No. 635](#).

#### DHS 94.02 Definitions. In this chapter:

**(1) “Body cavity search”** means a strip search in which body cavities are inspected by the entry of an object or fingers into body cavities.

**(2) “Body search”** means a personal search, a strip search or a body cavity search of a patient.

**(3) “Client,”** as used in subch. III, means a patient.

**(4) “Client rights specialist”** means a person designated by a program or a coalition of programs to facilitate informal resolution of concerns where requested and to conduct program level reviews of grievances and make proposed factual findings, determinations of merit and recommendations for resolution which are provided to the program manager and the client.

**(5) “Coalition of programs,”** as used in subch. III, means a group of programs which have joined together for the explicit purpose of operating a combined grievance resolution system.

**(6) “Community placement”** means a living situation which is arranged with the assistance of a case manager or service coordinator or a person or agency performing tasks similar to those performed by a case manager or service coordinator and which is either a residential setting that is directed and controlled by the individual or his or her guardian or a place licensed or certified as a residential care facility or care home for either adults or children by representatives of the state or county government pursuant to a comprehensive individualized plan of care or service.

**(7) “Concern”** means a complaint, disagreement or dispute which a client or a person on behalf of a client may have with a program or program staff which the client chooses to resolve through the informal resolution process pursuant to s. DHS 94.40 (4).

**(8) “County department”** means the county department of

human services established under s. 46.23, Stats., the county department of community programs established under s. 51.42, Stats., or the county department of developmental disabilities services established under s. 51.437, Stats.

(9) “Court order” means a lawful order of a court of competent jurisdiction.

(10) “Department” means the Wisconsin department of health services.

(11) “Director” means the administrator of a treatment facility or the person directing the activities of any other service provider.

(12) “Drastic treatment procedure” means an extraordinary or last resort treatment method which places the patient at serious risk for permanent psychological or physical injury, including psychosurgery, convulsive therapy other than electroconvulsive therapy and behavior modification using painful stimuli.

(13) “Emergency” means that it is likely that the patient may physically harm himself or herself or others.

(14) “Emergency situation” means a situation in which, based on the information available at the time, there is reasonable cause to believe that a client or a group of clients is at significant risk of physical or emotional harm due to the circumstances identified in a grievance or concern.

(15) “Financial benefit” means improvement in the functioning of a facility due to patient labor.

(16) “Forensic unit” means an inpatient ward or unit where a majority of the patients are admitted or committed under ch. 971 or 975, Stats., or under s. 51.37 (5), Stats.

(17) “Grievance” means a statement by a grievant that an action or an inaction by a program or its staff has abridged rights guaranteed to the client under s. 51.61, Stats., and this chapter combined with a request that the matter be dealt with through the program’s formal grievance resolution process pursuant to s. DHS 94.40 (5).

(18) “Grievance examiner” means a staff person of the department designated by the secretary to conduct first administrative level reviews of grievances appealed from programs operating independently from a county department and second administrative level reviews of grievances filed regarding programs operated by or under contract with a county department.

(19) “Grievance resolution system” means the procedures established by a program or coalition of programs for formally responding to a grievance.

(20) “Grievant” means a client who has lodged a grievance or a person who has lodged a grievance on behalf of a client pursuant to s. DHS 94.49.

(21) “Hospital” has the meaning prescribed in s. 50.33 (2), Stats.

(22) “Informed consent” or “consent” means written consent voluntarily signed by a patient who is competent and who understands the terms of the consent, or by the patient’s legal guardian or the parent of a minor, as permitted under s. 51.61 (6) and (8), Stats., without any form of coercion, or temporary oral consent obtained by telephone in accordance with s. DHS 94.03 (2m).

(23) “Inpatient” means a person who is receiving treatment, care, services or supports while residing in an inpatient treatment facility, a residential treatment facility or in any facility or home which is subject to regulation as a place of residence and service provision for patients by the department, a county department or a county department of social services established under s. 46.215 or 46.22, Stats.

(24) “Inpatient treatment facility” has the meaning pre-

scribed for “inpatient facility” in s. 51.01 (10), Stats., and includes the mental health institutes as defined in s. 51.01 (12), Stats., the Milwaukee county mental health center established under s. 51.08, Stats., and county hospitals established under s. 51.09, Stats.

(25) “Institutional review board” means a board established under 45 CFR 46.

(26) “Isolation” means any process by which a person is physically or socially set apart by staff from others but does not include separation for the purpose of controlling contagious disease.

(27) “Least restrictive treatment” means treatment and services which will best meet the patient’s treatment and security needs and which least limit the patient’s freedom of choice and mobility.

(28) “Mechanical support” means an apparatus that is used to properly align a patient’s body or to help a patient maintain his or her balance.

(29) “Medical restraint” means an apparatus or procedure that restricts the free movement of a patient during a medical or surgical procedure or prior to or subsequent to such a procedure to prevent further harm to the patient or to aid in the patient’s recovery, or to protect a patient during the time a medical condition exists.

(30) “Outpatient” means a person receiving treatment, care, services or supports from any service provider if the person receiving the services does not reside in a facility or home owned, operated or managed by the service provider.

(31) “Outpatient treatment facility” means a service provider providing services for patients who do not reside in a facility or home owned, operated or managed by the service provider.

(32) “Patient” has the meaning prescribed in s. 51.61 (1) (intro.), Stats.

(33) “Personal search” means a search of the patient’s person, including the patient’s pockets, frisking his or her body, an examination of the patient’s shoes and hat and a visual inspection of the patient’s mouth.

(34) “Physical restraint” means any physical hold or apparatus, excluding a medical restraint or mechanical support, that interferes with the free movement of a person’s limbs and body.

(35) “Program,” as used in subch. III, means any public or private organization or agency, other than Mendota and Winnebago mental health institutes, the state centers for persons with developmental disabilities and the Wisconsin resource center, which provides services or residential care for a client for mental illness, a developmental disability, alcoholism or drug dependency.

(36) “Program director” means the person appointed to administer the county department’s programs.

(37) “Program manager,” as used in subch. III, refers to the individual in charge of the operation of a program who has the specific authority to approve and implement decisions made through the grievance resolution process.

(38) “Research” means a systematic investigation designed to develop or contribute to generalizable knowledge, except that it does not include an investigation involving only treatment records or routine follow-up questionnaires.

(39) “Residential treatment facility” means a treatment facility or home that provides a 24-hour residential living program and services for inpatients, which is subject to regulation as a place of residence and services for patients by the department or any county department or a county department of social services

under s. 46.215 or 46.22, Stats., including a center for the developmentally disabled as defined in s. 51.01 (3), Stats.

(40) “Seclusion” means that form of isolation in which a person is physically set apart by staff from others through the use of locked doors.

(41) “Secretary” means the head of the department.

(42) “Service provider” means an agency, facility or individual providing treatment, care, services or supports to clients.

(43) “Strip search” means a search in which the patient is required to remove all of his or her clothing. Permissible inspection includes examination of the patient’s clothing and body and visual inspection of his or her body cavities.

(44) “Treatment” has the meaning prescribed in s. 51.01 (17), Stats.

(45) “Treatment facility” means any publicly or privately operated facility, unit in a facility or agency providing treatment, habilitation or rehabilitation for alcoholic, drug dependent, mentally ill or developmentally disabled persons, including an inpatient treatment facility, a residential treatment facility or an outpatient treatment facility.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; r. and recr. Register, June, 1996, No. 486, eff. 7-1-96; correction in (8) made under s. 13.93 (2m) (b) 7., Stats., Register January 2002 No. 553; correction in (10) made under s. 13.92 (4) (b) 6., Stats., Register November 2008 No. 635.

**DHS 94.03 Informed consent.** (1) Any informed consent document required under this chapter shall declare that the patient or the person acting on the patient’s behalf has been provided with specific, complete and accurate information and time to study the information or to seek additional information concerning the proposed treatment or services made necessary by and directly related to the person’s mental illness, developmental disability, alcoholism or drug dependency, including:

- (a) The benefits of the proposed treatment and services;
- (b) The way the treatment is to be administered and the services are to be provided;
- (c) The expected treatment side effects or risks of side effects which are a reasonable possibility, including side effects or risks of side effects from medications;
- (d) Alternative treatment modes and services;
- (e) The probable consequences of not receiving the proposed treatment and services;
- (f) The time period for which the informed consent is effective, which shall be no longer than 15 months from the time the consent is given; and
- (g) The right to withdraw informed consent at any time, in writing.

(2) An informed consent document is not valid unless the subject patient who has signed it is competent, that is, is substantially able to understand all significant information which has been explained in easily understandable language, or the consent form has been signed by the legal guardian of an incompetent patient or the parent of a minor, except that the patient’s informed consent is always required for the patient’s participation in experimental research, subjection to drastic treatment procedures or receipt of electroconvulsive therapy.

(2m) In emergency situations or where time and distance requirements preclude obtaining written consent before beginning treatment and a determination is made that harm will come to the patient if treatment is not initiated before written consent is obtained, informed consent for treatment may be temporarily obtained by telephone from the parent of a minor patient or the guardian of a patient. Oral consent shall be documented in the patient’s record, along with details of the information verbally explained to the parent or guardian about the proposed treatment.

Verbal consent shall be valid for a period of 10 days, during which time informed consent shall be obtained in writing.

(3) The patient, or the person acting on the patient’s behalf, shall be given a copy of the completed informed consent form, upon request.

(4) When informed consent is refused or withdrawn, no retaliation may be threatened or carried out.

**Note:** Additional requirements relating to refusal to participate in prescribed treatment are addressed under s. DHS 94.09.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (1) (intro.), (a), (b), (d), (e), (f), cr. (2m), Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.04 Notification of rights.** (1) Before or upon admission or, in the case of an outpatient, before treatment is begun, the patient shall be notified orally and given a written copy of his or her rights in accordance with s. 51.61 (1) (a), Stats., and this chapter. Oral notification may be accomplished by showing the patient a video about patient rights under s. 51.61, Stats., and this chapter. The guardian of a patient who is incompetent and the parent of a minor patient shall also be notified, if they are available. Notification is not required before admission or treatment when there is an emergency.

**Note:** The statute does not make distinctions among types of treatment facilities when it comes to protecting patients’ rights. Some rights may be more applicable to patients in inpatient facilities than to patients in less restrictive facilities such as sheltered workshops or outpatient clinics. When informing patients of their rights, facility directors may emphasize those rights that are most applicable to the particular facility, program or services but s. 51.61, Stats., requires notification that other rights exist and may, under some circumstances, apply in a given situation.

(2) Before, upon or at a reasonable time after admission, a patient shall be informed in writing, as required by s. 51.61 (1) (w), Stats., of any liability that the patient or any of the patient’s relatives may have for the cost of the patient’s care and treatment and of the right to receive information about charges for care and treatment services.

(3) Patients who receive services for an extended period of time shall be orally re-notified of their rights at least annually and be given another copy of their rights in writing if they request a copy or if there has been a statutory change in any of their rights since the time of their admission.

(4) If a patient is unable to understand the notification of rights, written and oral notification shall be made to the parent or guardian, if available, at the time of the patient’s admission or, in the case of an outpatient, before treatment is begun, and to the patient when the patient is able to understand.

(5) All notification of rights, both oral and written, shall be in language understood by the patient, including sign language, foreign language or simplified language when that is necessary. A simplified, printed version of patients rights shall be conspicuously posted in each patient area.

**Note:** A simplified version of patient rights in poster form is available from the Division of Mental Health and Substance Abuse Services, P.O. Box 7851, Madison, WI 53707 or at [www.dhs.wisconsin.gov/clientrights](http://www.dhs.wisconsin.gov/clientrights).

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (1), renum. (2), (3) to be (4), (5), cr. (2), (3), Register, June, 1996, No. 486, eff. 7-1-96.

## Subchapter II — Patient Rights

**DHS 94.05 Limitation or denial of rights.** (1) No patient right may be denied except as provided under s. 51.61 (2), Stats., and as otherwise specified in this chapter.

(2) (a) Good cause for denial or limitation of a right exists only when the director or designee of the treatment facility has reason to believe the exercise of the right would create a security problem, adversely affect the patient’s treatment or seriously interfere with the rights or safety of others.

(b) Denial of a right may only be made when there are docu-



mented reasons to believe there is not a less restrictive way of protecting the threatened security, treatment or management interests.

(c) No right may be denied when a limitation can accomplish the stated purpose and no limitation may be more stringent than necessary to accomplish the purpose.

(3) At the time of the denial or limitation, written notice shall be provided to the patient and the guardian, if any, and a copy of that notice shall be placed in the patient's treatment record. The written notice shall:

(a) Inform the patient and the guardian, if any, of the right to an informal hearing or a meeting with the person who made the decision to limit or deny the right.

(b) State the specific conditions required for restoring or granting the right at issue;

(c) State the expected duration of denial or limitation; and

(d) State the specific reason for the denial or limitation.

(4) Within 2 calendar days following the denial, written notice shall be sent as follows:

(a) If the patient is a county department patient, to the county department's client rights specialist and, in addition, if the patient is in a department-operated facility, to the department's division of care and treatment facilities; and

(b) If the patient is not a county department patient, to the treatment facility's client rights specialist and, in addition, if the patient is in a department-operated facility, to the department's division of care and treatment facilities.

**Note:** Copies of the rights-denial form may be requested from the Department's website at [www.dhs.wisconsin.gov/clientrights](http://www.dhs.wisconsin.gov/clientrights) or by writing to the Division of Mental Health and Substance Abuse Services, P.O. Box 7851, Madison, WI 53707-7851.

(5) The treatment facility director or that person's designee shall hold an informal hearing or arrange for the person who made the decision to limit or deny the right to hold a meeting within 3 days after receiving a hearing request or a request for a meeting with the person who made the decision from a patient whose rights have been denied or limited. The treatment facility director or designee, in the case of a hearing, or the person who made the decision to limit or deny the right, in the case of a meeting, shall consider all relevant information submitted by or on behalf of the patient when rendering a decision.

(6) The service provider shall inform a patient whose rights are limited or denied in accordance with this subsection that the patient may file a grievance concerning the limitation or denial.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (3) (a), (4) (a), (5), r. and recr. (6), Register, June, 1996, No. 486, eff. 7-1-96.

#### DHS 94.06 Assistance in the exercise of rights. (1)

Each service provider shall assist patients in the exercise of all rights specified under ch. 51, Stats., and this chapter.

(2) No patient may be required to waive any of his or her rights under ch. 51, Stats., or this chapter as a condition of admission or receipt of treatment and services.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renum and am., cr. (2), Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.07 Least restrictive treatment and conditions. (1)** Except in the case of a patient who is admitted or transferred under s. 51.35 (3) or 51.37, Stats., or under ch. 971 or 975, Stats., each patient shall be provided the least restrictive treatment and conditions which allow the maximum amount of personal and physical freedom in accordance with s. 51.61 (1) (e), Stats., and this section.

(2) No patient may be transferred to a setting which increases

personal or physical restrictions unless the transfer is justified by documented treatment or security reasons or by a court order.

**Note:** Refer to ss. 51.35 (1) and 55.15, Stats., for transfer requirements in cases that are different from those covered under s. 51.61 (1) (e), Stats.

(3) Inpatient and residential treatment facilities shall identify all patients ready for placement in less restrictive settings and shall, for each of these patients, notify the county department or the county social services department of the identified county of responsibility, as determined in accordance with s. 51.40, Stats., and shall also notify the patient's guardian and guardian ad litem, if any, and the court with jurisdiction over the patient's ch. 51 or 55, Stats., placement, if any, that the patient is ready for placement in a less restrictive setting. The county department or the county social services department shall then act in accordance with s. 51.61 (1) (e), Stats., to place the patient in a less restrictive setting.

(4) Inpatient and residential treatment facilities shall identify security measures in their policies and procedures and shall specify criteria for the use of each security-related procedure.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (1), (3), renum. (5) to be HFS 94.24 (3) (i), Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.08 Prompt and adequate treatment.** All patients shall be provided prompt and adequate treatment, habilitation or rehabilitation, supports, community services and educational services as required under s. 51.61 (1) (f), Stats., and copies of applicable licensing and certification rules and program manuals and guidelines.

**Note:** Educational requirements for school-age patients in inpatient facilities can be found under chs. 115 and 118, Stats.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.09 Medications and other treatment. (1)** Each patient shall be informed of his or her treatment and care and shall be permitted and encouraged to participate in the planning of his or her treatment and care.

(2) A patient may refuse medications and any other treatment except as provided under s. 51.61 (1) (g) and (h), Stats., and this section.

(3) Any patient who does not agree with all or any part of his or her treatment plan shall be permitted a second consultation for review of the treatment plan as follows:

(a) An involuntary patient may request a second consultation from another staff member who is not directly providing treatment to the patient, and the treatment facility shall make the designated staff member available at no charge to the patient; and

(b) Any patient may, at his or her own expense, arrange for a second consultation from a person who is not employed by the treatment facility to review the patient's treatment record.

(c) Service providers may pay for some or all of the costs of any second consultation allowed under par. (b). Service providers may also enter into agreements with other service providers to furnish consultations for each other's clients.

(4) Except in an emergency when it is necessary to prevent serious physical harm to self or others, no medication may be given to any patient or treatment performed on any patient without the prior informed consent of the patient, unless the patient has been found not competent to refuse medication and treatment under s. 51.61 (1) (g), Stats., and the court orders medication or treatment. In the case of a patient found incompetent under ch. 54, Stats., the informed consent of the guardian is required. In the case of a minor, the informed consent of the parent or guardian is required. Except as provided under an order issued under s. 51.14 (3) (h) or (4) (g), Stats., if a minor is 14 years of age or older, the informed consent of the minor and the minor's

parent or guardian is required. Informed consent for treatment from a patient's parent or guardian may be temporarily obtained by telephone in accordance with s. DHS 94.03 (2m).

(5) A voluntary patient may refuse any treatment, including medications, at any time and for any reason, except in an emergency, under the following conditions:

(a) If the prescribed treatment is refused and no alternative treatment services are available within the treatment facility, it is not considered coercion if the facility indicates that the patient has a choice of either participating in the prescribed treatment or being discharged from the facility; and

(b) The treatment facility shall counsel the patient and, when possible, refer the patient to another treatment resource prior to discharge.

(6) The treatment facility shall maintain a patient treatment record for each patient which shall include:

(a) A specific statement of the diagnosis and an explicit description of the behaviors and other signs or symptoms exhibited by the patient;

(b) Documentation of the emergency when emergency treatment is provided to the patient;

(c) Clear documentation of the reasons and justifications for the initial use of medications and for any changes in the prescribed medication regimen; and

(d) Documentation that is specific and objective and that adequately explains the reasons for any conclusions or decisions made regarding the patient.

(7) A physician ordering or changing a patient's medication shall ensure that other members of the patient's treatment staff are informed about the new medication prescribed for the patient and the expected benefits and potential adverse side effects which may affect the patient's overall treatment.

(8) A physician ordering or changing a patient's medication shall routinely review the patient's prescription medication, including the beneficial or adverse effects of the medication and the need to continue or discontinue the medication, and shall document that review in the patient's treatment record.

(9) Each inpatient and residential treatment facility that administers medications shall have a peer review committee or other medical oversight mechanism reporting to the facility's governing body to ensure proper utilization of medications.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renun. (1) to (8) to be (2) to (9) and am. (4); cr. (1), (3) (c), (6) (d), Register, June, 1996, No. 486, eff. 7-1-96; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.10 Isolation, seclusion and physical restraints.** Any service provider using isolation, seclusion or physical restraint shall have written policies that meet the requirements specified under s. 51.61 (1) (i), Stats., and this chapter. Isolation, seclusion or physical restraint may be used only in an emergency, when part of a treatment program or as provided in s. 51.61 (1) (i) 2., Stats. For a community placement, the use of isolation, seclusion or physical restraint shall be specifically approved by the department on a case-by-case basis and by the county department if the county department has authorized the community placement. In granting approval, a determination shall be made that use is necessary for continued community placement of the individual and that supports and safeguards necessary for the individual are in place.

**Note:** The use of isolation, seclusion or physical restraint may be further limited or prohibited by licensing or certification standards for that service provider.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; r. and rec. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.11 Electroconvulsive therapy.** (1) No pa-

tient may be administered electroconvulsive therapy except as specified under s. 51.61 (1) (k), Stats., and this section.

(2) The patient shall be informed that he or she has a right to consult with legal counsel, legal guardian, if any, and independent specialists prior to giving informed consent for electroconvulsive therapy.

(3) A treatment facility shall notify the program director prior to the planned use of electroconvulsive therapy on a county department patient.

(4) Electroconvulsive therapy may only be administered under the direct supervision of a physician.

(5) A service provider performing electroconvulsive therapy shall develop and implement written policies and procedures for obtaining and monitoring informed consent.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; cr. (5), Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.12 Drastic treatment procedures.** (1) Drastic treatment procedures may only be used in an inpatient treatment facility or a center for the developmentally disabled as defined in s. 51.01 (3), Stats. No patient may be subjected to drastic treatment procedures except as specified under s. 51.61 (1) (k), Stats., and this section.

(2) The patient shall be informed that he or she has a right to consult with legal counsel, legal guardian, if any, and independent specialists prior to giving informed consent for drastic treatment procedures.

(3) The treatment facility shall notify the program director prior to the planned use of drastic treatment procedures on county department patients.

(4) Each county department shall report monthly to the department the type and number of drastic treatment procedures used on county department patients.

**Note:** Reports required under sub. (4) should be sent to the area administrator in the appropriate Department regional office. The addresses of all regional offices are available from the Office of Policy Initiatives and Budget, P.O. Box 7850, Madison, WI 53707.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.13 Research and human rights committee.** (1) An inpatient or residential treatment facility conducting or permitting research or drastic treatment procedures involving human subjects shall establish a research and human rights committee in accordance with 45 CFR 46, s. 51.61 (4), Stats., and this section.

(2) The committee shall include 2 members who are consumers or who represent either an agency or organization which advocates rights of patients covered by this chapter.

(3) The inpatient or residential treatment facility research and human rights committee shall designate a person to act as consent monitor who shall be authorized to validate informed consent and terminate a patient's participation in a research project or a drastic treatment procedure immediately upon violation of any requirement under this chapter or upon the patient's withdrawal of consent.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.14 Research.** (1) All proposed research involving patients shall meet the requirements of s. 51.61 (1) (j), Stats., 45 CFR 46, and this section.

(2) No patient may be subjected to any experimental diagnostic or treatment technique or to any other experimental intervention unless the patient gives informed consent, the patient's informed consent is confirmed by the consent monitor and the research and human rights committee has determined that adequate provisions are made to:

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- (a) Protect the privacy of the patient;
- (b) Protect the confidentiality of treatment records in accordance with s. 51.30, Stats., and ch. DHS 92;
- (c) Ensure that no patient may be approached to participate in the research unless the patient's participation is approved by the person who is responsible for the treatment plan of the patient; and
- (d) Ensure that the conditions of this section and other requirements under this chapter are met.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; correction in (2) (b) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction in (2) (b) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.15 Labor performed by patients.** (1) Any labor performed by a patient which is of financial benefit to the treatment facility shall be conducted within the requirements under s. 51.61 (1) (b), Stats., and this section.

(2) Patients may only be required to perform tasks that are equivalent to personal housekeeping chores performed in common or private living areas of an ordinary home. Personal housekeeping tasks may include light cleaning of shared living quarters if all patients sharing those quarters participate as equally as possible in the cleaning chores.

(3) Payment for therapeutic labor authorized under s. 51.61 (1) (b), Stats., shall be made in accordance with wage guidelines established under state and federal law.

(4) Documentation shall be made in the treatment record of any compensated, uncompensated, voluntary or involuntary labor performed by any patient.

(5) The document used to obtain informed consent for application of a patient's wages toward the cost of treatment shall conspicuously state that the patient has the right to refuse consent without suffering any adverse consequences.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (2), (3), Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.16 Religious worship.** (1) All inpatients shall be allowed to exercise their right to religious worship as specified under s. 51.61 (1) (L), Stats., and this section.

(2) The director of each treatment facility serving inpatients shall seek clergy to be available to meet the religious needs of the inpatients.

(3) The director or designee shall make reasonable provision for inpatients to attend religious services either inside or outside the facility, except for documented security reasons, and shall honor any reasonable request for religious visitation by the representative of any faith or religion.

(4) Visiting clergy shall have the same access to inpatients as staff clergy except that visiting clergy may be required to work with and be accompanied by staff clergy.

(5) A patient whose disruptive behavior interferes with other patients' right to worship shall be removed from worship services.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.17 Confidentiality of records.** All treatment records are confidential. A patient or guardian may inspect, copy and challenge the patient's records as authorized under s. 51.30, Stats., and ch. DHS 92.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; correction made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.18 Filming and taping.** (1) No patient may be recorded, photographed, or filmed for any purpose except as allowed under s. 51.61 (1) (o), Stats., and this section.

(2) A photograph may be taken of a patient without the patient's informed consent only for the purpose of including the photograph in the patient's treatment record.

(3) The informed consent document shall specify that the subject patient may view the photograph or film or hear the recording prior to any release and that the patient may withdraw informed consent after viewing or hearing the material.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.19 Mail.** (1) Each inpatient shall be allowed to send and receive sealed mail in accordance with s. 51.61 (1) (cm) 1., Stats., and this section.

(2) Any inpatient who has been determined indigent under the facility's operating policies shall, upon request, be provided with up to 2 stamped non-letterhead envelopes each week and with non-letterhead stationery and other letter-writing materials.

(3) Mail shall be delivered to inpatients promptly by the facility's normal distribution procedures.

(4) Upon request of an inpatient or his or her guardian, mail shall be opened by a facility staff member and read to him or her. The initial request shall be documented in the treatment record.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register December 2003 No. 576.

**DHS 94.20 Telephone calls.** (1) Inpatients shall be allowed reasonable access to a telephone to make and receive a reasonable number of telephone calls as authorized by s. 51.61 (1) (p), Stats., and this section.

(2) Patients shall be permitted to make an unlimited number of private telephone calls to legal counsel and to receive an unlimited number of private telephone calls from legal counsel.

(3) (a) Except as provided in par. (b), each inpatient shall be permitted to make a reasonable number of private, personal calls. The number and duration of the calls may be limited for legitimate management reasons, but the facility shall provide every patient the opportunity to make at least one private, personal telephone call per day.

(b) This subsection does not prohibit a facility under s. 980.065, Stats., from recording patients' personal telephone calls or monitoring the resulting recordings.

(4) Inpatients who have been determined indigent under a facility's operating policies shall be permitted to make telephone calls under sub. (2), and at least one private, personal call per day free of charge.

(5) Treatment facilities shall provide the number of regular or pay telephones necessary to meet requirements of this section, subject to restrictions imposed by local telephone companies regarding installation of pay telephones.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (1), (3), (4), Register, June, 1996, eff. 7-1-96; CR 00-151: am. (3) Register January 2002 No. 553, eff. 2-1-02.

**DHS 94.21 Visitors.** (1) Each inpatient shall be permitted to see visitors each day, as authorized by s. 51.61 (1) (t), Stats., and in accordance with this section.

(2) Adequate and reasonably private space shall be provided to accommodate visitors so that severe time limits need not be set on a visit.

(3) Every visitor who arrives during normal visiting hours shall be permitted to see the patient unless the patient refuses to see the visitor.

(4) The treatment facility may require prior identification of potential visitors and may search visitors but only when there are documented security reasons for screening or searching visitors.



(5) Visits may not be limited to less than one hour, except under documented special circumstances.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.22 Voting.** (1) The director of each treatment facility serving inpatients shall ensure that inpatients have an opportunity to vote, unless they are otherwise restricted by law from voting, by:

(a) Surveying all patients 18 years of age or over to ascertain their interest in registering to vote, obtaining absentee ballots and casting ballots. The survey shall be conducted far enough before an election to allow sufficient time for voter registration and acquisition of absentee ballots;

(b) Making arrangements with state and local election officials to register voters and to enable interested inpatients to cast ballots at the facility; and

(c) With a patient's consent, assisting election officials in determining the patient's place of residence for voting purposes.

(2) A treatment facility director may not prohibit an inpatient from receiving campaign literature or placing political advertisements in his or her personal quarters and shall permit candidates to campaign during reasonably regulated times at designated locations on facility property.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.23 Discharge of voluntary patients.** (1) When a voluntary inpatient requests a discharge, the facility director or designee shall either release the patient or file a statement of emergency detention with the court as provided under ss. 51.10 (5), 51.13 (7) (b) and 51.15 (10), Stats., and this section.

(2) If a voluntary inpatient requests a discharge and he or she has no other living quarters or is in need of other services to make the transition to the community, the following actions shall be taken by the facility director or designee prior to discharge:

(a) Counsel the patient and, when possible, assist the patient in locating living quarters;

(b) Inform the applicable program director, if any, of the patient's need for residential and other necessary transitional services; and

(c) If no living arrangements have been made by the time of discharge, refer the patient to an appropriate service agency for emergency living arrangements.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87.

**DHS 94.24 Humane psychological and physical environment.** (1) **CLEAN, SAFE AND HUMANE ENVIRONMENT.** Treatment facilities shall provide patients with a clean, safe and humane environment as required under s. 51.61 (1) (m), Stats., and this section.

(2) **COMFORT, SAFETY AND RESPECT.** (a) Staff shall take reasonable steps to ensure the physical safety of all patients.

(b) Each patient shall be treated with respect and with recognition of the patient's dignity by all employees of the service provider and by all licensed, certified, registered or permitted providers of health care with whom the patient comes in contact.

(c) A treatment facility may fingerprint a patient only if the patient is unknown, has no means of identification, cannot otherwise be identified and fingerprinting is required for identification. This restriction does not apply to patients transferred to the facility under s. 51.35 (3) or 51.37, Stats., or committed under ch. 971 or 975, Stats.

(d) Only inpatients may be subjected to a body search. All body searches shall be conducted as follows:

1. A personal search of an inpatient may be conducted by any facility staff member:

a. Before a patient leaves or enters the security enclosure of maximum security units;

b. Before a patient is placed in seclusion;

c. When there is documented reason to believe the patient has, on his or her person, objects or materials which threaten the safety or security of patients or other persons; or

d. If, for security reasons, the facility routinely conducts personal searches of patients committed under ch. 971 or 975, Stats., patients residing in the maximum security facility at the Mendota mental health institute or a secure mental health unit or facility under s. 980.065, Stats., and persons transferred under s. 51.35 (3) or 51.37, Stats.;

2. A strip search of an inpatient may be conducted:

a. Only in a clean and private place;

b. Except in an emergency, only by a person of the same sex;

c. Only when all less intrusive search procedures are deemed inadequate; and

d. Only under circumstances specified under subd. 1. a. to c.;

3. A body cavity search of an inpatient may be conducted:

a. Only in a clean and private place;

b. Only by a physician and, whenever possible, by a physician of the same sex;

c. Only when all less intrusive search procedures are deemed inadequate; and

d. Only under circumstances specified under subd. 1. a. to c.

(e) The room and personal belongings of an inpatient may be searched only when there is documented reason to believe that security rules have been violated, except that searches may be conducted in forensic units, the maximum security facility at the Mendota mental health institute or a secure mental health unit or facility under s. 980.065, Stats., in accordance with written facility policies.

(f) Each inpatient shall be assisted to achieve maximum capability in personal hygiene and self-grooming and shall have reasonable access to:

1. Toilet articles;

2. Toothbrush and dentifrice;

3. A shower or tub bath at least once every 2 days, unless medically contraindicated;

4. Services of a barber or beautician on a regular basis; and

5. Shaving equipment and facilities.

(g) Each patient shall be given an opportunity to refute any accusations prior to initiation of disciplinary action.

(h) No patient may be disciplined for a violation of a treatment facility rule unless the patient has had prior notice of the rule.

(i) 1. Each inpatient shall have unscheduled access to a working flush toilet and sink, except when the patient is in seclusion or for security reasons or when medically contraindicated.

2. Upon request of the patient, the legal guardian of an incompetent patient or the parent of a minor, staff of the same sex shall be available to assist the patient in toileting or bathing.

3. Every patient in isolation or seclusion shall be provided an opportunity for access to a toilet at least every 30 minutes.

(j) Inpatients shall be allowed to provide their own room decorations except that a facility may restrict this right for documented security or safety reasons. Facilities may adopt policies restricting the areas where patients may display sexually explicit

or patently offensive room decorations and may prohibit gang-related room decorations.

**(3) SOCIAL, RECREATIONAL AND LEISURE TIME ACTIVITIES.**

(a) Inpatients shall be provided access to current newspapers and magazines, and shall have reasonable access to radio and television upon request, except for documented security or safety reasons.

(b) An inpatient shall be allowed individual expression through music, art, reading materials and media except for any limitation that may be necessary for documented security or safety reasons.

(c) Inpatients may not be prevented from acquiring, at their own expense, printed material, a television, a radio, recordings or movies, except for documented security or safety reasons.

(d) Each inpatient shall have reasonable access to his or her own musical instruments and to art and writing supplies, along with reasonable access to appropriate space and supervision for the use of the instruments and supplies, except for documented security or safety reasons.

**Note:** Any denial or restriction of a patient's right to use his or her personal articles is governed by s. DHS 94.05 and s. 51.61 (2), Stats.

(e) Each inpatient shall be provided suitable opportunities for social interaction with members of both sexes, except for documented treatment, security or safety reasons.

(f) Each inpatient shall have an opportunity for reasonable and regular access to facilities for physical exercise and shall have an opportunity for access to a variety of appropriate recreational facilities away from the living unit to the extent possible, except for any limitation that may be necessary for documented individual security or safety reasons.

(g) Each inpatient shall be provided an opportunity to be out of doors at regular and frequent intervals, with supervision as necessary, except when health reasons or documented individual security reasons indicate otherwise.

(h) Patients have a right to be free from having arbitrary decisions made about them. To be non-arbitrary, a decision about a client shall be rationally based upon a legitimate treatment, management or security interest.

(i) Inpatients shall be permitted to conduct personal and business affairs in any lawful manner not otherwise limited by statute so long as these do not interfere with the patient's treatment plan, the orderly operation of the facility, security or the rights of other patients.

**(4) FOOD SERVICE.** (a) Each inpatient shall be provided a nutritional diet which permits a reasonable choice of appealing food served in a pleasant manner.

(b) Snacks between meals shall be accessible to inpatients on all living units, except when contraindicated for individual patients.

(c) All inpatients shall be allowed a minimum of 30 minutes per meal and additional time as feasible.

(d) Menu preparation shall take into account customary religious, cultural or strongly-held personal convictions of inpatients.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; am. (2) (b), (j), (3) (b), (f), (g), cr. (3) (h), renum. (3) (i) from HSS 94.07 (5), Register, June, 1996, No. 486, eff. 7-1-96; emerg. am. (2) (e), eff. 8-15-98; am. (2) (d) l. d. and (e), Register, April, 1999, No. 520, eff. 5-1-99.

**DHS 94.25 Patient funds.** Except as otherwise provided under s. 51.61 (1) (v), Stats., a patient shall be permitted to use the patient's own money as the patient wishes. A service provider holding funds for a patient shall give the patient an accounting of those funds in accordance with s. 51.61 (1) (v), Stats.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.26 Clothing and laundry.** (1) Inpatients shall be permitted to wear their own clothing as authorized under s. 51.61 (1) (q), Stats., and this section.

(2) If inpatients do not have enough of their own clothing, they shall be furnished with appropriate noninstitutional clothing of proper size as follows:

(a) There shall be sufficient clothing to allow each patient at least one change of underwear a day and 3 changes of clothing a week; and

(b) There shall be clothing which is appropriate for patients to wear out of doors and on trips or visits in all weather conditions.

(3) All inpatients shall be provided with laundry service or, if the patient can use a washer and dryer, with access to washers and dryers. Facilities shall take reasonable measures to prevent the loss of inpatients' clothing during use of laundry services.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renum. from HSS 94.25, Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.27 Storage space.** (1) Each inpatient shall be provided sufficient and convenient space for clothing, toilet articles and other personal belongings, as required under s. 51.61 (1) (r), Stats., and this section.

(2) Individual storage space shall be conveniently accessible to the patient, shall accommodate hanging of clothes and shall be lockable or otherwise made secure if requested by the patient.

(3) Personal storage space may be searched only if there is documented reason to believe a violation of the facility's security regulations has occurred and the patient is given the opportunity to be present during the search, except in forensic units where routine searches may be conducted in accordance with written facility policies.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renum. from HSS 94.26, Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.28 Right to file grievances.** (1) A patient or a person acting on behalf of a patient may file a grievance under s. DHS 94.29 procedures with the administrator of a facility or other service provider or with a staff member of the facility or other service provider without fear of reprisal and may communicate, subject to s. 51.61 (1) (p), Stats., with any public official or any other person without fear of reprisal.

(2) No person may intentionally retaliate or discriminate against any patient, person acting on behalf of a patient or employee for contacting or providing information to any official or to an employee of any state protection and advocacy agency, or for initiating, participating in or testifying in a grievance procedure or in any action for any remedy authorized by law.

(3) No person may deprive a patient of the ability to seek redress for alleged violations of his or her rights by unreasonably precluding the patient from using the grievance procedure established under s. DHS 94.29 or from communicating, subject to any valid telephone or visitor restriction under s. DHS 94.05, with a court, government official, grievance investigator or staff member of a protection and advocacy agency or with legal counsel.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.29 Grievance resolution procedures.** Failure of a treatment facility to comply with any provision of rights under s. 51.61, Stats., or this chapter may be processed as a grievance under s. 51.61 (5), Stats., and subch. III of this chapter.

**History:** Renum. from HSS 94.27 (1) and am., Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.30 Compliance assurance.** (1) Each treatment facility director and program director shall ensure that all of his or her employees who have any patient contact are aware of

the requirements of this chapter and of the criminal and civil liabilities for violation of ss. 51.30 (10), 51.61, 146.84, 813.123, 940.22 (2), 940.225, 940.285, 940.295 and 943.20 (3) (d) 6., Stats., and of the protection for reporting violations of rights to licensing agencies under s. 51.61 (10), Stats.

(2) In the event that a contracted treatment facility does not comply with an applicable requirement of this chapter, the county department shall notify the department of the specific non-compliance within 7 calendar days of its discovery.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renun. from HSS 94.28, Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.31 Application of other rules and regulations.** In applying the requirements of this chapter, when a different state rule or federal regulation also applies to the protection of a particular right of patients, the different state rule or federal regulation shall be controlling if it does more to promote patient rights than the counterpart requirement in this chapter.

**History:** Cr. Register, January, 1987, No. 373, eff. 2-1-87; renun. from HSS 94.29, Register, June, 1996, No. 486, eff. 7-1-96.

### Subchapter III — Standards for Grievance Resolution Procedures

**DHS 94.40 System requirements.** (1) **GRIEVANCE RESOLUTION SYSTEM REQUIRED.** All programs providing services or residential care to persons who need the services or residential care because of mental illness, a developmental disability, alcoholism or drug dependency, as those terms are defined in s. 51.01, Stats., shall have a grievance resolution system which complies with the requirements of this subchapter.

(2) **WRITTEN POLICIES.** A program shall have written policies which provide that:

(a) Staff of the program know and understand the rights of the clients they serve;

(b) Fair, responsive and respectful procedures are available which permit clients to obtain resolution of their grievances within the time frames provided in this subchapter;

(c) Staff and clients are instructed in both the formal procedures by which clients may seek resolution of grievances, and informal methods for resolving client concerns; and

(d) Staff who act as client rights specialists, or private individuals with whom the program contracts for this service, are trained in the procedures required by this subchapter, techniques for resolution of concerns and grievances and the applicable provisions of ch. 51, Stats., ch. DHS 92 and this chapter.

(3) **CLIENT RIGHTS SPECIALIST.** (a) Each program or coalition of programs shall designate one or more persons to act as client rights specialists.

(b) The client rights specialist may be an employee of the program or of one of the programs in a coalition or may be a person under contract to a program or to a coalition of programs.

(c) The client rights specialist assigned to conduct a program level review under s. DHS 94.41 shall not have any involvement in the conditions or activities forming the basis of the client's grievance, or have any other substantial interest in those matters arising from his or her relationship to the program or the client, other than employment.

(d) If at any time during the formal resolution process a grievant wishes to switch to the informal resolution process, and the other parties agree to the switch, the client rights specialist may suspend the formal resolution process and attempt to facilitate a resolution of the matter between the parties without prejudice to positions of the grievant or the program.

(e) If the client chooses to use the informal resolution process

and the matter is resolved, the client rights specialist shall prepare a brief report indicating the nature of the resolution and file it with the program manager, with copies to the client, any person acting on behalf of the client pursuant to s. DHS 94.49, and the parent or guardian of a client if that person's consent is required for treatment.

(4) **INFORMAL RESOLUTION PROCESS.** (a) Each program shall have available a process which offers clients and persons acting on behalf of clients the option of seeking informal resolution of their concerns.

(b) Use of the informal resolution process shall not be a prerequisite for seeking formal relief.

(c) The informal resolution process may be used pending initiation of the formal resolution process or as an adjunct during the formal resolution process.

(d) The informal resolution process shall be adapted to the particular needs and strengths of the clients being served by the program in order to assist them and any persons acting on their behalf to participate in and understand the process as much as possible.

(e) Any applicable time limits of the formal resolution process shall be suspended during the use of the informal resolution process until a grievant indicates that he or she wishes the formal resolution process to begin or until any party requests that the formal resolution process resume.

(5) **FORMAL RESOLUTION PROCESS.** Each program shall have a formal resolution process for program level review of grievances under s. DHS 94.41 which includes:

(a) A process for training client rights specialists and for protecting their neutrality while conducting grievance reviews by establishing conditions which allow them to be objective in their actions, such as not allowing retribution against them for unpopular decisions;

(b) Procedures for:

1. Conducting program level inquiries;
2. Preparing reports that include factual findings, determinations of merit and recommendations for resolving grievances;
3. Completing the review process within the time limits of this subchapter;
4. Maintaining impartiality in the conduct of the inquiry; and
5. Permitting both clients and staff an equal opportunity to be heard during the process;

(c) A method for informing clients and their guardians, parents and advocates about the way grievances are presented and the process by which reviews of grievances are conducted which takes into account any special limitations clients of the program may have and adapts the system to allow clients to participate in the process to the fullest extent possible;

(d) A process for responding to decisions on grievance reviews at any level that provides for rapid and accurate compliance with final determinations as well as orders for interim relief under s. DHS 94.50;

(e) A provision that, at any time, if all parties agree, the formal resolution process and any applicable time limits may be suspended to allow the parties to attempt an informal resolution of the matter under sub. (4), facilitated by the individual conducting the review at that level of the process. If time limits are suspended, they shall begin running again upon request of any party that the formal process be resumed.

(6) **PROTECTIONS FOR CLIENTS AND ADVOCATES.** A program shall have policies and procedures in place which provide that no sanctions will be threatened or imposed against any client who files a grievance, or any person, including an employee of the de-

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partment, a county department or a service provider, who assists a client in filing a grievance.

**Note:** See s. 51.61(5) (d) and (7m), Stats., for the civil and criminal penalties that are available to deal with anyone who threatens action or takes action against a client who files a grievance or against a person who assists a client in filing a grievance.

**(7) CLIENT INSTRUCTION.** As part of the notification of rights required under s. DHS 94.04, each program shall establish specific methods of instruction to help clients and their parents or guardians, if consent by a parent or guardian is required for treatment, understand and use the grievance system.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; correction in (2) (d) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction in (2) (d) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.41 Program level review. (1) PRESENTATION OF GRIEVANCE.** (a) A program shall establish a flexible and open process through which clients and those acting on behalf of clients can present grievances.

**Note:** See DHS 94.49 for grievances presented on behalf of clients, including clients under guardianship.

(b) A grievance may be presented to the program manager or any staff person in writing, orally or by any alternative method through which the client or other person ordinarily communicates.

(c) Whenever possible, a program shall attempt to resolve a grievance at the time it is presented by listening to the nature of the complaint and by making adjustments in operations or conditions that respond to the individual needs of the client.

(d) If a grievance cannot be immediately resolved, the person presenting the issue shall be given the option of using the program's formal or informal resolution process.

(e) If the informal resolution process under s. DHS 94.40 (4) is chosen, any time limits in sub. (5) shall be suspended while the parties work out their differences.

(f) If the formal resolution process under s. DHS 94.40 (5) is chosen, the program shall refer the grievance to a client rights specialist who shall conduct an inquiry and file a report as provided in subs. (2) and (3).

**(2) INQUIRY BY CLIENT RIGHTS SPECIALIST.** (a) Upon receiving a referral, the client rights specialist shall meet with the grievant and the client, if different, and any staff member who may be named in the complaint, identify the matters at issue and explain the process for seeking formal resolution of grievances.

(b) If the grievance was presented orally or through an alternative form of communication, the client rights specialist shall assist the grievant in putting the grievance into writing for use in the ongoing process. A copy of the written grievance shall be given to the grievant and the client, and included in the report.

(c) 1. If there are facts in dispute, the client rights specialist shall conduct an inquiry into the incidents or conditions which are the focus of the grievance.

2. The program manager shall provide the client rights specialist with full access to all information needed to investigate the grievance, all relevant areas of the program facility named in the grievance and all records pertaining to the matters raised in the grievance.

3. The inquiry of the client rights specialist may include questioning staff, the client or clients on whose behalf the grievance was presented, other clients, reviewing applicable records and charts, examining equipment and materials and any other activity necessary in order to form an accurate factual basis for the resolution of the grievance.

(d) When an inquiry requires access to confidential information protected under s. 51.30, Stats., and the client rights specialist conducting the inquiry does not otherwise have access to the

information under an exception found in s. 51.30 (4) (b), Stats., the client, or the guardian or parent of the client, if the guardian or parent's consent is required, may be asked to consent in writing to the release of that information to the client rights specialist and other persons involved in the grievance resolution process. The client rights specialist may proceed with the inquiry only if written consent is obtained. If consent for access is not granted, the program shall attempt to resolve the matter through the informal resolution process. The program may include in forms used for presenting written grievances a corresponding provision relating to consent for release of confidential information.

(e) The client rights specialist shall maintain the confidentiality of any information about any program client gained during the inquiry, unless specific releases for that information are granted.

(f) With the consent of the grievant, the client rights specialist may suspend the formal resolution process and attempt an informal resolution of the grievance as provided in s. DHS 94.40 (4).

**(3) REPORT OF CLIENT RIGHTS SPECIALIST.** (a) In this subsection:

1. "Founded" means that there has been a violation of a specific right guaranteed to the client under ch. DHS 92 or this chapter or ch. 51, Stats.

2. "Unfounded" means that the grievance is without merit or not a matter within the jurisdiction of ch. DHS 92 or this chapter or s. 51.61, Stats.

(b) When the inquiry under sub. (2) (c) is complete, the client rights specialist shall prepare a written report with a description of the relevant facts agreed upon by the parties or gathered during the inquiry, the application of the appropriate laws and rules to those facts, a determination as to whether the grievance was founded or unfounded, and the basis for the determination.

(c) If the grievance is determined to be founded, the report shall describe the specific actions or adjustments recommended by the client rights specialist for resolving the issues presented. Where appropriate, the recommendation may include a timeline for carrying out the proposed acts and adjustments.

(d) If the grievance is determined to be unfounded, but through the process of the inquiry the client rights specialist has identified issues which appear to affect the quality of services in the program or to result in significant interpersonal conflicts, the report may include informal suggestions for improving the situation.

(e) Copies of the report shall be given to the program manager, the client and the grievant, if other than the client, the parent or guardian of a client if that person's consent is required for treatment, and all relevant staff.

(f) The client rights specialist shall purge the names or other client identifying information of any client involved in the grievance, other than the client directly involved, when providing copies of the report to persons other than the staff directly involved, the program manager or other staff who have a need to know the information.

**(4) PROGRAM MANAGER'S DECISION.** (a) If the program manager, the client, the grievant, if other than the client, and the guardian or parent, if that person's consent is required for treatment, agree with the report of the client rights specialist, and if the report contains recommendations for resolution, those recommendations shall be put into effect within an agreed upon timeframe.

(b) If there is disagreement over the report, the client rights specialist may confer with the client, the grievant, if other than the client, the parent or guardian of the client, if that person's consent is required for treatment, and the program manager or his

or her designee to establish a mutually acceptable plan for resolving the grievance.

(c) If the disagreement cannot be resolved through the discussions under par. (b), the program manager or designee shall prepare a written decision describing the matters which remain in dispute and stating the findings and determinations or recommendations which form the official position of the program.

(d) The decision may affirm, modify or reverse the findings and recommendations proposed by the client rights specialist. However, the program manager shall state the basis for any modifications which are made.

(e) The program manager's decision shall be given personally or sent by first class mail to the client and the grievant, if other than the client, the parent or guardian of a client, if that person's consent is required for treatment, and all staff who received a copy of the report of the client rights specialist. The decision shall include a notice which explains how, where and by whom a request for administrative review of the decision under s. DHS 94.42 (2) may be filed and states the time limit for filing a request for administrative review.

**(5) TIME LIMITS.** (a) *Filing a grievance.* 1. A client or a person acting on the client's behalf shall present a grievance to the client rights specialist, a staff person or the program manager within 45 days of the occurrence of the event or circumstance in the grievance or of the time when the event or circumstance was actually discovered or should reasonably have been discovered, or of the client's gaining or regaining the ability to report the matter, whichever comes last.

2. The program manager may grant an extension of the 45 day time limit for filing a grievance for good cause. In this subdivision, "good cause" may include but is not limited to circumstances in which there is a reasonable likelihood that despite the delay:

a. Investigating the grievance will result in an improvement in care for or prevention of harm to the client in question or other clients in the program; or

b. Failing to investigate the grievance would result in a substantial injustice.

(b) *Processing grievances in non-emergency situations.* In situations in which there is not an emergency, the following time limits apply:

1. A staff person receiving a request for formal resolution of a grievance shall present the request to the program manager or his or her designee as soon as possible but not later than the end of the staff person's shift;

2. The program manager or his or her designee shall assign a client rights specialist to the grievance within 3 business days after the request for formal process has been made;

3. The client rights specialist shall complete his or her inquiries and submit the report under sub. (4) within 30 days from the date the grievance was presented to a program staff person; and

4. A written decision under sub. (4) (e) shall be issued within 10 days of the receipt of the report, unless the client, the grievant, if other than the client, and the parent or guardian of the client, if that person's consent is necessary for treatment, agree to extend this period of time while further attempts are made to resolve the matters still in dispute.

(c) *Processing grievances in emergency situations.* 1. In emergency situations, the following time limits apply:

a. A staff person receiving the request shall immediately present the matter to the program manager or his or her designee;

b. The program manager or designee shall assign a client

rights specialist as soon as possible but no later than 24 hours after the request is received;

c. The client rights specialist shall complete the inquiry and submit the report identified in sub. (4) within 5 days from the date the grievance was presented; and

d. A written decision under sub. (4) (e) shall be issued within 5 days of the receipt of the report, unless the client, the grievant, if other than the client, and the guardian or parent of the client, if that person's consent is necessary for treatment, agree to extend this period of time while further attempts are made to resolve the matters still in dispute.

2. If after a preliminary investigation it appears that there is no emergency, the client rights specialist may treat the situation as a non-emergency for the remainder of the process.

**(6) PROTECTION OF CLIENTS.** If the client rights specialist determines that a client or a group of clients is at risk of harm, and the program has not yet acted to eliminate this risk, he or she shall immediately inform the program manager, the county department operating or contracting for the operation of the program, if any, and the office of the department with designated responsibility for investigating client grievances under s. DHS 94.42 (1) (b) 2. of the situation. If the situation continues to place the client or the group of clients at risk, the office designated under s. DHS 94.42 (1) (b) 2. shall take immediate action to protect the client or clients, pending further investigation.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; corrections in (3) (a) 1. and 2. made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; corrections in (3) (a) 1. and 2. made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

## **DHS 94.42 Administrative review by county or state. (1) RESPONSIBILITY FOR ADMINISTRATIVE REVIEW.**

1. For a program operated by a county department or under contract with a county department, a requested administrative review of the program manager's decision under s. DHS 94.41 (4) (e) shall be conducted by the director of the county department.

2. The director of a county department may conduct administrative reviews or may designate a specific person or persons from the county department's staff to conduct administrative reviews at the county level. If a staff person is designated to carry out a review, he or she shall prepare a final report for the approval of the director.

(b) 1. For a program operating independently of a county department, including a program operated by a state agency, a requested administrative review shall be carried out by the office of the department with responsibility for investigating client grievances as provided in subd. 2.

2. The secretary shall designate a unit or office of the department to be responsible for conducting state level administrative reviews. The supervisor of the unit or office shall assign a specific staff person to act as grievance examiner for a review brought directly to the state from a program under subd. 1. or for a review brought to the state following a county level review under s. DHS 94.43. This office shall also be responsible for investigating complaints under s. DHS 94.51 relating to the existence or adequacy of grievance resolution systems.

**(2) REQUEST FOR ADMINISTRATIVE REVIEW.** (a) A request for administrative review of a program manager's decision shall state the basis for the grievant's objection and may include a proposed alternative resolution.

(b) 1. A request for administrative review may be made in writing, orally or through a person's alternative means of communication to the program manager by the grievant, the client, if other than the grievant, or the client's parent or guardian, if that person's consent is necessary for treatment.



2. If the request is made orally or through an alternative mode of communication, the program manager shall prepare a written summary of the request.

(c) When an administrative review is requested, the program manager shall transmit a copy of the original grievance, the report of the client rights specialist, the written decision and the request for review to the director of the county department or the state grievance examiner, as appropriate.

(3) SWITCH TO INFORMAL RESOLUTION PROCESS. At any time, if all parties agree, the formal resolution process and any applicable time limits may be suspended to allow the parties to attempt an informal resolution of the matter under s. DHS 94.40 (4), facilitated by the individual conducting the review at that level of the process. If time limits are suspended, they shall begin running again upon request of any party that the formal resolution process be resumed.

(4) GATHERING OF INFORMATION AND PREPARATION OF REPORT. (a) *Consideration of report and decision.* The individual conducting the administrative review shall consider the report of the client rights specialist and the decision of the program manager, but shall independently render an opinion by applying the appropriate provisions of ch. 51, Stats., ch. DHS 92 and this chapter to the facts and circumstances of the grievance.

(b) *Gathering of additional information.* 1. If the state grievance examiner or county director, or his or her designee, determines that additional information is necessary to complete the review, or if the client or person acting on behalf of the client has made a reasonable allegation that the findings of fact by the client rights specialist or the program manager are inaccurate, further inquiry into the circumstances underlying the grievance may be made, including but not limited to personal interviews, telephone calls and inspection of equipment, facilities, records, documents and other physical or written materials which may be relevant.

2. Individuals gathering information in support of an administrative review shall have access to all relevant areas of the facility or other program named in the grievance during ordinary business hours or any other times specifically referenced in the original grievance, and shall have access to all records pertaining to the grievance.

3. If requested by the client or other grievant, the individual conducting the administrative review shall contact the client or other grievant.

4. If the circumstances underlying the grievance require an examination of clinical services, including but not limited to psychotherapeutic treatment, behavioral interventions and the administration of medication, the individual conducting the review may request that consultation on the matters in question be provided by an independent clinician with the experience and training appropriate for the inquiry.

(c) *Report.* 1. The individual conducting the review shall prepare a written report with findings of fact, conclusions based on upon the findings of fact and a determination of whether the grievance was founded or unfounded as defined in s. DHS 94.41 (3) (a).

2. If the review has been carried out by a staff person designated by the county director, the staff person shall submit a draft report to the county director who shall issue a written decision in the matter.

3. If the review has been conducted by a grievance examiner appointed under sub. (1) (b) 2., the report by the grievance examiner shall constitute the administrative decision at the state level.

4. If the grievance is determined to be founded, the decision shall identify the specific actions or adjustments to be carried out to resolve the grievance.

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5. If the grievance is determined to be unfounded, the decision shall dismiss the grievance, pending any further request for review.

(5) DISTRIBUTION OF COUNTY DIRECTOR DECISION. (a) Copies of the decision by the county director shall be given personally or sent by first class mail to the program manager, the client, the grievant if other than the client, the client rights specialist, the parent or guardian of the client, if that person's consent is required for treatment, all staff who received a copy of the program manager's decision, and the office of the department designated under sub. (1) (b) 2.

(b) If the parties agree with the decision, any recommendations shall be put into effect as soon as possible.

(c) If there is a disagreement over the decision, the parties may confer in a meeting facilitated by the individual conducting the review in an attempt to establish a mutually acceptable plan for resolving the grievance. Any applicable time limits shall be suspended while the parties confer, but shall begin running again if either party indicates a desire to resume the formal resolution process.

(d) The county director's decision shall include a notice to the client and the program director which explains how and where a state level review of the decision can be requested under s. DHS 94.43 and the time limits within which a request for further review must be filed.

(e) Any party shall have 14 days from the date the party receives a county director's decision under par. (a) to request a state level review under s. DHS 94.43 of the county director's decision.

(6) DISTRIBUTION OF STATE GRIEVANCE EXAMINER DECISION. (a) Copies of the decision by the state grievance examiner shall be given personally or sent by first class mail to the program manager, the client, the grievant, if other than the client, the client rights specialist, the parent or guardian of a client, if that person's consent is required for treatment, and all staff who received a copy of the program manager's decision.

(b) If the program manager, the client and the person acting on behalf of the client, if any, agree with the decision, any recommendations shall be put into effect as soon as possible.

(c) If there is disagreement over the decision, the parties may confer in a meeting facilitated by the state grievance examiner in an attempt to establish a mutually acceptable plan for resolving the grievance. Any applicable time limits shall be suspended while the parties confer, but shall begin running again if either party indicates a desire to resume the formal resolution process.

(d) The decision shall include a notice to the parties which tells how and where to request final state review under s. DHS 94.44 and states the time limits within which any request for final state review must be made.

(7) TIME LIMITS. (a) *Request for review.* A grievant shall have 14 days from the date he or she received the written decision of the program manager under s. DHS 94.41 (4) (e) to request an administrative review.

(b) *Review in non-emergency situations.* 1. In situations in which there is not an emergency, the following time limits apply:

a. The program manager or his or her designee shall, upon receipt of a request for review, transmit by first class mail the materials identified in sub. (2) (c) to the county director or the office of the department designated under sub. (1) (b) 2., as appropriate, within 7 days of receiving the request; and

b. The written decision on the review shall be issued within 30 days after the request for review was presented to the program manager.

2. The county director or the state grievance examiner in

non-emergency situations may extend the time limit for completing the administrative review for up to 30 additional days with the consent of the program director, the client and the grievant, if other than the client, or upon a showing that additional time is necessary to complete the inquiry or evaluation of the matters presented for review.

(c) *Review in emergency situations.* 1. In emergency situations, the following time limits apply:

a. The program manager or his or her designee shall, upon receipt of a request for review, transmit by overnight mail the materials identified in sub. (2) (c) to the county director or the office of the department designated under sub. (1) (b) 2., as appropriate, within 3 business days of receiving the request; and

b. The written decision on the review shall be issued within 10 days after the request for review was presented to the program manager.

2. If after a preliminary investigation it appears that there is no emergency, the state grievance examiner or county director may treat the situation as a non-emergency for the remainder of the process.

(8) **PROTECTION OF CLIENTS.** If the state grievance examiner or county director determines that a client or group of clients is at risk of harm, and the program has not yet acted to eliminate this risk, he or she shall take immediate action to protect the client or clients, pending further investigation.

(9) **PROTECTION OF CLIENT CONFIDENTIALITY.** The county director or state grievance examiner shall purge the names or other client identifying information of any client involved in the grievance, including the client directly involved, when providing copies of the decision to persons other than the client or a person acting on the client's behalf, the parent or guardian of the client, the staff directly involved, or the program manager or other staff who have a need to know the information.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; correction in (4) (a) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction in (4) (a) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.43 State level review of county administrative decision.** (1) **REQUEST FOR REVIEW.** (a) For a program operated by or under contract with a county department, if the program manager, the client or the grievant, if other than the client, disagrees with the decision of the county director under s. DHS 94.42 (5), that person may seek a review of the decision by the office or unit designated by the secretary under s. DHS 94.42 (1) (b) 2.

(b) If a grievant wishes to seek a state review of the county director's decision, he or she shall make the request to the program manager. The program manager shall forward the request and supporting materials to the office or unit designated under s. DHS 94.42 (1) (b) 2. in the same manner as provided in s. DHS 94.42 (2) (c), with a copy sent by first class mail to the county director. All other parties shall make their request to the office or unit designated under s. DHS 94.42 (1) (b) 2., with copies of the request given personally or sent by first class mail to the other parties.

(2) **PROCEDURES AND TIME LIMITS.** State review of a decision of a county director shall be conducted in the same manner and under the same time limits as an administrative review of a program operating independently of a county department under s. DHS 94.42.

(3) **DISTRIBUTION OF DECISION.** Copies of the decision by the state grievance examiner shall be given personally or sent by first class mail to the program manager, the client, the grievant, if other than the client, the county director, the client rights special-

ist and the client's parent or guardian if that person's consent is required for treatment.

(4) **NOTICE OF RIGHT TO FINAL STATE REVIEW.** The decision shall include a notice which explains how and where and under what time limits a party who disagrees with the decision of the state grievance examiner may seek final state review of the grievance under s. DHS 94.44.

(5) **PROTECTION OF CLIENT CONFIDENTIALITY.** The state grievance examiner shall purge the names or other client identifying information of any client involved in the grievance, including the client directly involved, when providing copies of the decision to persons other than the client, or a person acting on behalf of the client, the parent or guardian of the client, the staff directly involved, or the program manager or other staff who have a need to know the information.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.44 Final state review.** (1) **DESIGNATION OF ADMINISTRATOR.** The secretary of the department shall designate a specific division administrator or administrators to conduct final reviews of client grievances.

(2) **REQUEST FOR REVIEW.** (a) A grievant seeking final state review shall present his or her request to the program manager who shall transmit the request to an administrator designated under sub. (1) along with copies of the original grievance and all prior decisions and reports.

(b) A request by a program manager or county director for final state review shall be presented to the designated administrator or administrators on forms provided by the department and include with the request copies of the original grievance and all subsequent decisions and reports. A copy of the request for review shall be sent by first class mail to all other parties, including the client and the grievant, if other than the client.

(c) A request shall describe the portion or portions of the prior decision with which the party disagrees, the basis for the disagreement and any arguments or additional information the party wishes the department to consider.

(d) If the grievant is unable to prepare a written request for final state review, the program manager or his or her designee shall assist in completing the necessary forms.

(3) **INFORMATION FOR REVIEW.** The administrator conducting the final state review may request that additional information be submitted by any party or may conduct the final review based solely on the information already received.

(4) **FINAL ADMINISTRATIVE DETERMINATION.** (a) The administrator shall prepare a final administrative determination for resolution of the grievance.

(b) The administrator shall affirm the prior decision unless it is contrary to state statutes or administrative rules.

(c) If the administrator determines that the prior decision should be modified or reversed, he or she shall state the basis for the modification or reversal and shall include in the final administrative determination specific instructions for carrying out any acts or adjustments being ordered to resolve the grievance and the timelines for carrying them out.

(5) **DISTRIBUTION OF DECISION.** (a) Copies of the decision shall be sent by first class mail to the grievance examiner, the county director, if the program was operated by or under contract with a county department, the program manager, the client, the grievant, if other than the client, the client rights specialist, the parent or guardian of a client, if that person's consent is required for treatment, and all staff who received a copy of the state grievance examiner's decision..

(b) The decision shall contain a notice to the parties that there

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is no further administrative appeal beyond this stage. The grievant shall be advised of the client's right to pursue additional consideration of the matter by bringing action in a court under s. 51.61 (7), Stats.

**(6) TIME LIMITS.** (a) *Request for review.* A party shall have 14 days from the date he or she receives the written decision by the state grievance examiner under s. DHS 94.42 (6) or 94.43 to request a final state review.

(b) *Non-emergency situations.* 1. In situations in which there is not an emergency, the following time limits apply:

a. The program manager or his or her designee shall, upon receipt of the request for review by a grievant, transmit by first class mail the materials identified in sub. (2) (a) to the administrator designated under sub. (1) within 7 days of receiving the request;

b. Other parties shall transmit by first class mail their request for review along with all of the materials directly to the department administrator within 14 days of receiving the decision of the state grievance examiner; and

c. The designated department administrator shall issue a final decision on the review within 30 days after the request for review was presented to the program manager by the grievant or a request for review by any other party was received by the designated department administrator.

2. The department administrator in non-emergency situations may extend the time limit for completing the administrative review for up to 30 additional days with the approval of the program director, the client and the grievant, if other than the client, or upon a showing that additional time is necessary to complete the inquiry or evaluation of the matters presented for review.

(c) *Emergency situations.* 1. In emergency situations, the following time limits apply:

a. The program manager or his or her designee shall, upon receipt of the request for review by a grievant, transmit by overnight mail the materials identified in sub. (2) (a) to the administrator designated under sub. (1) within 3 business days of receiving the request.

b. Other parties shall transmit by overnight mail their request for review along with all of the materials directly to the department administrator within 7 days of receiving the decision of the state grievance examiner; and

c. The final decision on the review shall be issued within 10 days after the request for review was presented to the program manager by the grievant or a request for review by any other party was received by the department administrator.

2. If after a preliminary investigation it appears that there is no emergency, the department administrator may treat the situation as a non-emergency for the remainder of the process.

**(7) PROTECTION OF CLIENTS.** If the department administrator determines that a client or group of clients continues at risk of harm and the program has not yet acted to eliminate this risk, he or she shall take immediate action to protect the client or clients, pending further investigation.

**(8) PROTECTION OF CLIENT CONFIDENTIALITY.** The department administrator shall purge the names or other client identifying information of any client involved in the grievance, including the client directly involved, when providing copies of the decision to persons other than the client or a person acting on behalf of the client, the parent or guardian of the client, the staff directly involved, or the program manager or other staff who have a need to know the information.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.45 Program coalitions.** (1) A group of programs may form a coalition to operate a combined grievance resolution system in order to share the costs of operating the system and to increase the independence and expertise of the individuals acting as client rights specialists.

(2) The coalition may establish a common process for conducting program level reviews and for offering informal resolution services, or may identify specific variations of the process as it applies to each coalition member, so long as each variation complies with this subchapter.

(3) The programs in the coalition may agree to share the costs of training existing staff to act as client rights specialists or may jointly contract with one or more private individuals to provide this service upon request for any member of the coalition.

(4) A coalition shall operate in accordance with a written agreement signed by the member programs. The terms of the agreement shall provide for meeting the requirements of this subchapter in the operation of the grievance resolution system and for maintaining the impartiality of the client rights specialist.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

#### **DHS 94.46 Multiple grievances by one client.** (1)

When a client or a person acting on behalf of a client has presented multiple grievances involving a variety of circumstances, the client rights specialist may establish an expanded timetable with specific priorities for investigating the allegations in a manner which appears most likely to deal with the issues in an efficient manner while addressing the most serious allegations first. This timetable may exceed the time limits in this subchapter, but shall include reasonable time limits for completing the investigation of each grievance. The client rights specialist shall notify the client or person acting on behalf of the client and the program manager of the timetable and priorities for resolution of multiple grievances within 10 days after beginning the inquiry.

(2) If there is an objection to the proposed timetable or priorities, the client rights specialist shall attempt to reach an informal resolution of the objection. If the client, person acting on behalf of the client or the program manager continues to object, that person may request a review of the issue by the county department or the state grievance examiner, whichever would normally hear an appeal of the program level review. In the absence of a request, the timetable and priorities established by the client rights specialist shall be controlling.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

#### **DHS 94.47 Related grievances by several clients.**

(1) When 2 or more clients have presented individual grievances involving the same circumstances or a related group of circumstances relating to a single program, the client rights specialist may conduct the investigation as if it were one grievance.

(2) If the client rights specialist believes the investigation of the grievance will require more time to complete than is allowed under the time limits established in this subchapter, the client rights specialist shall establish a reasonable time limit for completing the investigation. The client rights specialist shall notify the clients, any person or persons acting on their behalf and the program manager of the time limit within 10 days after beginning the inquiry.

(3) If there is an objection to the proposed time limit for completing the investigation, the client rights specialist shall attempt to reach an informal resolution of the objection. If a client, any person acting on behalf of any of the clients or the program manager continues to object, that person may request a review of the issue by the county department or the state grievance examiner, whichever would normally hear an appeal of the program level review. In the absence of a request, the timetable established by

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the client rights specialist for completing the investigation shall be controlling.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

#### **DHS 94.48 Grievances involving several programs.**

(1) If a client has presented the same grievance against several programs, each of which would ordinarily use a different client rights specialist, the client rights specialists from all the programs named in the grievance may:

- (a) Jointly conduct the investigation;
- (b) Delegate the task to one or more of the client rights specialists involved; or
- (c) Refer the matter to the county department or the office of the department with jurisdiction over the services offered by the program for an immediate county or first state review.

(2) If the client rights specialist or specialists believe the investigation of the grievance will require more time to complete than is allowed under the time limits established in this subchapter, the client rights specialist or specialists shall establish a reasonable time limit for completing the investigation. The client rights specialist or specialists shall notify the client, any person acting on the client's behalf and the program manager of the time limit within 10 days after beginning the inquiry.

(3) If there is an objection to the proposed time limit for completing the investigation, the client rights specialist shall attempt to reach an informal resolution of the objection. If the client, person acting on behalf of the client or the program manager continues to object, that person may request a review of the issue by the county department or the state grievance examiner, whichever would normally hear an appeal of the program level review. In the absence of a request, the time limit established by the client rights specialist or specialists for completing the investigation shall be controlling.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.49 Grievances presented on behalf of clients.** (1) Any person who is aware of a possible violation of a client's rights under ch. 51, Stats., ch. DHS 92 or this chapter may present a grievance on behalf of the client.

(2) When a grievance is presented on behalf of a client by someone other than the client's parent or guardian, and the parent or guardian's consent is required for treatment, the client rights specialist shall meet with the client and the client's parent or guardian, to determine if the client or the client's parent or guardian, as appropriate, wishes the grievance investigated and resolved through the formal resolution process.

(3) If the client or, when the parent's or guardian's consent is required for treatment, the parent or guardian is opposed to using the formal resolution process, the client rights specialist may proceed with the investigation only if there are reasonable grounds to believe that failure to proceed may place the client or other clients at risk of physical or emotional harm. If there is no parent or guardian, or that person is not available, and the client is unable to express an opinion, the client rights specialist shall proceed.

(4) Where a grievance is filed on behalf of a client by a person who does not have a right to information about the client because of confidentiality statutes, the person may only receive confidential information as part of the investigation or resolution of the grievance with the informed consent of the client or his or her guardian, if there is one, the parent of a client who is under the age of 18, if the parent's consent is required for a release of information, or pursuant to an order of a court with jurisdiction over matters relating to the client under ch. 48, 51 or 55, Stats.

(5) In the absence of this consent, a person presenting a griev-

ance on behalf of a client shall be informed of the determination of the client rights specialist and decision of the program manager, if any, regarding the merit of the grievance, but if the text of the determination contains confidential information to which the person is not privileged or for which a release has not been obtained, the text may not be disclosed to the person.

(6) (a) A person presenting a grievance on behalf of a client may request additional review of an adverse decision, up to and including final state review under s. DHS 94.44.

(b) If the client is opposed to requesting additional review, or when the parent or guardian's consent is required for treatment and the parent or guardian is opposed to requesting additional review, the reviewing officer may only proceed if the person presenting the grievance provides sufficient information to demonstrate that there are reasonable grounds for believing that failure to proceed may place the client or other clients at risk of physical or emotional harm.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.50 Interim relief.** (1) If the client rights specialist or a person conducting an administrative review of a grievance finds that interim relief is necessary to protect a client's well-being pending resolution of a grievance, a directive may be given to the program manager to modify the services being provided to the client to the extent necessary to protect the client.

(2) A directive for interim relief shall be designed to provide the necessary protection at the minimum expense to the program while protecting the rights of the client.

(3) A program manager may appeal a directive for interim relief to the department administrator designated under s. DHS 94.44 (1).

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.51 Complaints related to the existence or operation of grievance resolution systems.** (1) Clients or persons acting on behalf of clients under s. DHS 94.49 may register complaints relating to failure of a program to have a grievance resolution system as required by s. 51.61 (5) (b), Stats., and this subchapter, or relating to the operation of an existing grievance resolution system directly to the unit or office of the department designated to conduct administrative reviews under s. DHS 94.42 (1) (b) 2.

(2) If a complaint regarding the existence or operation of a grievance resolution system is filed with the department, a state grievance examiner shall conduct an investigation to determine whether a grievance resolution system meeting the requirements of s. 51.61 (5) (b), Stats., and this subchapter is in place in the program.

(3) If the program lacks a grievance resolution system, or if the operation of an existing grievance resolution system is not in substantial compliance with the requirements of this subchapter, the state grievance examiner shall issue a report identifying the steps necessary for the program to implement a grievance resolution system that complies with this subchapter, with a timeline for implementation.

(4) The client or a person acting on behalf of the client or the program manager may seek a review of the state grievance examiner's report under sub. (3) by the administrator designated under s. DHS 94.44 (1).

(5) If the program fails to implement the required steps in the expected time period, the matter shall be referred by the grievance examiner to the appropriate unit or office of the department or the county department with responsibility for oversight of the

program for action related to certification, licensure or reimbursement or for censure of the program.

(6) Nothing in this section shall be read as prohibiting or limiting in any way the beginning of an action under s. 51.61 (7) or (7m), Stats., or any other civil or criminal prosecution by or on behalf of a client.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.52 Investigation by the department.** The department may investigate any alleged violation of this chapter and shall, in accordance with ch. DHS 92, have access to treatment records and other materials and to individuals having information relating to the alleged violation.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96; correction made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2000, No. 532; correction made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DHS 94.53 Support for development of grievance resolution systems.** (1) The department shall prepare mate-

rials, including but not limited to model policies and program guidelines, which describe methods for implementing the elements necessary for a grievance resolution system which is in compliance with this subchapter.

(2) The secretary of the department shall designate an office or unit of the department which shall be responsible for providing or contracting for the provision of technical assistance to programs with questions about the development, operation and maintenance of consistency of grievance resolution systems, and for providing or arranging for the provision of training for persons who have been designated to act as client rights specialists and county directors or staff designated to carry out administrative reviews under s. DHS 94.42.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

**DHS 94.54 Units of time.** All time limits in this subchapter are expressed in calendar days unless otherwise noted.

**History:** Cr. Register, June, 1996, No. 486, eff. 7-1-96.

October 2025 Cases

| Case #   | Case Date | Assigned To    | Main Status | Description       | Closed Date | Parcel #   | Parcel Address  | Violation Name                                                                                                     | Violation Date | Violation Status |
|----------|-----------|----------------|-------------|-------------------|-------------|------------|-----------------|--------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| 20250529 | 10/1/2025 | Raymond Kallio | Closed      | lawn              | 10/13/2025  | 2010436900 | 812 6TH ST W    | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/1/2025      | Closed           |
| 20250530 | 10/1/2025 | Raymond Kallio | Closed      | furniture in yard | 10/20/2025  | 2010057600 | 722 15TH AVE W  | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/1/2025      | Closed           |
| 20250530 | 10/1/2025 | Raymond Kallio | Closed      | furniture in yard | 10/20/2025  | 2010057600 | 722 15TH AVE W  | 845.03 Residential Rental Registration Required                                                                    | 10/1/2025      | Closed           |
| 20250531 | 10/1/2025 | Raymond Kallio | Closed      | Chair in yard     | 10/13/2025  | 2010450100 | 514 6TH ST W    | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/1/2025      | Closed           |
| 20250531 | 10/1/2025 | Raymond Kallio | Closed      | Chair in yard     | 10/13/2025  | 2010450100 | 514 6TH ST W    | 845.03 Residential Rental Registration Required                                                                    | 10/1/2025      | Closed           |
| 20250533 | 10/2/2025 | Raymond Kallio | Closed      | Tires             | 10/13/2025  | 2010280200 | 1015 VAUGHN AVE | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/2/2025      | Closed           |

|          |           |                |        |                                            |  |              |                       |                                                                                                                      |           |        |
|----------|-----------|----------------|--------|--------------------------------------------|--|--------------|-----------------------|----------------------------------------------------------------------------------------------------------------------|-----------|--------|
| 20250534 | 10/2/2025 | Raymond Kallio | Closed | Grass, work without permit, Porch railings |  | 201006120000 | 801 BEASER AVE        | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds   | 10/2/2025 | Closed |
| 20250534 | 10/2/2025 | Raymond Kallio | Closed | Grass, work without permit, Porch railings |  | 201006120000 | 801 BEASER AVE        | Section 750, C., 5., a. thru d. C. Exterior Structure 5. Exterior stairs, porches, front porch skirts, and railings. | 10/2/2025 | Closed |
| 20250534 | 10/2/2025 | Raymond Kallio | Closed | Grass, work without permit, Porch railings |  | 201006120000 | 801 BEASER AVE        | Section 3.43, A., A. Applicability - Fence, gate or wall permit                                                      | 10/2/2025 | Closed |
| 20250535 | 10/2/2025 | Raymond Kallio | Closed | Misc Storage                               |  | 201034060000 | 2118 LAKE SHORE DRIVE | Section 750, B., 11. Miscellaneous Storage                                                                           | 10/2/2025 | Closed |



|          |            |                |        |      |            |              |                   |                                                                                                                    |            |        |
|----------|------------|----------------|--------|------|------------|--------------|-------------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250536 | 10/2/2025  | Raymond Kallio | Closed | lawn | 10/13/2025 | 201030780000 | 1018 9TH AVE W    | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/2/2025  | Closed |
| 20250537 | 10/10/2025 | Raymond Kallio | Closed | Lawn | 10/20/2025 | 201028480000 | 1123 ELLIS AVE    | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/10/2025 | Closed |
| 20250538 | 10/10/2025 | Raymond Kallio | Closed | Lawn | 10/24/2025 | 201038180000 | 922 MACARTHUR AVE | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/10/2025 | Closed |

|          |            |                |        |                     |            |              |                     |                                                                                                                             |            |        |
|----------|------------|----------------|--------|---------------------|------------|--------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250539 | 10/13/2025 | Raymond Kallio | Closed | weeds               | 10/28/2025 | 201042410000 | 421 MAIN ST W       | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds          | 10/13/2025 | Closed |
| 20250540 | 10/13/2025 | Raymond Kallio | Closed | vehicles and debris | 11/17/2025 | 201042710000 | 321 3RD ST W        | Section 750, B., 21., a., 3), b) Parking or storage of unregistered, unlicensed, or inoperable vehicles on public property. | 10/13/2025 | Closed |
| 20250540 | 10/13/2025 | Raymond Kallio | Closed | vehicles and debris | 11/17/2025 | 201042710000 | 321 3RD ST W        | Section 750, B., 11. Miscellaneous Storage                                                                                  | 10/13/2025 | Closed |
| 20250541 | 10/13/2025 | Raymond Kallio | Closed | weeds               | 10/24/2025 | 201042520000 | 410 LAKE SHORE DR W | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds          | 10/13/2025 | Closed |

|          |            |                |        |              |            |            |                      |                                                                                                                    |            |        |
|----------|------------|----------------|--------|--------------|------------|------------|----------------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250542 | 10/14/2025 | Raymond Kallio | Closed | weeds        | 10/28/2025 | 2010425000 | 401 MAIN ST W        | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/28/2025 | Closed |
| 20250543 | 10/14/2025 | Raymond Kallio | Closed | Mattress     | 10/20/2025 | 2010139200 | 701 MAIN ST E        | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/14/2025 | Closed |
| 20250544 | 10/15/2025 | Raymond Kallio | Closed | misc storage | 10/28/2025 | 2010474500 | 2300 LAKE SHORE DR W | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                          | 10/15/2025 | Closed |
| 20250544 | 10/15/2025 | Raymond Kallio | Closed | misc storage | 10/28/2025 | 2010474500 | 2300 LAKE SHORE DR W | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/15/2025 | Closed |
| 20250545 | 10/15/2025 | Raymond Kallio | Closed | misc storage | 11/20/2025 | 2010116800 | 1315 FRONT ST E      | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/15/2025 | Closed |
| 20250546 | 10/15/2025 | Raymond Kallio | Closed | misc storage | 10/28/2025 | 2010481600 | 2408 JUNCTION RD     | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                          | 10/15/2025 | Closed |

|          |            |                |        |              |            |              |                  |                                                                                                                    |            |        |
|----------|------------|----------------|--------|--------------|------------|--------------|------------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250546 | 10/15/2025 | Raymond Kallio | Closed | misc storage | 10/28/2025 | 201048160000 | 2408 JUNCTION RD | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/15/2025 | Closed |
| 20250547 | 10/16/2025 | Raymond Kallio | Closed | Lawn         | 10/21/2025 | 201012570000 | 512 ST CLAIRE ST | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/16/2025 | Closed |
| 20250548 | 10/16/2025 | Raymond Kallio | Open   | misc storage |            | 201002560000 | 322 BEASER AVE   | 845.03 Residential Rental Registration Required                                                                    | 10/16/2025 | Open   |
| 20250548 | 10/16/2025 | Raymond Kallio | Open   | misc storage |            | 201002560000 | 322 BEASER AVE   | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/16/2025 | Closed |
| 20250549 | 10/16/2025 | Raymond Kallio | Closed | weeds        | 10/28/2025 | 201013030000 | 101 MAIN ST W    | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/16/2025 | Closed |

|          |            |                |        |                   |            |              |               |                                                                                                                    |            |        |
|----------|------------|----------------|--------|-------------------|------------|--------------|---------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250550 | 10/17/2025 | Raymond Kallio | Closed | overgrowth        |            | 201042610000 | 301 MAIN ST W | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/17/2025 | Closed |
| 20250551 | 10/17/2025 | Raymond Kallio | Closed | weeds and pallets | 10/28/2025 | 201042600000 | 303 MAIN ST W | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                          | 10/17/2025 | Closed |
| 20250551 | 10/17/2025 | Raymond Kallio | Closed | weeds and pallets | 10/28/2025 | 201042600000 | 303 MAIN ST W | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/17/2025 | Closed |

|          |            |                |        |                                      |            |             |                |                                                                                                                    |            |        |
|----------|------------|----------------|--------|--------------------------------------|------------|-------------|----------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250552 | 10/17/2025 | Raymond Kallio | Closed | weeds                                | 10/28/2025 | 20104259000 | 307 MAIN ST W  | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/17/2025 | Closed |
| 20250553 | 10/14/2025 | Raymond Kallio | Closed | lawn                                 |            | 20100186000 | 1014 MAIN ST W | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/20/2025 | Closed |
| 20250554 | 10/20/2025 | Raymond Kallio | Closed | junk car and parts. mattress in yard | 11/7/2025  | 20100269000 | 323 14TH AVE W | Section 750, B., 21., c., 1), a) and b) Parking or storage (lawn)                                                  | 10/20/2025 | Closed |
| 20250554 | 10/20/2025 | Raymond Kallio | Closed | junk car and parts. mattress in yard | 11/7/2025  | 20100269000 | 323 14TH AVE W | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                          | 10/20/2025 | Closed |

|          |            |                |        |                                      |            |              |                      |                                                                                                                    |            |        |
|----------|------------|----------------|--------|--------------------------------------|------------|--------------|----------------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250554 | 10/20/2025 | Raymond Kallio | Closed | junk car and parts. mattress in yard | 11/7/2025  | 201002690000 | 323 14TH AVE W       | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/20/2025 | Closed |
| 20250555 | 10/21/2025 | Raymond Kallio | Closed | Lawn and no sign permit              |            | 201012310000 | 601 LAKE SHORE DRIVE | 748.40 Building Permits                                                                                            | 10/21/2025 | Closed |
| 20250555 | 10/21/2025 | Raymond Kallio | Closed | Lawn and no sign permit              |            | 201012310000 | 601 LAKE SHORE DRIVE | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/21/2025 | Closed |
| 20250556 | 10/21/2025 | Raymond Kallio | Closed | lawn                                 | 11/7/2025  | 201029020000 | 1208 2ND AVE W       | 845.03 Residential Rental Registration Required                                                                    | 10/21/2025 | Open   |
| 20250556 | 10/21/2025 | Raymond Kallio | Closed | lawn                                 | 11/7/2025  | 201029020000 | 1208 2ND AVE W       | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 10/21/2025 | Closed |
| 20250557 | 10/22/2025 | Raymond Kallio | Closed | mattress                             | 10/29/2025 | 201001790000 | 1005 3RD ST W        | Section 750, B., 11. Miscellaneous Storage                                                                         | 10/22/2025 | Closed |



|          |            |                |        |                         |           |              |                                                    |                                                                                                                    |            |        |
|----------|------------|----------------|--------|-------------------------|-----------|--------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------|--------|
| 20250558 | 10/31/2025 | Raymond Kallio | Open   | debris                  |           | 201022270000 | 619 3RD AVE W                                      | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                          | 10/31/2025 | Open   |
| 20250559 | 11/4/2025  | Raymond Kallio | Closed | Misc storage Trailer 19 |           | 201047320000 | WHISPERING PINES COMMUNITY 8th St W and 17th Ave W | Section 750, B., 11. Miscellaneous Storage                                                                         | 11/4/2025  | Closed |
| 20250561 | 10/17/2025 | Raymond Kallio | Closed | Weeds                   | 11/7/2025 | 201043030000 | 514 MAIN ST W                                      | Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds | 11/5/2025  | Closed |

November 2025 Cases

| Case #   | Case Date  | Assigned To    | Main Status | Description                                                 | Closed Date | Parcel #   | Parcel Address                               | Violation Name                                                                                                                                                                   | Violation Date | Violation Status |
|----------|------------|----------------|-------------|-------------------------------------------------------------|-------------|------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| 20250562 | 11/17/2025 | Raymond Kallio |             | Misc storage                                                |             | 2010156400 | Vacant lot at Main Street E and 7th Avenue E | Section 750, B., 11. Miscellaneous Storage                                                                                                                                       | 11/17/2025     | Open             |
| 20250563 | 11/20/2025 | Raymond Kallio | Closed      | Misc storage                                                | 12/5/2025   | 2010264500 | 922 ELLIS AVE                                | Section 750, B., 11. Miscellaneous Storage                                                                                                                                       | 11/20/2025     | Closed           |
| 20250564 | 11/20/2025 | Raymond Kallio | Closed      | misc storage                                                | 12/16/2025  | 2010216400 | 603 5TH AVE E                                | Section 750, B., 11. Miscellaneous Storage                                                                                                                                       | 11/20/2025     | Closed           |
| 20250564 | 11/20/2025 | Raymond Kallio | Closed      | misc storage                                                | 12/16/2025  | 2010216400 | 603 5TH AVE E                                | Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property                                                                                        | 11/20/2025     | Closed           |
| 20250565 | 11/24/2025 | Raymond Kallio | Closed      | Mattresses, Miscellaneous Storage, Junk/debris in rear yard | 12/16/2025  | 2010139100 | 707 MAIN ST E                                | Section 750, B., 11. Miscellaneous Storage                                                                                                                                       | 11/24/2025     | Closed           |
| 20250565 | 11/24/2025 | Raymond Kallio | Closed      | Mattresses, Miscellaneous Storage, Junk/debris in rear yard | 12/16/2025  | 2010139100 | 707 MAIN ST E                                | Section 750, B., 21., a., 3), a) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Parking or storage of unregistered, unlicensed, or inoperable vehicles | 11/24/2025     | Closed           |

December 2025 Cases

| Case #   | Case Date | Assigned To    | Main Status | Description                               | Closed Date | Parcel #     | Parcel Address | Violation Name                     | Violation Date | Violation Status |
|----------|-----------|----------------|-------------|-------------------------------------------|-------------|--------------|----------------|------------------------------------|----------------|------------------|
| 20250566 | 12/1/2025 | Raymond Kallio | Closed      | snow covered sidewalks                    | 12/5/2025   | 201024600000 | 608 8TH ST E   | 530.09 Winter Sidewalk Maintenance | 12/5/2025      | Closed           |
| 20250570 | 12/1/2025 | Raymond Kallio | Closed      | snow                                      | 12/16/2025  | 201024060000 | 717 7TH AVE E  | 530.09 Winter Sidewalk Maintenance | 12/2/2025      | Closed           |
| 20250571 | 12/1/2025 | Raymond Kallio | Closed      | snow on sidewalk                          | 12/8/2025   | 201024120000 | 716 7TH AVE E  | 530.09 Winter Sidewalk Maintenance | 12/2/2025      | Closed           |
| 20250572 | 12/2/2025 | Raymond Kallio | Closed      | snow on sidewalk                          | 12/16/2025  | 201015010000 | 217 14TH AVE E | 530.09 Winter Sidewalk Maintenance | 12/2/2025      | Closed           |
| 20250574 | 12/2/2025 | Raymond Kallio | Closed      | snow on sidewalk                          | 12/16/2025  | 201015030000 | 209 14TH AVE E | 530.09 Winter Sidewalk Maintenance | 12/2/2025      | Closed           |
| 20250575 | 12/2/2025 | Raymond Kallio | Closed      | no house numbers an snow covered sidewalk | 12/5/2025   | 201036560000 | 500 14TH AVE E | 530.09 Winter Sidewalk Maintenance | 12/2/2025      | Closed           |
| 20250575 | 12/2/2025 | Raymond Kallio | Closed      | no house numbers an snow covered sidewalk | 12/5/2025   | 201036560000 | 500 14TH AVE E | Section 750, C., 7. Street Numbers | 12/2/2025      | Closed           |
| 20250576 | 12/2/2025 | Raymond Kallio | Closed      | snow on sidewalk                          | 12/5/2025   | 201036620000 | 1419 6TH ST E  | 530.09 Winter Sidewalk Maintenance | 12/3/2025      | Closed           |

|          |            |                |        |                   |            |              |                     |                                    |            |        |
|----------|------------|----------------|--------|-------------------|------------|--------------|---------------------|------------------------------------|------------|--------|
| 20250578 | 12/4/2025  | Raymond Kallio | Closed | snow on sidewalk  | 12/16/2025 | 201024670000 | 519 9TH ST E        | 530.09 Winter Sidewalk Maintenance | 12/4/2025  | Closed |
| 20250579 | 12/4/2025  | Raymond Kallio | Open   | snow on sidewalk  |            | 201017520000 | 617 4TH ST E        | 530.09 Winter Sidewalk Maintenance | 12/4/2025  | Open   |
| 20250580 | 12/4/2025  | Raymond Kallio |        | snow on sidewalks | 12/17/2025 | 201019080000 | 401 WILLIS AVE      | 530.09 Winter Sidewalk Maintenance | 12/4/2025  | Closed |
| 20250581 | 12/4/2025  | Raymond Kallio | Closed | snow on sidewalks | 12/16/2025 | 201013880000 | 620 LAKE SHORE DR E | 530.09 Winter Sidewalk Maintenance | 12/4/2025  | Closed |
| 20250582 | 12/4/2025  | Raymond Kallio | Closed | snow on sidewalks | 12/17/2025 | 201013970000 | 102 7TH AVE E       | 530.09 Winter Sidewalk Maintenance | 12/4/2025  | Closed |
| 20250583 | 12/11/2025 | Raymond Kallio | Open   | snow on sidewalk  |            | 201022980000 | 715 3RD AVE W       | 530.09 Winter Sidewalk Maintenance | 12/11/2025 | Open   |
| 20250584 | 12/11/2025 | Raymond Kallio | Open   | snow on sidewalk  |            | 201019300000 |                     | 530.09 Winter Sidewalk Maintenance | 12/11/2025 | Open   |
| 20250585 | 12/11/2025 | Raymond Kallio | Open   | snow in sidewalk  |            | 201022990000 | 711 3RD AVE W       | 530.09 Winter Sidewalk Maintenance | 12/11/2025 | Open   |
| 20250586 | 12/11/2025 | Raymond Kallio | Closed | snow on sidewalk  | 12/16/2025 | 201015700000 | 215 STUNTZ AVE      | 530.09 Winter Sidewalk Maintenance | 12/11/2025 | Closed |

|          |            |                |        |                   |            |              |                |                                    |            |        |
|----------|------------|----------------|--------|-------------------|------------|--------------|----------------|------------------------------------|------------|--------|
| 20250587 | 12/11/2025 | Raymond Kallio | Closed | snow on sidewalks | 12/15/2025 | 201043190000 | 500 3RD ST W   | 530.09 Winter Sidewalk Maintenance | 12/11/2025 | Closed |
| 20250591 | 12/12/2025 | Raymond Kallio | Open   | snow on sidewalks |            | 201045870000 | 503 6TH ST W   | 530.09 Winter Sidewalk Maintenance | 12/12/2025 | Open   |
| 20250593 | 12/15/2025 | Raymond Kallio | Closed | snow on sidewalk  | 12/17/2025 | 201014850000 | 218 14TH AVE E | 530.09 Winter Sidewalk Maintenance | 12/15/2025 | Closed |
| 20250594 | 12/18/2025 | Raymond Kallio | Open   | snow on sidewalk  |            | 201026230000 | 901 3RD AVE W  | 530.09 Winter Sidewalk Maintenance | 12/18/2025 | Open   |
| 20250594 | 12/18/2025 | Raymond Kallio | Open   | snow on sidewalk  |            | 201026230000 | 901 3RD AVE W  | 530.09 Winter Sidewalk Maintenance | 12/18/2025 | Open   |

10/01/2025 - 10/31/2025

| Permit # | Permit Date | Building Type                                           | Applicant Name          | Applicant Address                                                | City, State, Zip   | Description                                                                                                                                                                                                       | Square Feet | Project Cost | Issued Date | Type of Work        | Work Location         | Total Fees | Parcel #     | Parcel Address |
|----------|-------------|---------------------------------------------------------|-------------------------|------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-------------|---------------------|-----------------------|------------|--------------|----------------|
| 20250317 | 10/31/2025  | Commercial - Construction of a new Commercial Structure | Bay Vue Apartments, LLC | 3536 Black Bear Rd                                               | Superior, WI 54880 | Early start permit for earthwork/grading and foundation work. Work will include footings and foundations only. Contractors: Vision, Inc./ProX, Inc.                                                               | 0           | 1,300,000    | 11/12/2025  | Primary Structure   | Parcel 201-00356-0000 | \$100.00   | 201003560000 |                |
| 20250316 | 10/29/2025  | Residential - Detached Accessory Building               | Jeffrey L Lee           | 37875 Bass Lake Road, Highbridge, Wisconsin 54846, United States | Highbridge         | Concrete driveway, 30x30 garage with concrete slab, 4/12 shingle roof with LP lap siding and aluminum soffit/fascia. Reside existing house with black LP smart siding. White 4" LP trim around windows and doors. | 900         | 12,800       | 11/21/2025  | Accessory Structure | 1401 9th St W         | \$80.00    | 201006010000 | 1401 9TH ST W  |
| 20250315 | 10/29/2025  | Residential - Electrical                                | Sam So                  | 409 5th Ave E                                                    | Ashland, WI, 54806 | Service upgrade. Replace single meter with (2) position meter.                                                                                                                                                    | 1,700       | 2,500        | 11/14/2025  | Primary Structure   | 409 5th Ave E         | \$100.00   | 201019190000 | 409 5TH AVE E  |
| 20250314 | 10/29/2025  | Residential - Remodel/Repair/Additions (over 5,000)     | Crysta Foster           | 367 Garfield Ave Ste 5                                           | Duluth MN 55802    | Replace 4 windows.                                                                                                                                                                                                | 1,408       | 9,500        | 11/14/2025  | Primary Structure   | 617 18th Ave W        | \$50.00    | 201004770000 | 617 18TH AVE W |
| 20250313 | 10/29/2025  | Residential - Siding (material cost over 1,000)         | Nicole Bichanich        | 301 Beaser Ave                                                   | ASHLAND, WI 54806  | LP lap siding Installation on part of the north side of the house (currently exposed).                                                                                                                            | 0           | 2,000        | 10/29/2025  | Primary Structure   | 301 Beaser Ave        | \$30.00    | 201002610000 | 301 BEASER AVE |

|          |            |                                                     |                                  |                 |                   |                                                                                                                                                                                                                                                                                                                                                                        |     |        |            |                   |                 |          |              |                 |
|----------|------------|-----------------------------------------------------|----------------------------------|-----------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|------------|-------------------|-----------------|----------|--------------|-----------------|
| 20250312 | 10/28/2025 | Residential - Remodel/Repair/Additions (over 5,000) | Justin Cooper                    | 704 Chapple Ave | ASHLAND, WI 54806 | Renovating/finishing existing space in attic for bedroom. Replacing (1) and adding (2) windows. Adding HVAC, re-wiring electrical, adding plumbing for bathroom. Electrical: Omer Nelson Electric, Heating: Duggar Heating & Cooling, Plumbing; Blakeman. This permit is contingent upon all work complying with the Uniform Dwelling Code adopted by the state of WI. | 500 | 30,000 | 10/28/2025 | Primary Structure | 704 Chapple Ave | \$150.00 | 201044300000 | 704 CHAPPLE AVE |
| 20250311 | 10/28/2025 | Residential - Roofing (Material cost over 1,000)    | Kriss Weber (Gold Star Roofing)  |                 |                   | Remove existing asphalt shingles and install new asphalt shingles.                                                                                                                                                                                                                                                                                                     | 0   | 8,500  | 10/28/2025 | Primary Structure | 1518 Beaser Ave | \$30.00  | 201032092000 | 1518 BEASER AVE |
| 20250310 | 10/27/2025 | Zoning Approval - Signage                           | NW WI Workforce Investment Board | P.O. Box 968    | ASHLAND, WI 54806 | Relocate existing 3-foot by 6-foot wall sign to new entrance location on same building elevation. New window signage on interior glazing of exterior door (to be less than 25% of total window area)                                                                                                                                                                   | 18  | 0      | 10/27/2025 | Other             | 301 Ellis Ave   | \$50.00  | 201016840000 | 301 ELLIS AVE   |



|          |            |                                                  |                                   |                  |                   |                                                                                                                                                                                                                                                                                                                                          |        |        |            |                   |                       |          |             |                  |
|----------|------------|--------------------------------------------------|-----------------------------------|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|------------|-------------------|-----------------------|----------|-------------|------------------|
| 20250309 | 10/27/2025 | Residential - Roofing (Material cost over 1,000) | Mason Roof Services (Max Brinker) |                  |                   | New metal roof. Remove the old shingles, remove/move existing brick chimney and install metal                                                                                                                                                                                                                                            | 0      | 5,500  | 10/27/2025 | Primary Structure | 602 2nd Ave W         | \$30.00  | 20102197000 | 602 2nd Ave W    |
| 20250308 | 10/24/2025 | Residential - Deck                               | Jeff Veldman                      | 819 Prentice Ave | Ashland, WI 54806 | Constructing a second set of steps onto an existing deck. Note the following code requirements: The riser height is not to exceed 8 inches. The tread size should not be less than 9 inches, measured from nosing to nosing. A guardrail system needs to be installed, along with a handrail on one side only, if less than 5 feet wide. | 0      | 150    | 10/27/2025 | Primary Structure | 819 Prentice Ave      | \$50.00  | 20102491000 | 819 PRENTICE AVE |
| 20250307 | 10/22/2025 | Commercial - New Parking Lot                     | Joseph Schmidt                    | 1615 Maple Lane  | Ashland, WI 54806 | Construct a new 6,725 SF parking lot east of the building. Add a swale east of that for drainage. Total disturbance is 14,000 SF. Disturbance is under 1 acre, DNR permit is not required. However, impervious surfaces are being kept track of for a running total.                                                                     | 14,000 | 80,000 |            | Other             | East side of Building | \$240.00 | 20104893000 | 1615 MAPLE LN    |

|          |            |                                                  |                |                  |                   |                                                                                                                                                                                                                                                                                                                                                    |     |        |            |                     |                  |         |              |                  |
|----------|------------|--------------------------------------------------|----------------|------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|------------|---------------------|------------------|---------|--------------|------------------|
| 20250306 | 10/21/2025 | Residential - Roofing (Material cost over 1,000) | Chris Grubisic | 1007 11th Ave W  | Ashland WI 54806  | Tear off and re-shingle roof except back elevation. Synthetic underlayment, drip edge and new vents to be installed as well.                                                                                                                                                                                                                       | 17  | 13,000 | 10/23/2025 | Primary Structure   | 1007 11th Ave W  | \$30.00 | 201030530100 | 1007 11TH AVE W  |
| 20250305 | 10/21/2025 | Residential - Detached Accessory Building        | Steven Quade   | 1611 Sanborn Ave | ASHLAND, WI 54806 | 10 x 16 Marengo Valley shed located in rear yard of property as per the submitted Site Plan drawing.                                                                                                                                                                                                                                               | 160 | 5,255  | 10/21/2025 | Accessory Structure | 1611 Sanborn Ave | \$50.00 | 201048690000 | 1611 SANBORN AVE |
| 20250304 | 10/21/2025 | Residential - Fence                              | Desirae McPeak | 604 7th Ave E    | ASHLAND, WI 54806 | 6-foot high metal picket fence along interior rear yard (18 feet). Wood frame with metal panel base and wood infill above along interior property line (80 LF). Fence supports to be located on interior side facing property. This permit is contingent upon the metal panels having a protective finish applied to avoid rust and deterioration. | 98  | 1,500  | 10/21/2025 | Other               | 604 7th Ave E    | \$75.00 | 201021300000 | 604 7TH AVE E    |

|          |            |                                                                |                                |                 |                   |                                                                                                                                                                                                                                                                                                                                                                                                   |     |        |            |                           |                                        |         |            |                 |
|----------|------------|----------------------------------------------------------------|--------------------------------|-----------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|------------|---------------------------|----------------------------------------|---------|------------|-----------------|
| 20250303 | 10/20/2025 | Commercial - Miscellaneous<br>Repair of a Commercial Structure | City of Ashland - Public Works | 2020 6th St E   | Ashland, WI 54806 | Installing a retaining wall on or near property line at the west side of lot. Wall is 30" high by 65 linear feet. A 6-foot high tall pressure-treated dog-ear wood fence to be installed on top of it. Per Steven Wiley's discussions with City Administrator on 10/24/2025 and 10/27/2025 the permit is approved. Administrator is requiring slats on both sides of the fence (shadow box style) | 163 | 3,000  | 10/27/2025 | Landscaping/Tree Planting | 501 3rd St W (Old Baron Radiator site) |         | 2010429900 | 501 3RD ST W    |
| 20250302 | 10/20/2025 | Residential - Remodel/Repair/Additions (over 5,000)            | Brooke Koosmann                | 1017 14th Ave W | Ashland, WI 54806 | Remove existing siding and replace with vinyl siding. Replace all exterior doors and windows.                                                                                                                                                                                                                                                                                                     | 20  | 13,200 | 10/22/2025 | Primary Structure         | 1017 14th Ave W                        | \$96.00 | 2010391700 | 1017 14TH AVE W |

|          |            |                                                                |                                |                                   |                       |                                                                                                                                                                                                                                                                                                           |       |         |            |                     |                                                                 |         |            |                                                    |
|----------|------------|----------------------------------------------------------------|--------------------------------|-----------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|------------|---------------------|-----------------------------------------------------------------|---------|------------|----------------------------------------------------|
| 20250301 | 10/16/2025 | Commercial - Miscellaneous<br>Repair of a Commercial Structure |                                | 701 Ellis Ave                     | Ashland, WI 54806     | Repair at 701 Ellis Ave church back north rear and back top roof, and siding as needed in roofing repair area, and other area siding needing replacement. Other work includes repair of damaged boards on front steps and extending the railing on steps. Replacing wood trim around windows (4 windows). | 0     | 0       | 10/16/2025 | Primary Structure   | 701 Ellis Ave                                                   | \$75.00 | 2010232900 | 701 ELLIS AVE                                      |
| 20250300 | 10/16/2025 | Commercial - Accessory Structure                               | Chequamegon Humane Association | 923 Rail Drive, Ashland, WI 54806 | Ashland, WI 54806     | New animal shelter building.                                                                                                                                                                                                                                                                              | 1,500 | 300,000 | 10/17/2025 | Accessory Structure | 923 Rail Drive                                                  | \$75.00 | 2010512005 | 923 RAIL DR                                        |
| 20250299 | 10/15/2025 | Residential - Roofing (Material cost over 1,000)               | Laura Amundson                 | 932 2nd St NW                     | Forest Lake, MN 55025 | Tear off and re-roof with asphalt shingles.                                                                                                                                                                                                                                                               | 27    | 11,000  | 10/16/2025 | Primary Structure   | 506 9th Ave W                                                   | \$30.00 | 2010434100 | 506 9TH AVE W                                      |
| 20250298 | 10/15/2025 | Residential - Permit for new home                              | Sean Erickson                  | 8th St W and 17th Ave W           | Ashland, WI, 54806    | Moving of mobile home onto property at Whispering Pines Mobile Home Park - Lot #29                                                                                                                                                                                                                        | 0     | 0       | 10/15/2025 | Other               | Whispering Pines Mobile Home Park #29 - 8th St W and 17th Ave W | \$25.00 | 2010473200 | WHISPERING PINES COMMUNITY 8th St W and 17th Ave W |

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| 20250297 | 10/15/2025 | Residential - Remodel/Repair/Additions (over 5,000)         | Tom Konsitzke   | 920 8th St W           | Ashland, WI 54806 | Lead abatement per DHS, interior trim, doors, approximately 260' trim. 5 pre-hung interior solid pine 80' base. Siding 22 squares, window wraps, approximately 16 windows, 5 basement windows. 2-2 lite sliders. 92 united inches. Contractor: Quality Energy Experts. DCQ-110700647. Dwelling Contractor-1101000 | 0   | 58,000 | 10/15/2025 | Primary Structure | 920 8th St W            | \$290.00 | 20104463000  | 920 8TH ST W         |
| 20250296 | 10/13/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Zachary Zakovec | 41875 STATE HIGHWAY 13 | MARENGO           | Repair existing staircase in the same footprint.                                                                                                                                                                                                                                                                  | 100 | 4,000  | 10/14/2025 | Primary Structure | 110 Main St W           | \$25.00  | 20101647000  | 110 MAIN ST W        |
| 20250295 | 10/13/2025 | Residential - Remodel/Repair/Additions (over 5,000)         | Darren Gaddy    | 1022 Beaser Ave        | ASHLAND, WI 54806 | Old siding removed and replaced with new vinyl siding. Carpet being removed and replaced with vinyl plank flooring - entire house. Right-of-way permit required for dumpster on road.                                                                                                                             | 0   | 24,000 | 10/13/2025 | Primary Structure | 1022 Beaser Ave         | \$150.00 | 20103938000  | 1022 BEASER AVE      |
| 20250294 | 10/9/2025  | Residential - Remodel/Repair/Additions (over 5,000)         | Heidi Nevala    | 2607 Lake Shore Drive  | Ashland, WI 54806 | 20x25 addition, master bedroom and bath on back of the house                                                                                                                                                                                                                                                      | 0   | 90,000 | 10/15/2025 | Primary Structure | 2607 Lake Shore Drive E | \$450.00 | 201033250200 | 2607 LAKE SHORE DR E |

|          |           |                                             |                 |                    |                   |                                                                                                                                                                                                                                                                                                                                                             |       |         |            |                   |                    |          |            |                 |
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| 20250293 | 10/9/2025 | Commercial - Structural Addition/Alteration | KBC Properties  | 315 Sanborn Avenue | Ashland, WI 54906 | A 2500 sq. ft. steel building addition at the southwest corner for a metal fabrication shop. The existing building sprinkler system will be extended into the addition. This work is contingent upon all requirements being met per the state building code review and as outlined in the building inspection report dated 10-02-25 per the city of Ashland | 2,500 | 125,000 | 10/27/2025 | Primary Structure | 315 Sanborn Avenue | \$625.00 | 2010380900 | 315 SANBORN AVE |
| 20250292 | 10/8/2025 | Residential - Deck                          | Alex Strauch    | 27100 Brown Road   | Mason             | Replace front steps with new floating 5x7 deck. Location per submitted site plan. Deck/steps to be compliant with UDC residential building code.                                                                                                                                                                                                            | 35    | 4,600   | 10/9/2025  | Primary Structure | 715 11th St E      | \$50.00  | 2010272600 | 715 11TH ST E   |
| 20250291 | 10/8/2025 | Residential - Raze/Demolition               | City of Ashland | 601 Main St W      | ASHLAND           | Razing the single-family house and restoring the site to grass. City Public Works crew will demolish the structure                                                                                                                                                                                                                                          | 0     | 0       | 10/9/2025  | Primary Structure | 513 7th St W       |          | 2010451900 | 513 7TH ST W    |

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| 20250290 | 10/8/2025 | Residential - Fence                                         | Joe Weisner           | 1220 13th St W     | Ashland, WI       | Replace existing 6' privacy fence with a new 6' privacy fence. Treated Green lumber. Red line on attached image. Note: Fence posts to be installed on the interior side of the property. | 105   | 2,500  | 11/26/2025 | Other               | 1220 13th St W             | \$50.00  | 2010315800 | 1220 13TH ST W      |
| 20250289 | 10/8/2025 | Residential - Detached Accessory Building                   | Steven & Elaine Leroy | 706 18th Ave W     | ASHLAND, WI 54806 | Remove existing shed. Build new 20x20 garage in its place. 5" thick slab w/1' rebar extension. Vinyl siding to match house                                                               | 0     | 24,700 | 10/17/2025 | Accessory Structure | 706 18th Ave W             | \$50.00  | 2010059500 | 706 18TH AVE W      |
| 20250288 | 10/8/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Braden Forrest        | 2610 S Casaloma Dr | Appleton          | Remove and replace roofing membrane as shown on submitted roof plan.                                                                                                                     | 2,662 | 27,600 | 10/8/2025  | Primary Structure   | 522 Lake Shore Dr E        | \$138.00 | 2010137700 | 522 LAKE SHORE DR E |
| 20250287 | 10/7/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Braden Forrest        | 2610 S Casaloma Dr | Appleton          | Remove and replace roofing membrane per submitted roof plan.                                                                                                                             | 4,110 | 38,200 | 10/8/2025  | Primary Structure   | 421 Main St W, Ashland, WI | \$191.00 | 2010424100 | 421 MAIN ST W       |

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| 20250286 | 10/6/2025 | Residential - Fence                                 | John P Stansfield      | 414 Stuntz Ave      | ASHLAND, WI 54806 | Security gate at side of house. Note: permission from property owner must be obtained as this is on adjacent property. Wooden fence installation along side yard property lines and across backyard. Chain link fence installed at rear property line along ravine. Privacy Planer Trellis in rear yard behind porch. See submitted aerial photo and drawings for locations. | 202 | 500    | 10/7/2025  | Other             | 414 Stuntz Ave                         | \$100.00 | 2010185700 | 414 STUNTZ AVE    |
| 20250285 | 10/6/2025 | Commercial - Structural Addition/Alteration         | New Day Shelter/NW WIB | 301 Ellis, Suite 2  | ASHLAND, WI 54806 | Addition of 2 walls to create a storage space and office. Move NWWIB into space. Construct a dividing wall to separate the two spaces. This permit is contingent upon receiving a construction work schedule before work commences.                                                                                                                                          | 0   | 10,000 | 10/14/2025 | Primary Structure | 301 Ellis Ave, Suite 2                 | \$25.00  | 2010168400 | 301 ELLIS AVE     |
| 20250284 | 10/3/2025 | Residential - Remodel/Repair/Additions (over 5,000) | Russell Corbine Jr.    | 3903 Lake Park Road | Ashland, WI 54806 | Remove old steele stairs and install new wooden stairs.                                                                                                                                                                                                                                                                                                                      | 200 | 8,500  |            | Other             | 3903 Lake Park Road, Ashland, WI 54806 | \$50.00  | 2010502600 | 3903 LAKE PARK RD |



|          |           |                                                     |                  |                   |                      |                                                                                                                                                                                                                        |       |        |            |                   |                |          |            |                |
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| 20250283 | 10/3/2025 | Residential - Remodel/Repair/Additions (over 5,000) | Scott Doughman   | 105 Buttonball Ln | Glastonbury CT 06033 | Remove and replace nine (9) windows, same size, no structural change. Locations: kitchen, living room, dining room, basement.                                                                                          | 200   | 8,111  | 10/24/2025 | Primary Structure | 117 8th St E   | \$50.00  | 2010233900 | 117 8TH ST E   |
| 20250282 | 10/3/2025 | Residential - Remodel/Repair/Additions (over 5,000) | Simon Seifert    | 801 Beaser        | ASHLAND, WI 54806    | Reroof with asphalt shingles, removed existing. Electrical update to 200 Amp by Jolma Electric (work already completed.) Replace foundation of addition (16x24) New flooring throughout. Paint walls and some drywall. | 0     | 35,000 | 10/6/2025  | Primary Structure | 801 Beaser     | \$175.00 | 2010061200 | 801 BEASER AVE |
| 20250281 | 10/2/2025 | Residential - Roofing (Material cost over 1,000)    | Justin Griffiths | 417 Stuntz Ave    | ASHLAND, WI 54806    | Removing existing shingles and installing new asphalt shingles.                                                                                                                                                        | 850   | 3,200  | 10/2/2025  | Primary Structure | 417 Stuntz Ave | \$30.00  | 2010187100 | 417 STUNTZ AVE |
| 20250280 | 10/2/2025 | Residential - Roofing (Material cost over 1,000)    | Eric & Kim Brye  | 2506 Maple Lane   | Ashland WI 54806     | Removing metal roof and replacing with asphalt shingles.                                                                                                                                                               | 1,000 | 8,500  | 10/6/2025  | Primary Structure | 2600 Maple Ln  | \$30.00  | 2010491900 | 2600 MAPLE LN  |

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| 20250279 | 10/2/2025 | Residential - Parking Lot/Driveway                  | Edward Ochsenbauer | 2703 Golf Course Rd | ASHLAND, WI 54806 | Extend concrete driveway north along the east side of the garage. New concrete pad measures 12' x 25'. Surface to be a minimum of 3-feet away from property line. Outer edge of existing driveway measures 3.2 feet away from property line.                      | 0 | 7,000  | 10/3/2025 | Driveway          | 2703 Golf Course Rd | \$75.00  | 201048011000 | 2703 GOLF COURSE RD |
| 20250278 | 10/2/2025 | Commercial - Demolition Interior/Exterior           | Donald Fisher      | 3600 Ellis Ave      | Ashland, WI 54806 | Reroofing a 72x224 building (60 G). Tearing off old metal and replacing with new. Interior demolition of walls (20 G). This permit is for work noted only - no new renovations are to be made until it has been reviewed and approved by the Planning Department. | 0 | 80,000 | 10/3/2025 | Primary Structure | 3600 Ellis Ave      | \$100.00 | 201049920000 | 3600 ELLIS AVE      |
| 20250277 | 10/1/2025 | Residential - Remodel/Repair/Additions (over 5,000) | Tom Pesek          | 3907 Lake Park Rd   | ASHLAND, WI 54806 | Four (4) large window replacements and one (1) entry door replacement on north side of house. One (1) entry door replacement on south side of house.                                                                                                              | 0 | 20,000 | 10/1/2025 | Primary Structure | 3907 Lake Park Rd   | \$100.00 | 201050250000 | 3907 LAKE PARK RD   |

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| 20250276 | 10/1/2025 | Residential -<br>Remodel/Repair/Additions<br>(over 5,000) | Seth<br>Redinger | 120 9th St<br>E | Ashland WI<br>54806 | Installing an<br>egress window<br>in basement.<br>Note: To<br>comply with<br>regulations of<br>the WI Uniform<br>Dwelling Code. | 1,500 | 1,000 | 10/8/2025 | Primary<br>Structure | 120 9th St E | \$50.00 | 2010265400 | 120 9TH<br>ST E |
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11/01/2025-11/30/2025

| Permit # | Permit Date | Building Type                                               | Applicant Name                   | Applicant Address         | City, State, Zip     | Description                                                                                                                                                                                                                                                                                                                                                                             | Square Feet | Project Cost | Issued Date | Type of Work        | Work Location      | Total Fees | Parcel #     | Parcel Address      |
|----------|-------------|-------------------------------------------------------------|----------------------------------|---------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-------------|---------------------|--------------------|------------|--------------|---------------------|
| 20250343 | 11/26/2025  | Residential - Detached Accessory Building                   | Mark Richardson                  | 3401 Summit Rd            | ASHLAND, WI 54806    | New 36 x 56 pole building structure. slab on grade. Electrical service. Supplier: Northland buildings (Superior). This permit contingent upon: 1) All required setbacks are to be met, so that the owner is in compliance with the COA's requirements. 2) Provide our office with a construction work schedule. 3) A set of final construction plans should be forwarded to our office. | 2,016       | 50,000       | 12/2/2025   | Accessory Structure | 3401 Summit Rd     | \$100.80   | 201048840000 | 3401 SUMMIT RD      |
| 20250342 | 11/19/2025  | Residential - Remodel/Repair/Additions (over 5,000)         | Kate Bendzick                    | 1626 Elmira Ave           | Superior             | Remove and replace 1 existing patio door, insulate around frame and trim interior and exterior.                                                                                                                                                                                                                                                                                         | 1,500       | 10,000       | 11/19/2025  | Primary Structure   | 2300 Maple Ln      | \$50.00    | 201049150300 | 2300 MAPLE LN       |
| 20250341 | 11/19/2025  | Commercial - Miscellaneous Repair of a Commercial Structure | Joseph Gokee                     | 7 Victoria Lane           | Ashland, WI 54806    | Removal of non-load bearing walls, carpet and tile removal, ceiling tile removal & painting. Polished concrete & rubber mat flooring. One new wall. (Electrical work by V2 Electric - observe only, requires state approval & inspection.)                                                                                                                                              | 0           | 11,362       | 11/21/2025  | Primary Structure   | 421 Main St W      | \$56.81    | 201042410000 | 421 MAIN ST W       |
| 20250340 | 11/17/2025  | Residential - Roofing (Material cost over 1,000)            | Monarch Home Improvement LLC     | 119 8th St W              | ASHLAND, WI 54806    | Remove and replace 2 layers of asphalt shingles. Replace with new asphalt shingles.                                                                                                                                                                                                                                                                                                     | 0           | 8,212        | 11/19/2025  | Primary Structure   | 119 8th St W       | \$30.00    | 201023160000 | 119 8TH ST W        |
| 20250339 | 11/17/2025  | Commercial - Miscellaneous Repair of a Commercial Structure | Building Restoration Corporation | 1920 Oakcrest Ave Suite 1 | Roseville, MN, 55113 | Replace existing deteriorated wood louvers with new custom painted aluminum louvers.                                                                                                                                                                                                                                                                                                    | 150         | 78,610       | 11/18/2025  | Primary Structure   | 201 Lakeshore Dr E | \$393.05   | 201012810000 | 201 LAKE SHORE DR E |

|          |            |                                                             |                                |                     |                   |                                                                                                                                                                                                                                                                                                      |       |        |            |                     |                    |          |              |                     |
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| 20250338 | 11/17/2025 | Residential - Raze/Demolition                               | Benjamin Illick                | 414 3rd Avenue East | Ashland, WI 54806 | Remove shed from Northwest corner of property to facilitate parcel division.                                                                                                                                                                                                                         | 200   | 500    | 11/18/2025 | Accessory Structure | 421 PRENTICE AVE   | \$25.00  | 201019211000 | 421 PRENTICE AVE    |
| 20250337 | 11/14/2025 | Residential - Remodel/Repair/Additions (over 5,000)         | Joe & Corinne Pyrlík           | 1317 MacArthur Ave  | Ashland, WI 54806 | Replace sliding patio door.                                                                                                                                                                                                                                                                          | 0     | 5,000  | 11/18/2025 | Primary Structure   | Dining Room        | \$50.00  | 201032260000 | 1317 MACARTHUR AVE  |
| 20250336 | 11/13/2025 | Commercial - Raze/Demolition                                | North Farm and Land/Benji Kulp | 66031 Jolma Rd      | Marengo, WI 54855 | Demolishing a 70-foot x 30-foot and 20-foot x 20-foot Convent building for the Our Lady of the Lake Catholic Church.                                                                                                                                                                                 | 2,500 | 94,000 | 11/19/2025 | Primary Structure   | 220 Lakeshore Dr E | \$470.00 | 201013380000 | 220 LAKE SHORE DR E |
| 20250335 | 11/12/2025 | Residential - Solar Array                                   | Jarek Lachinski                | 101 Isanti Pkwy NE  | Isanti, MN 55040  | Roof Mounted Solar Array.                                                                                                                                                                                                                                                                            | 429   | 15,000 | 11/17/2025 | Primary Structure   | 208 15th Ave E     | \$50.00  | 201014810000 | 208 15TH AVE E      |
| 20250334 | 11/12/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Scott Warren                   |                     | Ashland, WI 54806 | Installing a new handicap accessible ramp on the north side of the building per plans submitted. Ramp will be located 1.5' off the north property line. Permission to encroach into required setback is valid for 5 years and shall require verification in 5 years that the ramp is still required. | 0     | 2,500  | 11/13/2025 | Other               | 308 9th Ave W      | \$25.00  | 201006990000 | 308 9TH AVE W       |
| 20250333 | 11/11/2025 | Residential - Roofing (Material cost over 1,000)            | Nick Rayner                    | 42243 Government Rd | Marengo           | Install one by four grid by screwing into rafters. Install metal corrugated steel and cap.                                                                                                                                                                                                           | 1,500 | 5,500  | 11/18/2025 | Primary Structure   | 508 8th St West    | \$30.00  | 201025720000 | 508 8TH ST W        |
| 20250332 | 11/11/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Nick Rayner                    | 42243 Government Rd | Marengo           | Remove old siding below the capstone and dispose of. Repair rotten wood, install water barrier, install cultured stone.                                                                                                                                                                              | 450   | 29,000 | 11/18/2025 | Primary Structure   | 121 Main St W      | \$145.00 | 201013000000 | 121 MAIN ST W       |
| 20250331 | 11/11/2025 | Residential - Remodel/Repair/Additions (over 5,000)         | Xochitl Galvan                 | 5116 Jean Duluth Rd | Duluth            | 107 ft of interior drain tile, 88 ft of cleanspace wall poly                                                                                                                                                                                                                                         | 1     | 9,213  | 11/13/2025 | Primary Structure   | 900 10th Ave W     | \$50.00  | 201030220000 | 900 10TH AVE W      |

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| 20250330 | 11/10/2025 | Zoning Approval - Mobile Tower                              | Maggie Naughton                 | 1s660 Midwest Road, Suite 308 | Oakbrook Terrace IL 60181 | Verizon intends to upgrade their existing equipment on the rooftop. This includes removing 9 antennas and 9 radios and installing 6 antennas with integrated radios along with 3 antennas and 3 radios.     | 1,000 | 40,000  | 11/21/2025 | Telecommunications | 319 Chapple Ave, Ashland WI 54806   | \$200.00 | 201007660000 | 319 CHAPPLE AVE      |
| 20250329 | 11/7/2025  | Residential - Remodel/Repair/Additions (over 5,000)         | Kate Bendzick                   | 1626 Elmira Ave               | Superior                  | Remove and replace 1 existing patio door, insulate around frame and trim interior and exterior.                                                                                                             | 1,500 | 9,500   | 11/12/2025 | Primary Structure  | 209 13th Ave E                      | \$50.00  | 201015180000 | 209 13TH AVE E       |
| 20250328 | 11/7/2025  | Residential - Roofing (Material cost over 1,000)            | BTZK LLC                        | 2120 Lindstrom Dr             | Ashland WI 54806          | Tear off old shingles and replace with new asphalt shingles \$20000 cost. Contractor: BTZK LLC                                                                                                              | 0     | 20,000  | 11/7/2025  | Primary Structure  | 2120 Lindstrom Dr                   | \$30.00  | 201053520000 | 2120 LINDSTROM DR    |
| 20250327 | 11/6/2025  | Commercial - New Parking Lot                                | Brittini Rossard                | 1209 Joseph St                | Dodgeville                | Making a site improvement by adding a second drive-thru lane as per submitted and approved drawings. This permit is contingent upon notification to the city with the start date and work schedule/timeline | 0     | 65,000  | 11/26/2025 | Other              | 2101 Lake Shore Dr E                | \$325.00 | 201033040300 | 2101 LAKE SHORE DR E |
| 20250326 | 11/6/2025  | Commercial - Miscellaneous Repair of a Commercial Structure | Northlakes Community Clinic     | 314 Main St W                 | Ashland, WI 54806         | Tearing off existing siding and putting on new siding to match the other Northlakes building. LP siding on top, Tile/slate on the bottom                                                                    | 0     | 16,000  | 11/6/2025  | Primary Structure  | 314 Main St W                       | \$75.00  | 201042780000 | 314 MAIN ST W        |
| 20250325 | 11/6/2025  | Commercial - Construction of a new Commercial Structure     | Arnie Mackey Construction, Inc. | 1022 Lake Shore Drive East    | Ashland, WI. 54806        | Audiology Building Addition.                                                                                                                                                                                | 1,200 | 475,000 | 12/11/2025 | Primary Structure  | 1901 Beaser Ave. Ashland, WI. 54806 | \$300.00 | 201048930400 | 1615 MAPLE LN        |
| 20250324 | 11/5/2025  | Residential - Plumbing                                      | Crysta Foster                   | 367 Garfield Ave Ste 5        | Duluth MN 55802           | Replace old bath with new bath.                                                                                                                                                                             | 0     | 15,330  | 11/14/2025 | Other              | 1110 4th Ave W                      | \$76.65  | 201028300000 | 1110 4TH AVE W       |

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| 20250323 | 11/5/2025 | Residential - Detached Accessory Building                   | Patrick Baldwin        | 1206 6th Ave W         | Ashland, WI 54806 | Placing a new detached 8'x16' shed in the rear yard per site plan and application. Shed will not be permanently fixed but will be on skids. Wood siding and metal roofing.                                                                                                                                                                                                                  | 0   | 0      | 11/14/2025 | Accessory Structure | 1206 6th Ave W | \$50.00 | 201045400000 | 1206 6TH AVE W |
| 20250322 | 11/4/2025 | Residential - Plumbing                                      | Crysta Foster          | 367 Garfield Ave Ste 5 | Duluth MN 55802   | Replace old bath with new shower.                                                                                                                                                                                                                                                                                                                                                           | 0   | 11,640 | 11/14/2025 | Primary Structure   | 414 12th Ave E | \$58.20 | 201018270000 | 414 12TH AVE E |
| 20250321 | 11/4/2025 | Residential - Roofing (Material cost over 1,000)            | John Manno             | 514 16th Ave W         | Ashland, WI 54806 | Reshingling existing detached garage. Shingles will go over existing shingles. Neil Paynter will do the reroofing.                                                                                                                                                                                                                                                                          | 0   | 1,500  | 11/4/2025  | Accessory Structure | 505 3rd St W   | \$30.00 | 201042980000 | 505 3RD ST W   |
| 20250320 | 11/4/2025 | Residential - Remodel/Repair/Additions (over 5,000)         | Tom Louko              | 1009 6th St W          | Ashland, WI 54806 | Replacing existing windows in the home, framing and installing new shower, Provide and install new shower, rough-in plumbing for shower,, shower head/knob, exhaust fan, new toilet, and dishwasher (plumbing by Superior Plumbing). 8'x12' shed installed in rear yard per site plan. Applicant must remove 98 sq. ft. of existing sidewalk to maintain existing impervious surface level. | 0   | 16,200 | 11/7/2025  | Other               | 1009 6th St W  | \$81.00 | 201003650000 | 1009 6TH ST W  |
| 20250319 | 11/3/2025 | Residential - Siding (material cost over 1,000)             | GREG PROVOST           | 814 7TH AVE E          | ASHLAND WI 54806  | RESIDENTIAL SIDING - Tearing off 216 sq feet of old siding and replacing with smart siding. No dumpster will be needed. Contractor: Bryce Martindale                                                                                                                                                                                                                                        | 216 | 0      | 11/3/2025  | Primary Structure   | 814 7TH AVE E  | \$30.00 | 201024520000 | 814 7TH AVE E  |
| 20250318 | 11/3/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Ashland Animal Shelter | 923 Rail Drive         | Ashland, WI 54806 | Constructing a 4'x6' wood rear deck and stairway per site plan. Contractor: BB Builders, LLC                                                                                                                                                                                                                                                                                                | 24  | 1,250  | 11/3/2025  | Primary Structure   | 923 Rail Drive | \$50.00 | 201051200500 | 923 RAIL DR    |

12/01/2025 - 12/22/2025

| Permit # | Permit Date | Building Type                                       | Applicant Name          | Applicant Address | City, State, Zip  | Description                                                                                                                                                                                                                                                                                     | Square Feet | Project Cost | Issued Date | Type of Work      | Work Location    | Total Fees | Parcel #   | Parcel Address   |
|----------|-------------|-----------------------------------------------------|-------------------------|-------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-------------|-------------------|------------------|------------|------------|------------------|
| 20250353 | 12/15/2025  | Residential - Remodel/Repair/Additions (over 5,000) | Jason Akle - Contractor |                   |                   | Complete Remodel of home kitchen. Remove and relocate two (2) interior walls. Redo ceiling over dining area. New lighting. Plumbing contractor: Big Water Plumbing, Electrical: V2 Electric. Applicant is required to provide a construction work schedule to our office before work commences. | 0           | 106,500      | 12/16/2025  | Primary Structure | 1115 Ellis Ave   | \$532.50   | 2010285100 | 1115 ELLIS AVE   |
| 20250352 | 12/12/2025  | Residential - Demolition Interior/Exterior          | Mylan Bruckelmyer       | 608 Prentice Ave  | ASHLAND, WI 54806 | Demo interior of fire-damaged home. Renovate all interior spaces. This permit is contingent upon: All stairway and remodeling work must be in compliance with the provisions of the Uniform Dwelling Code (UDC) and per the City of Ashland's housing                                           | 1,700       | 120,000      | 12/17/2025  | Primary Structure | 608 Prentice Ave | \$600.00   | 2010215500 | 608 PRENTICE AVE |



|          |            |                                                             |                                       |                                          |                      |                                                                                                                                                                                                                                                         |       |        |            |                     |                          |          |            |                      |
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| 20250351 | 12/12/2025 | Commercial - Structural Addition/Alteration                 | Lumi Norr Properties LLC, Tim Pavlish | 417B Main St W                           | ASHLAND, WI 54806    | Build out ADA bathroom. Repair plaster walls & ceiling. Install 2-head mini-split heat pump. Rebuild front Main Street facade. This permit is contingent upon the owner notifying the inspector after all rough-in work is completed for an inspection. | 0     | 52,849 | 12/16/2025 | Primary Structure   | 417B Main St W           | \$264.25 | 2010424400 | 417 MAIN ST W        |
| 20250350 | 12/10/2025 | Commercial - Construction of a new Commercial Structure     | Craig Johnson                         | 5501 Miller Trunk Hwy                    | Hermantown, MN 55811 | DRY FIRE SUPPRESSION FOR EXTERIOR ROOF STRUCTURES.                                                                                                                                                                                                      | 4,420 | 12,500 | 12/17/2025 | Primary Structure   | 601 Industrial Park Road | \$62.50  | 2010505610 | 601 INDUSTRIAL PK RD |
| 20250349 | 12/10/2025 | Zoning Approval - Signage                                   | Springfield Sign - Lora Trent         | 4825 E Kearney St. Springfield, MO 65803 | ASHLAND, WI 54806    | permanent illuminated menu board monument sign located at drive-thru order lane                                                                                                                                                                         | 30    | 0      | 12/15/2025 | Accessory Structure | 2101 Lakeshore Dr E      | \$50.00  | 2010330403 | 2101 LAKE SHORE DR E |
| 20250348 | 12/10/2025 | Commercial - Miscellaneous Repair of a Commercial Structure | Dorothy Mihalek                       | 407 Main St W                            | Ashland, WI 54806    | Install 2x4 and 1-1/2" insulation board over existing bricks. Install OSB smart siding and associated trim as necessary. Project reviewed by HPC and recommendations given for color selection and corner detail.                                       | 0     | 45,000 | 12/19/2025 | Primary Structure   | 407 Main St W            | \$225.00 | 2010424900 | 407 MAIN ST W        |

|          |           |                                                           |                                                       |                    |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |        |           |                      |                        |          |            |                        |
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| 20250347 | 12/4/2025 | Residential -<br>Remodel/Repair/Additions<br>(over 5,000) | Heritage<br>Window and<br>Door/Renewal by<br>Andersen | 1626 Elmira<br>Ave | Superior | Remove and<br>replace nine (9)<br>existing<br>windows,<br>insulate around<br>frame and trim<br>interior and<br>exterior. This<br>permit is<br>contingent upon:<br>1) Provide our<br>office with a<br>construction<br>work schedule.<br>2) Call the<br>inspector (for an<br>inspection)<br>midway through<br>the project. 3)<br>Provide our<br>office with a<br>specification<br>sheet for the<br>products being<br>installed at each<br>site.                                                        | 1,500 | 30,000 | 12/5/2025 | Primary<br>Structure | 1405 6th St<br>E       | \$150.00 | 2010366500 | 1405 6TH<br>ST E       |
| 20250346 | 12/4/2025 | Residential -<br>Remodel/Repair/Additions<br>(over 5,000) | Heritage<br>Window and<br>Door/Renewal by<br>Andersen | 1626 Elmira<br>Ave | Superior | Remove and<br>replace one (1)<br>existing window,<br>one (1) entry<br>and storm door,<br>and three (3)<br>patio doors,<br>insulate around<br>frame and trim<br>interior and<br>exterior. This<br>permit is<br>contingent upon:<br>1) Provide our<br>office with a<br>construction<br>work schedule.<br>2) Call the<br>inspector (for an<br>inspection)<br>midway through<br>the project. 3)<br>Provide our<br>office with a<br>specification<br>sheet for the<br>products being<br>installed at each | 1,500 | 37,000 | 12/5/2025 | Primary<br>Structure | 1114<br>Sanborn<br>Ave | \$185.00 | 2010490400 | 1114<br>SANBORN<br>AVE |

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| 20250345 | 12/3/2025 | Residential -<br>Remodel/Repair/Additions<br>(over 5,000) | Xochitl Galvan                      | 5116 Jean Duluth Rd | Duluth               | Install 4 smart jacks in crawlspace.                                                                                 | 1     | 5,130  | 12/5/2025  | Primary Structure | 913 Beaser Ave     | \$50.00  | 2010063000 | 913 BEASER AVE      |
| 20250344 | 12/2/2025 | Commercial -<br>Raze/Demolition                           | Sipsas Excavating LLC, Shane Sipsas | PO Box 728          | Iron River, WI 54847 | Demolishing a 70-foot x 30-foot and 20-foot x 20-foot Convent building for the Our Lady of the Lake Catholic Church. | 2,500 | 94,000 | 12/11/2025 | Primary Structure | 220 Lakeshore Dr E | \$470.00 | 2010133800 | 220 LAKE SHORE DR E |