

POSTED DATE: January 28, 2025

Committee Members: all meeting attendance (or absence) must be confirmed with a response.
Please RSVP your attendance to this meeting ASAP to 920-846-4505 or dclerk@ci.ocontoofalls.wi.us

**CITY OF OCONTO FALLS
PLANNING COMMISSION MEETING
Council Chambers - Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154
TUESDAY FEBRUARY 4, 2025 – 5:00 PM
AGENDA**

Marty Coopman - Chairman
William Zietlow
Judy Kostreva
Jeff McDonald
Chique Tousey-Tabar
Brad Rice

Mayor Clint Braun
Deputy Clerk-Jenny Friedman
Administrator-Peter Wills

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

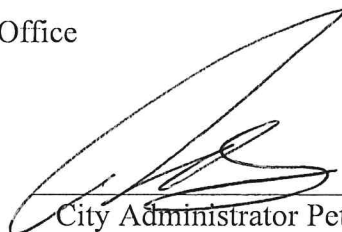
1. Call to Order
2. Roll Call
3. Approval of minutes Planning Commission 11.06.2024 and Planning Commission Public Hearing 12.04.2024

Old Business

4. McDermid Park & Allen Purucco, Certified Survey Map
Re: Administrator Wills; Paul Shallow-Shallow Surveying

New Business

5. Derek Konop, merge two lots, 344 S Franklin St, Certified Survey Map
Re: Administrator Wills; Paul Shallow-Shallow Surveying
6. Application for Zoning Variance Rapid Housing LLC 249 Birch Ave
Re: Rapid Housing LLC
7. Bay Lake Regional Plan Commission proposal to update City's Comprehensive Plan
Re: Administrator Wills
8. Discussion on City owned lot by Post Office
Re: Administrator Wills
9. Adjournment



City Administrator Peter Wills/JF

*A quorum of the Common Council may or may not be in attendance of this meeting.

Notice was given to the public at least 24 hours prior to this open meeting - agenda was forwarded to newspapers and any news media who have requested the same – agenda was posted at City Hall, Oconto Falls Community Library, and on the City website at www.ci.ocontofalls.wi.us.

Any person wishing to attend the meeting who requires special accommodations because of a disability should contact the Clerk's office at 920-846-4505 with adequate notice so appropriate accommodations can be made.

CITY OF OCONTO FALLS
PLANNING COMMISSION MEETING
Council Chambers – Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154

TUESDAY NOVEMBER 6, 2024 – 5:00 PM
MINUTES

Chairman Coopman called the meeting to order at 5:00 PM.

Roll Call

Present: Marty Coopman, William Zietlow, and Chique Tousey-Tabar, Brad Rice, Judy Kostreva

Also Present: Mayor Clint Braun, City Administrator Peter Wills, Deputy Clerk Jenny Friedman, Michelle Tester, Wade Jeske, Utility Manager Greg Kuhn and Allen Perucco

Absent: Jeff McDonald

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

3. Approval of Minutes – Planning Commission Meeting 08-19-2024.

MOTION: Kostreva/ Tousey-Tabar

Motion to approve the minutes for Planning Commission Meeting 08-19-2024.

Voice Vote: All present voting aye - **MOTION CARRIED**

Old Business

None

New Business

4. McDermid Park designation proposal for City property on Van Buren Street
The small section of City land that is next to McDermid Park has been looked at for development of houses. This was found to be too small of an area for houses. The next choice for the city property is to designate this land into part of McDermid Park. This would enhance the green space for the City. Questions that were asked
- Will the city continue to maintain the area? -*Yes*
 - What would McDermid's add to the park? – *They have some signs and benches that would be placed at the park.*
 - Is this still being look at for any development? -*No, it was not suitable for housing once it was looked at further.*
 - Is there concern about citizens going into the pond or doing things they should not with the pond? – *There is always a small liability. There could be some signs*

placed up to help such as no swimming.

- When did McDermid's want this to become a park? – *Over twenty years ago.*

MOTION: Rice/ Zietlow

Motion to recommend McDermid Park designation expansion to council.

Voice Vote: All present voting aye - **MOTION CARRIED**

5. Allen Perucco, 113 Jackson St request to purchase strip of property adjacent to McDermid Park

Allen Perucco has maintained small section of city land since he purchased his property in 1982 adjacent to this city land. He has asked if he can purchase the land from the city. A certified survey would need to be done. Allen Perucco would pay for the cost of the survey and the closing of the transition of the deed.

MOTION: Rice/Zietlow

Motion to recommend Allen Perucco, 113 Jackson St request to purchase strip of property adjacent to McDermid Park to Council and Allen Perucco to pay cost of survey and closing cost of sale.

Voice Vote: All present voting aye - **MOTION CARRIED**

6. Oconto Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation

A. Accept the Annexation Petition of Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation

B. Set Public Hearing for Annexation of Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation December 3, 5:00pm

This is the driveway for the new Utility Substation going in. Questions that were asked;

- Once this is annexed would this be re surveyed for on parcel? -*Yes, that is the goal.*
- Is there a current road by the power station? - *Yes*
- Was Fiber placed there already? - *Yes*

MOTION: Tousey-Tabar/Rice

Motion to accept the Annexation Petition of Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation.

Voice Vote: All present voting aye - **MOTION CARRIED**

MOTION: Rice/ Kostreva

Motion to Set Public Hearing for Annexation of Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation December 3, 5:00pm.

Voice Vote: All present voting aye - **MOTION CARRIED**

7. Residential Housing Proposal For 20 Acres in Industrial Park by Herb Braun Dr & Bob Hammond St.

A possibly interested investor has questioned about placing a multifamily building in the Industrial Park. Concerns that were brought up, the amount of added traffic from residential people, giving up industrial area, limited access, complaints from residential people of industrial traffic of all hours. Questions that were asked;

- Has Micokey ever interested in this location? *-He has never expressed interest in these spots.*
- Has a cost feasibility study been done? *-At this time no study has been done.*
- Any restrictions on the old TIF or EAD? *- This will have to be looked into yet.*
- Would property have to be rezoned? *– Yes, and there would have to be a public hearing on the rezoning as well.*
- If this is approved by council will this come back to Planning Commission.
– Yes this would have to be seen by Planning Commission and have public hearings on as well.

MOTION: Tousey- Tabar/ Kostreva

Motion to recommend to council the Residential Housing Proposal For 20 Acres in Industrial Park by Herb Braun Dr & Bob Hammond St.

Voice Vote: All present voting aye - **MOTION CARRIED**

Adjournment

Having no further discussion, Chairman Coopman declared the meeting adjourned at 6:07 PM.

City Administrator Peter Wills

A quorum of the Common Council was **not** in attendance of this meeting

**CITY OF OCONTO FALLS
PLANNING COMMISSION MEETING
PUBLIC HEARING**

Council Chambers – Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154

**TUESDAY DECEMBER 03, 2024 – 5:00 PM
MINUTES**

Chairman Coopman called the meeting to order at 5:00 PM.

Roll Call

Present: Marty Coopman, William Zietlow, Chique Tousey-Tabar, Jeff McDonald and
Judy Kostreva

Also Present: Mayor Clint Braun, City Administrator Peter Wills, Deputy Clerk Jenny Friedman,
Utility Manager Greg Kuhn, Michelle Tester, Aaron Trempe (left at 4:45)

Absent: Brad Rice

*******PUBLIC HEARING*******

***** Public Hearing to consider Oconto Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation. Public Hearing Notice was properly posted and published in the Oconto County Times Herald newspaper for two consecutive weeks. Property owners within a 200 ft. radius were also given proper notification *****

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

3. Consider Oconto Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation

A. Public comments for consideration-written/verbal

At 5:00pm Chairman Coopman opened the floor for public comments for Oconto Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation. Deputy Clerk Friedman and City Administrator Wills verified there were no written in or called in concerns prior to the Public Hearing. There were no concerns from the public.

Second call for public input was asked at 5:05pm by Chairman Coopman. Chairman Coopman asked if there were any more concerns and comments on Consider Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-

30300010322 Driveway for Utility Substation. There were no other citizens concerns.

Third call for public input was asked at 5:06 pm by Chairman Coopman. Chairman Coopman asked if there were any more concerns and comments on Consider Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation. There were no other citizens concerns.

A. Committee Recommendation to City Council

MOTION: ZIETLOW / KOSTREVA

Motion to approve the Falls Municipal Utility Annexation Petition Doc# 768590 0.406 Acres Part of Parcel# 40-30300010322 Driveway for Utility Substation. and send to Common Council on December 10,2024.

Voice Vote: All present voting aye - **MOTION CARRIED**

Adjournment

Having no further discussion, Chairman Coopman declared the meeting adjourned at 5:08 PM.

City Administrator Peter Wills

A quorum of the Common Council was **not** in attendance of this meeting

SHALLOW
LLC
SURVEYING

Professional Wisconsin Land Surveyor

CERTIFIED SURVEY MAP

(

O SET 1"x 18" IRON PIPE weighing 1.68 lbs./lin. ft.
 @ POINT FALLS IN CONCRETE GUTTER. NOTHING SET
 () BEARINGS AND DISTANCES OF RECORD

CHERRY AVENUE
 VAN BUREN STREET
 JACKSON STREET

LOT 1
 1.022 ACRES
 (44,514 SQ FT)
 (120')

LOT 2
 0.726 ACRES
 (31,626 SQ FT)
 (120')

LOT 9
 LOT 10
 LOT 11
 LOT 12
 LOT 13
 LOT 14

JACOB OSWALD'S ADD.
 BLOCK 3
 HOUSE
 SHED
 GARAGE
 DECK

POND

OUTLOT 1
 ASSESSOR'S PLAT
 OUTLOT 4
 ASSESSOR'S PLAT

KAUFFMANN'S PLAT No. 2

The bearings and section protraction are referenced to the Oconto County Coordinate System and Oconto County Section Summary Index dated 6-28-99 which shows the SOUTH line of the SW 1/4 of Section 24 to bear N89°06'39"W.

GRAPHIC SCALE
 1 inch = 100 ft.

S 1/4 CORNER SECTION 24 O.C. PK NAIL

SW CORNER
SECTION 24
4" IRON PIPE FILLED
W/ CONCRETE

The bearings and section protraction are referenced to the Oconto County Coordinate System and Oconto County Section Summary Index dated 6-28-99 which shows the SOUTH line of the SW 1/4 of Section 24 to bear N89°06'39"W.

5 1/4 CORNER
SECTION 24
O.C. PK NAIL

I, Paul R. Shallow, Professional Land Surveyor, hereby certify that by the order of the City Council of the City of Oconto Falls, owner of lands described in Volume 438, Page 226, and Volume 1588, Page 210 of the Oconto County Registry, and Allen J. Perucco, owner of lands described in Volume 503, Page 171 of the Oconto County Registry, I have surveyed, divided, and mapped said lands being part of Outlot 1 of the Assessor's Plat of the Southeast quarter of the Southwest quarter, part of Outlot 4 and all of Outlot 2 of the Assessor's Plat of the Southwest quarter of the Southwest quarter, and all of Lots 9, 10, and 11 of Block 3 of Jacob Oswald's Addition, all located in Section 24, Township 28 North, Range 19 East, City of Oconto Falls, Oconto County, Wisconsin, described as follows:

Together with and subject to any easements, covenants, and restrictions of record.

Dated this 10th day of January, 2025.

CITY OF OCONTO FALLS APPROVAL CERTIFICATE

Approved _____
 Clint Braun, Mayor Date _____

Signed _____
Peter Wills, City Administrator Date _____

The City of Oconto Falls, a Wisconsin Municipal Corporation, as owner of lands described in Volume 438, Page 226 and Volume 1588, Page 210 of the Oconto County Registry, does hereby certify: that said corporation caused the lands described and shown herein to be surveyed, divided, and mapped, as represented herein. The City of Oconto Falls does further certify that this Certified Survey Map is required by S236.10 or S236.12 to be submitted to the following for approval or objection: The City of Oconto Falls.

Peter Wills	Date
City of Oconto Falls Administrator	

My commission expires: _____

My commission expires: _____

PAUL R. SHALLOW, PLS
P.O. BOX 88
LENA, WI 54139
920-834-5225

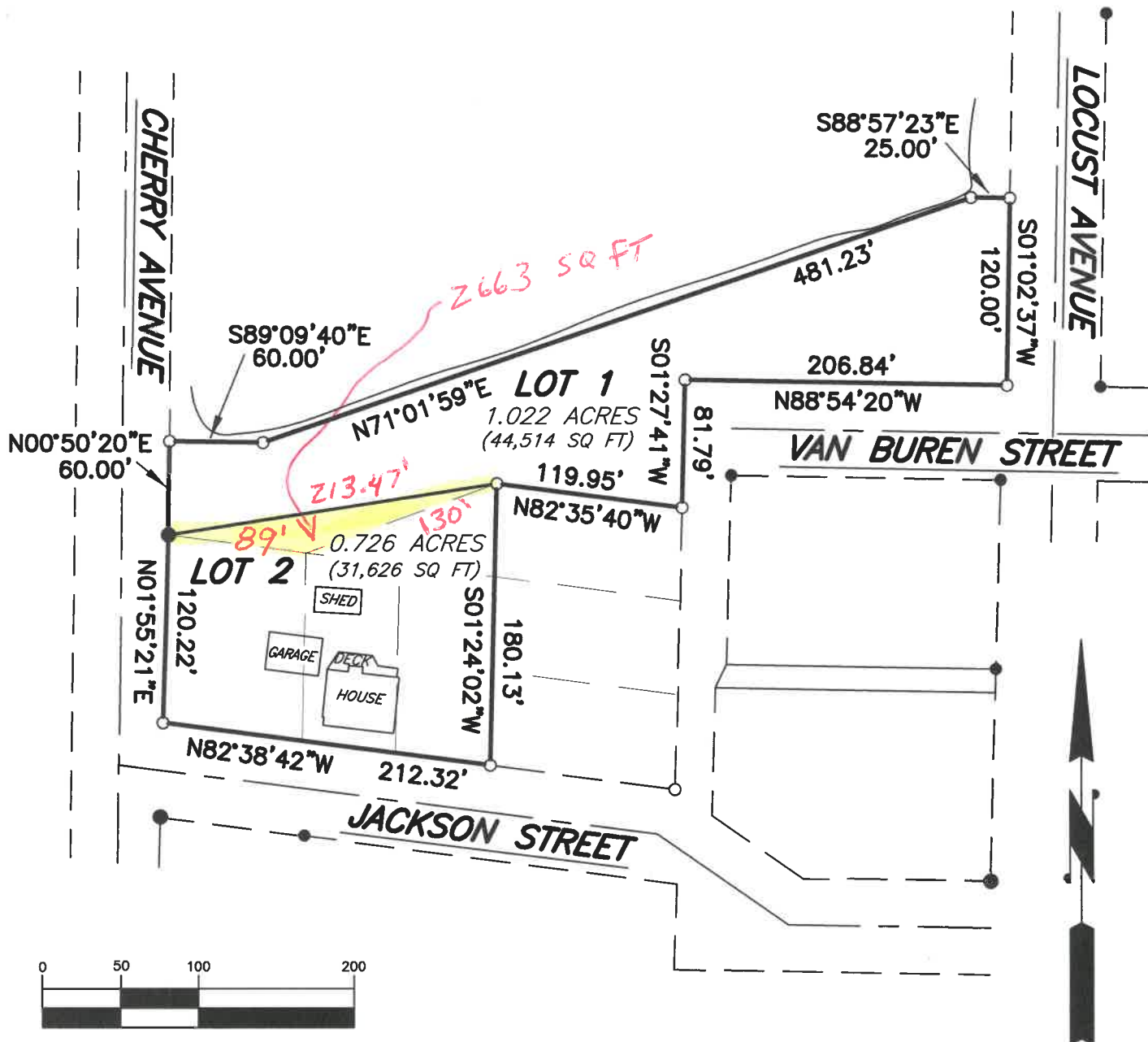
SHALLOW LLC SURVEYING

Account #
Dwg. No.

Professional Wisconsin Land Surveyor

CERTIFIED SURVEY MAP

PRELIMINARY



SHALLOW
LLC
SURVEYING

Professional Wisconsin Land Surveyor

CERTIFIED SURVEY MAP

SURVEYOR'S CERTIFICATE

I, Paul R. Shallow, Professional Land Surveyor, hereby certify that by the order of Derek Konop and Taylor Konop, owners of lands described on Document Numbers 727757 and 771597 of the Oconto County Registry, I have surveyed, combined, and mapped said lands being all of Lots 26 and 27 of Riverview Plat of Oconto Falls, located in part of Government Lot 3 of Section 25, Township 28 North, Range 19 East, City of Oconto Falls, Oconto County, Wisconsin, described as follows:

Commencing at the West quarter corner of said Section 25; Thence South 89 degrees 02 minutes 08 seconds East, a distance of 1971.42 ft.; Thence South 32 degrees 59 minutes 33 seconds East, a distance of 148.12 ft. to the **POINT OF BEGINNING**;

Thence North 53 degrees 17 minutes 08 seconds East, a distance of 134.23 ft.;

Thence South 33 degrees 00 minutes 03 seconds East, a distance of 120.00 ft.;

Thence South 53 degrees 17 minutes 09 seconds West, a distance of 134.25 ft.;

Thence North 32 degrees 59 minutes 33 seconds West, a distance of 120.00 ft. to the **POINT OF BEGINNING**.

Together with and subject to any easements, covenants, and restrictions of record.

The within map is a true and correct representation of the exterior boundaries of the lands surveyed and I have fully complied with the provisions of chapter 236.34 of the Wisconsin Statutes and with the City of Oconto Falls in the surveying and mapping of same.

Dated this 15th day of January, 2025.

Paul R Shallow, PLS No. 2502
Shallow Surveying LLC

OWNER'S CERTIFICATE

As owners of lands described on Document Numbers 727757 and 771597 of the Oconto County Registry, we hereby certify: that we caused the lands described and shown herein to be surveyed, combined, and mapped as represented herein. WITNESS the hand and seal of said owners.

Derek Konop
Date

Taylor Konop Date

**STATE OF WISCONSIN)
COUNTY OF OCONTO)SS**

Personally came before me this ____ day of _____, 2025 the above named
Derek Konop and Taylor Konop, known to me to be the persons who executed the foregoing
instrument and acknowledge the same.

_____, Notary Public, Oconto County, Wisconsin.

My commission expires: _____

CITY OF OCONTO FALLS APPROVAL CERTIFICATE

This Certified Survey Map located in the City of Oconto Falls is hereby approved by the Council of the City of Oconto Falls.

Approved _____
 Clint Braun, Mayor Date _____

I, Peter Wills, being the Administrator of the City of Oconto Falls of Oconto County, Wisconsin, do hereby certify that the Council of the City of Oconto Falls has granted approval on the ____ day of _____, 2025.

Signed _____
Peter Wills, City Administrator Date _____

CITY OF OCONTO FALLS
ZONING COMPLIANCE PERMIT APPLICATION

Pd 610^w
#007191

- ☐ SITE PLAN REVIEW REQUEST
☐ PLANNING COMMISSION REQUEST
☒ APPLICATION FOR ZONING VARIANCE
☐ APPLICATION FOR ZONING DISTRICT CHANGE
☐ APPLICATION FOR CONDITIONAL USE PERMIT

LEGIBLE PRINTING REQUIRED

APPLICATION NO:

25 -
(Year) (Number)

☐ APPROVED

☐ DENIED

Date: , 20

APPLICANT: RAPIDS HOUSING LLC HOME TELEPHONE NO:

APPLICANT'S CONTACT PERSON: Keaton Schultz DAY TELEPHONE NO: 715-498-1297

APPLICANT'S ADDRESS: P.O. BOX 804, Stevens Point, WI 54481

Name of Property Owner (If different than Applicant):

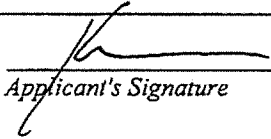
Street Address: 249 Birch Avenue

Legal Description: SEE ATTACHED DEED.

Parcel (Tax) Number: 2660607314484

REASON FOR APPLICATION: *(Attach copy of plot plan or provide sketch on reverse side of application)*

A variance from the 30' Front Yard Setback is being requested to stay consistent with existing conditions, for bringing a new
home into a location where a home once existed. See attached proposed map, and GIS Aerial Map which shows a home
located at this location in 2004. Additionally, it does not appear the homes to the east meet this setback requirement, and feel
this proposed home would stay consistent with existing conditions.


Applicant's Signature

12-6-2024
Date

Property Owner's Signature (If different than applicant)

Date

Application considered at the meeting of the City Council.

☐ APPLICATION APPROVED Action recorded in Volume Page of minutes.

☐ APPLICATION DENIED

City Clerk

Date

DIAGRAM OF PLOT PLAN

The City Zoning Ordinance states all applications for a Zoning Compliance Permit will submit a plot plan of the subject property.

DOCUMENT NO. WARRANTY DEED

This Deed, made between Villa Mobile Home Park, LLC, a Wisconsin limited liability company

_____, Grantor,

and Rapids Housing, LLC, a Wisconsin limited liability company

_____, Grantee,

Witnesseth, That the said Grantor, for a valuable consideration \$1.00 and other good and valuable consideration

conveys to Grantee the following described real estate in Oconto County, State of Wisconsin:

That part of Outlot Two (2) in ASSESSOR'S PLAT of the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of Section Twenty-six (26), Township Twenty-eight (28) North, Range Nineteen (19) East, in the City of Oconto Falls, Oconto County, Wisconsin, described as:

Beginning at the northwest corner of Lot 1, Block 3, in J.F. O'Neils Addition to Oconto Falls; thence West along the south side of Logan Avenue in said addition, 411 feet 2 inches; thence South, 529 feet 8 inches to the northwest corner of Sand Street; thence East along the north side of said Sand Street, 411 feet 8 inches to said Block 3; thence North along the west side of said block, 529 feet 8 inches to the place of beginning, EXCEPTING THEREFROM the following parcels deeded in Volume 289 of Records on page 51; Volume 318 of Records on page 591; and Volume 319 of Records on page 378, INCLUDING vacated alley in Volume 791 of Records on page 363; and in Volume 1117 of Records on page 113.

(Tax Key No. 2660607314484).

Info. Note: Thomas Street, Oconto Falls, Wisconsin 54154.

144041
Recorded
July 19, 2021 9:30 AM
LAURIE WUSTERBARTH
REGISTER OF DEEDS
OCONTO COUNTY, WI
Pages: 1
Fees: \$30.00
Transfer Fees: \$825.00

THIS SPACE RESERVED FOR RECORDING DATA
NAME AND RETURN ADDRESS

Jordan Lenzner
1141 Main St.
Stevens Point WI
54481

2660607314484
PARCEL IDENTIFICATION NUMBER

This is not homestead property.

Together with all and singular the hereditaments and appurtenances thereunto belonging;
And Grantor

warrants that the title is good, indefeasible in fee simple and free and clear of encumbrances except municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, general taxes levied in the year of closing and will warrant and defend the same.

Dated this 15th day of July, 2021

William G. Wolf (SEAL) _____ (SEAL)
* Villa Mobile Home Park, LLC
William G. Wolf, Managing Member
_____, (SEAL) _____ (SEAL)
* _____

AUTHENTICATION

Signature(s) _____

authenticated this _____ day of _____

JUDITH A. LARSEN
Notary Public
State of Wisconsin

TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, _____
authorized by Section 706.06 Wis Stats.)

THIS INSTRUMENT WAS DRAFTED BY

Robert N. Wuerfel

(Signatures may be authenticated or acknowledged. Both are not necessary.)

* Names of persons signing in any capacity should be typed or printed below their signatures.

ACKNOWLEDGEMENT

STATE OF WISCONSIN)

Washington) ss.

County.)

Personally came before me this 15 day of
JULY, 2021 the above named

Villa Mobile Home Park, LLC, by William G. Wolf,
Managing Member

to me known to be the person _____ who executed the
foregoing instrument and acknowledge the same.

Notary Public _____ Washington _____ County, Wisc.

My Commission is permanent. (If not, state expiration
date: 8-1-21)

Furnished courtesy of:



Point of Beginning

4941 Kirschling Court, Stevens Point, WI 54481
1497 6th Street - Suite C, Green Bay, WI 54304
1261 W Main Street - Suite 102, Sun Prairie, WI 53590

TRANSMITTAL

TO: City of Oconto Falls
Building Inspector
500 N Chestnut Ave
Oconto Falls, WI 54154

DATE:	12/10/2024
PROJECT:	24.4032
ATTN:	Building Inspector
RE:	Variance Request

<input type="checkbox"/> Correspondence	<input type="checkbox"/> Drawings	<input type="checkbox"/> Project Information
<input type="checkbox"/> Project Manual / Specifications	<input type="checkbox"/> Agreement for Services	<input type="checkbox"/> Other: Request for Services
<input checked="" type="checkbox"/> Other: <i>Application Fee</i>	<input type="checkbox"/> Other: <i>(right-click>delete cells)</i>	<input type="checkbox"/> Other: Request for Services

<input type="checkbox"/> For Recording	<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> Signed Contract
<input type="checkbox"/> For Your Records	<input type="checkbox"/> Please sign and return	<input checked="" type="checkbox"/> As Requested

No. of COPIES	DATED	DESCRIPTION OF ITEM
1	12/6/2024	Zoning Compliance Permit Application
1	12/6/2024	Layout Plan
1	12/10/2024	Check

COMMENTS

Please reach out to Jim Lundberg with any questions or concerns.
715-344-9999

SIGNED

CC

CITY OF OCONTO FALLS
500 N CHESTNUT AVENUE
PO BOX 70
OCONTO FALLS WI 54154

920-846-4505

Receipt No: 1.000032

Jan 8, 2025

Point of Beginning

BUILDING PERMITS - BDG PERMIT -249 BIRCH, VARIANCE	610.00
---	--------

Total:	610.00
--------	--------

CHECKS	Check No: 007191	610.00
Total Applied:		610.00

Change Tendered:	.00
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Duplicate Copy

01/08/2025 11:17 AM

City of Oconto Falls, WI
Friday, August 9, 2024

Chapter 335. Mobile Homes and Travel Trailers

§ 335-1. General provisions.

- A. In accordance with the authority granted by §§ 62.23 and 66.0435, Wis. Stats., and for the purposes listed in those sections, the City of Oconto Falls, Wisconsin, ordains these regulations for the placement and parking of mobile homes within the City. The provisions of this chapter shall be held to be the minimum licensing standards required for the establishment and operation of mobile home parks, mobile home subdivisions, travel trailer parks and campgrounds adopted to promote the health, safety, morals, comfort, prosperity, and general welfare of the City of Oconto Falls.
- B. This chapter shall not repeal, impair or modify private covenants or public ordinances, except that it shall apply whenever it imposes more severe restrictions.
- C. It is the intention of this chapter that it shall complement and be harmonious with Chapter 480, Zoning, of this Code. Any portion of this chapter which is in conflict with Chapter 480, Zoning, shall be null and void.

§ 335-2. Definitions.

The terms listed below, when used in this chapter, shall be defined as follows. Other terms shall be defined as set forth in Chapter 480, Zoning, of this Code if defined therein.

COMMON AREA

Any area or space designed for joint use of tenants occupying a mobile home park.

LICENSE

A written license issued by the City of Oconto Falls allowing a person to operate and maintain a mobile home park under the provisions of this chapter and regulations hereunder.

LICENSEE

Any person licensed to operate and maintained a mobile home park under this chapter.

MOBILE HOME

A structure which is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway, contains of a body width exceeding eight feet, six inches and is designed, equipped, and used primarily for permanent, long-term sleeping, eating and living quarters, or is intended to be so used, and includes any attachments, additions, annexes, foundations and appurtenances.

MOBILE HOME STAND

That part of an individual lot that has been reserved for the placement of one mobile home unit. The mobile home stand is generally paved with concrete.

MOBILE HOME SUBDIVISION

A residential subdivision designed for the placement of one single-family mobile home on each lot; said lots are owned separately, and said subdivision shall consist entirely of mobile homes.

PERSON

Any individual, partnership, firm, company or corporation, whether tenant, owner, lessee, or licensee, or his or its agent, heir or assign.

TRAVEL TRAILER

Vehicular, portable, temporary living quarters used for travel, recreation and vacation which may take one of the following forms:^[1]

- A. A unit built on a chassis having a body width not exceeding eight feet and a body length not exceeding 32 feet;
- B. A unit designed to be mounted on a truck chassis;
- C. A unit constructed as an integral part of a self-propelled vehicle; or

TRAVEL TRAILER PARK

A parcel of land on which two or more spaces are occupied, or intended for occupancy, by travel trailers for transient dwelling purposes. A travel trailer park may also be considered a campground.

UNIT

A mobile home or travel trailer.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 335-3. Parking of mobile homes and travel trailers restricted.

- A. Parking restricted on public lands. Except as provided in this chapter, no person shall park within the City any mobile home or travel trailer on any street, alley, or highway or other publicly owned land.
 - (1) Emergency or temporary stopping or parking of a mobile home or travel trailer is permitted on any street, alley, or highway for not longer than 24 hours, subject to any other and further prohibitions, regulations, or limitations imposed by the traffic and parking regulations or ordinances for that street, alley, or highway.
 - (2) Special permission extending emergency or temporary stopping or parking of a mobile home or travel trailer may be granted by the Police Chief or his/her designee. This permission may be granted for a period of not to exceed five days, if the issuing official finds that such parking will not interfere with the orderly flow of traffic or be otherwise injurious to the safety or welfare of the City or its inhabitants. Such permission shall be in written form and shall state:
 - (a) The name of the applicant;
 - (b) The owner or lessee of the mobile home or travel trailer;
 - (c) The address and/or location of the temporary parking location of the mobile home or travel trailer;
 - (d) The reason the temporary extension was requested;
 - (e) The dates and hours of the temporary extension; and
 - (f) Such other information as may be appropriate.
- B. Parking restricted on private lands.
 - (1) It shall be unlawful to place, locate, or park any mobile home or travel trailer on any privately owned parcel of land within the City of Oconto Falls except as provided in this chapter. All the permitted uses listed hereunder shall be subject to the restrictions set forth in Chapter 480, Zoning, of this Code applying to conditional use, including those specifying consideration and recommendation by the Planning Commission of the City.

- (a) It shall be lawful to locate one mobile home on each parcel of land, or lot, within an area zoned as a mobile home subdivision in accordance with Chapter **480**, Zoning.
 - (b) It shall be lawful to locate mobile homes on a parcel of land within a mobile home park licensed by the City, provided that the mobile home park lies within a properly zoned parcel in conformance with Chapter **480**, Zoning.
 - (c) It shall be lawful to locate a travel trailer on a parcel of land within a travel trailer park or campground licensed by the City, provided that the travel trailer park or campground lies within a properly zoned parcel in conformance with Chapter **480**, Zoning.
 - (d) It shall be lawful to locate only one travel trailer in an accessory private garage building, or in a rear yard in any residential district within the City of Oconto Falls, provided that said travel trailer shall not be occupied for living quarters and that no business shall be practiced within it while it is so parked or stored.
 - (e) It shall be lawful to locate mobile homes or travel trailers on the premises of appropriately zoned business establishments which are engaged in the sale, rental, leasing, manufacture, or repair of mobile homes or travel trailers.
- (2) The Common Council may issue a special written permit allowing the location and occupancy of a mobile home outside of a mobile home park or mobile home subdivision upon a showing of hardship and/or immediate necessity by the applicant. The permit shall not be issued for a period to exceed 90 days for one lot in any twelve-month period nor for more than one mobile home on any one lot.
- (a) Issuance of a special permit requires the consent of owner, legal agent of the owner, or the lessee of the location for which the special permit is issued.
 - (b) All mobile homes for which special permits are requested shall be inspected and approved for occupancy by the City's Health Officer prior to issuance of the permit. The Health Officer shall advise the Council on the issuance of the permit.
 - (c) Application for the special permit shall be made to the City Administrator - Clerk/Treasurer no later than seven working days prior to the meeting of the Common Council in which the issuance of the permit is to be considered. All applications for special permit shall be accompanied by an inspection fee established by the Common Council.
 - (d) The application shall contain the following information:
 - [1] Name and permanent address of the occupants;
 - [2] Address and location of the permit location;
 - [3] Serial number of the mobile home;
 - [4] Documentation of the owner's and/or occupant's permission to locate on the premises;
 - [5] Statement of the nature and location of sanitary facilities;
 - [6] A statement that all waste from mobile home occupancy shall be disposed of in accordance with the ordinances of the City of Oconto Falls; and
 - [7] If the location is a vacant lot or parcel of land, a statement indicating the nature and location of sanitary facilities and the source of water supply, that these facilities are within 200 feet of the mobile home, and that the owner has given permission for their use.
 - (e) Mobile homes parked in accordance with this Subsection **B(2)** shall be exempt from the monthly mobile home parking fee.

§ 335-4. Monthly parking fees.

- A. Imposed. There is imposed on each owner of a nonexempt, occupied mobile home in the City a monthly parking fee determined in accordance with § 66.0435(3), Wis. Stats., which is adopted by reference and made part of this section as if fully set forth herein.
- B. City Administrator - Clerk/Treasurer and Assessor informed. Licensees of mobile home parks and owners of land on which are parked any occupied, nonexempt mobile homes shall furnish information to the City Administrator - Clerk/Treasurer and Assessor on such homes added to their park or land within five days after arrival of such homes, on forms furnished by the City Administrator - Clerk/Treasurer in accordance with § 66.0435(3)(c), Wis. Stats.
- C. Collection.
 - (1) Cash deposit. Upon receipt of notice from the City Administrator - Clerk/Treasurer of the liability for the monthly parking permit fee, the owner of a nonexempt, occupied mobile home shall remit to the City Administrator - Clerk/Treasurer a cash deposit of \$25 to guarantee payment of such fees when due to the City Administrator - Clerk/Treasurer. The licensee of each mobile home park shall collect such cash deposit for each occupied, nonexempt mobile home therein and remit such deposits to the City Administrator - Clerk/Treasurer. Upon receipt of a notice from the owner or licensee that such nonexempt, occupied mobile home has been or is about to be removed from the City, the City Administrator - Clerk/Treasurer shall apply such cash deposit to reduce any monthly parking permit fees for which the owner is liable and refund the balance, if any, to the owner.
 - (2) Monthly parking permit fees. The licensee of each mobile home park shall collect the proper monthly parking permit fee from the owner of each mobile home parked therein. Licensees and owners of mobile homes permitted to be located on land outside a mobile home park shall pay to the City Administrator - Clerk/Treasurer such parking permit fees on or before the 10th of the month following the month for which such fees are due in accordance with the terms of this section and such regulations as the Administrator - Clerk/Treasurer shall reasonably promulgate.
- D. Delinquent fees. The collection of delinquent monthly parking fees shall be as provided in § 66.0435(3)(g), Wis. Stats.

§ 335-5. License for mobile home park, travel trailer park or campground.

- A. Required. No person shall establish, operate, or maintain or permit to be established, operated, or maintained upon property owned, leased, or controlled by said owner a mobile home park, travel trailer park, or campground within the City without first securing a license therefor from the Common Council pursuant to this chapter. Such license shall expire at 12:00 midnight on June 30 annually but may be renewed under the provisions of this chapter for additional one-year periods.
- B. Location restricted. An application for the construction of a mobile home park, travel trailer park, or campground shall be considered only when its proposed location is within a district zoned for such use and only after the required conditional use permit has been issued.
- C. Transfer restricted.
 - (1) Licenses for the construction and operation of a mobile home park, travel trailer park, or campground are not transferable.
 - (2) Any change in ownership of the property of said operations requires reapplication for the required license to the Common Council.

- (3) Every person holding a license shall give notice in writing to the City Administrator - Clerk/Treasurer within three days of any change in the management of the park. Such notice shall contain the name, address, and phone number of the new manager and/or management.
 - (4) Every person holding a license shall give notice in writing to the City Administrator - Clerk/Treasurer of any change in ownership of the park prior to the change. Such notice shall contain the name, address, and phone numbers of the new owner(s) and, if more than one, the percent ownership interest of each.
- D. Alteration. Any change in the layout, alteration, or expansion of a mobile home park, travel trailer park or campground shall not begin prior to the application and issuance of the required license modification by the Common Council.

§ 335-6. Application for license.

- A. The application for an original license or a renewal thereof shall be made on forms furnished by the City Administrator - Clerk/Treasurer and shall include:
- (1) Name, address, phone number of the applicant.
 - (2) If the applicant represents a business interest, the names, addresses, and phone numbers of all owners of the business and their respective percentage of ownership.
 - (3) Name, address, and phone number of owner in fee of the tract occupied or to be occupied by the park and, if different from the applicant, a duly verified statement by the owner that the applicant is authorized to construct or maintain the park and submit the application.
 - (4) The name, phone number and address of the on-site manager.
- B. The initial application for any existing, new, or revised mobile home park shall be accompanied by three copies of the complete engineering plans and specifications of the existing park, planned expansion, or proposed park showing but not limited to the following:
- (1) The total area of the tract, including outside dimensions.
 - (2) The number, location and size of all mobile home or travel trailer lots.
 - (3) The location and designation of dependent and independent mobile home spaces.
 - (4) The location of each mobile home stand within each mobile home lot.
 - (5) All property setback lines as well as setbacks for each mobile home lot.
 - (6) The location of all common areas, including the location and square footage, and dimensions and location of all recreational areas.
 - (7) The location and width of all roadways and walkways.
 - (8) The location of service buildings and the number of sanitary conveniences, including toilets, washrooms, laundries, and utility rooms to be used by the occupants of the mobile home park.
 - (9) The location of all fences.
 - (10) The location of all signs.
 - (11) Plans and specifications of all utilities, including sanitary sewage, water distribution, stormwater drainage, electrical, communications, and community antenna systems.
 - (12) Landscape plans for the entire park.
 - (13) Method and plan for solid waste removal and recycling compliance.

- (14) A copy of all park rules and description of method of enforcement.
- (15) Such other plans and specifications and information has may be reasonably required by the governing body.
- C. Any renewal application will contain:
 - (1) Copy of the conditional use permit under which the park is operating.
 - (2) Copies of any and all hardship exemptions issued by the Common Council.
 - (3) All changes that have occurred in management of the park since the issuance of the previous license.
 - (4) A copy of all revised park rules and enforcement methods.
- D. All applications shall be submitted to the City Administrator - Clerk/Treasurer for appropriate review a minimum of:
 - (1) Thirty days prior to the Council meeting in which review of the license application is expected for initial applications or proposed expansion of existing parks.
 - (2) Forty-five days prior to the expiration of an existing license for renewals of existing licenses.
- E. The application for such license or renewal thereof shall be reviewed by the City Administrator - Clerk/Treasurer for completeness, by the City Administrator - Clerk/Treasurer, Police Chief, and Health Officer for compliance with ordinances and by the City Engineer for construction standards and codes. Upon the completion of the review by municipal officials, the license application or renewal shall be reviewed by the City Planning Commission for recommendation to the Common Council. Upon satisfaction of the Common Council that the operation of the park conforms to municipal ordinances, the Council shall order the license issued.
- F. No application will be reviewed or approved without payment of the following fees:
 - (1) Initial application. Nonrefundable construction review fee as set by the Common Council.
 - (2) Annual license fee (in addition to the initial application fee). As set by the Common Council.
 - (3) Late application fee. If an application for renewal of a license is submitted to the City, or postmarked, less than 45 days prior to the expiration of the existing license, a late fee as set by the Common Council will be assessed. If a renewal application is submitted after the expiration of an existing license, the initial application process and fee schedule will apply.^[1]
 - [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
 - (4) Proration. Operation in any fiscal year requires a license. License fees shall not be prorated for a portion of the fiscal year.
 - (5) Other fees. The above-noted fee schedule is separate from zoning compliance permit fees, conditional use fees, and building permit fees that may be imposed.
- G. Any person whose application for a permit under this chapter has been denied may request and shall be granted a hearing on the matter before the Common Council as provided by § 335-8 of this chapter.

§ 335-7. Inspections.

- A. The Common Council is hereby authorized and directed to make such inspection as are necessary to determine satisfactory compliance with this chapter.
- B. The Common Council and its authorized agents shall have the power to enter at reasonable times upon the property of the licensee for the purpose of inspection and investigating conditions related

to enforcement of municipal ordinances.

- C. The Common Council, and its authorized agents, shall have the power to inspect the register containing a record of all residents of each park governed by this chapter.
- D. It shall be the duty of park management to give the Common Council and its authorized agents free access to all areas of the park at reasonable times for purpose of inspection.
- E. It shall be the duty of every park occupant to give the owner thereof, or its agent, access to any part of said park at reasonable times for the purpose of maintenance, repairs, or alterations as are necessary to effect compliance with municipal ordinances.

§ 335-8. Notices and orders; hearings.

- A. Notices and orders. Whenever the Common Council determines that there are reasonable grounds to believe that there has been a violation of municipal ordinances, the Common Council may order the discontinuance of such violation and shall give notice of such alleged violation to the person to whom the permit or license was issued.

- (1) Such notice shall:

- (a) Be in writing.
- (b) Include a statement for the reasons of its issuance.
- (c) Allow a reasonable time for the performance of the act it requires.
- (d) Contain an outline of remedial action which, if taken, will effect compliance with the provisions of this chapter.

- (2) Such notice and order shall have been properly served when:

- (a) A copy thereof has been sent by certified United States mail to the last known post office address of the licensee as registered with the City Administrator - Clerk/Treasurer;
- (b) The same has been personally served upon the attorney-in-fact of such licensee; or
- (c) The same shall have been served in any other manner as provided by Wisconsin Statutes for the service of process.

- B. Hearings.

- (1) Time limit. Any person affected by any notice which has been issued in connection with the enforcement of any provisions of this chapter may request and shall be granted a hearing on the matter before the Common Council, provided that such person shall file in the office of the City Administrator - Clerk/Treasurer a written petition requesting such hearing and setting forth a brief statement of the grounds thereof within 10 days after the date of issue of such notice or order.
- (2) Stay of notice. The filing of the request for a hearing shall operate as a stay of the notice and the order except in the case of an order issued under Subsection C. Upon receipt of such petition, the Common Council shall set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing, the petitioner shall be given an opportunity to be heard and to show why such notice and order should be modified or withdrawn. The hearing shall commence no later than 10 days after the day on which the petition was filed, provided that, upon application of the petitioner, the Common Council may postpone the date of the hearing for a reasonable time beyond such ten-day period when, in the judgment of the Council, the petitioner has submitted good and sufficient reasons for such postponement.
- (3) Order. Upon the expiration of the time required in such notice or order or after such hearing, as the case may be, the Common Council shall make findings as to compliance with the

provisions of this chapter and shall issue an order in writing sustaining, modifying or withdrawing the notice and order which shall be served as provided in Subsection A. Upon failure to comply with such order, either as sustained or modified, the license of the mobile home park affected by the order may be suspended or revoked.

- C. Emergency order. Whenever the Common Council finds that an emergency exists which requires immediate action to protect the public health, it may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as it may deem necessary to meet the emergency. Notwithstanding any other provisions of this chapter, the person to whom such order is directed shall comply therewith immediately, but upon petition to the Common Council shall be afforded a hearing as soon as possible.^[1]

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 335-9. Park specifications.

- A. Mobile home parks and travel trailer parks shall be designed to the specifications provided for within Chapter 480, Zoning, of this Code, the Wisconsin Administrative Code and Wisconsin Statutes.
- B. In addition to Subsection A above, the following specifications shall apply:
- (1) Mobile homes and travel trailers shall only be parked within designated spaces.
 - (2) All mobile home park sidewalks and roadways shall be well lit and unobstructed.
 - (3) All mobile homes shall be skirted within 15 days of placement.
 - (4) The hitch used for pulling the mobile home may protrude into the front yard setback.
 - (5) Mobile home parks shall be served by a private main sanitary sewer connected to the municipal sanitary sewer system.
 - (6) The size of the water service for a mobile home park shall be determined by the number of units served and shall conform to the requirements of Wisconsin Administrative Code and the recommendations of the City Engineer.
 - (7) All mobile homes units, whether parked in mobile home subdivisions or mobile home parks, are required to be secured to the ground via tie-downs. A minimum of two tie-downs shall be provided for each unit. Mobile home units parked in accordance with § 335-3B(2) shall be exempt from the tie-down requirement.

§ 335-10. Management responsibilities.

- A. Park office. In every mobile home park there shall be located the office of the on-site manager or agent in charge of such park. A copy of the park license shall be posted therein. A copy of the current mobile home ordinance, park rules, and park register shall be kept at all times within the park office.
- B. Duties of manager and licensee. The manager, agent in charge and licensee shall together:
- (1) Keep a register of all occupants which shall be open to inspection by federal, state, and local officials.
 - (a) Said register shall contain:
 - [1] Names of all park occupants.
 - [2] Mobile home serial number and license number.

[3] Automobile license numbers.

- (b) Said register shall identify the lot or address in which each occupant resides.
- (c) A copy of such register, listing all required information and all monthly changes, shall be mailed to the City Administrator - Clerk/Treasurer by park management on or before the 10th day of each month.

- (2) Ensure that the provisions of this chapter are complied with and enforced.
- (3) Provide adequate supervision of the park at all times.
- (4) Maintain and operate the park in conformance with all municipal codes and ordinances and park rules.
- (5) Maintain the park in a well-maintained, clean, orderly, and sanitary condition at all times.
- (6) Distribute a copy of the park rules to all occupants of the park as well as copies of all revisions of park rules and inform occupants of their duties and responsibilities under this chapter.
- (7) Supervise the placement of each mobile home on its mobile home stand, which includes securing its stability and installing all utility connections.
- (8) Collect the monthly parking fee provided for in § 335-4 of this chapter. An account shall be kept showing the names of persons paying said fee and the amount paid.
- (9) Erect and maintain lot number signs on each lot providing the lot number visible from the park access roads containing numerals of a minimum two inches in height.

C. Duties of park occupants.

- (1) Park occupants shall comply with all applicable requirements of this chapter and shall maintain their mobile home lots, their facilities, and equipment in good repair and in a clean and sanitary condition.
- (2) Park occupants shall obey all rules established by park management.
- (3) The park occupant shall be responsible for the proper placement of the mobile home on its mobile home stand and the proper installation and connection of all utilities in accordance with instructions from park management.
- (4) Pets, if permitted in the park, shall be prevented from running at large or committing any nuisance within the limits of any mobile home lot.
- (5) Porches, awnings, and other additions shall be installed subject to the uniform standards established by park management. When installed, they shall be maintained in good repair.
- (6) Fire extinguishers for Class B and C fires shall be kept at the premises and maintained in working condition.

§ 335-11. Exemptions.

- A. Where the Common Council finds that compliance with licensing provisions of this chapter would result in undue hardship, an exemption may be granted at the discretion of the Council, without impairing the intent and purpose of this chapter.
 - (1) Exemptions from any licensing requirement involving design or construction standards shall not be granted without first acquiring a variance from the standard found in Chapter 480, Zoning.
 - (2) Deviations from design, construction and installation provisions shall be brought into compliance with this chapter and requirements of Chapter 480, Zoning, within a reasonable

period of time based on economic feasibility of the required improvement, nature, significance, and extent of deviation, depreciation of material improvement, layout in use or other similar factors.

- B. The time period granted for such an exemption shall begin after the Common Council has given notice of the exemption from this chapter to the person to whom the license or certification was issued.
- C. Gradual improvement to a higher degree of conformity may be permitted at the discretion of the Common Council, provided that there shall be complete conformity at the end of a period prescribed by the Common Council.

§ 335-12. Conflicts with other laws.

In any case where a standard is specified in this chapter which is not in agreement with a corresponding standard in another code or ordinance of the City of Oconto Falls, or in a statute of the State of Wisconsin, the more restrictive standard shall apply.

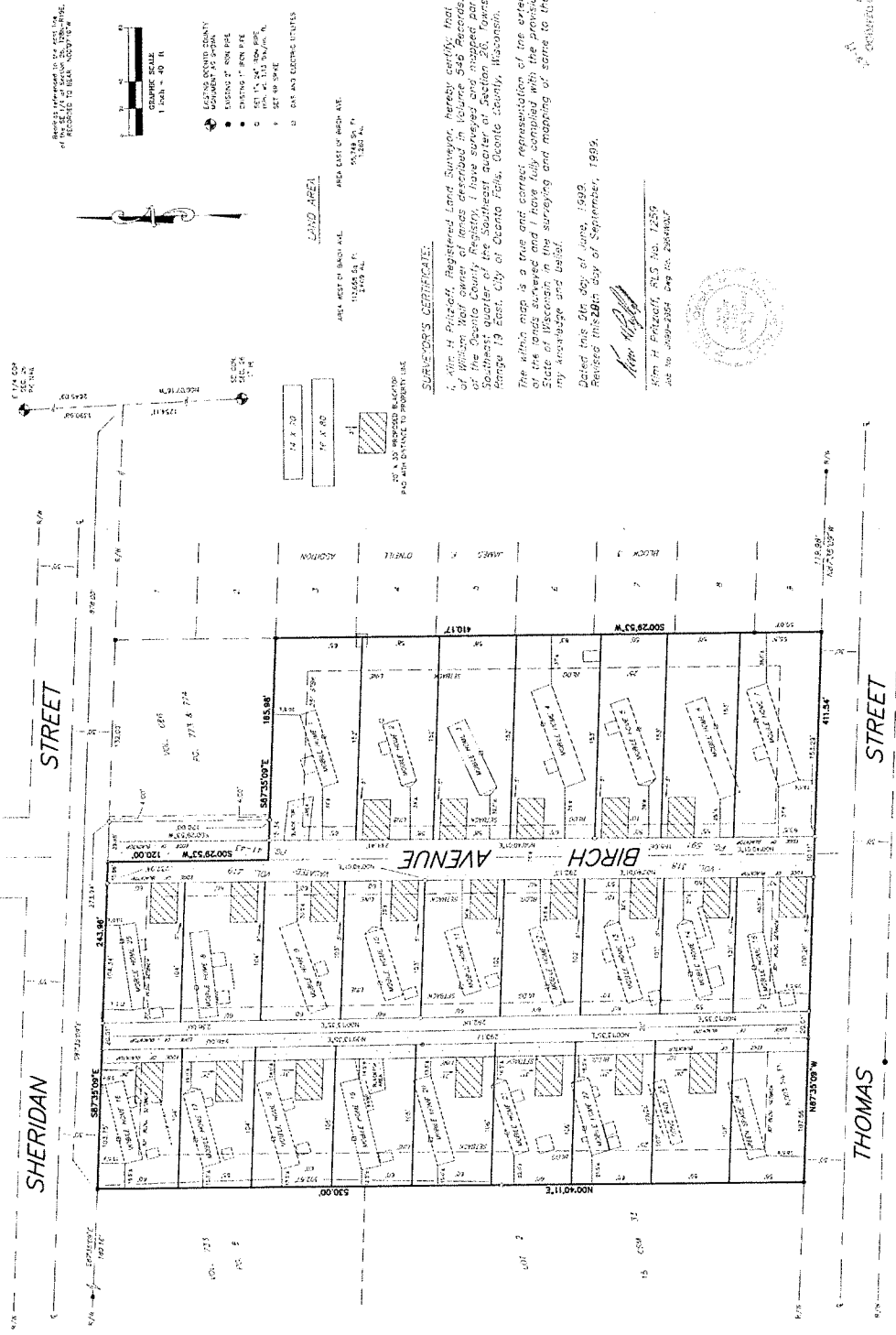
§ 335-13. Violations and penalties.

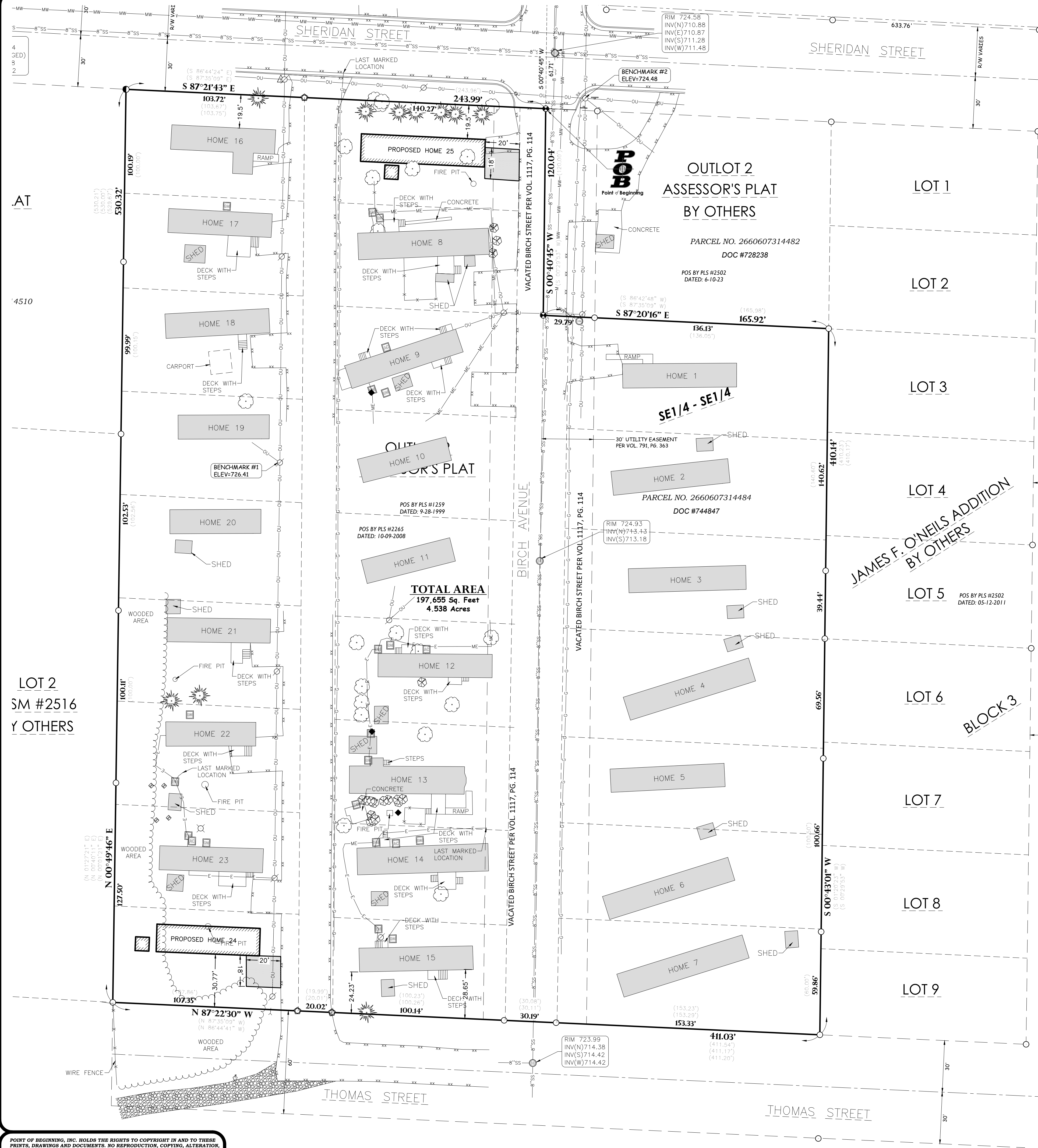
Any person who shall violate any provision of this chapter shall, upon conviction thereof, be subject to a penalty as provided in § 1-9 of this Code. Each day's failure of compliance with any such provision shall constitute a separate violation.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

PLAT OF SURVEY

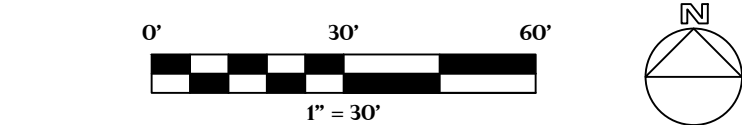
Part of the SE 1/4 of the SE 1/4 of Section 26, Township 28 North, Range 19 East,
City of Oconto Falls, Oconto County, Wisconsin





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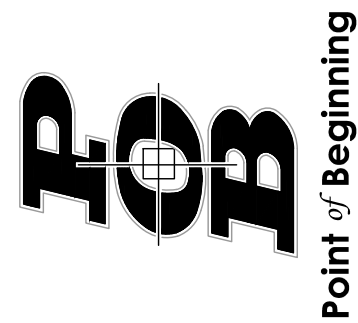
REVISIONS

CHECKED:	JJL
DRAWN:	JJL
DATE	01/03/2025
PROJECT NO.	

LAYOUT PLAN

SCHULTZ REAL ESTATE GROUP
OCONTO FALLS MHC
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Point of Beginning



COMPREHENSIVE PLAN UPDATE

SCOPE OF SERVICES AND COST PROPOSAL

City of Oconto Falls

Oconto County, Wisconsin

January 16, 2025

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Table of Contents

INTRODUCTION	1
OBJECTIVES	1
SCOPE OF SERVICES	2
Phase 1: Project Kickoff	2
Phase 2: Update Required Comprehensive Plan Elements.....	2
Phase 3: Project Coordination and Collaboration	2
Phase 4: Final Products.....	2
PLANNING PROCESS AND TIMELINE	3
DIVISION OF WORK.....	4
PROJECT COST.....	4
PROJECT TEAM AND QUALIFICATIONS	5
Work Experience	6
Capability Statement	6

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Introduction

The Bay-Lake Regional Planning Commission ("Commission") has prepared this scope of services as a response to the City of Oconto Falls ("City") request for a plan update that complies with relevant State requirements and that better aligns future land use planning with the City's goals and vision for growth.

Wis. Stats. 66.1001 requires every governmental jurisdiction that regulates the use of land through a land division ordinance, shoreland zoning ordinance, general purpose zoning ordinance, or official map to have an adopted comprehensive plan. In addition, as part of the State Statute requirements, a comprehensive plan must be updated at a minimum of every 10 years. The Commission understands that the City's desire to update the plan's content is not only to meet State Statute requirements, but also to ensure the City has an up-to-date tool to make informed land use decisions.

Objectives

The Commission has specified the following objectives in updating the City of Oconto Falls's Comprehensive Plan:

- To work with the City Plan Commission (or other assigned entity) to prepare an update to the City of Oconto Falls Comprehensive Plan which will comply with the requirements of Wis. Stats. 66.1001.
- To encourage citizen participation and to coordinate planning efforts between the City and neighboring jurisdictions during the plan development process.
- To review and update the existing conditions and background data within the plan, as necessary.
- To incorporate amendments to the comprehensive plan that have been adopted since the City's current plan was developed (i.e., 2008).
- To consider existing City planning studies, as well as comprehensive plans adopted by nearby communities and Oconto County.
- To assist with updates to the vision statement, recommendations, goals, and strategies designed to guide future growth and development of the City for the next 20 years.
- To assist the City in the adoption of the plan by preparing the resolution and ordinance for adoption of the comprehensive plan by the City Planning Commission.
- To prepare a plan that can be updated, cost-effectively, on a five-to-10-year cycle.
- The Commission will be available at the request of the City to provide additional planning assistance to implement the updated comprehensive plan.

Bay-Lake Regional Planning Commission

The Bay-Lake Regional Planning Commission is a multi-service planning agency within Wisconsin that delivers a variety of federal, state, and local programs. It provides planning and technical assistance to member local units of government in northeast Wisconsin and is accountable to its members. The Commission also serves as an effective partner for state and federal governments.

Commission Contact:

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Executive Director

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Phone: 920-448-2820, ext. 105

Website: www.baylakerpc.org

Address: 1861 Nimitz Drive
De Pere, WI 54115

Scope of Services

Through a contract agreement between the Commission and the City, the Commission will update the City's Comprehensive Plan by coordinating and drafting the plan document, along with assisting with meeting facilitation.

The following work plan is intended to describe the process to update the plan. The Commission is flexible in refining the details to best suit the City's desired outcomes.

Phase 1: Project Kickoff

The Commission proposes to facilitate one (1) kickoff meeting at the outset of the project to provide an opportunity to discuss the project, clarify project objectives and schedule, and begin discussing key technical issues with the City's core project team (planning staff, the City Planning Commission representatives, etc.).

Prior to this meeting, the Commission will review relevant and existing plans and studies, as provided by the City, to better understand recent planning efforts and existing conditions. The Commission will additionally prepare a draft public participation plan, to be discussed at the kickoff meeting and subsequently refined.

Phase 2: Update Required Comprehensive Plan Elements

The Commission will prepare an update to the *City of Oconto Falls Comprehensive Plan*. The updated Comprehensive Plan will meet the requirements of Wis. Stats. 66.1001. Commission staff will work with the city to reorganize, simplify, or add new topics/chapters to the plan (as needed) while addressing the required elements per Wis. Stats. 66.1001. The Commission will update the following components:

- Accomplishments since the adoption of the previous 2008 Comprehensive Plan
- Background information, including data from the U.S. Census, American Community Survey, and/or other public available data
- Vision statement, policies, and recommendations
- Comprehensive Plan elements and maps, including changes to the future land use plan

Phase 3: Project Coordination and Collaboration

To facilitate the development of the plan and to ensure that the plan is a statement of City policy, the Commission will meet with the City core team, or other assigned entity or committee, to review and discuss comments related to the text and mapping updates in up to four (4) meetings. In addition, the Commission will seek comments and feedback from the City project team (or assigned entity/committee) as updates are drafted. Further, the City may seek feedback from the community via public survey.

Phase 4: Final Products

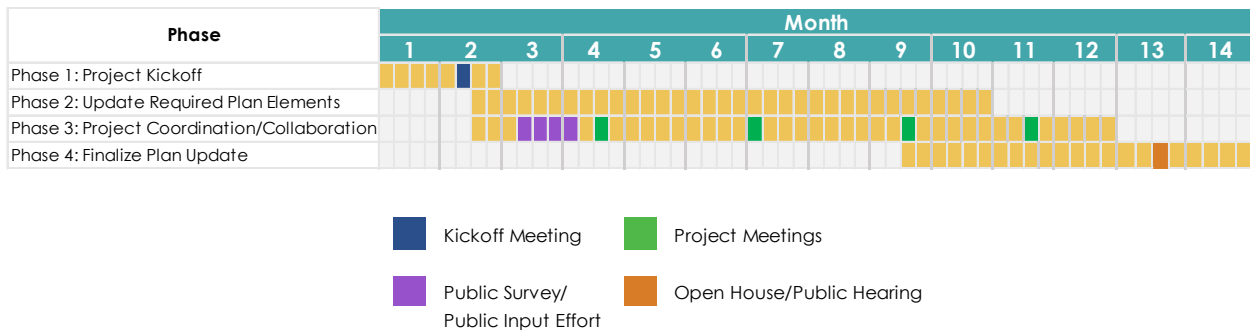
Upon review of the draft plan update by the City, the Commission will refine and prepare a hearing-ready comprehensive plan. Commission staff will format the plan document into a digital file to facilitate future revisions and amendments. The Commission will attend one (1) open house/public hearing of the City to present the plan update in anticipation of adoption. Prior to the hearing, the Commission will help prepare the resolution and ordinance for adoption of the comprehensive plan.

Planning Process and Timeline

The Commission anticipates a 14-month planning timeframe to update the *City of Oconto Falls Comprehensive Plan* (see *Exhibit 1*). This timeline is based on the scope of services as outlined earlier in the document. This includes up to four project meetings with the City project team/advisory committee, as well as ample time and opportunity for citizen involvement, and thorough review of content by the City. Upon City approval of this scope of services and over the course of the project, the timeline may be amended if there are unforeseen issues or delays in the planning process.

For the Commission to complete a quality plan in a timely manner, the City will be required to review and make comments on the comprehensive plan update as it is written. The Commission will revise the materials as directed by the City.

Exhibit 1. Proposed Project Timeline



Division of Work

Commission staff will be responsible for:

- Attending one (1) project kickoff meeting, up to four (4) project meetings, and one (1) open house/ public hearing.
- Updating relevant data, maps, and content.
- Preparing an open house, an online survey (if requested), and summarizing survey results.
- Formatting the Comprehensive Plan document (including text, maps, and other exhibits), as requested following City review of the updated plan.
- Assisting the City with preparation of a Resolution, Ordinance, and Public Hearing materials.

City staff will be responsible for:

- Reviewing and revising, as necessary, the City's Public Participation Plan prior to beginning the comprehensive plan update process.
- Posting and sending out meeting notices and survey notices to citizens and other interested and required parties.
- Providing a meeting space for all in-person meetings.
- Reviewing and revising, as needed, the Comprehensive Plan update, including:
 - Required plan elements (e.g. background and data).
 - 20-Year Vision Statement and Goals & Objectives.
 - 20-Year development strategy and corresponding mapping.
 - Implementation Element.
- Lastly, City officials are encouraged to attend meetings and provide input, as requested.

Project Cost

The Commission's fee for completing the *City of Oconto Falls Comprehensive Plan* will be \$18,515 (see Exhibit 2). The Commission prepared this budget based on recent, relevant experience preparing other comprehensive plan updates in the region.

Additional meetings, document copies, summary poster, story map, and other work activities requested by the City, beyond those listed in this scope of services, will be at an additional cost to the City. That cost would be at a mutually agreed upon fee.

Exhibit 2. Proposed Budget for the Comprehensive Plan Update

Cost of Comprehensive Plan Update	\$20,365
Membership cost savings*	(\$1,850)

Commission/City Contract Amount	\$18,515
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*Transportation element partially updated through the Commission's Rural Transportation Work Program and the Economic Development element partially updated through the Commission's EDA Work Program

Project Team and Qualifications

The Commission uses a team approach for its planning projects under the guidance of an experienced and qualified team leader who acts as the project coordinator. The Commission's team for the *City of Oconto Falls Comprehensive Plan Update* consists of the following:

- **Executive Director** will oversee the project and ensure diligent completion.
 - **Brandon Robinson** - Brandon has been with Bay-Lake RPC since 1998. In addition to his management duties as the Commission's Executive Director, Brandon is extensively involved with the community assistance program, including comprehensive and other long-range planning, and assists with plan implementation and ordinance development. Brandon also offers technical assistance by writing and administering grants under these program areas. Brandon earned his Bachelor's Degree from the University of Wisconsin - Oshkosh in Urban and Regional Studies and in Geography.
- **Community Assistance Planner** will serve as the project lead and will be the primary contact for the project.
 - **Kyle Robison** - Kyle joined the Bay-Lake RPC in July 2024. His duties include a range of planning activities such as developing comprehensive plans, hazard mitigation plans, and other long-range planning documents, researching policies and legislation related to community development, and engaging with various agencies and local stakeholders. Kyle has developed a diverse skill set from his prior experiences in aviation, engineering design, and community engagement. He is a US Air Force veteran and holds a Bachelor of Science in Landscape Architecture from Purdue University.
- **GIS Specialist** will provide mapping, data collection and analysis, and other visualization for this project.
 - **Natalie Blackert** - Natalie joined the Bay-Lake RPC in January 2024. Her duties involve leading the development, implementation, and management of Geographic Information Systems for the Bay-Lake Region. Natalie brings experience with GIS-based environmental research, and historical infrastructure analysis. She graduated from the University of Wisconsin-Eau Claire with a Bachelor of Arts Degree in Environmental Geography, and with minors in History and Latin American Studies.

Work Experience

The preparation of county and local comprehensive plans by the Commission dates back to the early 1970's. Since Wisconsin enacted the "Smart Growth" law in 1999, the Commission has prepared over 100 comprehensive plans along with other land use plans throughout the eight county Bay-Lake Region.

The Commission's overall planning experience includes development of:

- Comprehensive Plans and plan elements for Towns, Villages, Cities, and Counties
- Land Use Site Plans
- Farmland Preservation Plans
- Zoning Ordinances and Codes
- Area Development Plans
- Park and Recreation Plans
- Hazard Mitigation Plans
- Tax Incremental Financing Plans
- Natural Resource Plans
- Sewer Service Area Plans
- Transportation Corridor Studies and Plans
- Pavement Management Surveys

In addition, the Commission has experience writing and administering:

- Public Facility Grants
- Economic Development Grants
- CDBG Planning Grants
- Housing Grants
- Coastal Management Grants
- Transportation Grants

Capability Statement

As a public and official area-wide planning agency for northeastern Wisconsin since 1972, the Commission has the expertise and resources to successfully achieve the objectives of this proposed planning project for the City of Oconto Falls.



Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region.

- **Community and Economic Development**
 - **Geographic Information Systems**
 - **Environmental**
 - **Transportation**

Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115
920 448 2820

www.baylakerpc.org

Taxkey 2660707715481

I want to...

Description

Owner Name 1: CITY OF OCONTO FALLS

Owner Name 2:

Owner Address:

PO BOX 70

OCNTO FALLS, WI 54154

Property Address:

[Property Info](#)

[Navigate Here With Google Maps](#)

Details

OBJECTID

41195

Shape

N/A

STENUM

266

Shape_Length

365.4691

Shape_Area

7594.5758

Name

2660707715481

CreatedByR

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{80D0ED57-EF2E-4B40-AF0C-
A774DFE91782}
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←344 N Franklin St

Share

114 N Franklin St

Oconto Falls, Wisconsin

Google Street View

Jun 2023See more dates



Oconto County SOLO Parcel Report

Parcel ID: 2660707715481

School District: OCONTO FALLS

Other Districts: CITY OF O. FALLS TID #3

Assessed Acreage: 0.000

Land Value: \$0

Primary Owner(s): CITY OF OCONTO FALLS

Improvement Value: \$0

Address: PO BOX 70
OCONTO FALLS, WI 54154-

Section: SEC25-T28N-R19E

Volume/Page: 235-124

Document Number:

Physical Address:

Legal Description: LOTS 1 & 2 VOLK ADD TO VOLKS PLAT BLK 3 LOT 3 CALDWELL 2ND ADD BLK 4 EXC V738-P719
2660725030263



Oconto County Land Information Systems makes every effort to produce the most current and accurate information possible. No warranties, expressed or implied, are provided for the data provided, its use, or its interpretation. Oconto County does not guarantee the accuracy of the material contained herein and is not responsible for any misuse or misrepresentation of this information or its derivatives. Oconto County parcel maps are for tax and real property listing purposes only and do NOT represent a survey.



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