



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: **Public Works Committee of the City of Stoughton**
Date /Time: **Thursday, July 15, 2021 at 6:00 pm**
Location: **This meeting will be a Hybrid In-person and Virtual Meeting**
Stoughton Public Works Facility
2439 County Road A
Stoughton, WI 53589

Or

Join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/473720885>

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 473-720-885

Members: Tom Majewski, Lisa Reeves, Fred Hundt, Rachel Venegas, Kay Rashka, Kathy Engelberger, and Mayor Tim Swadley

Item # CALL TO ORDER

1. Communications
2. Approve Minutes of the June 17, 2021 Meeting

Item # OLD BUSINESS

3. Update on the Friends of the Stoughton Prairies Task Force Structure and Maintenance Plan

Item # NEW BUSINESS

4. Update on the fencing at Veterans Park Pickle ball Court
5. Review and Approve the Parks Tree Planting Approval Form
6. Review and Recommend Round-about Landscaping for Future DOT Round-about Installation on Hwy 51
7. Future Agenda Items
 - a. Minimum Terrace Width for New Development
 - b. Minimum Landscape Maintenance Standards for Commercial Properties
 - c. Pedestrian Safety Features at Round-about
8. Tour of the Public Works Facility
9. Adjourn

ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, City Clerk Holly Licht, Tim Onsager Stoughton School District, Judi Krebs, stoughtonreporter@wcinet.com, stoughtoneditor@wcinet.com, Stoughton Newspaper/WI State Journal/Capital Times

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

Public Works Committee
Thursday, June 17, 2021
(Virtual Meeting)

Members Present: Tom Majewski, Fred Hundt, Lisa Reeves, Rachel Venegas, Kathy Engelberger, Kay Rashka and Mayor Swadley

Absent/Excused: Rodney Scheel

Staff: Public Works Director Brett Hebert and Jennifer Wagner

Guests:

Call to Order: *Majewski* called the meeting to order at 6:01 PM

1) **Communications:** *Hebert* reported:

- Pulverization started this week on Nygaard to Roby and it is off to a good start and have been in good communication with business owners.
- Flowers were planted on Main St but due to the recent weather, it has not been a great start. Two out of the ten didn't make it and future flowers will be flowers that hang over the baskets.
- *Hundt* encouraged others on the Committee to get the word out about the 40 available trees to residents through the Grant. Next steps will be to put something in the Tower Times and Facebook letting residents know they can apply on The City website.

2) **Approve May 20, 2021 Meeting Minutes:** Motion by Reeves seconded by Hundt to approve the minutes. Motion carried 5-0.

Old Business:

3) **Discuss and Possible Approval of the City of Stoughton Prairie and Natural Areas Maintenance Plan:** *Hebert* presented a step by step program that is similar to other municipalities and also has volunteer/friends group to help with such projects. *Engelberger* offered to get more information and get more people/volunteers involved.

New Business:

4) **Review and Approve the Revisions to City Ordinance Chapter 2, Article IV, Division 8, Sec. 2-477 thru 2-479 Shifting all Oversight Duties of the Cemetery to the Public Works Committee:** *Hebert* presented that it is allowed per statute, revising "board" to "Public Works Committee" so that any changes made pertaining to either cemetery will go through the Public Works Committee

Motion by Reeves, seconded by Hundt to move to Council for approval. Motion carried 5-0

5) Discuss and Possible Action of the DOT Preliminary Plans for Reconstructing Highway 51 (E. Main St) from Fifth St to Spring Rd: *Hebert* was advised that business owners would like this to be reconsidered the need for bike paths because it will take away from parking for their customers. The DOT mentioned in a recent meeting, if there was a change of plans now it could drastically delay the project for a considerable amount of time for wider roads.

**Motion by Reeves, seconded by Hundt to endorse a resolution and not make any changes.
Motion carried 5-0**

6) Discuss a Date and Time to Tour the Public Works Facility and Yard Waste Site: *Hebert* suggested this could take place after next month's meeting.

7) Discuss Future Meeting Platform (Virtual, In-person, Hybrid): *Hebert* advised the policy does allow hybrid meetings if some are interested in that option. Next month's meeting will be in person with the option for hybrid.

8) Future Agenda Items:

- Update on Prairie Maintenance Plan
- Volunteer planting supervision for Parks – form
- Discuss maintenance of roundabouts and pedestrian safety
- Revisit adequate width for right of way
- Discuss minimum maintenance standards for Commercial Properties

9) Adjourn: Motion to adjourn by Hundt, seconded by Venegas to adjourn the meeting at 7:10 pm. Motion carried 5-0.

Respectfully submitted by Jen Wagner

Friends of Stoughton Prairies Task Force

Draft

Purpose

The Friends of the Stoughton Prairies Task Force is a collection of volunteers, city staff and elected officials who work as a collective to help cultivate, maintain and provide public education on the benefits of the prairie lands in Stoughton, WI. The task force not only acts as an advisory body to the Public Works staff and Public Works Committee, but also perform research, physical work, public education, seed harvesting and are responsible for the overall health of the prairie lands in Stoughton.

Task Force Member Make Up

- (3) Citizen Members (Three year term)
- (1) City Staff Member
- (1) Public Works Committee Member

Member Terms

All task force members shall be appointed by the mayor. Appointees shall be granted a three (3) year term to serve on the task force. Task Force members, on an annual basis, shall elect a Chair and Vice Chair of the task force. All members will have an equal vote on the task force.

Meeting Frequency

The Task Force will meet monthly. Work days will be scheduled and run by the Task Force. All activities will be advertised on the City's web page, social media and other media outlets.

City Resources and Budget

The Task Force shall provide a request to the Director of Public Works for any necessary tools, material or staff assistance that may be necessary to care for the prairies. If the request is reasonable and within the city budget approved by council, the Director of Public Works, or their designee shall procure the products requested. The goods purchased shall remain the property of the City of Stoughton.

Donations are welcome and shall be kept in a special fund separate from the City's general fund, and shall be dedicated solely to the care of the Stoughton Prairies. Funds used from this account for the care of the prairies shall be approved by the Task Force.

Proposed work days (Scheffelker)

July 25, Sunday, 8:30am to 12:00pm

August 8, Sunday, 8:30-12:00pm

August 16, Tuesday 8:30am - 12:00pm

August 22, Sunday, 8:30am -12:00pm

August 28, Saturday, 8:30am - 12:00pm

September 4, Saturday, 8:30 - 12:00pm

September 12, Sunday 8:30 - 12:00pm

September 18, Saturday, 8:30am - 12:00pm

Amundson Park Prairie Restoration Maintenance Plan 2021

Amundson prairie is a Mesic, Tall Grass Prairie. The prairie consists of many appropriate species of prairie plants and grasses. The list below addresses the largest population of invasive species in the prairie. It is a starting point and will take 2-3 years to control with an adequate work force. This prairie could benefit with the addition of more prairie grasses and wider variety of flowering prairie plants.

Kathy E. Engelberger, July 5, 2021

July, August, September

1. Pull Crown Vetch from prairie.
2. Pull wild parsley from prairie carefully on overcast day or late afternoon.
3. Pull white and yellow sweet clover from prairie. Parkway into prairie.
4. Pull garlic mustard from edge of woods by prairie.
5. Pull Dames Rocket from area.
6. Pull Virginia creeper from prairie.
7. Pull Canadian thistle with thick gloves or very low on stem.
8. Pull Queen Anne's lace or use spade to get root better.

October, November, December

1. Pull small honeysuckle, pull larger with tools and equipment.
2. Spray garlic mustard seedlings with glyphosate.
3. Cut common buckthorn and spray stump with glyphosate.
4. Pull Virginia creeper.
5. Cut any small trees from prairie and treat stem with glyphosate.

March, April, May 2022

1. Spray dame's rocket, garlic mustard. Pull larger plants.
2. Pull honeysuckle up to 4 feet. Larger with tools.
3. Cut and spray buckthorn and larger honeysuckle.
4. Spray bull thistle, Canadian thistle.
5. BURN April 1 to May 15. Inspect prairie for nests before burn.
6. Pull garlic mustard edge of woods.

Thin Indian hemp.

Schefelker Park Removal of Invasive Plants Maintenance Plan 2021

Schefelker prairie is a Mesic, Tall Grass Prairie. The prairie consists of many fine appropriate species of prairie plants and grasses. The list below addresses the largest population of invasive species in the prairie. It is a starting point and will take 2-3 years to control with an adequate work force.

Kathy E. Engelberger, July 5, 2021

July, August, September

1. Cut burdock and thistle with brush cutters left side of prairie on wood mulch and down trail into woods.
2. Pull Virginia creeper out of prairie by hand.
3. Cut by hand or pull many small trees in prairie. If cutting, spray with herbicide.
4. Cut Canadian thistle.
5. Remove mulberry trees overhanging the trail on both sides of the prairie.
6. Remove common buckthorn edge of trails both sides of prairie with loppers and treat stump with herbicide.
7. Remove walnuts in prairie with loppers and treat stump with herbicide.
8. Cut multiflora rose and treat vine with herbicide.
9. Pull Queen Anne's lace in prairie. If dry, cut into ground with spade to get root.
10. Pull yellow and white sweet clover.
11. Pull Dames rocket. Bag and landfill.
12. Thin Indian hemp to half. Pull or cut.

September, October, November

1. Spray bugleweed and creeping Charlie with herbicide on edge of prairie and into woods along trail on left side of prairie.

2. Remove larger shrubs and trees on edge of trail overhanging trail and prairie. Treat stumps with herbicide. Boxelder, buckthorn, honeysuckle, mulberry.
3. Pull Virginia creeper out of prairie.
4. Pull half of the sumac out of the prairie.
5. Cut and spray small trees out of prairie.
6. Pull half of the hemp weed.
7. Pull half of the sumac.
8. Spray garlic mustard seedlings on edge of woods.
9. Pull raspberry vines out of prairie, spray cane with herbicide.
10. Spray seedling for dame's rocket, glossy buckthorn, honeysuckle in November.
11. Thin Indian hemp.

March, April 2022

7. Spray dame's rocket, garlic mustard. Pull larger plants.
8. Pull honeysuckle up to 4 feet. Larger with tools.
9. Cut and spray buckthorn and larger honeysuckle.
10. Spray bull thistle, Canadian thistle.
11. BURN April 1 to May 15. Inspect prairie for nests before burn.
12. Pull garlic mustard edge of woods.
13. Thin Indian hemp.

May, June 2022

1. Pull garlic mustard edge of woods.
2. Pull Dame's rocket.
3. Spray bugleweed in woods.
4. Spray thistle on wood mulch.

July, August, Sept 2022

1. Cut burdock and thistle with brush cutters left side of prairie on wood mulch and down trail into woods.
2. Pull Virginia creeper out of prairie by hand.
3. Cut by hand or pull many small trees in prairie. If cutting, spray with herbicide.
4. Cut Canadian thistle.
5. Remove mulberry trees overhanging the trail on both sides of the prairie.
6. Remove common buckthorn edge of trails both sides of prairie with loppers and treat stump with herbicide.
7. Remove walnuts in prairie with loppers and treat stump with herbicide.
8. Cut multiflora rose and treat vine with herbicide.
9. Pull queen anne's lace in prairie. If dry, cut into ground with spade to get root.

10. Pull yellow and white sweet clover.
11. Pull Dames rocket. Bag and landfill.
12. Thin Indian hemp to half. Pull or cut.
- 13.

Reference;

A Field Guide to Terrestrial Invasive Plants in Wisconsin, DNR legal list of invasive plants.

Veterans Park Pickle Ball Court Fencing



City of Stoughton

Tree Planting in Parks - Approval Form

This section to be filled out by the City Forester

Park Tree(s) will be Planted In: _____ Attach Aerial Map of Location(s)

Tree Species: _____

Tree Dimensions at Maturity: Height _____ Width _____

Tree Supplied By: City _____ Other _____

Trees to be Planted by: City _____ Other _____

This section to be filled out by the Park and Recreation Director

Does this tree species and location fit within the current park master plan? Yes _____ No _____

Comments: _____

Impacted Park User Groups: _____

Have the Impacted User Groups Been Contacted? Yes _____ No _____

Comments From User Group(s) (if any)

Approvals

By Signing below, you agree that the tree planting request within the park has been reviewed and fits within the overall parks master plan and the tree species is suitable to the location agreed upon.

City Forester:

Parks Maintenance Supervisor:

_____ Date _____

_____ Date _____

Parks and Recreation Director:

Director of Public Works:

_____ Date _____

_____ Date _____

Stoughton Roundabout Landscaping Samples

Sample A – Grass only



Sample B – Grass or rock with Tree in the Middle



Sample D – Sign or monument



Minimum Maintenance Standards and Minimum Terrace Width Past Discussion Review

Minimum Maintenance Standards

March 21, 2019

- 2) **Minimum Maintenance Standards:** At the August 2018 meeting the Minimum Maintenance Standards were reviewed after *Scheel* drafted an Ordinance Amendment to repeal and recreate Ordinance Section 10-317. At that time the City Attorney needed to review the document.

Reeves had some concerns regarding windows and suggested some additional language be added to Sec C # 8 - Broken windows shall be boarded temporarily for a maximum of 120 days. Other questions were asked for clarification on wording in other parts of the document.

Scheel reiterated that there is some inconsistency with enforcements of ordinances as it is mainly complaint driven and there is not enough staff to follow up.

Motion by Reeves, seconded by Boersma to approve the Minimum Maintenance Ordinance with the changes to C) # 8 – Windows & Doors then send to the City Attorney for review and onto Council for final approval. Motion carried 5-0 (with the Mayor voting yes).

- 7) **Review and update of the landscape point system for commercial development:** *Majewski* requested this issue to be placed on the agenda for discussion asking if the landscaping planting points are current with other communities and feels that the city is lacking in diversity when planting. *Scheel* stated that the document was produced in 2009 and modeled after what other communities were doing.

After some discussion, the committee decided that they would like the new forester to review the document and directed staff to contact other communities to see how they had many any changes.

This will be brought back to the committee in October.

Minimum Terrace Widths

August 15, 2017

- 8) **Discussion and possible action regarding terrace width requirements for new construction:** *Majewski* requested this issue be placed on the agenda for discussion stating that the terraces in the new sub-divisions are too small to accommodate snow storage and decent size trees to be planted and would like the ordinance reviewed.

Scheel stated the terraces are larger using Kettle Park West as an example stating the north side of Jackson St the terraces are 7 ½ to 9 feet wide and on the south side are 12 feet wide. *Scheel* also said that there is a lot of competition for this space – such as; parking on one or both sides of the street, bike lanes shared use paths and now sidewalks need to be five feet wide.

Engelberger stated he feels that a “good looking” city is needed and this issue needs more discussion and staff should check on what other communities are doing with their space. He stated that Fitchburg is doing some interesting things with their right-of-ways to accommodate all the different needs that *Scheel* stated.

Boersma stated that one size fits all doesn’t always work. More ideas brought forward were; each development should be reviewed for what needs to happen for that specific area, flexibility is needed as property owners want to get as much as possible on their land and look at having a minimum for the terrace width and not a maximum.

The committee directed staff (*Scheel*) to look at same population or larger communities (Sun Prairie, Fitchburg, Verona or others in Dane Co) to see what their standards are for right-of-ways.

This was placed on the agenda for September

October 17, 2017

- 6) **Discussion and possible action regarding terrace size for new development:** *Scheel* gathered information from surrounding communities on their standards regarding street right-of-ways which reflect terrace sizes and discussed these findings with the committee. *Scheel* reiterated that there is a lot of competition for the space within the right-of-way – i.e. bike lanes, parking, mixed use paths and sidewalks. During the preliminary plat phase, council would have an opportunity to discuss how they wanted to utilize the space within the right-of-way.

The committee agreed that they do not want to deter someone from coming and building in the city and that Council already has to approve the plans, so there is already discussion for each development regarding this issue and felt no changes were necessary to the ordinance.

**Motion by Boersma, seconded by Jenson that the materials were reviewed and no changes are recommended to Ordinance 66-707 Street Standards at this time.
Motion carried 3-0.**



CITY OF STOUGHTON
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381 East Main Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: October 10, 2017

To: Public Works Committee

From: Rodney J. Scheel
 Director of Planning & Development

Subject: Street and Terrace Widths

The Public Works Committee requested that I evaluate terrace width standards found for other area communities. Most information in community standards evolve around street right-of-way and pavement widths without specific reference to “terraces”. Code sections from Stoughton, Sun Prairie, Waunakee and McFarland are provided for your review.

If you have any questions, please contact me.

Stoughton Street Standards

Sec. 66-706. - Street designs standards.

The minimum right-of-way width, roadway width, sidewalk requirements, and parking requirements for all proposed public streets shall be as specified in the following Figure 5. If the city's official map or components of the city's or metropolitan planning organization's comprehensive plan, transportation plan, or bikeways plan, provide for alternative requirements (such as an on-street bicycle lane) the city may substitute the alternative requirements for those listed in Figure 5 below. The city may also consider other appropriate street design requirements from those shown in Figure 5.

| Type of Street | Right-of-way width (feet) | Street width, curb-face to curb-face (feet) | Sidewalks Required ¹ | On-Street Parking Allowed? |
|-------------------------------|---------------------------|---|---------------------------------|------------------------------------|
| Arterial Street | 100 | 48 | Yes, both sides | No |
| Collector Street | 80 | 44 | Yes, both sides | Determined on a case-by-case basis |
| Neighborhood Connector Street | 66 | 38 | Yes, both sides | Yes, both sides |
| Minor Street—2 side parking | 60 | 38 | Yes, both sides | Yes, both sides |
| Minor Street—1 side parking | 60 | 34 | Yes, both sides | Yes, one side ² |
| Minor Street—No parking | 60 | 28 | Yes, both sides | No |
| Cul-de-sac | 60 | 28 if no parking, 34 if one side parking | Yes, both sides | Yes, one side |
| Alley | 16 | 12 | No | No |

NOTES: ¹ All sidewalks shall be concrete and five feet in width. ² One sided parking shall be located on the south and east sides of the street unless otherwise determined by the city.

- (1) Extension of existing streets (that exceed the above standards) shall be developed to conform to the existing street dimension or taper to the dimensions noted in Figure 5, as determined by the city.
- (2) Cross-sections for freeways, expressways, parkways, and boulevard streets shall be based upon detailed engineering studies.
- (3) Cul-de-sac streets designated to have one end permanently closed shall not exceed 600 feet in length measured from the centerline of the intersecting street to, but not including, the cul-de-sac turn-around. All cul-de-sac streets designated to have one end permanently closed shall terminate in a circular turn-around having a minimum right-of-way radius of 50 feet and a minimum outside curb radius of 40 feet. All cul-de-sacs shall be designed to accommodate snow storage and removal per the direction of the city.

- (4) Where on-street bike lanes are required, the width of each bike lane shall not be less than five feet, not including the gutter section. Such width shall be in addition to the width required by Figure 5. Placement of bike lanes shall be in accordance with the AASHTO Guide for the Development of Bicycle Facilities.
- (5) Subdividers shall refer to the official map for site-specific standards related to the requirements of this section.

Sun Prairie Street Standards

16.32.070 - Streets.

- B. Roadways. The subdivider shall be required to provide improved roadways to meet the following criteria for each street classification:

| Street Classification* | Minimum Row Width** | Minimum Pavement Width** | Required Pavement Structural No. | Design Lane Equiv. Axle Loads/Day |
|---|--|---------------------------------------|----------------------------------|-----------------------------------|
| Local residential (for developments of four dwelling units per gross acre or less) | 56 ft. | 33 ft. (Back of curb to back of curb) | 2.50 | 5 |
| Local residential high density (for developments of more than four dwelling units per gross acre) | 60 ft. | 33 ft. (Back of curb to back of curb) | 3.00 | 25 |
| Residential collector | 60 ft. | 33 ft. | 3.50 | 50 |
| Light industrial | 66 ft. | 39 ft. | 3.50 | 50 |
| General industrial | 66 ft. | 39 ft. | 4.00 | 150 |
| Commercial | 66 ft. | 39 ft. | 3.75 | 75 |
| Other collector | 66 ft. | 39 ft. | 3.50 | 75 |
| Major/minor arterials | (Individual design for streets other than those shown on the official map shall be determined by the city engineer.) | | | |

* As determined by the city engineer.

** Widths of pavement are back to back with 30-inch C&G in typical roadway and right-of-way sections except that the minimum pavement widths for local residential streets and local residential high density streets shall be measured from the back of curb to back of curb; additional widths for pavement and right-of-way may be required at intersections or in other locations when determined by the city engineer.

- C. Sidewalks and Bike Paths.

1. The subdivider shall be required to provide sidewalks and bikeways to city specifications as follows: Sidewalks and bikeways shall normally be located as far from the traffic lane as is possible, but not closer than six inches to the right-of-way line. Where, as a result of such major obstructions as large and established trees, steep hills, drainageways, or major utility lines, the construction costs of the sidewalk or bikeway in its normal location would be prohibitive, sidewalks or bike paths may be located elsewhere within the street right-of-way, or within an easement, with the approval of the city engineer. Sidewalks and bikeways constructed at street intersections or within five feet of a legal crosswalk shall include provisions for curb ramping as required by Section 66.625, Wisconsin Statutes, and in accordance with city standards. In all cases where the grades of sidewalks or bike paths have not been specifically fixed by ordinance the sidewalks and bike paths shall be laid to the established grade of the street (refer to Section 66.615(2), Wisconsin Statutes).

2. Sidewalks in street rights-of-way shall be specifically intended to serve pedestrian traffic.

Bike paths shall be intended to serve both pedestrian and bicycle traffic in areas where the majority of the adjoining lots do not have frontage or access to the street or are not being

served by the bike paths. In general, those lots which do not front or have access on the street in question are not the generating or terminating point for the pedestrian or bicycle traffic.

3. Construction Standards. Typical sidewalks shall be constructed of concrete, at least five feet in width, in accordance with the current edition of the Sun Prairie Standard Specifications. Sidewalks may be a minimum of five inches thick where driveway locations are not yet established; otherwise sidewalks shall be a minimum of four inches thick, except at known driveway locations where they shall be a minimum of six inches thick.

Bikeways shall be constructed of bituminous pavement, at least ten (10) feet in width, in accordance with standard city specifications.

4. Required Locations. The subdivider shall be required to install sidewalks and/or bike paths in full accordance with the city sidewalk policy and the following:
 - a. On both sides of all public streets, including cul-de-sac streets and eyebrows, within the subdivision;
 - b. On all streets and highways bordering or adjacent to property within the subdivision;
 - c. The director of parks, recreation and forestry, the director of public works, the city planner and the city engineer shall determine when it is appropriate to substitute a bike path within the right-of-way for a sidewalk.
 - d. When it is determined to be in the public interest, sidewalks and/or bike paths may be required along private streets.
- F. **Street Trees.** Street trees shall be planted throughout all land divisions. Such trees shall be planted in the terraces equidistant between the sidewalks and curb, or in street tree easements platted in accordance with Section 16.28.030 C., and no closer than ten (10) feet from any sanitary sewer service, water service, or driveway apron. The trees shall be spaced as approved by the city forester. At street corners, trees shall be located at least thirty (30) feet from the intersection of right-of-way lines.
- C. **Street Tree Planting Strip Easements.** Tree planting easements shall be provided for on both sides of all streets when the street terrace is insufficient. The minimum easement width shall be ten (10) feet and shall be adjacent to the front property line. Street trees shall be maintained by the adjacent property owner in accordance with city ordinances.

Waunakee Street Standards

Sec. 129-193. - General street design standards.

- (x) *Right-of-way and pavement width.* The right-of-way and pavement width of all streets shall be of the width specified on the official map or master plan or, if no width is specified there, they shall be not less than the following specified width:

| Street Type | Right-of-Way Minimum Width (feet) | Curb-to-Curb Pavement Minimum Width (feet) |
|-------------|--------------------------------------|---|
| Arterial | 120 | 44 |
| Collector | 80 | 36 |
| Local | 60 | 32 |

Where development densities adjoining a local street are less than five dwelling units per acre, the village board, upon recommendation of the plan commission, may allow minimum right-of-way widths of 56 feet and minimum pavement widths of 28 feet. Where local street widths are reduced to 28 feet, the village board may allow the outside diameter of culs-de-sac to be reduced from 72 feet to 60 feet and the minimum culs-de-sac right-of-way radius to be reduced from 100 feet to 80 feet.

McFarland Street Standards

Sec. 56-139. - General street design standards.

- (w) *Street widths.* The minimum right-of-way and roadway width of all proposed streets and alleys shall be as specified by the Village Comprehensive Plan, Official Map, or Neighborhood Development Plan; or if no width is specified therein, the minimum width shall be as follows:

MINIMUM WIDTHS

(Excepting Bremer Road and Erling Avenue, as included in the Plat of Larson Beach Heights, which shall be 50 feet in width)

| Type of Street | ROW Width to be Dedicated | Pavement Width (Face of Curb to Face of Curb) |
|---------------------------------|---------------------------|---|
| Arterial streets | 80 feet | 44 to 52 feet ¹ |
| Collector streets | 70 feet | 44 feet ² |
| Local streets | 60 feet | 32 feet |
| Cul-de-sac and Frontage streets | 50 feet | 32 feet |
| Cul-de-sac bulb radius | 50 feet ³ | 36 feet ³ |
| Alleys | 24 feet | 24 feet |
| Pedestrian ways | 10 feet | 5 feet |

¹ The Plan Commission shall establish definite pavement widths.

² If the Plan Commission determines that a bicycle lane is needed, then a 40-foot pavement width will be required.

³ The Plan Commission may allow cul-de-sac islands meeting the following standards:

- (a) A 65-foot ROW width to be dedicated;
- (b) A 28-foot pavement width;
- (c) A 27-foot island radius;
- (d) The island must be planted;
- (e) No parking shall be permitted within the cul-de-sac;
- (f) Minimum terrace depth of nine feet;
- (g) Whenever streets with minimum street widths are recommended by the Plan Commission in certified surveys or plats, it is subject to the approval of the Village Board.



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RODNEY J. SCHEEL
DIRECTOR

Date: August 10, 2018

To: Public Works Committee

From: Rodney J. Scheel
 Director of Planning & Development

Subject: Property Maintenance Requirements – Ordinance Amendment

We have prepared a draft ordinance that will repeal and recreate Ordinance Section 10-317 – Property Maintenance Requirements. This revision is based on a nearby community who recently updated their ordinance. This draft has not been reviewed by the City Attorney yet.

If you have any questions, please contact me.

CITY OF STOUGHTON, 381 E. Main Street, Stoughton, WI 53589

| ORDINANCE OF THE COMMON COUNCIL | |
|---|-------------------------|
| Repealing and Recreating Section 10-317 of the Stoughton Municipal Code | |
| Committee Action: Public Works Committee recommends approval - 0 | |
| Fiscal Impact: None | |
| File Number: O - - 2018 | Date Introduced: |

The Common Council of the City of Stoughton do ordain as follows:

Sec. 10-317. – Property Maintenance Requirements.

- (a) **PURPOSE.** The purpose of this section is to promote the general welfare and economic well-being of the City by establishing minimum standards for the maintenance of outdoor areas within, and exterior and structural components of structures on, lands within the City of Stoughton.
- (b) **APPLICABILITY.** This Chapter applies to all public and private lands and structures located in the City. Nothing in this Chapter limits the applicability of other sections of Code to lands, buildings and structures in the City of Stoughton.
- (c) **PROPERTY MAINTENANCE REQUIREMENTS.** All lands and structures located in the City of Stoughton shall be maintained in accordance with the following minimum standards and requirements:
 - 1) *Drainage.* Courts, yards and other outdoor areas shall be graded to divert stormwater away from buildings. Ground surface areas shall be sloped away from buildings at a grade of at least one-half inch per foot for a minimum of five feet where possible, or by alternative means such as eaves, troughs or downspout extensions. Additionally, stormwater shall not be diverted towards neighboring properties.
 - 2) *Grasses & Weeds.* Outdoor areas shall be kept free from noxious weeds while grasses and non-noxious weeds must be maintained to a height not to exceed 1-foot according to subsection 58-8(6).
 - 3) *Debris.* Outdoor areas and adjacent rights of way shall be maintained in a clean and sanitary condition, free from debris, rubbish, physical hazards, rodent harborage, infestation, and animal feces.
 - 4) *Fences and Walks.* All private fences and walks shall be maintained in a safe and sanitary manner and kept in good condition. Additionally, private outdoor walkways serving multiple dwellings shall be kept free from snow, ice and other hazardous conditions.

- 5) *Exterior Surfaces.* All exterior surfaces of buildings, fences and other structures that are not inherently resistant to deterioration, including but not limited to exterior surfaces of windows and doors, shall be treated with a protective coating of paint or other suitable preservative that will provide protection from weathering and maintain an attractive appearance. Exterior surfaces treated with paint or other preservative shall be maintained so as to prevent chipping, cracking, or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance.
- 6) *Yard Areas.* Outdoor areas shall be kept in a clean and sanitary condition, free from any accumulation of materials that are not used as an integral part of the landscaping or authorized business carried out on the property. Outdoor areas shall not be used to store appliances, furnaces, hot water heaters, water softeners, landscaping or building materials not used within five days, or any unsightly bulk items, other than materials used in the business carried out on the premises so long as such materials are kept in accordance with zoning and other regulations applicable to the property. All excavation and land filling operations shall be leveled off to permit mowing of grass and weeds. Vacant land shall be planted with grass or otherwise landscaped in a manner that will effectively prevent soil erosion, and in compliance with any applicable approved site plan or landscaping plan.
- 7) *Structural Requirements.* Every foundation, exterior wall, roof, canopy, overhang and chimney shall be weather tight, watertight, rodent proof and shall be kept in good repair, and free from any condition that could cause structural degradation of the building. Any sagging or bulging portion of a building shall be repaired to a stable condition that is, to the extent practicable, level and plumb. All chimneys and breaching shall be constructed and maintained so that they safely and properly remove the products of combustion from the building.
- 8) *Windows and Doors.* Windows, doors, and basement hatchways shall be weather tight, watertight, and rodent proof, and kept in good repair. All door and window hardware shall be installed and maintained in proper working condition.
- 9) *Outdoor Stairs and Porches.* Outdoor stairs, porches and appurtenances thereto shall be constructed in accordance with applicable building code requirements, and maintained to be safe, in good repair, and attractive.
- 10) *Outdoor Displays and Furniture.* Street furniture, outdoor display areas and other temporary furnishings and material shall be maintained in an orderly and attractive manner, and in conformance with City approvals and all other required permits and regulations.
- 11) *Waste Containers and Dumpsters.* Waste containers and dumpsters shall be maintained in good repair and must be maintained to prevent overflow of waste. Waste container enclosures shall be kept in good repair and attractive.
- 12) *Vegetative Buffers and Other Vegetation.* Vegetative buffers shall be maintained in such a manner as to comply with any applicable screening height, density, opacity or other

requirements. Vegetative buffers and other vegetation shall be trimmed, watered and cared for in such manner as to stay in a healthy and attractive condition.

- 13) *Driveway, Parking and Loading Areas.* All driveway, parking, loading and outside storage areas shall be a paved surface and maintained in accordance with city standards, including any site plan or landscaping plan to which the land is subject. Paved surfaces shall be kept in good repair, and shall be repaired or replaced when any deterioration occurs to the extent that the rock or sub-base is visible.
 - 14) *Signage.* Permitted signs shall be maintained in good repair, and in conformance with city standards. Exterior surfaces of signs treated with paint or other preservative shall be maintained so as to prevent chipping, cracking, or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance.
 - 15) *Lighting.* Lawful exterior lighting shall be maintained in the permitted and constructed condition and in good working order.
 - 16) *Rodent or insect infestation.* Where rodent or insect infestation exists in a dwelling unit or in the shared or public parts of any dwelling containing two or more dwelling units, where caused by the owner's failure to maintain the dwelling in a rodent proof or reasonably insect proof condition, the owner shall be responsible for extermination.
- d) **RESPONSIBILITY FOR COMPLIANCE.** Owners of lands in the City shall be responsible for maintaining or causing maintenance of their lands in compliance with this section.
- e) **ENFORCEMENT AND PENALTIES.**
- (1) *Enforcement Authority.* This section may be enforced by the Department of Planning & Development staff or other person (s) authorized by the Common Council.
 - (2) *Opportunity to Correct Violations.* Before initiating legal action to recover forfeitures or obtain injunctive or other relief for violations of this section, the Department of Planning & Development staff, or other person authorized by the Common Council, shall notify the owner of the violation or violations, and order the owner to correct the violation or violations within such time as the applicable City official deems appropriate under the circumstances. The applicable City official may enter into an agreement with the owner, providing for correction of the violation or violations. An order to correct violations may be appealed to the Common Council by filing a notice of appeal with the City Clerk within 10 days after the order is issued. An appeal shall stay the order. If the owner corrects the violation or violations in accordance with an order or agreement under this section, the owner shall not be subject to forfeitures for such violation or violations. If the owner fails to correct the violation or violations in accordance an order or agreement under this section, the City may recover forfeitures for each day of noncompliance, beginning with the first day of noncompliance. Notwithstanding any of the foregoing, if the applicable City official determines that the violation or violations presents an imminent risk of harm or damage to any historic structure, historic site, or the public health or safety, the applicable City official

may take immediate legal action to enforce this section, and there shall be no right to appeal such action to the Common Council.

- (3) *Forfeitures.* Violations of this section shall be subject to a forfeiture of not less than \$50.00 nor more than \$250.00, together with the costs of prosecution and applicable penalty assessments, fees and surcharges. Each day of violation or noncompliance shall constitute a separate offense.
- (4) *Injunctions.* As a substitute for or in addition to forfeiture actions, the City may institute a court action seeking injunctive relief to enforce the provisions of this section. It shall not be necessary for the City to take corrective action or prosecute for forfeiture before seeking injunctive relief.
- (5) *Corrective Action.* If maintenance or other work is done to a structure in the City of Stoughton in violation of this section, Chapter 78 or 36 Code of Federal Regulations 67.7, the Department of Planning & Development staff may order the owner of the subject land to take such corrective action as the staff person deems appropriate to restore the building to the condition it would have been in if the work had been done in compliance with this section, Chapter 78 and 36 Code of Federal Regulations 67.7. An order by the Department of Planning & Development staff to take corrective action may be appealed to the Common Council, within 30 days after the order is issued, for a de novo review. On appeal, the Common Council may order the owner of the subject property to take such corrective action as the Common Council deems appropriate to restore the building to the condition it would have been in if the work had been done in compliance with this section, Chapter 78 and 36 Code of Federal Regulations 67.7.

This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted: _____

Mayor Approved: _____

Published: _____

Attest: _____

Tim Swadley, Mayor

Holly Licht, City Clerk

EXISTING CODE SECTION – 8-10-2018

Sec. 10-317. - Maintenance responsibilities of owners and occupants.

- (a) Every owner shall, either personally or by agent, improve and maintain all property under his control to comply with the following requirements:
 - (1) All courts, yards and other outdoor areas on the premises shall be graded to divert surface water flow away from buildings.
 - (2) All exterior property areas shall be kept free from noxious weeds. See Public Nuisances Ordinance subsection 58-8(6) regarding noxious weed definitions and regulations.
 - (3) All exterior property areas shall be maintained in a condition free from debris, rubbish, garbage, physical hazards, rodent harborage and infestation.
 - (4) All fences and other minor construction, paved walkways and vehicular areas shall be maintained in a safe and sanitary condition.
 - (5) All exterior surfaces of buildings made of materials not inherently resistant to deterioration shall be periodically coated with paint or another suitable preservative which provides adequate resistance to weathering and maintains a neat and attractive appearance.
 - (6) All outdoor walkways and parking areas serving multiple dwellings shall be kept free from snow, ice or other hazardous conditions.
 - (7) All shared or public areas of a building containing multiple dwellings shall be maintained in a safe and sanitary condition.
 - (8) In buildings containing more than four dwelling units, garbage disposal facilities or garbage storage containers shall be provided and periodically emptied.
 - (9) Where rodent or insect infestation exists in two or more dwelling units in a building, or in the shared or public parts of any dwelling containing two or more dwelling units, or in one dwelling unit where caused by the owner's failure to maintain the dwelling in a rodentproof or reasonably insectproof condition, the owner shall be responsible for their extermination.
- (b) Every occupant of a dwelling or dwelling unit shall be responsible for complying with the following requirements:
 - (1) All portions of a dwelling or dwelling unit which he occupies and controls shall be kept clean and sanitary.
 - (2) All rubbish and garbage shall be placed in the required garbage disposal facilities or garbage storage containers in a clean and sanitary manner. The occupant of a building containing four or fewer dwelling units shall supply such facilities or containers.
 - (3) Every dwelling unit shall be supplied with adequate rubbish storage facilities, the type and location of which are approved by the building inspector.
 - (4) Every dwelling unit shall have adequate garbage disposal facilities or garbage storage containers, the type and location of which are approved by the building inspector.
 - (5) Except where the owner has agreed to provide such services, the occupant shall hang all screens, screen doors, storm windows and storm doors required by this article.
 - (6) Where the occupant's dwelling unit is the only one infested with insects, rodents or other pests, he shall be responsible for their extermination unless such infestation is caused by the owner's failure to maintain the building in a rodentproof or reasonably insectproof condition.
 - (7) All plumbing fixtures shall be used and operated properly and shall be kept in a clean and sanitary condition.