

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

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**MTG/DATE:** Board of Trustees – 04/16/18

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**FROM:** Jennifer Higgins, Director of Planning & Development  
Jared Wehner, Assistant Planner

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**DESCRIPTION:** Resolution No. 2018-017 A Resolution Authorizing the Replacement of Flag/Fire Signs in 2019.

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<b>ACTION:</b>	<input checked="" type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Ordinance</b>	<input type="checkbox"/> <b>Proclamation</b>
	<input type="checkbox"/> <b>Deny</b>	<input type="checkbox"/> <b>Policy</b>	<input type="checkbox"/> <b>Report</b>
	<input type="checkbox"/> <b>Expenditure</b>	<input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Resolution</b>

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**QUESTION:**

Should the Village Board adopt Resolution No. 2018-017, therefore pledging to budget for the replacement of flag/fire signs in 2019 and create a uniform standard for flag/fire signs going forward similar to Marathon County's?

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**BRIEF:**

On 11/20/17, the Village Board adopted Res. No. 2017-033 which rescinded the original Res. No. 2015-049, adopted 12/21/15, and therefore Village participation in the Countywide Addressing Project. In this 2017 resolution, the Village Board directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances. Village Planning & Development Staff completed a Windshield Survey of all residential properties in the summer of 2017 in preparation for the Village's participation in the Marathon County Uniform Addressing Project. It was found that there are 463 flag/fire signs missing, which is in violation of the Village addressing ordinance found in Chapter 14 of the Village Ordinances. Currently only 74 properties have flag/fire signs and many of these are old, deteriorated and no longer meet addressing requirements for visibility (ie. old Town signs). This means over 85% of the fire/flag signs in the Village are missing. Staff has been directed to create a policy for addressing this issue in 2019 and that has been laid out in the draft ordinance. By the Public Safety Committee and Board, adopting this resolution, it will direct staff to begin working to install new flag/fire signs and also lay out a mechanism for paying for the signs.

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**RECOMMEND:** Staff recommends approval of the Resolution.

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**COMMITTEE:** Public Safety Committee has reviewed addressing related issues at a number of meetings throughout 2017. A presentation was most recently given by staff at the 2/26/18 Public Safety meeting.

The Public Safety Committee endorsed the resolution at their 3/26/18 meeting.

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**REQUEST:** Approve Resolution 2018-017.

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Is there an additional briefer with this agenda item?

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Are there additional reference documents which have been attached to this report?

**VILLAGE OF WESTON, WISCONSIN  
RESOLUTION NO. 2018-017**

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- A RESOLUTION,** Authorizing the replacement of flag/fire signs in 2019.
- WHEREAS,** Chapter 14, Article V. *House and Building Numbering* is the Village Ordinance which regulates addressing within the village.
- WHEREAS,** The intent of this article is to assist the police and fire departments in quickly finding the correct residence at which to provide emergency services by requiring house and building numbers to be placed in prominently visible locations
- WHEREAS,** The ordinance requires property owners who shall construct buildings located more than 75 feet from the street shall be furnished a flag/fire sign by the village at the time of issuance of the building permit. The person to whom the building permit is issued shall pay to the village the cost of the flag/fire sign at the time of the issuance of the building permit, as provided for in the village fee schedule. All property owners shall be responsible for the display and maintenance of the numbers in the manner required in the ordinance. Numbers and letters shall be visible from the roadway at all times of the year.
- WHEREAS,** Planning & Development Staff completed a Windshield Survey of all residential properties within the Village in the summer of 2017 to collect data for the Village's participation in the Marathon County Uniform Addressing Project and compliance with Chapter 14, Article V.
- WHEREAS,** It was found that over 463 residential properties contained missing flag/fire signs and only 74 flag/fire signs were correctly installed.
- WHEREAS,** Over 85% of the required flag/fire signs are missing within the village and those that are present are not uniform in style, location and even color.
- WHEREAS,** From time to time communities replace flag/fire signs due to normal wear and tear to ensure continued readability and compliance to ordinances. Many of the current flag/fire signs were installed over 20 years ago, prior to village incorporation.

**WHEREAS,** Currently the village fee schedule charges \$50 per flag/fire sign which includes installation of the sign.

**WHEREAS,** The cost to install a new sign at all properties requiring one by ordinance would be approximately \$26,850. The cost to install at those properties currently missing a flag/fire sign would be \$23,150.

**WHEREAS,** It had been the original intent to replace the flag/fire signs and install a uniform flag/fire sign at all properties requiring one prior to the November 2017 Board of Trustees action to rescind the Village's participation in the Marathon County Uniform Addressing Project (Resolution No. 2017-033).

**WHEREAS,** Resolution No. 2017-033 directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances

**WHEREAS,** Over the course of the last few months, Staff has been meeting with the Public Safety Committee to determine the best approach to meeting the wishes of the Board outlined in Resolution No. 2017-033.

**WHEREAS,** Due to the high number of missing flag/fire signs within the community, the Public Safety Committee, at their March 26, 2018 meeting, has directed staff to address the issue in the following way:

- Contract with the County's flag/fire sign contractor, or another contractor to construct and install new flag/fire signs in 2019.
- All property owners who currently have an existing flag/fire sign will receive a new flag/fire sign, which meets current addressing ordinance standards, at the cost to the Village.
- All property owners who currently do not have an existing flag/fire signs, but are required to have one per ordinance, will receive a new sign, which meets current addressing ordinance standards, and the cost for the sign will be billed to the property owner.

**BE IT RESOLVED** by the Board of Trustee for the Village of Weston that the Board directs staff to remedy the flag/fire sign issue in the following way:

- Contract with the County's flag/fire sign contractor, or another contractor to construct and install new flag/fire signs in 2019.
- All property owners who currently have an existing flag/fire sign will receive a new flag/fire sign, which meets current addressing ordinance standards, at the cost to the Village.
- All property owners who currently do not have an existing flag/fire signs, but are required to have one per ordinance, will receive a new sign, which meets current addressing ordinance standards, and the cost for the sign will be billed to the property owner.

**BE IT FURTHER RESOLVED** that the Board of Trustees directs staff to include in the 2019 Budget the cost of upgrading the existing flag/fire signs, estimated to not exceed \$5,000.

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON**, at a regular meeting thereof, this 16 day of April, 2018.

**VILLAGE OF WESTON**, a Municipal Corporation of the State of Wisconsin.

By:   
BARBARA ERMELING, President

ATTEST:

By:   
SHERRY WEINKAUF, Clerk

# VILLAGE OF WESTON, WISCONSIN

## AGENDA ITEM BRIEFER

### 1. Policy Question:

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Should the Village Board direct staff to create a uniform flag/fire sign for the village similar to those utilized by the County in the Uniform Addressing Project and direct staff to budget for the signs, per outlined in the Resolution, for the signs replacement?

### 2. Purpose:

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The purpose of asking this question is to receive guidance and feedback from Village policymakers regarding the “policy question” written out above.

### 3. Background:

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On 11/20/17, the Village Board adopted Res. No. 2017-033 which rescinded the original Res. No. 2015-049, adopted 12/21/15, and therefore Village participation in the Countywide Addressing Project. In this 2017 resolution, the Village Board directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances. Village Planning & Development Staff completed a Windshield Survey of all residential properties in the summer of 2017 in preparation for the Village’s participation in the Marathon County Uniform Addressing Project. It was found that there are 463 flag/fire signs missing, which is in violation of the Village addressing ordinance found in Chapter 14 of the Village Ordinances. Currently only 74 properties have flag/fire signs and many of these are old, deteriorated and no longer meet addressing requirements for visibility (ie. old Town signs). This means over 85% of the fire/flag signs in the Village are missing. Staff has been directed to create a policy for addressing this issue in 2019 and that has been laid out in the draft ordinance. By the Public Safety Committee, and ultimately the Board, adopting this resolution, it will direct staff to begin working to install new flag/fire signs and also lay out a mechanism for paying for the signs.

### 4. Issue Analysis:

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There are 463 flag/fire signs missing, which is in violation of the Village addressing ordinance found in Chapter 14 of the Village Ordinances. Currently only 74 properties have flag/fire signs and many of these are old, deteriorated and no longer meet addressing requirements for visibility (ie. old Town signs). This means over 85% of the fire/flag signs in the Village are missing. We are unsure if residents have pulled them or if they were never installed. However, per ordinance, it is the resident’s responsibility to display an address properly and to make sure it is maintained and visible from the roadway at all times.

Current Village cost of an individual flag/fire sign is \$50.00 with installation. A contractor may be able to give us bulk pricing. Staff has been directed by the Administrator to propose the following:

- Contract with the County’s flag/fire sign contractor, or another contractor to construct and install new flag/fire signs in 2019.
- All property owners who currently have an existing flag/fire sign will receive a new flag/fire sign, which meets current addressing ordinance standards, at the cost to the Village.

- All property owners who currently do not have an existing flag/fire signs, but are required to have one per ordinance, will receive a new sign, which meets current addressing ordinance standards, and the cost for the sign will be billed to the property owner.

## **5. Fiscal Impact:**

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A notification letter explaining the process will be required. This will take staff time and material costs to mail the letters. We will also need to spend time working with the contractor to obtain pricing and supply them with the numbers needed.

Current Village cost of an individual flag/fire sign is \$50.00 with installation. The cost could be lower with a consultant constructing them and installing. The County received a cost estimate of \$29 per sign at one time. Ours could be slightly higher or lower depending on number needed.

If we go to a uniform installation and change out all existing signs and add all new signs needed, the cost of total replacement would be estimated at \$26,850.00 (537 signs at \$50 per sign).

If the village picks up the cost of the existing signs only, estimated at 74 signs, the cost would be \$3,700 (at \$50 per sign). This would need to be budgeted for in the 2019 Budget. The Village would then install the remaining 463 missing signs and charge the property owner for the cost of the sign. At \$50.00 per sign, the cost of issuing the missing signs would be \$23,150.00. This of course would be reimbursed via billing the property owner.

## **6. Legal Impact:**

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It is legal and is consistent with past practice. In the past when address errors were found, the Village staff has installed the flag sign and billed it to the homeowner.

Many of the missing flag signs are in rural areas in which you cannot see the home from the road. Typically entire streets are missing the signs and therefore, it is very difficult to see the driveways at night or know which driveway is for which address. Many of the mailboxes were not located to the driveways and address numbers were only shown on one side of the mailbox. There is great potential for a legal issue to arise with the lack of adequate flag signs being used.

## **7. Prior Review:**

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Planning and Development Staff has completed a windshield survey (2017) and has a spreadsheet of all addressing errors within the Village.

Public Safety and Village Board have been involved in the review of addressing issues since 2015 when the Village first pledged participation in the Marathon County Uniform Addressing Project.

## **8. Policy Choices:**

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1. Adopt Resolution No. 2018-017.
2. Make changes to the Resolution and approve the revised Resolution
3. Deny the Resolution.

## **9. Recommendation:**

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I recommend the Board approve the Resolution which will direct staff to begin working on a uniform flag sign installation project for 2019.

**10. Attachments:**

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Resolution No. 2018-017