



Village of Hobart – [www.hobartwi.gov](http://www.hobartwi.gov)  
Village Office - 2990 South Pine Tree Road, Hobart, WI

Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on **Tuesday March 3<sup>rd</sup> 2026**, at 6:00 P.M. at the Village Office (2990 South Pine Tree Road). NOTICE OF POSTING:  
Posted February 27<sup>th</sup> 2026, at the Hobart Village Office and on the village website.

## **MEETING NOTICE – VILLAGE BOARD (Regular)**

**Date/Time: Tuesday March 3<sup>rd</sup> 2026 (6:00 P.M.)**

**Location: Hobart Village Office (2990 South Pine Tree Road)**

Village Board of Trustees: Richard Heidel (President), David Dillenburg, Vanya Koepke, Tammy Zittlow, Melissa Tanke

### **ROUTINE ITEMS TO BE ACTED UPON:**

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

### **4. PUBLIC HEARINGS**

**5. CONSENT AGENDA (These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Board President if you would prefer separate discussion and action.)**

**A. Payment of Invoices (Page 3); B. VILLAGE BOARD: Minutes of February 17<sup>th</sup> 2026 (Regular) (Page 6); C. SITE REVIEW COMMITTEE: Minutes of December 10<sup>th</sup> 2025 (Page 8); D. PLANNING AND ZONING COMMISSION: Minutes of January 5<sup>th</sup> 2026 (Page 9)**

### **6. ITEMS REMOVED FROM CONSENT AGENDA**

**7. CITIZENS' COMMENTS/RESOLUTIONS/PRESENTATIONS (Please limit comments to no more than 3 minutes)**

### **8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS**

### **9. COMMITTEE REPORTS AND ACTIONS**

**A. INFORMATION - Consider a new 20,000-square foot commercial building with associated site Improvements (5060 Founders Terrace, HB-523-7) (Site Review Committee) (Page 10)**

Bayland Buildings is proposing to construct a new 20,000 square foot commercial building to be located at 5060 Founders Terrace (Parcel HB-523-7) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as an office with shop. Site Review considered the proposal at its February 18<sup>th</sup> meeting.

**B. INFORMATION - Consider a new 18,265-square foot contractor shop with office and 12,000-square foot contractor shop with associated site improvements (720 W. Adam Drive., HB-139) (Site Review Committee) (Page 14)**

DeNoble Construction, Inc. is proposing to construct two new commercial buildings with one being the main office and shop of 18,265 square feet and the second being a shop of 12,000 square feet located at 720 W. Adam Dr. (Parcel HB-139) along with the required associated site improvement including access and parking. Both proposed buildings will be single story in height. Site Review considered the proposal at its February 18<sup>th</sup> meeting.

### **10. OLD BUSINESS**

## **11. NEW BUSINESS**

### **A. DISCUSSION AND ACTION – Approval of Street Sweeping Request for Proposals (Page 18)**

The Village is requesting proposals from qualified Vendors to provide street sweeping services. The contract will be administered by Department of Public Works staff.

### **B. DISCUSSION AND ACTION – Authorization to Enter Into Negotiations on Cell Tower Lease with Verizon (Page 23)**

Given the lack of existing vertical infrastructure in the area, Concordia Wireless, on behalf of Verizon, is reaching out to landowners to confirm interest in entering into a ground lease agreement for placement of a new telecommunications tower site on their properties. The proposal before the Board would involve a cell tower on the Fire Station #2 property on North Overland Road.

### **C. DISCUSSION AND ACTION - ORDINANCE 2026-02 (AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 121 (BUILDING CONSTRUCTION) OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN) (Page 25)**

The purpose of this chapter is to establish uniform construction standards and inspection procedures for buildings and structures erected and altered within the Village. This is the first phase of the Code Recodification project.

### **D. DISCUSSION - Items for future agenda consideration or Committee assignment**

### **E. ADJOURN to CLOSED SESSION:**

1. Under Wisconsin State Statute 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility  
RE: Personnel
2. Under Wisconsin State Statute 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session  
RE: Sale or Purchase of Property/TID Projects/Development Agreements
3. Under Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation

### **F. CONVENE into open session.**

### **G. ACTION from closed session.**

## **12. ADJOURN**



Aaron Kramer, Village Administrator

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### **UPCOMING BOARD MEETINGS**

Tuesday March 17<sup>th</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

\* Wednesday April 8<sup>th</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

Tuesday April 21<sup>st</sup> 2026 (6:00 PM) – Regular Board Meeting at Village Office (2990 South Pine Tree Road)

\* - Moved from Tuesday April 7<sup>th</sup> due to the Spring Election.

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NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: [www.hobartwi.gov](http://www.hobartwi.gov). Any person wishing to attend, who, because of their disability, requires special accommodation, should contact the Village Clerk's office at 920-869-1011 with as much advanced notice as possible. Notice is hereby given that action by the Board may be considered and taken on any of the items described or listed in this agenda. There may be Board members attending this meeting by telephone if necessary.

2/25/2026 10:35 AM

Reprint Check Register - Quick Report - Regular

Page: 1  
ACCT

## CHECKING

ALL Checks

Posted From: 3/03/2026 From Account:  
Thru: 3/03/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70954	3/03/2026	AMBROSIUS CONCRETE SUPPLIES INC TRENCH DRAIN & MATERIALS	3,253.55
70955	3/03/2026	ANGEL VAN NOIE REIMBURSEMENT - UNIFORM EXPENSE	65.60
70956	3/03/2026	ARING EQUIPMENT COMPANY INC VOLVO PARTS	592.17
70957	3/03/2026	ASHWAUBENON AUTO REPAIR LLC MULTIPLE INVOICES SQUAD CAR MAINTENANCE	123.96
70958	3/03/2026	BAY VERTE MACHINERY INC REVERSIBLE VISE - 5-1/2" JAW W/ SWIVEL	339.99
70959	3/03/2026	BRANDON MILLER REIMBURSEMENT UNMANNED AIRCRAFT EXAM	175.00
70960	3/03/2026	BRIAN LANGAN REFUND OVERPAYMENT UTILITY	99.22
70961	3/03/2026	BRIAN RUECHEL FEBRUARY ACCOUNTING / AUDIT SERVICES	6,142.50
70962	3/03/2026	BROWN COUNTY CLERK / TREASURER TEST ELECTION BALLOTS & USB'S & REPORT F	175.00
70963	3/03/2026	BROWN COUNTY PORT & RESOURCE RECOVERY REFUSE & RECYCLING DISPOSAL	9,883.21
70964	3/03/2026	BROWN COUNTY TREASURER MACHINE PARTS HYD FITTINGS / HOSE	51.12
70965	3/03/2026	CASPER'S TRUCK EQUIPMENT REPLACEMENT CHAIN ASSY / MOTOR RELAY KIT	25.39
70966	3/03/2026	CATS ANONYMOUS INC 1 TNVR 12.23.25 HOGLUND 1535 ARAPAHOE TR	65.00
70967	3/03/2026	CRANE ENGINEERING SALES INC LEAR LANE NEW PUMP	4,986.00
70968	3/03/2026	DAVE'S AUTO BODY INC REPAIR 2025 TAHOE VIN 399395	8,350.38
70969	3/03/2026	DIVERSIFIED BENEFIT SERVICES INC FSA-125 ADMINISTRATIVE SERVICES FEBUARY	105.00
70970	3/03/2026	EAGLE ENGRAVING INC MABAS TAGS - 232	416.75
70971	3/03/2026	EMPLIFY HEALTH ANNUAL ADMINISTRATIVE FEE EH BLN DPW	60.00
70972	3/03/2026	FAIR MARKET ASSESSMENTS FEB 2026 ASSMNT SERVICES REVAL& MAINT	5,402.00

2/25/2026

10:35 AM

Reprint Check Register - Quick Report - Regular

Page: 2  
ACCT

CHECKING

ALL Checks

Posted From: 3/03/2026 From Account:  
Thru: 3/03/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
70973	3/03/2026	GAT SUPPLY INC FLAT WASHERS	45.85
70974	3/03/2026	GREEN BAY PRESSURE SYSTEMS LLC DPW PRESSURE WASHER MAINTENANCE	882.25
70975	3/03/2026	GSB -GLATFELTER SPECIALTY BENEFITS FIRE DEPT INS PREMIUM CUST#C80444	1,305.96
70976	3/03/2026	HAWKINS INC CHEMICALS	30.00
70977	3/03/2026	LINDE GAS & EQUIPMENT (PRAXAIR) INC PROPANE 7.3 GAL	60.31
70978	3/03/2026	PETERS CONCRETE CO STONE & CONCRETE 2/3/26 - GOLDEN LANE	746.94
70979	3/03/2026	ROBERT E. LEE & ASSOCIATES INC MULTIPLE INVOICES - PROJECTS - CONTRACTS	45,091.97
70980	3/03/2026	TADD KRUEGER, LLC SNOW BLADE PARTS	2,417.00
70981	3/03/2026	TRUCK COUNTRY OF WISCONSIN INC AXLE SEAT SPRING SUSPENSION	162.45
70982	3/03/2026	UNIFORM SHOPPE MULTIPLE INVOICES POLICE DEPARTMENT	356.85
70983	3/03/2026	UNITED TACTICAL SYTEMS LLC - PEPPERBALL PEPPERBALL PROJECTILES	449.00
70984	3/03/2026	VORPAHL FIRE & SAFETY DRY CHEMICAL FIRE EXT - HYDROTESTING	77.50
70985	3/03/2026	WI HUMANE SOCIETY ANIMAL IMPOUND SERVICES JANUARY 2026	500.00
Grand Total			92,437.92

2/25/2026

10:35 AM

Reprint Check Register - Quick Report - Regular

Page: 3

ACCT

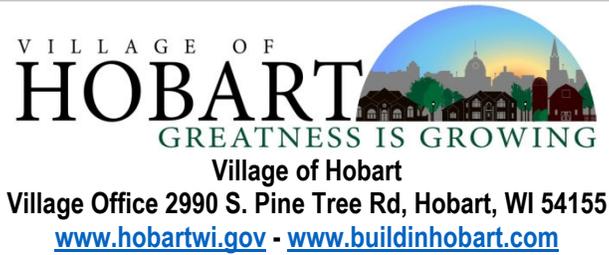
CHECKING

ALL Checks

Posted From: 3/03/2026 From Account:  
 Thru: 3/03/2026 Thru Account:

Amount

Total Expenditure from Fund # 001 - General Fund	22,399.19
Total Expenditure from Fund # 002 - Water Fund	6,636.80
Total Expenditure from Fund # 003 - Sanitary Sewer Fund	10,730.67
Total Expenditure from Fund # 004 - Capital Projects Fund	19,827.13
Total Expenditure from Fund # 007 - Storm Water Fund	5,853.33
Total Expenditure from Fund # 008 - TID #1 Fund	1,023.75
Total Expenditure from Fund # 009 - TID #2 Fund	16,083.84
Total Expenditure from Fund # 014 - Garbage & Recycling Program	9,883.21
Total Expenditure from all Funds	92,437.92



## **MEETING MINUTES – VILLAGE BOARD (Regular)**

**Date/Time: Tuesday February 17<sup>th</sup> 2026 (6:00 P.M.)**

**Location: Hobart Village Office (2990 South Pine Tree Road)**

Village Board of Trustees: Richard Heidel (President), David Dillenburg, Vanya Koepke, Tammy Zittlow, Melissa Tanke

### **ROUTINE ITEMS TO BE ACTED UPON:**

**1. Call to order/Roll Call.** The meeting was called to order by Rich Heidel at 6:01 pm. Dave Dillenburg, Vanya Koepke, Melissa Tanke, Tammy Zittlow, and Rich Heidel were present.

**2. Certification of the open meeting law agenda requirements and approval of the agenda** - ACTION: To certify the open meeting law agenda requirements and approve the agenda. MOTION: Heidel SECOND: Zittlow. VOICE VOTE: 5-0.

**3. Pledge of Allegiance** - Those present recited the Pledge of Allegiance.

**4. PUBLIC HEARINGS** – None.

**5. CONSENT AGENDA (These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Board President if you would prefer separate discussion and action.)**

**A. Payment of Invoices; B. VILLAGE BOARD: Minutes of February 3<sup>rd</sup> 2026 (Regular); C. PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE: Minutes of January 8<sup>th</sup> 2026; D. APPOINTMENTS: Dan Bake to the Hobart Joint Review Board for a term ending April 30, 2027 and Glenn Severson to the Brown County Planning Commission for a term ending February 28, 2029.; E. COMMITTEE RESIGNATION: AI Lankford from the Hobart Fire Commission, effective immediately**

ACTION: To approve the consent agenda as presented to include manual checks. MOTION: Koepke SECOND: Tanke. ROLL CALL VOTE: 5-0.

**6. ITEMS REMOVED FROM CONSENT AGENDA** – None.

### **7. CITIZENS' COMMENTS/RESOLUTIONS/PRESENTATIONS**

Appearing before the Village Board:

Leroy Schlorf, Jr., 1416 Riverdale Dr. – invoices, salt, HALO, municipal code, community flags

### **8. VILLAGE ADMINISTRATOR'S REPORT/COMMUNICATIONS**

#### **A. INFORMATION**

**1. 2025 Humane Officer Year End Report-** Village President Heidel reviewed the report for the Village Board.

**2. Hobart-Lawrence Police Department – 4<sup>th</sup> Quarter 2025 Report** - Police Chief Michael Renkas presented the 4<sup>th</sup> quarter report to the Village Board.

**3. Village Investment Report and Bank Balances** – Village President Heidel reviewed the report for the Village Board.

The Site Review Committee will meet on Wednesday, February 18, 2026.

**9. COMMITTEE REPORTS AND ACTIONS**

**A. DISCUSSION AND ACTION – Request for Proposal (RFP) for Village Engineering Services**

The Public Works and Utilities Advisory Committee has approved an RFP requesting proposals from qualified firms to provide municipal engineering services and recommended the Village issue the RFP. This would be a three-year contract (September 1, 2026 – August 31, 2029) with the option for a two-year extension (through August 31, 2031).

ACTION: To approve the Request for Proposals for General Engineering Services for the Village of Hobart as presented. MOTION: Dillenburg SECOND: Tanke. ROLL CALL VOTE: 5-0.

**10. OLD BUSINESS** – None.

**11. NEW BUSINESS**

**A. DISCUSSION AND ACTION – Recodification of the Municipal Code**

During the course of amending the Municipal Code over the past several years, numerous errors have been uncovered. There is no record that any substantive review and reform of the Municipal Code has taken place since it was initially created more than twenty (20) years ago. Staff is proposing a complete internal recodification, which will take place over the next several months, and, perhaps, into 2027. Following that internal recodification, a decision can be made on whether to turn the finished product over to E-Code for work in 2027, which would have to be included in that year's budget.

ACTION: To direct staff to move forward with completing the Recodification of the Municipal Code internally as described in the memo. MOTION: Heidel SECOND: Zittlow. ROLL CALL VOTE: 5-0.

**B. DISCUSSION AND ACTION – Contract with Cellcom**

Under this proposed contract, Cellcom will provide cell phone and other related services to the Village for the next three (3) years at a lower cost than what the Village current pays for those services.

ACTION: To approve the agreement with Cellcom for cell phone and related services as presented. MOTION: Heidel SECOND: Koepke. ROLL CALL VOTE: 5-0.

**C. DISCUSSION - Items for future agenda consideration or Committee assignment - None.**

ACTION: To recess at 6:37 pm prior to going into closed session. MOTION: Heidel SECOND: Koepke. VOICE VOTE: 5-0.

**D. ADJOURN to CLOSED SESSION (6:50 PM):** ACTION: to go into closed session under:

1. Wisconsin State Statute 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility RE: Personnel
2. Wisconsin State Statute 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: Sale or Purchase of Property/TID Projects/Development Agreements
3. Wisconsin State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Tribal Affairs; Potential Litigation. MOTION: Heidel SECOND: Dillenburg ROLL CALL VOTE: 5-0.

**E. CONVENE into open session (7:07 PM) –** MOTION: Heidel SECOND: Zittlow ROLL CALL VOTE: 5-0.

**F. ACTION from closed session –** None.

**12. ADJOURN (7:08 PM) –** MOTION: Heidel SECOND: Dillenburg VOICE VOTE: 5-0.

Respectfully submitted by Lisa A. Vanden Heuvel, Village Clerk



Village of Hobart Site Review Committee Minutes  
 Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI  
 Wednesday, December 10, 2025 – 5:30 pm

## MEETING MINUTES – SITE REVIEW COMMITTEE

### ROUTINE ITEMS TO BE ACTED UPON:

1. **Call to order/Roll Call.** The meeting was called to order by Dave Dillenburg at 5:30 pm. Roll call: Dave Baranczyk, Rick Nuetzel, Steve Riley, Tom Tengowski, Peter Zobro, and Dave Dillenburg were present. Absent: Tammy Zittlow
2. **Certification of the open meeting law agenda requirements and approval of the agenda.** ACTION: To certify the open meeting law agenda requirements and approval of the agenda. MOTION: Dillenburg SECOND: Baranczyk MOTION APPROVED BY VOICE VOTE: 6-0.
3. **Approve Minutes of September 17, 2025.** ACTION: To approve the minutes of the September 17, 2025 Site Review Meeting. MOTION: Nuetzel SECOND: Tengowski MOTION APPROVED BY VOICE VOTE: 6-0
4. **Public Comment on Non-Agenda Items.** None

### ACTION ITEMS

**5. DISCUSSION AND ACTION – Consider a new 10,109 SF commercial building with associated site improvements (5076 Founders Terrace., HB-523-2)** Bayland Buildings is proposing to construct a new 10,109 square foot commercial building to be located at 5076 Founders Terrace (Parcel HB-523-2) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as a dog kennel facility.

ACTION: Approval of this site plan, subject to the following conditions:

1. Lock box location(s) shall be approved by the Village Fire Chief.
2. Any and all mechanical equipment shall be screened from view with materials to match those of the principal structure or with landscaping, and all exterior exhaust/intake vents shall be colored to blend with the principal structure.
3. Details of all proposed landscaping shall be submitted to the SRC for review and approval prior to installation.
4. No lighting shall create a glare to adjoining properties or public roadways. Only the proposed wall packs, pole lights, recessed canopy lighting, and lighting for other ingress/egress areas (including by main entrance) are part of this lighting approval. Any other future lighting will require review and approval by the SRC.
5. Details of all proposed signage shall be submitted to the SRC for review and approval prior to permitting and installation.
6. Developer to work with Village Fire Department on access and location of fire apparatus drive and access lanes.
7. The proposed shed is not part of the approval and shall be brought back to the SRC for review and approval prior to permitting and installation.

MOTION: Nuetzel SECOND: Zobro MOTION APPROVED BY VOICE VOTE: 6-0

### **6. DISCUSSION - Items for future agenda consideration**

None at the moment however the sign at Hillcrest will need to be addressed at a future meeting.

**7. ADJOURN** MOTION to adjourn the meeting by Baranczyk SECOND: Riley MOTION APPROVED BY VOICE VOTE: 6-0. Meeting adjourned at 6:25 pm.

Respectfully submitted by Amanda Wangerin, Village Deputy Clerk



1. **Call to order/Roll Call** – The meeting was called to order by Bob Ross, Vice Chair at 5:01 pm. Jeff Ambrosius, Tom Dennee, David Johnson, John Rather, and Bob Ross, were present. Excused: Rich Heidel. Absent: Melissa Tanke.
2. **Certification of the open meeting law agenda requirements and approval of the agenda** – ACTION: To certify the open meeting law agenda requirements and approve the agenda. MOTION: Ross SECOND: Dennee. VOICE VOTE: 5-0.
3. **Approval of Minutes of the December 1, 2025 meeting** – ACTION: To approve the Minutes of the December 1, 2025 meeting as presented. MOTION: Johnson SECOND: Ambrosius. VOICE VOTE: 5-0.
4. **Public Comment on Non-Agenda Items** – None.

#### ACTION ITEMS

**5. DISCUSSION AND ACTION – Consider a two-lot CSM establishing two separate new parcels of 1.015 and 2.450 acres (5060 Founders Terrace at Centerline Dr., HB-523-7)**

The property owner of parcel HB-523-7, located 5060 Founders Terrace (corner of Centerline Dr.), is proposing a two lot Certified Survey Map (CSM) splitting one parcel into two separate parcels of 1.015 and 2.450 acres. The existing parcel is currently zoned PDD#1: Centennial Centre at Hobart District and the proposed CSM would create two new lots that maintain compliance with Village Code requirements relating to lot size and lot width.

ACTION: To approve a two-lot CSM establishing two separate new parcels of 1.015 and 2.450 acres (5060 Founders Terrace at Centerline Dr., HB-523-7) as submitted. MOTION: Dennee SECOND: Johnson. VOICE VOTE: 5-0.

**6. ADJOURN(5:39 pm)–** MOTION: Ambrosius SECOND: Dennee. VOICE VOTE: 5-0.

Respectfully submitted by Lisa A. Vanden Heuvel, Village Clerk



**TO:** Site Review Committee

**RE:** 5060 Founders Terrace., HB-523-7; 20,000 SF Commercial Building w/  
Associated site Improvements

**FROM:** Todd Gerbers, Director of Planning and Code Compliance

**DATE:** February 18, 2026

**ISSUE:** Discussion and action to consider a new 20,000 SF commercial building with associated site improvements

**RECOMMENDATION:** Staff recommends conditional approval based on staff recommendations along with any conditions the Committee may identify.

### GENERAL INFORMATION

1. Developer: Bayland Buildings
2. Applicant: Bayland Building / Robert E. Lee & Associates
3. Address/Parcel: 5060 Founders Terrace / HB-523-7
4. Zoning: PDD #1: Centennial Centre at Hobart District
5. Use: Office with shop

### BACKGROUND

Bayland Buildings is proposing to construct a new 20,000 square foot commercial building to be located at 5060 Founders Terrace (Parcel HB-523-7) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as an office with shop.

### SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST

#### **Section 1, Site Plan Approval**

- A. Zoning:** PDD #1: Centennial Centre at Hobart District
- B. Green Space:** 38.8% after development
- C. Setbacks:** This development complies with all applicable setbacks (proposed 89' (front/Founders Terrace), 155' (rear), 44' (side/north), 95' (side/east), and 31' (side/south along Centerline Dr.).
- D. Parking:** The Village's parking ordinance does not specifically address this type of business, so the "Business (not listed above)" requirements would be "Business (not listed above). One parking space for each two staff members or employees, plus such additional parking space as may be required by the Planning and Zoning Commission for customers or users". While not quite certain on the exact number of employees anticipated for the operations, there are 23 parking stalls. So as long as there are not more than 46 employees, the proposed parking layout will be compliant.
- E. Fire Dept. and Police Dept.:** The plans are being reviewed by both Police Chief and Fire Chief with their comments and conditions being brought to the meeting.

- F. Storm Water:** Storm water from this development will be collected by internal catch basins throughout the site and discharge to two new dry ponds located along the west and south sides of this development. There is a discharge structure in each pond leading to the municipal storm sewer system which leads to a regional storm water pond that is owned by the Village.
- G. Refuse Collection:** Refuse / recycling enclosure to be located towards the rear of the property (northeast corner). Enclosure is planned to be split faced concrete block to match the primary building. Gate will be chain-link with privacy slats.

## Section 2, Architectural Plan Approval

### A. Exterior Construction Information:

1. **Materials:** Metal frame building.
2. **Exterior Materials:** Mixture of aluminum composite panels, split face CMU, and concealed fastener metal wall panels on both the west and south building elevations that face a public roadway, and semi-concealed fastener metal wall panels on the other side and rear building elevations.
3. **Height:** Anticipated at 25 feet
4. **Overhead doors:** 1 overhead door at grade on the side/north elevation with 3 overhead doors at grade and 4 loading dock doors on the rear/east elevation.
5. **Mechanical equipment:** None noted on the plans, but all such equipment shall be screened from view with materials to match those of the principal structure or with landscaping. All exterior exhaust/intake vents shall be colored to blend with the principal structure.

**Section 3, Landscaping Plan:** With roughly 330 feet along Founders Terrace and 327 feet of street frontage along Founders Terrace, that would equate to 7 trees per road frontage. With the street intersection and ingress/egress points on both roadways, Staff has concerns with tree locations relative to vision corridors. Additionally, Staff would recommend that there be some foundation plantings along the west and south building elevations. Also, both dry storm water ponds shall be landscaped and maintained to prohibit the overgrowth and unsightly tall vegetation. Therefore, Staff recommends that developer discuss the tree species, planting locations, and foundation planting with Village Staff and submitted an updated landscape plan that includes these items to Village Staff for review and approval prior to plantings.

**Section 4, Lighting:** No lighting plan is submitted at this time. Therefore, a detailed lighting plan with photometrics and lighting details shall be submitted for review and approval at a later SRC meeting prior to installation.

**Section 5, Signage:** There are 2 wall mounted signs shown on the building elevations (west and south), however, no sign details are submitted at this time. Therefore, any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.

**Section 6, Driveway-Curb Cut:** Access to this site will be through three new ingress/egress locations with two from Founders Terrace (25' driveway width and 35' curb cut for truck access and 24' driveway width and 34' curb cut for employees and visitors) and one from Centerline Dr. (25' driveway width and 35' curb cut).

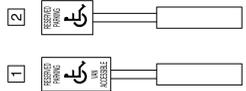
**RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of this site plan, subject to the following and in addition to any conditions the Site Review Committee may identify:

1. Lock box location(s) shall be approved by the Village Fire Chief
2. Fire Department (FD) connection shall be approved by the Village Fire Chief
3. Any and all mechanical equipment shall be screened from view with materials to match those of the principal structure or with landscaping, and all exterior exhaust/intake vents shall be colored to blend with the principal structure.
4. Developer to discuss the tree species, planting locations, and foundation planting with Village Staff and submitted an updated landscape plan that includes these items to Village Staff for review and approval prior to plantings. No tall / unmaintained vegetation is permitted on property including in or adjacent to dry storm water pond.
5. A detailed lighting plan with photometrics and lighting details shall be submitted for review and approval at a later SRC meeting prior to installation.
6. Any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.

**LEGEND**

- CONCRETE PAVEMENT (5,940 S.F.)
- ASPHALT PAVEMENT (LIGHT) (8,586 S.F.)
- ASPHALT PAVEMENT (HEAVY) (82,219 S.F.)
- LANDSCAPE AREA
- GREEN SPACE
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- SIGN
- INDICATES NUMBER OF PARKING STALLS



NOTE:  
ALL DIMENSIONS ARE TO THE FACE OF CURB,  
UNLESS NOTED OTHERWISE

**NOTE**  
ALL DISTURBED AREAS SHALL BE TOPSOILED  
TO A DEPTH OF 6 INCHES, SEEDED AND  
MULCHED. AREA TO BE RAKED FREE OF  
STONES AND CLUMPS.

**PARKING DATA**  
TOTAL PARKING STALLS PROVIDED = 23  
HANDICAP ACCESSIBLE PARKING STALLS = 1

**SITE DATA**  
TOTAL AREA = 2.45 ACRES, 106,721 S.F.  
BUILDING AREA = 0.46 ACRES, 20,000 S.F. (18.7%)  
SIDEWALK/PARKING LOT AREA = 1.04 ACRES, 45,945 S.F. (42.5%)  
GREEN SPACE = 0.95 ACRES, 41,376 S.F. (38.8%)

**ZONING**  
PDD #1 CENTENNIAL CENTRE AT HOBART DISTRICT

**PARCEL NO.**  
HB-523-7

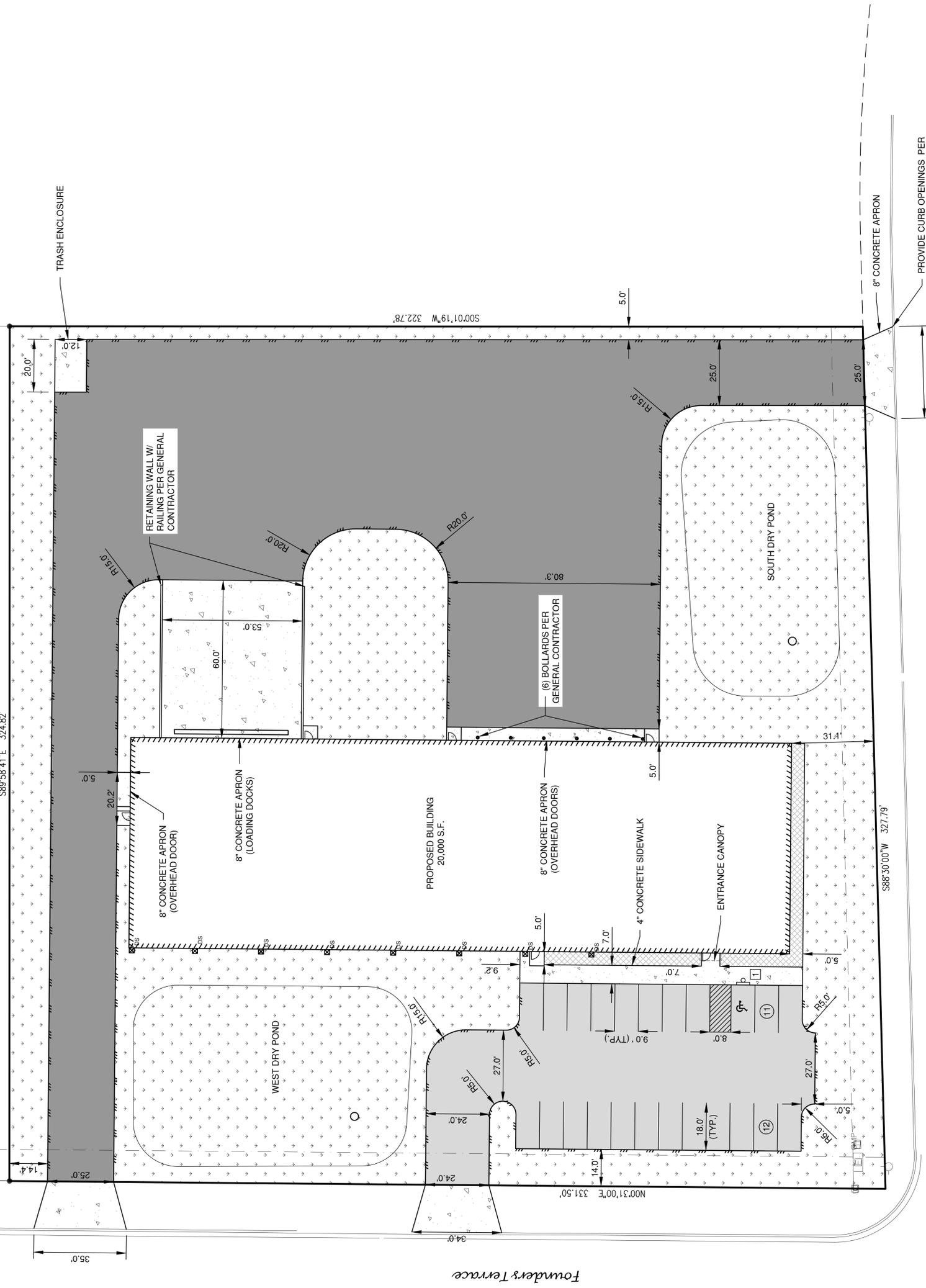


DATE	01.12.2028
FILE	20280000
JOB NO.	20280000
DRAWN	SSS
CHECKED	SSS
DESIGNED	SSS

**SITE PLAN**

SITE DEVELOPMENT OF MIDWEST LIVESTOCK  
FOR BAYLAND BUILDINGS, INC  
VILLAGE OF HOBART  
BROWN COUNTY, WI

NO.	DATE	APPROV.	REVISION



Centerline Drive

Founders Terrace



**TO:** Site Review Committee

**RE:** 720 W. Adam Dr., HB-139; 18,265 SF Contractor Shop w/ Office & 12,000 SF Contractor Shop w/ Associated site Improvements

**FROM:** Todd Gerbers, Director of Planning and Code Compliance

**DATE:** February 18, 2026

**ISSUE:** Discussion and action to consider a new 18,265 SF Contractor Shop w/ Office & 12,000 SF Contractor Shop with associated site improvements

**RECOMMENDATION:** Staff recommends conditional approval based on staff recommendations along with any conditions the Committee may identify.

### GENERAL INFORMATION

1. Developer: DeNobel Construction, Inc.
2. Applicant: DeNobel Construction, Inc. / Robert E. Lee & Associates
3. Address/Parcel: 720 W. Adam Dr. / HB-139
4. Zoning: I-1: Limited Industrial District
5. Use: Contractor Shop

### BACKGROUND

DeNobel Construction, Inc. is proposing to construct two new commercial buildings with one being the main office and shop of 18,265 square feet and the second being a shop of 12,000 square feet located at 720 W. Adam Dr. (Parcel HB-139) along with the required associated site improvement including access and parking. Both proposed buildings will be single story in height.

### SITE REVIEW DEVELOPMENT AND DESIGN STANDARDS CHECKLIST

#### Section 1, Site Plan Approval

- A. Zoning:** I-1: Limited Industrial District
- B. Green Space:** 36% after development
- C. Setbacks:** This development complies with all applicable setbacks (proposed 107' (front/W. Adam Dr.), 387' (rear), 42' (side/west), and 55' (side/east)).
- D. Parking:** Per Village Code, contractors' shops and yards require "one parking space shall be provided for every 1,000 square feet of building area or for every two employees, whichever constitutes the greater number of stalls". Based on the main shop w/office of 18,265 square feet, that would require 19 stalls, which is what is noted on the site plan.
- E. Fire Dept. and Police Dept.:** The plans are being reviewed by both Police Chief and Fire Chief with their comments and conditions being brought to the meeting.
- F. Storm Water:** Storm water from this development will be collected by internal catch basins throughout the site and discharge to either a wet pond along the north property line that has an overflow structure that

discharges to the natural drainage way on the property to the north, or to a dry pond along the south of the property that has a discharge structure that discharges to the road ditch along W. Adam Dr.

- G. Refuse Collection:** There is no refuse / recycling enclosure planned as all refuse / recycling is stored indoors until disposal.

## Section 2, Architectural Plan Approval

### A. Exterior Construction Information:

1. **Materials:** Wood frame buildings.
2. **Exterior Materials:** The main three elevations of the office will be a mixture of stone veneer and LP Smart siding with the stone veneer continuing at a height of 4'-4" along the front elevation of the shop area that fronts W. Adam Dr. The remainder of the shop and the second shop building will be of exposed fastener prefabbed metal wall panels.
3. **Height:** Anticipated at 34 feet for the shop roof
4. **Overhead doors:** There are 6 overhead doors planned on the front of the shop building and 5 on the rear of the shop building to facility the ability to drive the trucks and equipment through the building. The second shop located behind the main shop will have 7 overhead doors on the east elevation facing into the yard.
5. **Mechanical equipment:** None noted on the plans, but all such equipment shall be screened from view with materials to match those of the principal structure or with landscaping. All exterior exhaust/intake vents shall be colored to blend with the principal structure.

**Section 3, Landscaping Plan:** No landscape plan has been submitted at this time. Therefore, a detailed landscape plan shall be submitted for review and approval at a later SRC meeting prior to installation.

**Section 4, Lighting:** No lighting plan is submitted at this time. Therefore, a detailed lighting plan with photometrics and lighting details shall be submitted for review and approval at a later SRC meeting prior to installation.

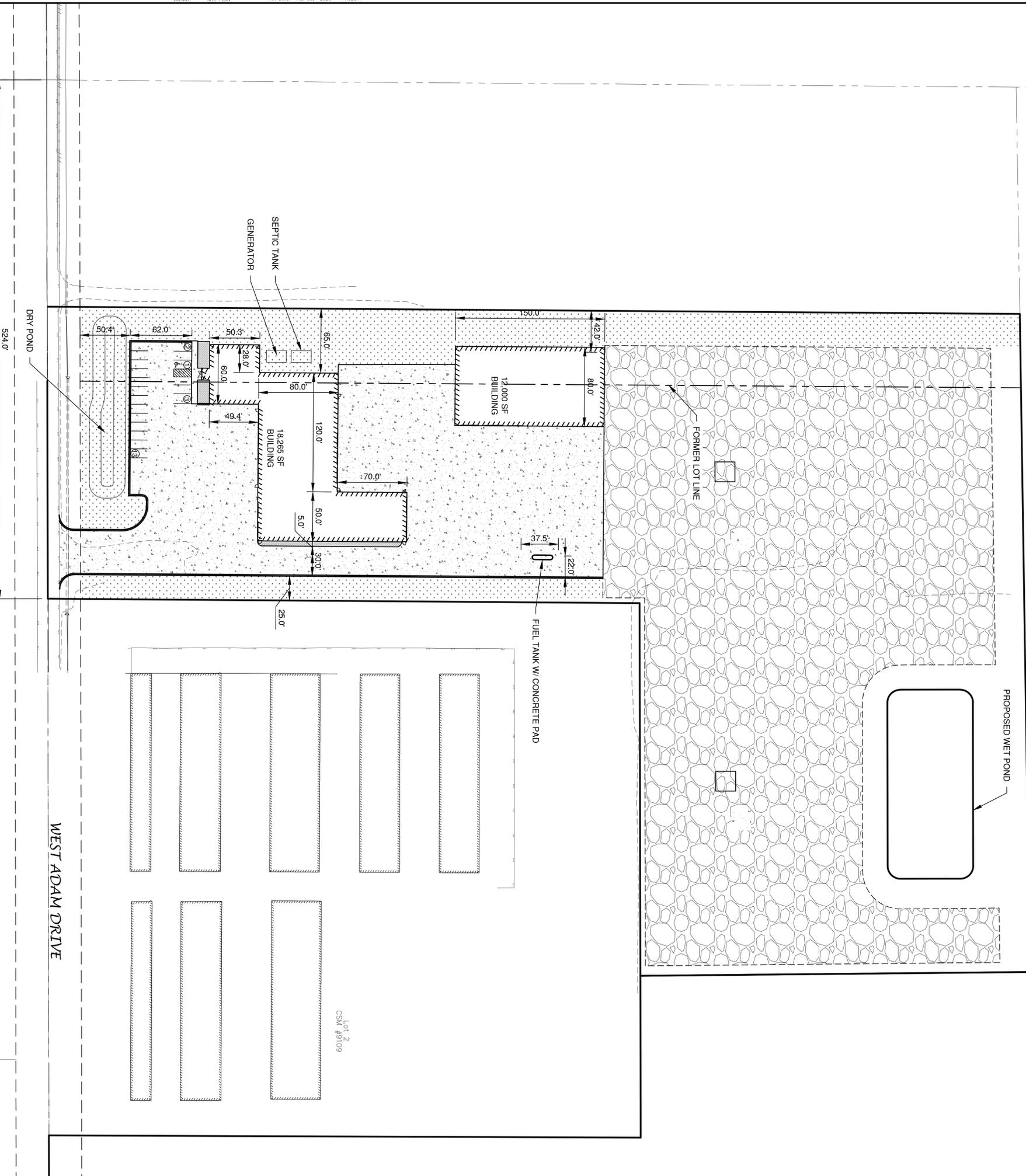
**Section 5, Signage:** No sign locations or details are submitted at this time. Therefore, any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.

**Section 6, Driveway-Curb Cut:** This is a rural road, so no curb cut is required. Access to this site will be through one ingress/egress location form W. Adam Dr. (may utilize the existing access or may need to shift the location slightly to accommodate the new development). The final width of the access will need to be approved by the Village Director of Public Works.

**RECOMMENDATION/CONDITIONS**

Staff recommends conditional approval of this site plan, subject to the following and in addition to any conditions the Site Review Committee may identify:

1. Lock box location(s) shall be approved by the Village Fire Chief
2. Any and all mechanical equipment shall be screened from view with materials to match those of the principal structure or with landscaping, and all exterior exhaust/intake vents shall be colored to blend with the principal structure.
3. Developer shall submit a detailed landscape plan for review and approval at a later SRC meeting prior to installation.
4. Developer shall submit a detailed lighting plan with photometrics and lighting details for review and approval at a later SRC meeting prior to installation.
5. Any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.
6. Location and width of ingress / egress from W. Adam Dr. shall be approved by Village Director of Public Works if being altered from existing.
7. SRC approval is conditional upon Certified Survey Map being approved
8. SRC approval conditional upon developer receiving all Brown County Airport approval(s)



**NOTE**  
 ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

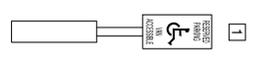
**PARKING DATA**  
 TOTAL PARKING STALLS PROVIDED = 18  
 HANDICAP ACCESSIBLE PARKING STALLS = 1  
 TOTAL PARKING STALLS REQUIRED = 19

**SITE DATA**  
 TOTAL AREA = 3.82 ACRES, 166,399 S.F.  
 BUILDING AREA = 0.69 ACRES, 30,265 S.F. (18%)  
 SIDEWALK/PARKING LOT AREA = 1.77 ACRES, 76,929 S.F. (46%)  
 GREEN SPACE = 1.36 ACRES, 59,437 S.F. (36%)

**LEGEND**

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT (LIGHT) (S.F.)
- ASPHALT PAVEMENT (HEAVY) (S.F.)
- LANDSCAPE AREA
- GREEN SPACE
- PROPOSED 18" STANDARD CURB AND GUTTER
- PROPOSED 18" STANDARD SHEDDING CURB AND GUTTER
- PROPOSED 18" MOUNTABLE CURB AND GUTTER
- PROPOSED 18" MOUNTABLE SHEDDING CURB AND GUTTER
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- INDICATES NUMBER OF PARKING STALLS
- WALL PACK
- LIGHT POLE (1 LAMP)
- LIGHT POLE (2 LAMPS)
- LIGHT POLE (3 LAMPS)
- LIGHT POLE (4 LAMPS)

**\*NOTE:** ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

DESIGN: DRAMM KOC  
 CHECKED: KOC  
 DESIGNED: CSB

PROPOSED SHOP SITE DEVELOPMENT  
 FOR JOE DENOBLE  
 VILLAGE OF HOBBART  
 BROWN COUNTY, WISCONSIN

SITE PLAN

DATE	FILE NO.	JOB NO.
1-12-23	3175040	3175040

**WREL Robert E. Lee & Associates, Inc.**  
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | rlee@wrel.com

SHEET NO. **2**

# REQUEST FOR PROPOSALS – STREET SWEEPING SERVICES FOR THE VILLAGE OF HOBART



## **Section 1 – Statement of Purpose**

The Village of Hobart (“the Village”) is requesting proposals from qualified Vendors to provide street sweeping services. The contract will be administered by Department of Public Works staff.

## **Section 2 – General Information**

The Village of Hobart is located in Brown County and has an estimated population in 2024 of 11,558. The Village is governed by a Village President and four Village Trustees. The Village employs a Village Administrator. The Village’s 87-mile network of roads (174 lane miles). There is currently 20.5 miles of curb and gutter roadways within the Village.

## **Section 3 – Timeline**

The Village anticipates that street sweeping services under a new contract will begin on or about May 1<sup>st</sup>, 2026

- Vendor Proposals reviewed – March 23<sup>rd</sup>, 2026
- Vendor Interviews, if necessary - March 26<sup>th</sup>, 2026
- Village Board approval of contract – April of 2026.

The above schedule for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and/or award. Interviews will be with staff and members and the Board chairperson of the recommending committee (Public Works and Utilities Advisory Committee).

## **Section 4 – Project Scope**

### **A. Municipal Street Sweeping**

1. Provide street sweeping services once a month or as requested by the Village on roads with curb and gutter installed.
2. Approximate road miles to sweep are currently at 20 miles of roadway, 15 miles is located in the northern part and 5.5 miles located in the southern part of the Village.
3. First Street Sweeping to start in May and ends in November or as weather permits. Dates can be adjusted with approval from the Village.

4. Debris from sweeping shall be unloaded in a designated area located at the Public Works Facility at 3769 N. Overland Road or as directed by the Village.
5. Water shall be supplied to the Vendor by the Village as required at no cost to the Vendor. Vendor must keep records on gallons of water used for street sweeping and report amount to the Village for each month.
6. Vendor must be available to respond during normal hours for requested special events or additional sweeping if required.

### **Section 5 – Proposal Content**

The proposal should include the following:

#### A. Transmittal Information.

1. Vendors' name, address, telephone number and contact person.
2. Vendors' confirmation of understanding of the project and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.

#### B. Qualifications.

1. Provide a description of the Vendor's background and history.
2. Identify a list of current customers.

#### C. Rates.

1. Provide an hourly rate for street sweeping services to occur once per month.
2. Provide an hourly rate for a special event or extra sweeping service as requested.
3. Provide hourly rate for emergency call in. Include response time anticipated to the Village.

#### D. Insurance

1. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies in which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

### **Section 6 – Evaluation Criteria**

A selection and interview committee will be comprised of the Village Administrator, Director of Public Works, Public Works and Utility Committee. The following will be considered in evaluation of the proposals:

1. Qualifications
2. Past record of performance of the firm, project manager and consultant team, including references from communities under contract for municipal engineering services.
3. Experience, type, and age of equipment used.
4. Proximity of the Vendor to the Village.
5. Cost.

### **Section 7 – Instructions to Firms**

Submittal Instructions

A. Please provide (1) digital copy of the proposal via email only to:

Jerry Lancelle, Director of Public Works

[jerry@hobartwi.gov](mailto:jerry@hobartwi.gov)

Identify proposal name into subject line of the email: Street Sweeping.

Deadline: Friday March 20, 2026 (3:00 P.M. CST)

All questions regarding this request for proposals should be addressed to Jerry Lancelle, Village of Hobart Public Works Director, at (920) 869-3807 or [jerry@hobartwi.gov](mailto:jerry@hobartwi.gov).

C. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.

D. Questions regarding this RFP should only be directed to the staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification. This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village to do so. The Village reserves the right to request clarification of the information submitted and to request additional information from one or more applicants.

Amendments

Amendment of proposals may be done as follows:

A. By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

B. By vendor: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Jerry Lancelle, Director of Public Works

[jerry@hobartwi.gov](mailto:jerry@hobartwi.gov)

(920) 869-3807

In the absence of the primary contact, the secondary contact for contraction administration is:

Aaron Kramer, Village Administrator

[aaron@hobartwi.gov](mailto:aaron@hobartwi.gov)

(920) 869-3804

**Section 8 – Terms of Condition**

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

Insurance

The successful vendor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance

policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful vendor shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the vendor shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the Village.

Nondiscrimination

In connection with the performance of work under this agreement, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the vendor without the written consent of the Village. If all or a portion of the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and vendor proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

This will be a three-year contract (September 1, 2026 – August 31, 2029) with the option for a two-year extension (through August 31, 2031).

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the

vendor and accepted by the Village, will be incorporated into a contract between the Village and the vendor, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the vendor has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful firm. The contract may be amended only by written agreement between the vendor and the Village. The Village reserves the right to award a contract to the next most qualified vendor if the initial successful vendor does not execute a contract within sixty (60) days after award of the proposal.



RECEIVED

FEB 23 2026

Village of Hobart

Verizon Wireless  
c/o Concordia Wireless as Agent  
24170 Mission Belleview Road  
Louisburg, KS 66053  
Attn: Brian Van Asten

February 16, 2026

Village of Hobart  
2990 S. Pinetree RD  
Hobart, WI 54155

RE: Verizon Wireless Ground Lease Inquiry – Address: Property Located at 400 Country CT BLK; Hobart, WI; Parcel: HB-657-3 [Fritsch Park GB\_MCR]

Dear Village of Hobart,

I am writing on behalf of our client, Verizon Wireless. The purpose of this proposal is to allow Verizon Wireless to improve its customer experience in the vicinity of your property located at the above-referenced location. Given the lack of existing vertical infrastructure in the area, we are reaching out to landowners to confirm interest in entering into a ground lease agreement for placement of a new telecommunications tower site on their properties.

The specific location of the ground lease area, and corresponding access and utility easement, will be mutually agreed upon during a subsequent conversation and/or site visit.

The Verizon Wireless-authorized terms are included in the enclosed letter of intent for your reference. If you are interested your property's consideration at the rental amount indicated, please sign and return the attached letter via return mail or email to [bvanasten@concordiawireless.com](mailto:bvanasten@concordiawireless.com). Please contact me with any questions at 913-522-0140 or via email at the above address.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Van Asten', with a long horizontal flourish extending to the right.

Brian Van Asten  
Agent on Behalf of Verizon Wireless



Village of Hobart  
2990 S. Pinetree RD  
Hobart, WI 54155

February 16, 2026

Verizon Wireless  
c/o Concordia Wireless as Agent  
24170 Mission Belleview Road  
Louisburg, KS 66053  
Attn: Brian Van Asten

RE: Letter of Intent / Ground Lease Proposal – Property Located at 400 Country CT BLK; Hobart, WI; Parcel: HB-657-3 [Fritsch Park GB\_MCR]

Dear Verizon Wireless:

The Landowner(s) of the above referenced property agrees to lease ground space (along with space for access and utility easements) to Verizon Wireless on the below terms.

- Option Fee: \$1,400.00
- Monthly Rent: \$700.00
- Escalator: 7.5% per Term (every five (5) years)
- Ground Space: 75' x 75' (along with ancillary space for access and utility easement)
- Lease Duration: (5) Year Initial Term with (18) – (5) Year Renewals (95 Year Total Duration)
- Total Lease Value: \$1,652,834.06

The purpose of this letter is to establish the core business terms that will eventually be included in a ground lease agreement. Landowner acknowledges that this letter does not create a binding agreement between the parties. However, Verizon’s decision to move forward with additional due diligence at the subject property is based on reliance on the enclosed terms.

Sincerely,

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Landowner Name

\_\_\_\_\_  
Landowner Phone Number

\_\_\_\_\_  
Landowner Email Address



VILLAGE OF  
**HOBART**  
GREATNESS IS GROWING  
**MEMORANDUM**

**TO:** Village Board

**FROM:** Aaron Kramer, Village Administrator & Todd Gerbers, Director of Planning and Code Compliance

**RE:** Recodification of Chapter 121 (Building Construction) of the Municipal Code

**DATE:** March 3, 2026

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**BACKGROUND**

At its February 17<sup>th</sup> meeting, the Board gave its approval to do an internal recodification of the Municipal Code. The first section of the Code to be presented is Chapter 121 (Building Construction).

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**SUMMARY FROM THE DIRECTOR OF PLANNING AND CODE COMPLIANCE**

Village Staff has been in contact with the Wisconsin State Department of Safety and Professional Services (DSPS) over the past few months as (DSPS) continues to go through their records and confirms the status of every municipality in the state. As a little background, DSPS issues all the credentialing and licensing for the building trades as well as realtors, medical professions, etc. They also oversee the state inspectors and plan reviewers for the various construction trades as well as which municipalities are delegated to issue permits, perform inspections, and even do plan review on both residential and commercial projects. For some unknown reason, the Village of Hobart no longer shows up in the state records as being delegated to perform inspections on projects of both Uniform Dwelling Code (single and two-family residential dwellings) and Commercial Building Code (commercial, industrial, and multi-family structures). Village Staff is working with DSPS to get this corrected since the Village of Hobart has been performing such inspection services continuously since roughly 1985. Village Staff is not able to present a copy of such original delegation acknowledgement to DSPS, so the next best option is to submit the necessary forms to have the Village of Hobart reinstated as a delegated municipality. DSPS would still continue to do the plan review of the commercial projects, and the local State Inspector would still be able to join the Village of Hobart Inspector on the various commercial projects.

The only notable change that we are required to make is to adopt Chapter SPS 327, Camping Units, as part of the Village Codes. This would allow the Village to enforce the state code for any camping units, which may “to be placed by a campground owner or operator in a campground for which a permit is issued under s. 97.67, Stats., and used for seasonal overnight camping”. This only applies to licensed campgrounds, not a tent or similar structure in a residential back yard.

At this same time, Village Staff recommends that the Village also incorporate SPS 328, Smoke Detectors and Carbon Monoxide Detectors, which is the code that sets the minimum standards for such devices installed in one and two-family dwellings.

## Chapter 121. Building Construction

[HISTORY: Adopted by the Village Board of the Village of Hobart as §§ 4.0 and 3.818 of the 2000 Code. Amendments noted where applicable.]

### GENERAL REFERENCES

Erosion control and stormwater management — See Ch. **150**.

Floodplain zoning — See Ch. **290**.

Zoning — See Ch. **295**.

### § 121-1. Purpose.

The purpose of this chapter is to establish uniform construction standards and inspection procedures for buildings and structures erected and altered within the Village.

### § 121-2. Adoption of codes.

[Amended 4-3-2019 by Ord. No. 2019-06]

- A. Chapters SPS 320, 321, 322, 323, 324, 325, the State Uniform Dwelling Code and all referenced codes and amendments thereto are adopted and incorporated into this Code by reference.
- (1) The following shall apply to all additions and alterations to one- and two-family dwellings where initial construction and/or construction permits were issued before June 1, 1980:
    - (a) Chapter SPS 320, § 320.07 (Definitions), and § 320.24 (Adoption of Industry Standards).
    - (b) Chapter SPS 321.
    - (c) Chapters SPS 322 (Energy Conservation), SPS 323 (HVAC), SPS 324 (Electrical), and SPS 325 (Plumbing), shall apply to new additions. Alterations to elements governed by the referenced codes in homes built prior to June 1, 1980 shall comply to the fullest extent practicable when walls, floors and ceilings are open and reasonably accessible.
  - (2) Accessory structures, storage buildings and other structures built in association with one- and two-family dwellings shall also comply with Subsection **A(1)** with the following exceptions:
    - (a) Utility storage buildings as defined in Chapter **295**, Zoning, may be erected without a foundation if anchored in a manner approved by the Zoning Administrator/Building Inspector.
    - (b) Detached garages and storage buildings of frame construction may be built on a continuous floating slab of reinforced concrete not less than four inches in thickness. Reinforcement shall be a minimum of six inches by six inches No. 10x10 welded wire mesh. The slab shall be provided with a thickened edge all around, eight inches wide and eight inches below the top of the slab. Anchor bolts 3/8 inch in diameter with nuts and washers attached shall be embedded a minimum of four inches below the finished surface of the slab and no closer than two inches to the bottom of the thickened edge, spaced in compliance with § SPS 321.18. Detached garages and storage buildings built with

foundation walls or piers shall have walls or piers as required by § SPS 321.18 of the Wisconsin Administrative Code.

- B. Chapters SPS 360-366, the Wisconsin Commercial Building and HVAC Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.
  - (1) This section shall also apply to private buildings and structures, such as, but not limited to, private hangars and storage buildings that are not built in association with one- and two-family dwellings.
  - (2) Agricultural buildings shall comply with the structural design requirements of SPS 362.
- C. Chapter SPS 316, the Wisconsin Electric Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.
- D. Chapters SPS 381-387, the Wisconsin Plumbing Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.
  - (1) In buildings and structures connected to the municipal sanitary sewerage system, where plumbing fixtures exist below road grade, backwater valves shall be installed in the building sanitary drain system as a prevention to keep backwater from flooding the area of the building below road grade.
  - (2) Sanitary and storm sewers serving private or public property which are removed from service shall be uncovered at the property line adjacent to the utility easement or to the right-of-way in which the sewer connects to a main and sealed against infiltration into the public sewer system. Existing sanitary or storm sewers serving private or public property that are going to be reactivated within one year and meet the plumbing code requirements may be temporarily sealed at any point on the property approved by the Zoning Administrator/Building Inspector. Sealing of sewers shall be permitted and inspected before covering and/or commencing demolition of any building.
  - (3) Water services serving private or public property which are removed from service shall be uncovered at the property line adjacent to the utility easement or to the right-of-way in which the water service connects to a main and capped to prevent leakage or contamination of city water supply by backflow or siphonage. Existing water services serving private or public property that are going to be reactivated within one year and meet the plumbing code requirements may be temporarily capped at any point on the property accepted by the Zoning Administrator/Building Inspector. Capping of water services shall be permitted and inspected before covering and/or commencing demolition of any building.
  - (4) Building clear water, stormwater and foundation drainage systems shall discharge in accordance with the following:
    - (a) Shall drain in compliance with any approved stormwater management plan when applicable.
    - (b) Shall flow to the municipal stormwater system when available.
    - (c) Shall utilize natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas.
    - (d) Shall not discharge closer than 20 feet of a property line except when connecting to a municipal stormwater system. Existing building clear water, stormwater and foundation drainage systems not in compliance with this provision on March 19, 2013 shall be brought into compliance with this section upon notice by the Village.
    - (e) The size, type and installation of all laterals proposed to be constructed shall be in accordance with plans and specifications approved by the Department of Neighborhood Services.

- (f) The property owner shall be responsible for any maintenance to facilities covered in this section if drained into a municipal stormwater system. The Village is not responsible for any damage to said facilities when placed in the right-of-way or Village-owned easements or facilities.
- E. Chapter SPS 305, §§ 305.30-305.999, the Wisconsin Licenses, Certifications and Registrations Code, and all amendments thereto are adopted and incorporated into this code by reference.
- F. Modification of regulations. When there are practical difficulties involved in carrying out provisions of this chapter or of an approved rule, the Director of Neighborhood Services may vary or modify such provision upon application of the owner or his representative, provided that the spirit and intent of this chapter shall be observed and public welfare and safety shall be ensured. The application for modification and the final decision of the Director of Neighborhood Services shall be in writing and shall be officially recorded with the permanent application for the permit in the permanent records of the Village property files.
- G. Septic and solid waste collection receptacles required. The property owner(s) and/or duly appointed agent(s) representing said owner(s) for any property upon which a new residential dwelling or nonresidential building is to be constructed shall provide temporary on-site septic, i.e., portable toilet, and solid waste containers, e.g., dumpster, for the temporary storage of waste during and subsequent removal of waste after building construction has been completed. Said containers shall be installed prior to commencement of construction, maintained in working condition and capacity throughout the duration of all construction activities, and be removed from the property not later than 10 days after the date the Zoning Administrator/Building Inspector has completed final inspection.

## § 121-3. Permits required.

- A. Building permit required.
  - (1) No building or structure or any part thereof shall hereafter be moved, built, enlarged, altered, or demolished within the Village, except as hereinafter provided, unless a permit therefor shall first be obtained by the owner, or his agent, from the Village. All work which affects the occupancy, area, structural strength, fire protection, exits, light, or ventilation of the building, requires a building permit.
  - (2) Application for a building permit for a structure intended for human occupancy on lands not served by public, municipal sewer shall be approved only if said application is accompanied by a valid holding tank permit or a valid septic tank permit. Validity of holding tank permit or septic tank permit shall be based on state statutes or county ordinances where appropriate.
  - (3) Application for a building permit for any structure shall require approval of the road offering access to said structure, whether said structure is erected on public roads or private roads.
  - (4) Exceptions.
    - (a) No permit shall be required for minor repairs or alterations which in the opinion of the Zoning Administrator/Building Inspector do not affect the occupancy, area, structural strength, fire protection, exits, light, or ventilation of a building.
- B. HVAC permit required.
  - (1) No heating, ventilating, or air-conditioning system, or a part of a system shall hereafter be constructed, installed, erected, altered or unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.
  - (2) Exceptions.

- (a) No permit shall be required for minor repairs or alterations to any heating, ventilating or air-conditioning system which does not, in the opinion of the Zoning Administrator/Building Inspector, involve any changes in the heating or ventilating of the building.
- C. Electrical permit required.
  - (1) No electrical equipment shall be installed, altered, renewed, replaced or connected unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.
  - (2) Exceptions.
    - (a) No permit shall be required for low-voltage installations in one- and two-family dwellings.
    - (b) No permit shall be required for the reconnection of existing power supplies to replacement heating plants, water heaters and other appliances.
    - (c) No permit shall be required for the repair, removal, disturbance or disconnection of any existing electrical equipment or the renewal or replacement of any existing lighting, switches, sockets, or receptacles.
    - (d) No permit shall be required for minor repairs or alterations to any electrical distribution system which does not, in the opinion of the Zoning Administrator/Building Inspector, involve any changes in the electrical distribution of the building.
- D. Plumbing permit required.
  - (1) No person shall perform or permit the performance of any plumbing work, as defined by state statute or regulation adopted by reference as a part of this code, unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.
  - (2) Exceptions.
    - (a) No permit shall be required for the repair, removal, disturbance, disconnection or replacement of any existing plumbing fixture or appliance.
    - (b) Minor repairs as defined in § 145.06(4)(d), Wis. Stats., as may be amended from time to time, shall be exempt from the permit requirement.
- E. Building permit fee. The building permit fee shall be paid to the Village Clerk-Treasurer and shall be in an amount as established by the Village Board by resolution, a schedule of which fees shall be published by the Village Board and available at the office of the Village Clerk-Treasurer.

## § 121-4. Application for permits.

Application for a permit shall be made in writing to the Village providing all information necessary to reasonably determine the proposed project complies with all applicable codes.

## § 121-5. Plans to be submitted.

- A. With such permit application, there shall be submitted two complete sets of plans and specifications, including a plot plan showing the location of the proposed building with respect to adjoining property lines, buildings and rights-of-way. All plans shall be drawn using commonly accepted architectural or engineering scales. Drawings that do not show all necessary details to enable the Village to reasonably inspect the same shall be rejected.
- B. Exception. If, in the opinion of the Zoning Administrator/Building Inspector, the character of the work is sufficiently described in the application, the filing of plans may be waived.

## § 121-6. Alteration of plans.

After being approved, the plans and specifications shall not be altered in any respect which involves any ordinances, laws or orders, or which involves the safety of the building, except with the written consent of the Zoning Administrator/Building Inspector.

## § 121-7. Posting permit on construction site required.

With every building permit issued, the Zoning Administrator/Building Inspector shall issue to the applicant a placard signifying the required permit has been secured. It shall be the duty of such applicant to place such card in a conspicuous place on the premises. The placard shall be unobstructed from public view and shall be located not more than 15 feet above grade. It shall also be the duty of the applicant to take appropriate measures to prevent the card from being destroyed by the weather.

## § 121-8. Lapse of permit upon failure to commence work.

- A. Permits shall have lapsed and be void unless building operations are commenced within six months from the date thereof.
- B. Permits for building shall lapse and be void from and after 12 months from the date of issuance, except for projects where the applicant advises the Zoning Administrator/Building Inspector the permitted project will exceed 12 months in duration. In such case, the applicant shall advise the Zoning Administrator/Building Inspector of the estimated completion date, which then will become the expiration date.<sup>[1]</sup>

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

## § 121-9. Revocation of permit.

If the Zoning Administrator/Building Inspector shall find at any time that the ordinance, laws, orders, plans and specifications are not being complied with, he shall revoke the permit by written notice posted at the site of the work or mailed to the permit applicant. When any such permit is revoked it shall be unlawful to do any further work upon such building until the permit is reissued, excepting such work as the Zoning Administrator/Building Inspector shall order to be done as a condition precedent to the reissuance of the permit.

## § 121-10. Required inspections.

- A. The permit applicant or an authorized representative shall, in writing or orally, request inspections of the following applicable phases of any building or structure:
  - (1) Footings. After the placement of forms, shoring, and reinforcement, where required, and prior to the placement of concrete.
  - (2) Foundation backfill. After the placement, installation of drain tiles, stone covering drain tiles, waterproofing, exterior insulation if required, prior to backfilling.
  - (3) Interior drain tiles, stone and vapor barrier. After placement and prior to covering.
  - (4) Electric service installations. After installation and prior to energizing.
  - (5) Buried installations. After the placement of plumbing, HVAC and electric installations (including, but not limited to, water service laterals, storm sewer laterals, sanitary sewer laterals,

underground plumbing, underground electrical distribution, and underground HVAC ducting) and prior to covering or enclosing in any manner.

- (6) Rough inspection of general construction including framing, electric, HVAC and plumbing after completion of this phase and prior to installing insulation.
  - (7) Insulation and vapor barrier. After placement and prior to covering.
  - (8) Final inspection after completion of all code requirements and prior to occupancy to determine compliance with all requirements of this code and terms of the permit.
- B. Notice of compliance or noncompliance shall be posted at the site. Upon finding noncompliance, the Zoning Administrator/Building Inspector shall notify the applicant and/or the owner in writing, of the violations to be corrected. No work shall be concealed until approved by the Zoning Administrator/Building Inspector. When compliance with any noted violations has been provided, the owner/applicant/agent shall provide written documentation that the noted violations have been corrected in compliance with the applicable code sections.
  - C. Upon reinspection of a violation, if the inspector finds that the violations have not been corrected, the Zoning Administrator/Building Inspector may require the owner, contractor or agent responsible for the violations pay a reinspection fee.
  - D. When the building or structure is ready for inspection, the contractor, owner or agent shall make such arrangements as necessary to enable the inspector to inspect all parts of the building or structure.
  - E. Construction may proceed if the requested inspection has not taken place by the end of the second business day following the day of notification or as otherwise agreed between the applicant and the Zoning Administrator/Building Inspector.

## § 121-11. Disposal of debris and damages to curbs at construction sites.

- A. Preamble. The Village wishes to protect its streets, curbs, sewers and sidewalks from damage due to construction. We wish to protect pedestrians and motor vehicle traffic from construction debris during and after construction projects. This section is written to require proper construction practices and to assure that the above mentioned goals are met.
- B. Mud, dust, brush, stumps, etc. No general contractor, building permit holder or owner shall cause, maintain or permit the littering of any public or private property or streets with mud, dust, brush, stumps, tree limbs, construction, piles of dirt after building landscaping is completed or other types of debris, nor shall such person cause damage to any public street, sidewalk, curb, gutter, sewerage system or property.
- C. Daily cleanup. A general contractor, building permit holder or owner must clean up by 8:00 p.m. each day or at the end of the workday on that site, whichever occurs earlier, and the site must be kept clean as much as feasible during the day.
- D. Debris in street or on sidewalk. Debris in the street or on the sidewalk that would injure a motor vehicle, pedestrian or cyclist must be removed immediately.
- E. Disposal of debris at construction sites.
  - (1) No general contractor, subcontractor, owner, permit holder, municipality or municipal subcontractor shall allow any person to leave litter or building debris at a construction site which creates a nuisance. During the course of any construction which requires a permit within the Village, the contractor shall be responsible for having a dumpster or other suitable method to properly contain any construction related debris on the site at all times while construction is conducted on the site.

- (2) If a general contractor, permit holder or owner does create a nuisance, the Zoning Administrator/Building Inspector shall revoke the building permit until they have complied with this section.
- F. Damaging curbs or sidewalks. It is the responsibility of the general contractor, permit holder or owner to inspect all sidewalks and curbs prior to commencement of work. Any such damage must be reported to the Zoning Administrator/Building Inspector or his designated agent prior to commencement of work. Any damage not reported in that time period will be attributed to the general contractor, building permit holder or owner. No general contractor, building permit holder or owner shall allow any person to run a vehicle over a curb in the Village, unless that curb shall have been properly blocked or ramped to ensure no damage to the curb. Properly blocked means adequately covered behind the curb with crushed stone to a sufficient depth to protect the back of the curb and a four-by-four planking in front of the curb. All tires crossing the curb shall be supported in this manner. This requirement may be waived by the Zoning Administrator/Building Inspector for good cause.
- G. Violations.
- (1) If any general contractor, building permit holder or owner is convicted of three or more violations of this section within a six-month period, the Zoning Administrator/Building Inspector shall have authority to withhold building permits from such general contractor, building permit holder or owner for a period of six months.
- (2) If any general contractor, building permit holder or owner shall fail to pay any costs of any curb repair for damage to curbs caused by such person, the Village shall have the right to withhold the issuance of building permits to that general contractor, building permit holder or owner until such time as all bills are paid.<sup>[1]</sup>
- [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).*
- (3) In addition to any other penalties imposed by this chapter, any general contractor, building permit holder or owner convicted of a violation of this section shall be subject to a forfeiture of not less than \$100 plus costs for a first offense and not less than \$500 plus costs for the second offense.<sup>[2]</sup>
- [2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).*
- (4) In addition to the penalty provided in § 1-3 of this Code, the Village may clean up or contract to clean up and charge the cost to the general contractor, building permit holder or owner who is found in violation of this section. If the bills are not paid for, the occupancy permit will be withheld.
- H. Village compliance. The Village will comply with this section, but no penalties shall apply to the Village.
- I. Liability. The general contractor, permit holder and owner are jointly and severally liable for violations of this section. It is the Village's intention to prosecute violations in the following order:
- (1) First: general contractor.
- (2) Second: permit holder.
- (3) Third: owner.

## § 121-12. Appeals from rulings of Zoning Administrator/Building Inspector.

Any person feeling aggrieved by any order or ruling of the Director of Neighborhood Services or designee may appeal from such order or ruling to the Board of Appeals as provided in Subsection A of this section. An order or ruling written for one- and two-family homes built on or after June 1, 1980, is

not appealable under this chapter. An order or ruling written under Chapters SPS 360–366 is not appealable under this chapter.

- A. Any person feeling aggrieved by any order or ruling of the Director of Neighborhood Services or designee may appeal from such order or ruling to the Board of Appeals within 15 calendar days after written notice of such order or ruling. The date of written notice or ruling shall be the date of mailing of the official notice or the date of personal service of the official notice. The notice of appeal shall be in writing and specify the reasons for the appeal. The Board of Appeals shall act upon the appeal within 60 days of the filing of the notice of appeal.
- B. Application for appeal may be made when it is claimed that the true intent of the codes or the rules legally adopted thereunder has been incorrectly interpreted; the provisions of the codes do not apply; or an equally good or better form of construction or repair can be used. All appeals shall be accompanied by supporting data.
- C. An appeal shall stay all enforcement activities and all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Appeals that by reason of the facts stated in the certificate a stay would in the opinion of the officer, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by a court of record on application, on notice to the officer from whom the appeal is taken, and upon due cause shown.

## § 121-13. Violations and penalties.

Any violation of any of the provisions of this chapter shall subject the violator to the penalties provided in § 1-3. Each day a violation continues, unless otherwise specified in this chapter, shall constitute a separate offense. Where the violator has been issued a permit or is a licensee under the provisions of this chapter, such permit or license shall be subject to revocation in the discretion of the court.

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



## ORDINANCE 2026-02

### AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 121 (BUILDING CONSTRUCTION) OF THE MUNICIPAL CODE OF THE VILLAGE OF HOBART, BROWN COUNTY, WISCONSIN

**Purpose:** The purpose of this chapter is to establish uniform construction standards and inspection procedures for buildings and structures erected and altered within the Village

The Village Board of the Village of Hobart, Brown County, Wisconsin, does ordain as follows:

**Section 1:** Chapter 121 (Building Construction) of the Municipal Code of the Village of Hobart, is hereby repealed and recreated to read as follows:

#### § 121-1. Purpose.

The purpose of this chapter is to establish uniform construction standards and inspection procedures for buildings and structures erected and altered within the Village.

#### § 121-2. Adoption of codes.

A. The State Uniform Dwelling Code and all referenced codes and amendments thereto are adopted and incorporated into this Code by reference. The following provisions of the Wisconsin Administrative Code, collectively constituting the State Uniform Dwelling Code, are adopted by reference and made part of this chapter as if fully set forth in this chapter:

- Wis. Admin. Code ch. SPS 320, Administration and Enforcement
- Wis. Admin. Code ch. SPS 321, Construction Standards
- Wis. Admin. Code ch. SPS 322, Energy Conservation
- Wis. Admin. Code ch. SPS 323, Heating, Ventilating and Air Conditioning
- Wis. Admin. Code ch. SPS 324, Electrical Standards
- Wis. Admin. Code ch. SPS 325, Plumbing
- Wis. Admin. Code ch. SPS 327, Camping Units
- Wis. Admin. Code ch. SPS 328, Smoke Detectors and Carbon Monoxide Detectors

(1) The following shall apply to all additions and alterations to one- and two-family dwellings where initial construction and/or construction permits were issued before June 1, 1980:

- (a) Chapter SPS 320, § 320.07 (Definitions), and § 320.24 (Adoption of Industry Standards).

(b) Chapter SPS 321.

(c) Chapters SPS 322 (Energy Conservation), SPS 323 (HVAC), SPS 324 (Electrical), and SPS 325 (Plumbing), shall apply to new additions. Alterations to elements governed by the referenced codes in homes built prior to June 1, 1980 shall comply to the fullest extent practicable when walls, floors and ceilings are open and reasonably accessible.

(2) Accessory structures, storage buildings and other structures built in association with one- and two-family dwellings shall also comply with Subsection A (1) with the following exceptions:

(a) Utility storage buildings as defined in Chapter 295, Zoning, may be erected without a foundation if anchored in a manner approved by the Director of Planning and Code Compliance.

(b) Detached garages and storage buildings of frame construction may be built on a continuous floating slab of reinforced concrete not less than four inches in thickness. Reinforcement shall be a minimum of six inches by six inches No. 10x10 welded wire mesh. The slab shall be provided with a thickened edge all around, eight inches wide and eight inches below the top of the slab. Anchor bolts 3/8 inch in diameter with nuts and washers attached shall be embedded a minimum of four inches below the finished surface of the slab and no closer than two inches to the bottom of the thickened edge, spaced in compliance with § SPS 321.18. Detached garages and storage buildings built with foundation walls or piers shall have walls or piers as required by § SPS 321.18 of the Wisconsin Administrative Code.

B. The Wisconsin Commercial Building and HVAC Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference. The following provisions of the Wisconsin Administrative Code, collectively constituting the State Commercial Building Code, are adopted by reference and made part of the chapter as if fully set forth in this chapter:

- Wis. Admin. Code ch. SPS 360, Erosion Control, Sediment Control and Stormwater Management
- Wis. Admin. Code ch. SPS 361, Administrative and Enforcement
- Wis. Admin. Code ch. SPS 362, Buildings and Structures
- Wis. Admin. Code ch. SPS 363, Energy Conservation
- Wis. Admin. Code ch. SPS 364, Heating, Ventilating and Air Conditioning
- Wis. Admin. Code ch. SPS 365, Fuel Gas Appliances
- Wis. Admin. Code ch. SPS 366, Existing Buildings

(1) This section shall also apply to private buildings and structures, such as, but not limited to, private hangars and storage buildings that are not built in association with one- and two-family dwellings.

(2) Agricultural buildings shall comply with the structural design requirements of SPS 362.

C. Chapters SPS 360-366, the Wisconsin Commercial Building and HVAC Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.

(1) This section shall also apply to private buildings and structures, such as, but not limited to, private hangars and storage buildings that are not built in association with one- and two-family dwellings.

(2) Agricultural buildings shall comply with the structural design requirements of SPS 362.

D. Chapter SPS 316, the Wisconsin Electric Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.

E. Chapters SPS 381-387, the Wisconsin Plumbing Code and all referenced codes and amendments thereto are adopted and incorporated into this code by reference.

(1) In buildings and structures connected to the municipal sanitary sewerage system, where plumbing fixtures exist below road grade, backwater valves shall be installed in the building sanitary drain system as a prevention to keep backwater from flooding the area of the building below road grade.

(2) Sanitary and storm sewers serving private or public property which are removed from service shall be uncovered at the property line adjacent to the utility easement or to the right-of-way in which the sewer connects to a main and sealed against infiltration into the public sewer system. Existing sanitary or storm sewers serving private or public property that are going to be reactivated within one year and meet the plumbing code requirements may be temporarily sealed at any point on the property approved by the Director of Planning and Code Compliance. Sealing of sewers shall be permitted and inspected before covering and/or commencing demolition of any building.

(3) Water services serving private or public property which are removed from service shall be uncovered at the property line adjacent to the utility easement or to the right-of-way in which the water service connects to a main and capped to prevent leakage or contamination of city water supply by backflow or siphonage. Existing water services serving private or public property that are going to be reactivated within one year and meet the plumbing code requirements may be temporarily capped at any point on the property accepted by the Director of Planning and Code Compliance. Capping of water services shall be permitted and inspected before covering and/or commencing demolition of any building.

(4) Building clear water, stormwater and foundation drainage systems shall discharge in accordance with the following:

(a) Shall drain in compliance with any approved stormwater management plan when applicable.

(b) Shall flow to the municipal stormwater system when available.

(c) Shall utilize natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas.

(d) Shall not discharge closer than 20 feet of a property line except when connecting to a municipal stormwater system. Existing building clear water, stormwater and foundation drainage systems not in compliance with this provision on March 19, 2013 shall be brought into compliance with this section upon notice by the Village.

(e) The size, type and installation of all laterals proposed to be constructed shall be in accordance with plans and specifications approved by the Department of Neighborhood Services.

(f) The property owner shall be responsible for any maintenance of facilities covered in this section if drained into a municipal stormwater system. The Village is not responsible for any damage to said facilities when placed in the right-of-way or Village-owned easements or facilities.

F. Chapter SPS 305, §§ 305.30-305.999, the Wisconsin Licenses, Certifications and Registrations Code, and all amendments thereto are adopted and incorporated into this code by reference.

G. Modification of regulations. When there are practical difficulties involved in carrying out provisions of this chapter or of an approved rule, the Director of Planning and Code Compliance may vary or modify such provision upon application of the owner or his representative, provided that the spirit and intent of this chapter shall be observed and public welfare and safety shall be ensured. The application for modification and the final decision of the Director of Planning and Code Compliance shall be in writing and shall be officially recorded with the permanent application for the permit in the permanent records of the Village property files.

H. Septic and solid waste collection receptacles required. The property owner(s) and/or duly appointed agent(s) representing said owner(s) for any property upon which a new residential dwelling or nonresidential building is to be constructed shall provide temporary on-site septic, i.e., portable toilet, and solid waste containers, e.g., dumpster, for the temporary storage of waste during and subsequent removal of waste after building construction has been completed. Said containers shall be installed prior to commencement of construction, maintained in working condition and capacity throughout the duration of all construction activities, and be removed from the property not later than 10 days after the date the Director of Planning and Code Compliance has completed final inspection.

§ 121-3. Permits required.

A. Building permit required.

(1) No building or structure or any part thereof shall hereafter be moved, built, enlarged, altered, or demolished within the Village, except as hereinafter provided, unless a permit therefor shall first be obtained by the owner, or his agent, from the Village. All work which affects the occupancy, area, structural strength, fire protection, exits, light, or ventilation of the building, requires a building permit.

(2) Application for a building permit for a structure intended for human occupancy on lands not served by public, municipal sewer shall be approved only if said application is accompanied by a valid holding tank permit or a valid septic tank permit. Validity of holding tank permit or septic tank permit shall be based on state statutes or county ordinances where appropriate.

(3) Application for a building permit for any structure shall require approval of the road offering access to said structure, whether said structure is erected on public roads or private roads.

(4) Exceptions.

(a) No permit shall be required for minor repairs or alterations which in the opinion of the Director of Planning and Code Compliance do not affect the occupancy, area, structural strength, fire protection, exits, light, or ventilation of a building.

B. HVAC permit required.

(1) No heating, ventilating, or air-conditioning system, or a part of a system shall hereafter be constructed, installed, erected, altered or unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.

(2) Exceptions.

(a) No permit shall be required for minor repairs or alterations to any heating, ventilating or air-conditioning system which does not, in the opinion of the Director of Planning and Code Compliance, involve any changes in the heating or ventilating of the building.

C. Electrical permit required.

(1) No electrical equipment shall be installed, altered, renewed, replaced or connected unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.

(2) Exceptions.

(a) No permit shall be required for low-voltage installations in one- and two-family dwellings.

(b) No permit shall be required for the reconnection of existing power supplies to replacement heating plants, water heaters and other appliances.

(c) No permit shall be required for the repair, removal, disturbance or disconnection of any existing electrical equipment or the renewal or replacement of any existing lighting, switches, sockets, or receptacles.

(d) No permit shall be required for minor repairs or alterations to any electrical distribution system which does not, in the opinion of the Director of Planning and Code Compliance, involve any changes in the electrical distribution of the building.

D. Plumbing permit required.

(1) No person shall perform or permit the performance of any plumbing work, as defined by state statute or regulation adopted by reference as a part of this code, unless a permit therefor shall first be obtained by the owner, or his agent, from the Village.

(2) Exceptions.

(a) No permit shall be required for the repair, removal, disturbance, disconnection or replacement of any existing plumbing fixture or appliance.

(b) Minor repairs as defined in § 145.06(4)(d), Wis. Stats., as may be amended from time to time, shall be exempt from the permit requirement.

E. Building permit fee. The building permit fee shall be paid to the Village Clerk and shall be in an amount as established by the Village Board by resolution, a schedule of which fees shall be published by the Village Board and available at the office of the Village Clerk.

§ 121-4. Application for permits.

Application for a permit shall be made in writing to the Village providing all information necessary to reasonably determine the proposed project complies with all applicable codes.

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A. With such permit application, there shall be submitted two complete sets of plans and specifications, including a plot plan showing the location of the proposed building with respect to adjoining property lines, buildings and rights-of-way. All plans shall be drawn using commonly accepted architectural or engineering scales. Drawings that do not show all necessary details to enable the Village to reasonably inspect the same shall be rejected.

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After being approved, the plans and specifications shall not be altered in any respect which involves any ordinances, laws or orders, or which involves the safety of the building, except with the written consent of the Director of Planning and Code Compliance.

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With every building permit issued, the Director of Planning and Code Compliance shall issue to the applicant a placard signifying the required permit has been secured. It shall be the duty of such

applicant to place such card in a conspicuous place on the premises. The placard shall be unobstructed from public view and shall be located not more than 15 feet above grade. It shall also be the duty of the applicant to take appropriate measures to prevent the card from being destroyed by the weather.

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If the Director of Planning and Code Compliance shall find at any time that the ordinance, laws, orders, plans and specifications are not being complied with, he shall revoke the permit by written notice posted at the site of the work or mailed to the permit applicant. When any such permit is revoked it shall be unlawful to do any further work upon such building until the permit is reissued, excepting such work as the Director of Planning and Code Compliance shall order to be done as a condition precedent to the reissuance of the permit.

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- (1) Footings. After the placement of forms, shoring, and reinforcement, where required, and prior to the placement of concrete.
- (2) Foundation backfill. After the placement, installation of drain tiles, stone covering drain tiles, waterproofing, exterior insulation if required, prior to backfilling.
- (3) Interior drain tiles, stone and vapor barrier. After placement and prior to covering.
- (4) Electric service installations. After installation and prior to energizing.
- (5) Buried installations. After the placement of plumbing, HVAC and electric installations (including, but not limited to, water service laterals, storm sewer laterals, sanitary sewer laterals, underground plumbing, underground electrical distribution, and underground HVAC ducting) and prior to covering or enclosing in any manner.
- (6) Rough inspection of general construction including framing, electric, HVAC and plumbing after completion of this phase and prior to installing insulation.

(7) Insulation and vapor barrier. After placement and prior to covering.

(8) Final inspection after completion of all code requirements and prior to occupancy to determine compliance with all requirements of this code and terms of the permit.

B. Notice of compliance or noncompliance shall be posted at the site. Upon finding noncompliance, the Director of Planning and Code Compliance shall notify the applicant and/or the owner in writing, of the violations to be corrected. No work shall be concealed until approved by the Director of Planning and Code Compliance. When compliance with any noted violations has been provided, the owner/applicant/agent shall provide written documentation that the noted violations have been corrected in compliance with the applicable code sections.

C. Upon reinspection of a violation, if the inspector finds that the violations have not been corrected, the Director of Planning and Code Compliance may require the owner, contractor or agent responsible for the violations pay a reinspection fee.

D. When the building or structure is ready for inspection, the contractor, owner or agent shall make such arrangements as necessary to enable the inspector to inspect all parts of the building or structure.

E. Construction may proceed if the requested inspection has not taken place by the end of the second business day following the day of notification or as otherwise agreed between the applicant and the Director of Planning and Code Compliance.

§ 121-11. Disposal of debris and damages to curbs at construction sites.

A. Preamble. The Village wishes to protect its streets, curbs, sewers and sidewalks from damage due to construction. We wish to protect pedestrians and motor vehicle traffic from construction debris during and after construction projects. This section is written to require proper construction practices and to assure that the above-mentioned goals are met.

B. Mud, dust, brush, stumps, etc. No general contractor, building permit holder or owner shall cause, maintain or permit the littering of any public or private property or streets with mud, dust, brush, stumps, tree limbs, construction, piles of dirt after building landscaping is completed or other types of debris, nor shall such person cause damage to any public street, sidewalk, curb, gutter, sewerage system or property.

C. Daily cleanup. A general contractor, building permit holder or owner must clean up by 8:00 p.m. each day or at the end of the workday on that site, whichever occurs earlier, and the site must be kept clean as much as feasible during the day.

D. Debris in street or on sidewalk. Debris in the street or on the sidewalk that would injure a motor vehicle, pedestrian or cyclist must be removed immediately.

E. Disposal of debris at construction sites.

(1) No general contractor, subcontractor, owner, permit holder, municipality or municipal subcontractor shall allow any person to leave litter or building debris at a construction site which creates a nuisance. During the course of any construction which requires a permit within the Village, the contractor shall be responsible for having a dumpster or other suitable method to properly contain any construction related debris on the site at all times while construction is conducted on the site.

(2) If a general contractor, permit holder or owner does create a nuisance, the Director of Planning and Code Compliance shall revoke the building permit until they have complied with this section.

F. Damaging curbs or sidewalks. It is the responsibility of the general contractor, permit holder or owner to inspect all sidewalks and curbs prior to commencement of work. Any such damage must be reported to the Director of Planning and Code Compliance or his designated agent prior to commencement of work. Any damage not reported in that time period will be attributed to the general contractor, building permit holder or owner. No general contractor, building permit holder or owner shall allow any person to run a vehicle over a curb in the Village, unless that curb shall have been properly blocked or ramped to ensure no damage to the curb. Properly blocked means adequately covered behind the curb with crushed stone to a sufficient depth to protect the back of the curb and a four-by-four planking in front of the curb. All tires crossing the curb shall be supported in this manner. This requirement may be waived by the Director of Planning and Code Compliance for good cause.

G. Violations.

(1) If any general contractor, building permit holder or owner is convicted of three or more violations of this section within a six-month period, the Director of Planning and Code Compliance shall have authority to withhold building permits from such general contractor, building permit holder or owner for a period of six months.

(2) If any general contractor, building permit holder or owner shall fail to pay any costs of any curb repair for damage to curbs caused by such person, the Village shall have the right to withhold the issuance of building permits to that general contractor, building permit holder or owner until such time as all bills are paid.

(3) In addition to any other penalties imposed by this chapter, any general contractor, building permit holder or owner convicted of a violation of this section shall be subject to a forfeiture of not less than \$100 plus costs for a first offense and not less than \$500 plus costs for the second offense.

(4) In addition to the penalty provided in § 1-3 of this Code, the Village may clean up or contract to clean up and charge the cost to the general contractor, building permit holder or owner who is found in violation of this section. If the bills are not paid for, the occupancy permit will be withheld.

H. Village compliance. The Village will comply with this section, but no penalties shall apply to the Village.

I. Liability. The general contractor, permit holder and owner are jointly and severally liable for violations of this section. It is the Village's intention to prosecute violations in the following order:

(1) First: general contractor.

(2) Second: permit holder.

(3) Third: owner.

§ 121-12. Appeals from rulings of Director of Planning and Code Compliance.

Any person feeling aggrieved by any order or ruling of the Director of Planning and Code Compliance or designee may appeal from such order or ruling to the Board of Appeals as provided in Subsection A of this section. An order or ruling written for one- and two-family homes built on or after June 1, 1980, is not appealable under this chapter. An order or ruling written under Chapters SPS 360–366 is not appealable under this chapter.

A. Any person feeling aggrieved by any order or ruling of the Director of Planning and Code Compliance or designee may appeal from such order or ruling to the Board of Appeals within 15 calendar days after written notice of such order or ruling. The date of written notice or ruling shall be the date of mailing of the official notice or the date of personal service of the official notice. The notice of appeal shall be in writing and specify the reasons for the appeal. The Board of Appeals shall act upon the appeal within 60 days of the filing of the notice of appeal.

B. Application for appeal may be made when it is claimed that the true intent of the codes or the rules legally adopted thereunder has been incorrectly interpreted; the provisions of the codes do not apply; or an equally good or better form of construction or repair can be used. All appeals shall be accompanied by supporting data.

C. An appeal shall stay all enforcement activities and all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Appeals that by reason of the facts stated in the certificate a stay would in the opinion of the officer, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by a court of record on application, on notice to the officer from whom the appeal is taken, and upon due cause shown.

§ 121-13. Violations and penalties.

Any violation of any of the provisions of this chapter shall subject the violator to the penalties provided in § 1-3. Each day a violation continues, unless otherwise specified in this chapter, shall constitute a separate offense. Where the violator has been issued a permit or is a licensee under the provisions of this chapter, such permit or license shall be subject to revocation in the discretion of the court.

**Section 2:** Any Ordinance or parts thereof, inconsistent herewith are hereby repealed.

**Section 3.** This Ordinance shall be effective from and after its passage by the Village Board and publication as required by law.

Passed and approved on this 3<sup>rd</sup> day of March, 2026.

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Richard Heidel, Village President

Attest:

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Aaron Kramer, Village Administrator

**CERTIFICATION**

The undersigned, being the duly appointed Clerk of the Board of the Village of Hobart, certifies that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Village Board.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on March 3<sup>rd</sup> 2026.

(Seal)

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Lisa Vanden Heuvel, Village Clerk