

ORDINANCE NO. 2026-TBD

AN ORDINANCE TO REPEAL AND REPLACE CHAPTERS 402 AND 403 OF THE CITY OF RICHLAND CENTER'S ZONING ORDINANCE AND CREATE A NEW CHAPTER 402 R-1/2 SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT

WHEREAS, consolidating the R-1 Single Family Residential District and R-2 Two-Family Residential District into a unified R-1/2 District will simplify the zoning code and provide greater flexibility for property owners; and

WHEREAS, allowing Accessory Dwelling Units (ADUs) by right will increase housing supply, support multigenerational families, provide affordable housing options, and enable aging in place; and

WHEREAS, permitting small-scale neighborhood commercial uses through conditional use permits will enhance walkability and neighborhood vitality while maintaining residential character; and

WHEREAS, these changes are consistent with the City's comprehensive plan and will promote the public health, safety, and general welfare;

NOW, THEREFORE, the Common Council of the City of Richland Center does ordain as follows:

SECTION 1: REPEAL OF EXISTING CHAPTERS

Chapter 402 (R-1 Single Family Residential District) and Chapter 403 (R-2 Two-Family Residential District) of the Richland Center Zoning Ordinance are hereby repealed in their entirety. Chapter 403 is reserved for future use.

SECTION 2: CREATION OF NEW CHAPTER 402

A new Chapter 402 of the Richland Center Zoning Ordinance is hereby created to read as follows:

CHAPTER 402: R-1/2 SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT

402.01 APPLICABILITY OF CHAPTER 400

All provisions of Chapter 400 of the Zoning Ordinance of the City of Richland Center apply to lands in the R-1/2 District except where the provisions of this Chapter are inconsistent with the provisions of Chapter 400, in which case the provisions of this Chapter shall be deemed controlling.

402.02 DEFINITIONS

For purposes of this Chapter, the following terms shall have the meanings indicated:

Accessory Dwelling Unit (ADU) means a self-contained residential dwelling unit designed for human habitation that is located on the same lot as a primary single-family or two-family dwelling. An ADU may be attached to, detached from, or contained within the structure of the primary dwelling. An ADU is subordinate in size, location, and appearance to the primary dwelling and must comply with all applicable building, housing, plumbing, electrical, and safety code requirements for residential dwellings. Each ADU must be connected to public water and sewer systems (or approved private systems where public systems are unavailable) and must have electrical service adequate for residential occupancy. Each ADU must have separate, independent utility meters for water, electric, and gas (if applicable) service that allow for individual metering and billing of utility consumption. Where separate utility meters are not technically feasible or available from the utility provider as documented in writing by the utility provider, the Zoning Administrator may approve alternative metering arrangements including submeters or master-metered systems with written billing agreements between property owner and tenant.

Family Daycare means a facility licensed by the Wisconsin Department of Children and Families pursuant to Wis. Stat. § 48.65 and Wis. Admin. Code ch. DCF 250 for the care of not more than eight (8) children, including children of the provider, operated in the provider's home. Family daycare includes both regular and provisional licenses.

Floor Area means the sum of the gross horizontal areas of all floors of a building or structure, measured from the exterior faces of exterior walls or from the centerline of walls separating two buildings. Floor area includes basements, attics, and attached garages when such spaces contain habitable living area with finished walls, ceilings, and floors. Floor area does not include unfinished basements, unfinished attics, open porches, breezeways, or detached garages.

Good Neighbor Standards means the requirements that a property owner must maintain to preserve the residential character and quality of life in the neighborhood, including but not limited to: compliance with all zoning regulations, property maintenance standards, building and housing codes, timely payment of property taxes, adequate provision of required parking, proper waste and recycling management, and freedom from excessive substantiated complaints regarding nuisances or violations. Good neighbor standards are applicable to conditional use permits for non-owner-occupied accessory dwelling units and short-term rental accessory dwelling units and are grounds for permit revocation if violated.

Home Occupation means any use conducted entirely within a dwelling unit and carried on by the occupants thereof, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof or adversely affect the uses permitted in the residential district of which such dwelling is a part. Home occupations are subject to the following limitations:

- (a) The occupation shall be carried on wholly within the principal structure.
- (b) The occupation shall be carried on only by members of the immediate family residing on the premises.
- (c) No person shall be employed who is not a resident of the premises.
- (d) The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes, and not more than twenty-five percent (25%) of the total floor area of the dwelling shall be used in the conduct of the home occupation.
- (e) There shall be no exterior display, no exterior sign (except as otherwise permitted by the sign ordinance), no exterior storage of materials, and no other exterior indication of the home occupation or variation from the residential character of the principal building.
- (f) No offensive noise, vibration, smoke, dust, odors, heat, or glare shall be produced.
- (g) No equipment or process shall be used in such home occupation which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
- (h) The occupation shall not generate pedestrian or vehicular traffic beyond that normal to the district in which it is located.

- (i) On-premise sales of goods are prohibited except for goods produced on the premises as part of the home occupation.

Human Habitation means occupancy of a dwelling unit for residential purposes that includes permanent provisions for living, sleeping, cooking, bathing, and sanitation facilities, with connections to water supply, sanitary sewer, and electrical service, regardless of the frequency or duration of actual occupancy.

Impervious Surface means a surface that does not allow water to percolate into the ground, such as traditional concrete or asphalt sidewalks, driveways, parking areas, and roofs.

Nonconforming means a structure, use, or lot that lawfully existed prior to the effective date of this ordinance but does not conform to the current requirements of this chapter.

- (a) **Nonconforming Structures:** Nonconforming structures may be maintained, repaired, renovated, and remodeled without limitation on cost pursuant to Wis. Stat. § 60.61(5e) and § 62.23(7)(h) (2011 Wisconsin Act 170). Structures damaged or destroyed by violent wind, fire, flood, ice, snow, vandalism, mold, or infestation may be restored to their prior size, location, and use without limitation on cost pursuant to Wis. Stat. § 60.61(5m).
- (b) **Nonconforming Uses:** Alterations, additions, or repairs to a structure for the purpose of continuing a nonconforming use may not exceed fifty percent (50%) of the assessed value of the structure per project. Improvements exceeding fifty percent (50%) require the use to be brought into compliance with current zoning pursuant to Wis. Stat. § 60.61(5)(am).
- (c) **Discontinuance of Nonconforming Use:** When any lawful nonconforming use of a building, premises, structure, or fixture in any district is discontinued for a period of twelve (12) months or is changed to a conforming use, its former status as a lawful prior nonconforming use is permanently lost and any future use of said building, premises, structure, or fixture shall be in conformity with the provisions of this Zoning Ordinance. [Wis. Stat. § 62.23(7)(h)]
- (d) **Illegal Structures:** A structure, use, or lot that was not legally permitted or that was illegally erected, placed, or established under previous ordinances is not legal nonconforming and constitutes a violation of this code.

Manufactured Home means a structure that is designed to be used as a dwelling with or without a permanent foundation, transportable in one or more sections, built on a permanent chassis, and designed to be used as a dwelling unit when connected to required utilities. A structure initially constructed as a manufactured home but subsequently modified to meet all requirements of the Wisconsin Uniform Dwelling Code (UDC) and installed on a permanent foundation in compliance with all applicable building codes shall be considered equivalent to a site-built home and permitted as a primary dwelling in the R-1/2 District.

Modular Home means a factory-built dwelling constructed in accordance with the Wisconsin Uniform Dwelling Code (UDC) and transported to a building site where it is installed on a permanent foundation. Modular homes are constructed in accordance with the same building codes that apply to site-built homes and are permitted as primary dwellings in the R-1/2 District.

Off-Street Parking Space means a paved or graveled area, in accordance with Chapter 101 (Parking), designed for the parking of one motor vehicle, exclusive of driveways, aisles, and access drives. A standard parking space shall be not less than 9 feet in width and 18 feet in length.

Owner-Occupancy means that the legal owner(s) of the property, or in the case of property owned by a trust or limited liability company, the beneficial owner(s), uses either the primary dwelling or the accessory dwelling unit as their primary residence. Primary residence is determined using the same criteria as established for voter residency under Wis. Stat. § 6.10, which requires that the owner maintain their residence at the property as their principal dwelling and have no present intent to move therefrom. The property owner must provide proof of owner-occupancy upon registration and annually thereafter through documentation such as voter registration, driver's license address, or income tax filing address.

Permeable Surface means a surface specifically designed and constructed to allow water to percolate into the ground, including but not limited to: permeable pavers with gaps/joints filled with pervious material, porous concrete or porous asphalt, gravel or crushed stone driveways, reinforced grass/turf pavers, and other materials demonstrated to meet minimum infiltration rates. Permeable surfaces must be demonstrated to meet a minimum 10 inches per hour infiltration rate through manufacturer certification or professional testing per ASTM C1701 (or other applicable ASTM standards appropriate to the surface type). Manufacturer certification shall be sufficient proof of compliance. Property owners must maintain permeable surfaces to preserve infiltration capacity. The City may require professional testing at property owner's expense if visual inspection or complaints indicate failure to maintain adequate infiltration.

Short-Term Rental means the rental of a dwelling unit or accessory dwelling unit for occupancy for dwelling, lodging, or sleeping purposes for a period of less than thirty (30) consecutive days in exchange for compensation. Short-term rentals are subject to state and local room tax requirements. Short-term rental does not include: (a) rental to the same tenant for consecutive short-term periods that total thirty (30) or more days within any sixty (60) day period, or (b) occupancy by family members without compensation.

Small-Scale Commercial Use means a low-intensity, neighborhood-serving retail, service, or community facility use that is compatible with residential character and limited in size, hours of operation, and impacts. Small-scale commercial uses are subject to the size, operational, and locational standards established in Section 402.04(13) and require conditional use permit approval.

402.03 PERMITTED USES

The following uses are permitted uses in the R-1/2 District:

- (1) Single-family dwellings, including modular homes constructed in accordance with the Wisconsin Uniform Dwelling Code, and manufactured homes modified to meet Wisconsin Uniform Dwelling Code requirements and installed on permanent foundations.
- (2) Two family dwellings (duplexes).
- (3) Accessory Dwelling Units (ADUs), subject to the standards in Section 402.05.
- (4) Public parks and playgrounds.
- (5) Home occupations as defined in Section 402.02.
- (6) Family daycare as defined in Section 402.02.
- (7) Garages with living space above the ground floor, subject to the following:
 - (a) If the living space is used solely by the property owner or immediate family members, no additional approval is required beyond building permits.

(b) If the living space is to be used as a rental unit (short-term or long-term), it shall be considered an Accessory Dwelling Unit and must comply with all ADU standards in Section 402.05, including registration, owner-occupancy requirements (or conditional use permit for non-owner-occupied), and all other applicable ADU regulations.

(8) Municipal (City) Buildings and Facilities excepting the following: sewage disposal plants, garbage incinerators, public storage yards, and public warehouses.

402.04 CONDITIONAL USES

None of the following uses shall be permitted in the R-1/2 District except with a Conditional Use Permit granted in accordance with the procedures set forth in Chapter 400. Application fees for conditional use permits are established in the Fee Schedule (Appendix C).

(1) Churches, including those related structures located on the same site which are an integral part of the church proper, and parsonages, rectories, convents or homes for persons performing a religious function on the same site.

(2) Public schools, parochial schools, colleges and universities.

(3) Public libraries, public museums and art galleries.

(4) Governmental buildings: Buildings used exclusively for governmental purposes by county, state, or federal government, provided that no vehicle or equipment storage or repair shall be permitted in or abutting any such building, and also excepting the following: sewage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards, and penal or correctional institutions.

(5) Professional offices - home-based: A professional office incidental to a primary residential occupancy of the building, provided that:

(a) No more than fifty percent (50%) of the total building floor area is occupied by the office;

(b) Only one (1) nameplate not exceeding six (6) square feet in area, stating the name and profession of the occupant of the premises, may be exhibited, subject to Chapter 485;

(c) The office use maintains the residential appearance of the structure.

- (6) Professional offices - standalone: Professional offices meeting the small-scale commercial use standards in subsection (13) below.
- (7) Private garages or other accessory buildings exceeding fifteen (15) feet in height.
- (8) Mobile service facilities and mobile service support structures.
- (9) Non-owner-occupied Accessory Dwelling Units: ADUs where the property owner does not occupy either the primary dwelling or the ADU as their primary residence, subject to the standards in Section 402.05(6).
- (10) Short-term rental Accessory Dwelling Units: ADUs used for short-term rentals as defined in Section 402.02, subject to the standards in Section 402.05(7).
- (11) Shared/public EV charging stations: Electric vehicle charging stations available to the public or shared among multiple properties, subject to the small-scale commercial use standards in subsection (13) below.
- (12) Additional conditional uses on corner lots or with neighborhood support: Any of the following small-scale commercial uses, subject to the standards in subsection (13):
 - (a) Corner stores and markets
 - (b) Coffee shops and cafes
 - (c) Bakeries
 - (d) Small restaurants (no drive-through service)
 - (e) Personal services (hair salons, barber shops, etc.)
 - (f) Community gardens
 - (g) Farmers market sites
 - (h) Neighborhood co-working spaces
 - (i) Art studios and galleries
- (13) Standards for Small-Scale Commercial Conditional Uses (subsections 6, 11, and 12):
 - (a) Maximum size: 2,000 square feet of floor area.
 - (b) Location requirements:

- i. Corner lots: No additional location approval required beyond conditional use permit.
- ii. Non-corner lots: Require written consent from all adjacent property owners within 300 feet of all property lines of the subject property, measured as the crow flies, submitted with conditional use permit application. If property owner is unable to make contact with an adjacent property owner after reasonable efforts, the applicant shall send a certified letter advising of the request and provide proof of mailing with the conditional use permit application.

(c) Hours of operation: 8:00 AM to 8:00 PM only.

(d) Parking: Determined case-by-case through conditional use permit process based on anticipated use and traffic generation, in accordance with Chapter 101 (Parking).

(e) Design: Must maintain compatibility with residential character through building design, landscaping, signage, and lighting.

(f) Must meet all other applicable district standards including setbacks, height limits, and performance standards.

402.05 ACCESSORY DWELLING UNIT (ADU) STANDARDS

402.05(1) General Standards

- (a) Maximum size: 800 square feet OR 50% of the primary dwelling's total finished living floor area, whichever is less.
- (b) Minimum primary dwelling size: 800 square feet of living area.
- (c) Both attached and detached ADUs permitted: ADUs may be attached to, detached from, or contained within the primary dwelling structure.
- (d) One ADU per lot: Only one accessory dwelling unit is permitted per lot.
- (e) Same lot requirement: The ADU must be located on the same lot as the primary dwelling.
- (f) Utility connections required: Each ADU must be connected to public water and sewer systems (or approved private systems where public systems are unavailable) and must have electrical service adequate for residential occupancy.

(g) Separate utility meters required: Each ADU must have separate, independent utility meters for water, electric, and gas (if applicable) service that allow for individual metering and billing of utility consumption. The property owner is responsible for coordinating with utility providers to install separate meters prior to occupancy of the ADU. Where separate utility meters are not technically feasible or available from the utility provider as documented in writing by the utility provider, the Zoning Administrator may approve alternative metering arrangements including submeters or master-metered systems with written billing agreements between property owner and tenant. Shared meters without submeter or written billing arrangement are not permitted.

402.05(2) Owner-Occupancy Requirement

- (a) The property owner must occupy either the primary dwelling OR the accessory dwelling unit as their primary residence as defined in Section 402.02.
- (b) Exception: Non-owner-occupancy is permitted with a conditional use permit granted under Section 402.05(6).

402.05(3) Parking Requirements

No additional off-street parking spaces are required for an ADU if either of the following conditions are met:

- (a) The property is located within one-quarter (1/4) mile of the downtown or Commercial Downtown District (C-DT); OR
- (b) The property already has two (2) or more off-street parking spaces available.

If neither condition (a) nor (b) is met, one (1) additional off-street parking space is required for the ADU, constructed in accordance with Chapter 101 (Parking).

402.05(4) Detached ADU Standards

- (a) Setbacks:

- i. Rear lot line: minimum 10 feet
- ii. Side lot lines: minimum 10 feet
- iii. Primary dwelling: minimum 10 feet separation
- iv. Front yard: Detached ADUs are prohibited in the front yard

(b) Height limits:

- i. One-story ADUs: maximum 16 feet
- ii. Two-story ADUs: maximum 25 feet
- iii. Three-story ADUs: prohibited

(c) Height is measured from ground level to the highest point of the roof.

402.05(5) Registration and Address Requirement

(a) All ADUs must be registered with the Zoning Administrator.

(b) Registration fee: As established in the Fee Schedule, payable upon initial registration. Registration must be renewed and fee paid whenever ownership of the property changes.

(c) Registration must include:

- i. Proof of owner-occupancy (or conditional use permit for non-owner-occupied ADUs)
- ii. Certification of compliance with all ADU standards
- iii. Current contact information for property owner
- iv. Proof of utility connections (water, sewer, electrical) and separate utility meters or approved alternative metering arrangement. Proof may be in the form of utility bills or utility provider documentation reflecting separate services and meters for the ADU, or written approval from Zoning Administrator for alternative metering arrangement.
- v. Documentation of separate address assignment from the City

(d) Separate address required: Each ADU must be assigned a separate, unique street address by the City. The property owner must apply for address assignment through the Clerk's office as part of the ADU registration process. The assigned address must be posted on the ADU near the entrance.

(e) Registration fee is due upon submission of initial registration or upon change of ownership.

(f) Denial of registration may be appealed to the Plan Commission in accordance with Chapter 400 procedures.

402.05(6) Non-Owner-Occupied ADU Conditional Use Permit

(a) Conditional use permit required: Property owners who do not occupy either the primary dwelling or the ADU as their primary residence must obtain a conditional use permit. Application fees are established in the Fee Schedule.

(b) Registration fee: As established in the Fee Schedule, payable upon initial registration and due upon change of ownership.

(c) Good Neighbor Standards: The property owner must maintain the following standards to retain the conditional use permit:

i. No uncorrected zoning violations on the property in the past five (5) years caused by the applicant, or violations while a fine or forfeiture was assessed to the applicant regardless of whether the violations occurred at the subject property or another property within the City, including but not limited to alternate side parking citations,

public nuisance violations such as failure to mow lawns or remove noxious weeds, and snow removal violations.

ii. Property maintenance standards met (lawn mowed, exterior maintained, no junk storage, etc.).

iii. No more than two (2) substantiated nuisance complaints per year, where substantiated means: a complaint for which evidence to support the claim was provided or found upon investigation. Anonymous complaints shall be logged but not considered substantiated. Complaints shall be reviewed within ten (10) business days with a determination made within thirty (30) days from date of submission. Property owners shall be issued written notice when a complaint is substantiated.

iv. Compliance with all building and housing codes (property passes inspection).

v. No property tax delinquencies of more than one hundred eighty (180) days. Property owners on an approved payment plan with the County Treasurer shall be considered current.

vi. Adequate parking provided as required by this ordinance.

vii. Proper trash and recycling management (containers stored properly, collection arranged).

(d) Annual certification: Property owner must certify annually in writing that all good neighbor standards are being met.

(e) Revocation: The conditional use permit may be revoked by the Zoning Administrator for violation of good neighbor standards following notice and opportunity to cure as specified in Section 4.04. Decisions by the Zoning Administrator may be appealed to the Plan Commission in accordance with Chapter 400 procedures.

(f) No density cap: There is no limit on the number or percentage of non-owner-occupied ADUs allowed citywide or within any geographic area.

402.05(7) Short-Term Rental ADU Standards

(a) Maximum citywide: No more than fifteen (15) short-term rental ADU permits shall be issued citywide.

(b) Conditional use permit required: Property owners wishing to use an ADU for short-term rentals must obtain a conditional use permit in addition to any business licenses required by the City. Application fees are established in the Fee Schedule.

(c) Annual registration fee: As established in the Fee Schedule reflecting additional administrative burden of monitoring short-term rentals.

(d) Additional requirements:

- i. Business license for short-term rental operations.
- ii. Collection and remittance of all applicable room taxes.

- iii. Property owner or designated representative must be available twenty-four (24) hours per day, seven (7) days per week to respond to issues.
- iv. Stricter good neighbor standards: Zero tolerance for substantiated noise complaints or other nuisance violations.
- v. Compliance with all other ADU standards in this section.

(e) All good neighbor standards apply: Short-term rental ADUs must meet all good neighbor standards in Section 402.05(6)(c) with enhanced enforcement for noise and nuisance issues.

(f) Revocation: The conditional use permit may be revoked by the Zoning Administrator for violation of standards following notice and opportunity to cure as specified in Section 4.04. Decisions by the Zoning Administrator may be appealed to the Plan Commission in accordance with Chapter 400 procedures.

(g) First-come, first-served: Short-term rental ADU permits shall be issued in the order complete applications are received until the citywide cap of fifteen (15) is reached. A complete application means an application containing all required information and documentation as specified by the Zoning Administrator. For new construction ADUs, the ADU must be constructed and receive a certificate of occupancy within twelve (12) months of conditional use permit approval, or the permit shall expire and the applicant shall lose their position. Applications received after the cap is reached shall be placed on a waiting list.

(h) Discontinuance: If a property owner ceases to use an ADU for short-term rental purposes, the property owner shall notify the Zoning Administrator in writing within thirty (30) days.

402.06 PERMITTED ACCESSORY USES

No accessory structure or use of land shall be permitted in the R-1/2 District except for:

- (1) Unenclosed parking spaces and carports for passenger cars.
- (2) Private garages up to 1,000 square feet in area and 15 feet in height.
 - (a) Multiple garages are permitted if all setback and impervious surface requirements are met.

- (b) Garages exceeding these dimensions require a conditional use permit under Section 402.04(7).
- (3) Accessory buildings other than garages. Multiple accessory buildings are permitted if all setback and impervious surface requirements are met.
 - (a) Accessory buildings exceeding 15 feet in height require a conditional use permit under Section 402.04(7).
- (4) Attached garages and breezeways (with open or closed sides) that extend beyond the front of the primary dwelling structure, provided all setback requirements are met.
 - (a) Attached garages and breezeways in the rear yard may have a rear setback of not less than 12 feet, provided the total of the front and rear yard setbacks is at least 32 feet, and provided the structure meets all side yard setback requirements or is in line with the existing house.
- (5) Decorative landscape features.
- (6) On-premises signs as regulated by Chapter 485 (Signs) and by any other ordinance or chapter dealing with the regulation of signs.
- (7) Private recreational facilities (tennis courts, basketball courts, etc.) intended for the primary use of residents of the property and not for hire or held open to the public.
 - (a) Swimming pools (in-ground and above-ground permanent installations) are permitted subject to applicable fencing and safety regulations.
 - (b) Temporary seasonal pools (designed to be installed and removed each summer season) are permitted without additional approval.
 - (c) Pool drainage requirements: All swimming pools must be drained in compliance with the following standards:
 - i. Discharge location: Pool water may be drained to the sanitary sewer system through an appropriate cleanout or drain connection. Pool water shall NOT be discharged directly to streams, wetlands, or adjacent properties.
 - ii. Chemical treatment: Pool water containing chlorine, bromine, or other chemical treatments must be dechlorinated or allowed to dissipate to safe levels (chlorine below 0.1 ppm) before discharge. Pool water shall be tested prior to discharge to verify acceptable chemical levels.
 - iii. Rate of discharge: Pool water shall be discharged at a controlled rate to avoid overwhelming the sanitary sewer system. Large pools (over 5,000 gallons) shall be drained over a period of at least 8-12 hours.

- iv. Notification: Property owners draining pools larger than 10,000 gallons must notify the Public Works Department at least 24 hours in advance of draining.
- v. Alternative discharge: If connection to the sanitary sewer is not feasible, property owners may discharge dechlorinated pool water to vegetated areas of their own property at a rate that allows infiltration without runoff, erosion, or ponding.
- vi. Discharge to neighboring properties or public right-of-way is prohibited.
- vii. Backwash water: Filter backwash water shall be discharged to the sanitary sewer or to vegetated areas on the property owner's lot in accordance with the standards above.

(8) Electric vehicle (EV) charging stations, subject to the following standards:

- (a) Must be located in a designated parking area (driveway, garage, or approved parking area) constructed in accordance with Chapter 101 (Parking).
- (b) Must not obstruct sidewalks or public right-of-way.
- (c) Cord and cable management required to prevent trip hazards.
- (d) Must comply with all applicable state, federal, and local electrical and safety codes.
- (e) Setback requirements:
 - i. No setback required if wall-mounted on a building or garage, or if located within an existing parking area.
 - ii. If free-standing: may be located in side yard but must be at least 10 feet from adjacent property's driveway or parking area.
- (f) Shared or public charging stations require a conditional use permit under Section 402.04(11).

(9) Roof-mounted solar panels, subject to the following standards:

- (a) Permitted on any building roof surface.
- (b) Must not exceed building height limits established in Section 402.07(1).
- (c) Ground-mounted solar arrays are not permitted.

(10) Fences, subject to the following standards:

- (a) Height limits:
 - i. Outside of traffic visibility triangle: maximum 48 inches in front yard
 - ii. Within traffic visibility triangle: no fence permitted
 - iii. Side and rear yards: maximum 8 feet

(b) Prohibited materials: Barbed wire, razor wire/concertina wire, electric fencing, temporary construction fencing used as permanent fencing, and salvaged or junk materials (pallets, sheet metal, tarps, etc.)

(c) Allowed materials:

- i. Wood
- ii. Vinyl
- iii. Ornamental metal
- iv. Masonry
- v. Composite materials
- vi. Chain link

(d) Chain link fencing location restrictions:

- i. Chain link fencing is only permitted in side and rear yards.
- ii. Chain link fencing may fully enclose an area provided that the closest point where the fence begins (when running parallel to the street) is at the front building line of the primary structure closest to the street.
- iii. If a structure is legal nonconforming and begins closer to the street than the required setback, then the closest a chain link fence running parallel with the street (in the front yard area) may be placed is at the required setback from the right-of-way line (20 feet).

(e) Placement and maintenance:

- i. Must be located on property side of lot line
- ii. Must not obstruct traffic visibility triangle as defined in Section 402.07(4)
- iii. Must be maintained in good repair

(f) Corner lot visibility standards: On corner lots, fences in side yards abutting streets must comply with traffic visibility triangle requirements (no fence permitted within triangle) and front yard height limits (48 inches maximum) for the portion within 33 feet of the street intersection.

(11) Prohibitions: The following are not permitted as accessory uses or structures in the R-1/2 District:

- (a) Shipping containers
- (b) Parking canopies
- (c) Portable garages

402.07 LOT AREA, FLOOR AREA, BUILDING HEIGHT, LOT WIDTH AND YARD REQUIREMENTS

402.07(1) Building Height

No structure or building shall exceed a height of thirty-five (35) feet, except as provided in Section 400.09(2) of this Zoning Ordinance.

402.07(2) Side Yard

- (a) A side yard abutting a street shall not be less than twenty (20) feet in width.
- (b) There shall be an aggregate of side yards for every building used for human habitation of not less than twenty (20) feet, and no single side yard shall be less than eight (8) feet.

402.07(3) Setback from Street (Front Yard)

The nearest point of any structure to any street right-of-way line shall be set back not less than twenty (20) feet from the right-of-way line of any public street.

402.07(4) Traffic Visibility Triangle

No fences, structures, trees, bushes, other plantings or other objects other than lawn grass, sidewalks or city utility system components or street signs, traffic signs or other signs installed by the city shall be permitted, placed or maintained within any area of a lot or boulevard abutting intersecting streets within the triangular area described as follows:

A triangle, the sides of which are determined by measuring to points 33 feet along the curb lines of each of the two intersecting streets from the point of intersection of the lines of the two curbs, and the base of which is a line connecting such two points. The measurement of a curb line shall be made at the top edge of the curb where the back of the concrete curb meets the boulevard. For purposes of such measurement, where the area of the curb intersection is rounded or set back to enable handicapped access to the sidewalks, the curb lines shall be extended to the point where the extended lines intersect. Where there is no curb installed, the measurement shall be made along the edge or edges of the paved street roadway(s) closest to the lot line of the abutting property.

In the case of any lot or subdivision abutting a state trunk highway, the setback and traffic visibility requirements set forth in the Wisconsin Statutes and/or Wisconsin Administrative Code shall apply, provided that such requirements require a traffic visibility triangle not smaller than required above.

402.07(5) Rear Yard

There shall be a rear yard having a minimum depth of ten (10) feet from the rear property line.

402.07(6) Lot Area, Width, and Length

- (a) Minimum lot area: 6,500 square feet
- (b) Minimum lot width: 50 feet
- (c) Minimum lot length: 130 feet
- (d) These requirements apply to both single-family dwellings and two-family dwellings (duplexes).
- (e) Lot dimension rationale: The minimum lot dimensions are designed to accommodate required setbacks, building footprints, and impervious surface limitations while allowing for efficient subdivision of land. A 50-foot by 130-foot lot (6,500 square feet) provides adequate space for a primary dwelling, accessory structures, required yards, and permeable surfaces while maximizing the number of buildable lots per acre.

402.07(7) Floor Area per Dwelling Unit

- (a) Primary dwelling units (single-family and duplex units): Every dwelling unit erected or created by structural alteration for human habitation shall provide a minimum living area of eight hundred (800) square feet.
- (b) Accessory dwelling units: Maximum 800 square feet OR 50% of primary dwelling's total finished living floor area, whichever is less, as specified in Section 402.05(1)(a).

402.07(8) Impervious Surface Coverage

- (a) Maximum impervious surface coverage: No more than fifty percent (50%) of the total lot area may be covered by impervious surfaces.

(b) Credit for permeable surfaces: For purposes of calculating impervious surface coverage, permeable surfaces as defined in Section 402.02 shall count as fifty percent (50%) impervious. For example, 100 square feet of permeable pavement shall be calculated as 50 square feet toward the impervious surface limit.

(c) Impervious surfaces include:

- i. Buildings (primary dwelling, ADUs, garages, sheds)
- ii. Driveways
- iii. Parking areas
- iv. Concrete or asphalt patios and walkways
- v. Other surfaces that do not allow water infiltration

(d) Maintenance requirement: Property owners must maintain permeable surfaces to preserve their infiltration capacity in order to receive the 50% credit.

(e) Calculation methodology for impervious surface coverage:

STEP 1 - Calculate total lot area:

Total Lot Area = Lot Width x Lot Length (in square feet)

STEP 2 - Measure all impervious surfaces:

- Primary dwelling footprint: _____ sq ft
- ADU footprint (if applicable): _____ sq ft
- Garage(s) footprint: _____ sq ft
- Other accessory buildings: _____ sq ft
- Traditional concrete/asphalt driveway: _____ sq ft
- Traditional concrete/asphalt parking areas: _____ sq ft
- Traditional concrete/asphalt walkways/patios: _____ sq ft
- Roof overhangs (if not included in footprints): _____ sq ft

Subtotal Traditional Impervious = _____ sq ft (A)

STEP 3 - Measure all permeable surfaces:

- Permeable pavers driveway: _____ sq ft
- Permeable pavers parking: _____ sq ft

- Permeable pavers walkways/patios: _____ sq ft
- Porous concrete surfaces: _____ sq ft
- Porous asphalt surfaces: _____ sq ft
- Gravel/crushed stone surfaces: _____ sq ft
- Reinforced grass pavers: _____ sq ft

Subtotal Permeable Surfaces = _____ sq ft (B)

STEP 4 - Calculate credit for permeable surfaces:

Permeable Surface Credit = (B) \times 0.50 = _____ sq ft (C)

STEP 5 - Calculate total impervious surface coverage:

Total Impervious Coverage = (A) + (C) = _____ sq ft (D)

STEP 6 - Calculate percentage:

Impervious Coverage Percentage = [(D) \div Total Lot Area] \times 100 = _____ %

STEP 7 - Verify compliance:

Maximum Allowed = Total Lot Area \times 0.50 = _____ sq ft

If (D) \leq Maximum Allowed, the property COMPLIES.

If (D) $>$ Maximum Allowed, the property DOES NOT COMPLY.

EXAMPLE CALCULATION:

Lot: 50 feet wide \times 130 feet long = 6,500 sq ft total

Traditional Impervious:

- House: 1,200 sq ft
- Detached garage: 400 sq ft
- Asphalt driveway: 400 sq ft
- Concrete walkway: 100 sq ft

Subtotal (A) = 2,100 sq ft

Permeable Surfaces:

- Permeable paver parking pad: 300 sq ft
- Permeable paver patio: 200 sq ft

Subtotal (B) = 500 sq ft

Permeable Credit (C) = $500 \times 0.50 = 250$ sq ft

Total Impervious Coverage (D) = $2,100 + 250 = 2,350$ sq ft

Percentage = $(2,350 \div 6,500) \times 100 = 36.2\%$

Maximum Allowed = $6,500 \times 0.50 = 3,250$ sq ft

Result: $2,350$ sq ft $\leq 3,250$ sq ft = COMPLIES ($36.2\% \leq 50\%$)

402.07(9) Distance of Detached Accessory Buildings from Lot Lines

No detached accessory structure (except ADUs, which are governed by Section 402.05(4)) shall be located closer than the following distances from the indicated lot lines of the lot or parcel upon which it is erected:

(a) No portion of the foundation or wall shall be located less than three feet (3') from the rear lot line, and no portion of the building (including any part of the roof, eaves or eaves trough) shall be located less than one and one-half (1.5) feet from the rear lot line.

(b) Where the entire accessory building is located within a rear yard, no portion of the foundation or wall shall be located less than three feet (3') from the side lot line, and no portion of the building (including any part of the roof, eaves or eaves trough) shall be located less than one and one-half (1.5) feet from the side lot line.

(c) Where any portion of such accessory building is located in a side yard, no portion of the foundation or wall shall be located less than eight feet (8') from the side lot line, and no portion of the building (including any part of the roof, eaves or eaves trough) shall be located less than six and one-half (6.5) feet from the side lot line.

(d) Notwithstanding the foregoing, where such side or rear lot line abuts a street, the accessory building shall be subject to the same setback requirements from such street as apply to a primary structure (20 feet).

(e) Additional limitations on detached accessory buildings set forth in Section 400.04(5) are applicable in this district.

402.08 PERFORMANCE STANDARDS

402.08(1) Exterior Storage in the R-1/2 District

All materials and equipment shall be stored within a building or fully screened so as not to be visible from adjoining properties or from any public street, except for:

(a) Laundry being dried.

(b) Recreational equipment, other than boats, canoes, snowmobiles and trailers.

(c) Boats, canoes, snowmobiles, trailers and unoccupied recreational-type campers under twenty (20) feet in length, if stored in the rear yard and more than five (5) feet from any property line.

(d) Recreational vehicles (RVs) in driveways from May 1 through September 30:

i. RVs up to thirty-five (35) feet in length may be stored in the driveway or parking area during this period

ii. RV must not block the public sidewalk or right-of-way

iii. RV must be legally operable, roadworthy, and display current registration

iv. No utility hookups (water, sewer, electrical) are permitted while RV is in driveway or parking area

(e) Construction and landscaping materials and equipment currently being used on the premises for improvements to the premises, which may be stored for a period not more than forty-five (45) days, while work is actually in progress.

(f) Off-street parking of an aggregate of not more than four (4) passenger automobiles and pick-up trucks owned by residents of the premises, all of which shall be in condition to be legally operated upon the highways of the state and shall display current registration.

(g) Heating wood intended for use on the premises, but not heating wood being held for sale. Any quantity of heating wood in excess of four (4) cords shall be presumed to be held for sale. All heating wood shall be stored in the rear yard and more than five (5) feet from any property line.

402.08(2) Additional Performance Standards

In addition to subsection (1) above, all of the performance standards set forth in Section 400.07 which are applicable to all zoning districts apply to lands in the R-1/2 District.

402.09 SETBACKS

DIAGRAM A: SETBACKS

DIAGRAM A: SETBACKS R-1/2 District Lot Layout

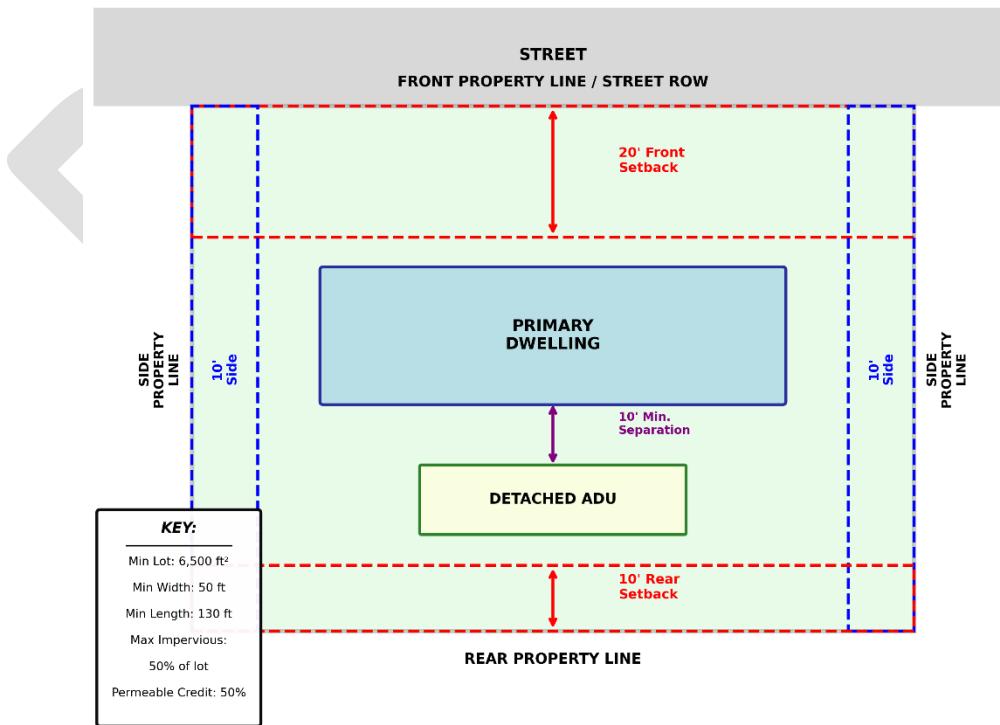
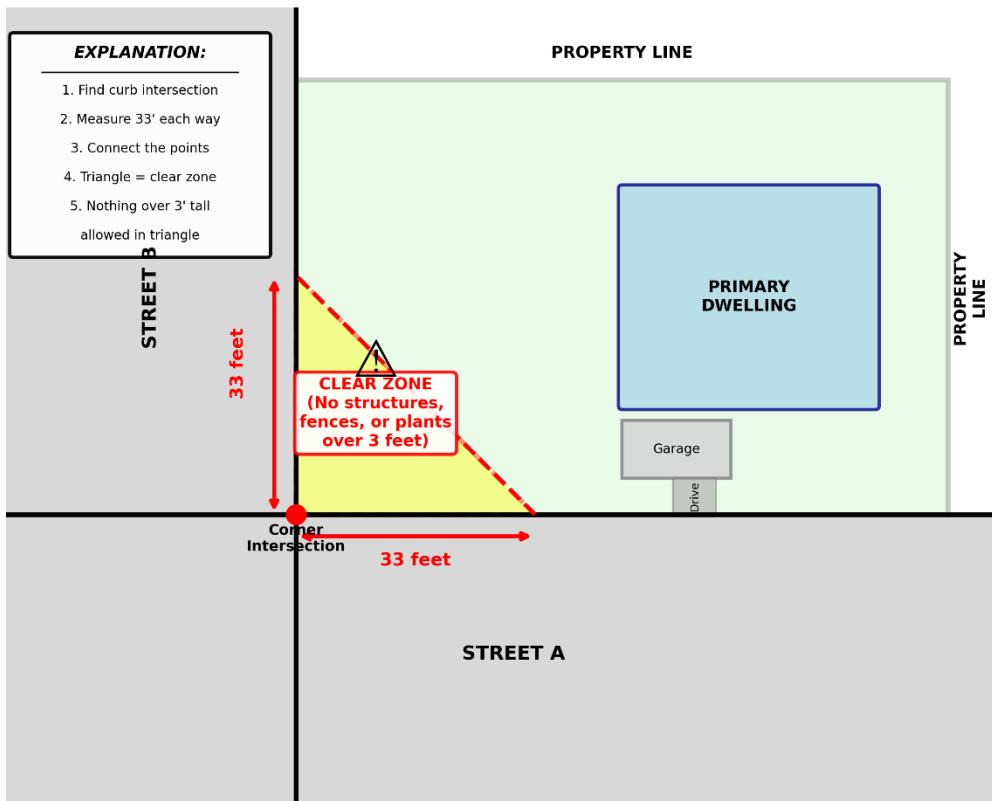


DIAGRAM B: TRAFFIC VISIBILITY TRIANGLE AT INTERSECTIONS

DIAGRAM B: TRAFFIC VISIBILITY TRIANGLE Corner Lot Requirements



402.10 COMPARISON TABLE: STRUCTURE REQUIREMENTS IN R-1/2 DISTRICT

Requirement	Primary Dwelling (House/Duplex)	Accessory Dwelling Unit (ADU)	Accessory Buildings (Garage/Shed)
Min/Max Size	Min: 800 sq ft living area per dwelling	Max: 800 sq ft OR 50% of primary's finished living area, whichever is less	No minimum; garages up to 1,000 sq ft by right; larger requires CUP
Front Setback	20 feet from street ROW	20 feet if attached to primary; Prohibited in front yard if detached	20 feet if fronting street; otherwise not applicable
Side Setback	Min 8 feet per side; 20 feet aggregate total	Same as primary if attached; 10 feet if detached	Min 8 feet if located in side yard; 3 feet

			if entirely in rear yard
Rear Setback	10 feet minimum; 12 feet for attached garage if front + rear total \geq 32 feet	Same as primary if attached; 10 feet if detached	3 feet (foundation); 1.5 feet (eaves/overhangs)
Separation from Primary	N/A	10 feet if detached; N/A if attached	No requirement (see setbacks)
Height Limit	35 feet maximum	16 feet (1-story); 25 feet (2-story); 3-story prohibited	15 feet by right; taller requires CUP
Utilities Required	Water, sewer, electric	Water, sewer, electric	Not required unless space is habitable
Owner-Occupancy Required	No	Yes (owner must live in primary OR ADU) - Exception: CUP allows non-owner-occupied	N/A
Registration	No	Yes - one-time \$100 fee; renew upon ownership change	No
Additional Fees	Building & Zoning permits only	CUP: \$500 if non-owner-occupied; STR: \$200/year if short-term rental	Building & Zoning permits only
Parking Requirement	Per Chapter 101	0-1 space depending on location/existing parking	N/A
Counts Toward Impervious Surface	Yes	Yes	Yes
Can Be Rented	Yes, no restrictions	Yes, but must comply with owner-occupancy or get CUP; STR requires additional CUP + room tax	Only if considered ADU (living space above garage)
Modular Homes Allowed	Yes	N/A	N/A
Manufactured Homes Allowed	Yes, if meeting UDC requirements on permanent foundation	N/A	N/A

SECTION 3: AMENDMENTS TO CHAPTER 400 (GENERAL PROVISIONS)

3.01 Amendment to Section 400.09(5) - Transitional Uses in "R" Residential Districts

Section 400.09(5) of the Richland Center Zoning Ordinance is hereby amended to read as follows:

400.09(5) Transitional Uses in "R" Residential Districts. In any "R-A" or "R-1/2" Residential District, a transitional use is permitted on a lot which has a side lot line abutting a lot in any "C" or "I" District. The permitted transitional uses for any such lot are as follows:

- (a) For a lot in an "R-A" District: any use permitted in the "R-1/2" District.
- (b) For a lot in an "R-1/2" District: any use permitted in the "R-3/4" District.
- (c) Notwithstanding the foregoing, any transitional use authorized under this paragraph shall not extend beyond one (1) lot of record nor more than seventy-five (75) feet into an abutting lot, whichever is less.

SECTION 4: REGISTRATION AND ENFORCEMENT

4.01 ADU Registration System

- (a) The Zoning Administrator shall establish and maintain a registration system for all Accessory Dwelling Units in the R-1/2 District.
- (b) Registration forms shall be made available online and at the Municipal Building.
- (c) The Zoning Administrator shall maintain a database of all registered ADUs including:
 - i. Property address and parcel number
 - ii. ADU assigned address
 - iii. Owner information and contact details
 - iv. Type of ADU (attached/detached, owner-occupied/non-owner-occupied, short-term rental)
 - v. Date of registration and ownership changes
 - vi. Conditional use permit status (if applicable)

- vii. Utility meter information and separate meter confirmation or approved alternative arrangement
- viii. Compliance history

(d) Upon change of property ownership, the new owner must register the ADU within sixty (60) days and pay the registration fee established in the Fee Schedule. Changes in membership of limited liability companies that own property shall not require re-registration unless there is a transfer of the underlying real property ownership.

(e) If a property owner ceases to use an ADU as a dwelling unit, the property owner shall notify the Zoning Administrator in writing within thirty (30) days of such discontinuance.

4.02 Inspection and Monitoring

(a) The Zoning Administrator may conduct inspections of ADUs to verify compliance with registration requirements and good neighbor standards.

(b) Inspections may be triggered by:

- i. Complaints from neighbors or other parties
- ii. Failure to complete annual certification (for non-owner-occupied ADUs)
- iii. Building or code violations

(c) Property owners shall provide access for inspections upon reasonable notice (minimum 24 hours).

4.03 Penalties for Violations

(a) Initial citation: Any person, firm, or corporation violating any provision of this Chapter shall, upon conviction, be subject to a citation with penalty of \$263.50 plus court costs and applicable surcharges for each violation.

(b) Continuing violations: Each day a violation continues shall constitute a separate offense. A daily forfeiture of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) may be imposed per day the violation is permitted to exist until compliance is achieved.

(c) Determination of forfeiture amount: The specific daily forfeiture amount within the range of \$200.00 to \$500.00 per day shall be determined through court proceedings.

(d) Enforcement philosophy: The City shall seek voluntary compliance as the first course of action. Citations shall be issued only when:

- i. The property owner fails to make a good faith effort to comply after notice; or
- ii. The violation presents an immediate threat to public health, safety, or welfare; or
- iii. The property owner has a history of repeated violations

(e) Additional remedies: In addition to citations and forfeitures, the City may pursue injunctive relief, revocation of conditional use permits, or other remedies available under law.

4.04 Revocation of Conditional Use Permits

(a) Causes for revocation: A conditional use permit for a non-owner-occupied ADU or short-term rental ADU may be revoked if one or more of the following are present:

- i. The property owner fails to maintain good neighbor standards
- ii. The property owner provides false information in registration or certification
- iii. The property owner fails to pay required fees or fines
- iv. The ADU is used in violation of permit conditions
- v. The property accumulates two or more uncorrected code violations related to the ADU operation within a twelve (12) month period

(b) Notice and opportunity to cure: Before initiating revocation proceedings, the Zoning Administrator shall:

- i. Provide written notice to the property owner specifying the violation(s)
- ii. Provide opportunity for the property owner to cure the violation(s) within thirty (30) days (if curable)

(c) Revocation proceedings: If violations are not cured within the specified time period, the Zoning Administrator may initiate revocation proceedings by:

- i. Scheduling a public hearing before the Plan Commission
- ii. Providing written notice to the property owner of the hearing date, time, and location at least fifteen (15) days in advance
- iii. Allowing the property owner to present evidence and testimony at the hearing

(d) Decision: Following the hearing, the Zoning Administrator shall make a final decision on revocation. The property owner may appeal the Zoning Administrator's decision to the Plan Commission within fourteen (14) days of the decision in accordance with Chapter 400 procedures.

(e) Effect of revocation: Upon final revocation decision:

- i. The ADU must cease being used for rental purposes
- ii. The property owner must either occupy the ADU or primary dwelling (bringing property into compliance with owner-occupancy requirements) or cease use of the ADU as a dwelling unit
- iii. The property owner may not reapply for a conditional use permit for the same ADU for a period of one (1) year

SECTION 5: TRANSITION PROVISIONS

5.01 Automatic Rezoning

All properties currently zoned R-1 (Single Family Residential District) or R-2 (Two-Family Residential District) are automatically rezoned to R-1/2 (Single and Two-Family Residential District) upon the effective date of this ordinance. No application or fee is required for this automatic rezoning.

5.02 Legal Nonconforming Status

(a) Structures and lots: Properties that currently meet R-1 or R-2 standards but do not meet the new R-1/2 standards (such as lots smaller than 6,500 square feet or structures with setbacks less than required) are granted legal nonconforming status pursuant to Section 402.02 (Nonconforming definition) and may continue.

(b) Legal, permitted structures: Structures that were legally permitted and constructed in compliance with R-1 or R-2 standards in effect at the time of construction shall be considered legal nonconforming structures under this ordinance.

(c) Illegal or unpermitted structures: Any structure that was erected, placed, or established without proper permits or in violation of R-1 or R-2 requirements in effect at

the time of construction shall NOT be considered legal nonconforming. Such structures constitute violations of this code and are subject to enforcement action.

(d) Determination of legal status: The burden of proof to establish that a structure was legally permitted and constructed in compliance with previous ordinances rests with the property owner. The Zoning Administrator may request documentation including building permits, certificates of occupancy, surveys, or other records to verify legal status.

5.03 Existing Accessory Dwelling Units

(a) Registration required: All existing ADUs must be registered with the Zoning Administrator within three (3) months of the effective date of this ordinance. The effective date shall be the date of adoption of this ordinance by the Common Council.

(b) Registration fee: A one-time registration fee as established in the Fee Schedule is due upon initial registration.

(c) Owner-occupancy compliance: Property owners with existing ADUs who do not occupy either the primary dwelling or the ADU as their primary residence must, within three (3) months of the effective date:

- i. Move into either the primary dwelling or the ADU and provide proof of owner-occupancy; OR
- ii. Apply for a conditional use permit for non-owner-occupied ADU; OR
- iii. Cease using the additional unit as a separate dwelling

(d) Nonconforming ADUs: Existing ADUs that do not meet the new size, setback, or other dimensional standards in Section 402.05 are granted legal nonconforming status, provided they:

- i. Were legally permitted and constructed under previous regulations; AND
- ii. Register within the three-month grace period; AND
- iii. Comply with owner-occupancy requirements (or obtain conditional use permit)

(e) Utility requirements: All existing ADUs must demonstrate connection to water, sewer, and electrical service within the three-month grace period. ADUs lacking proper utility connections must either:

- i. Install required utilities within six (6) months; OR
- ii. Cease being used as a dwelling unit

(f) Utility meter requirements for existing ADUs: Existing legal ADUs that are properly registered during the grace period and that demonstrate adequate utility service are exempt from the separate utility meter requirement of Section 402.05(1)(g) unless and until the property undergoes a change of ownership, at which time the separate meter or approved alternative metering arrangement requirement shall apply.

5.04 Grace Period and Enforcement

(a) Three-month grace period: For the first three (3) months following the effective date of this ordinance (date of adoption by Common Council), the City shall focus on education and assistance to help property owners understand and comply with new requirements.

(b) Assistance available: The Zoning Administrator shall:

- i. Provide information on new requirements
- ii. Assist property owners with registration process
- iii. Answer questions about compliance
- iv. Work cooperatively with property owners to achieve compliance

(c) Enforcement after grace period: After the three-month grace period expires:

- i. Property owners who have made a good faith effort to comply but need additional time may request an extension from the Zoning Administrator (up to 90 additional days)
- ii. Property owners who have not made a good faith effort to comply shall be subject to enforcement action including citations and penalties under Section 4.03
- iii. Unregistered ADUs discovered after the grace period shall be required to register immediately or cease operation as a dwelling unit

5.05 Short-Term Rental Transition

(a) Existing ADUs currently being used for short-term rentals must apply for a conditional use permit within three (3) months of the effective date.

(b) Short-term rental ADU applications received during the grace period shall be processed in the order received until the citywide cap of fifteen (15) is reached.

(c) ADUs operating as short-term rentals without proper permits after the grace period shall immediately cease short-term rental operations or be subject to enforcement action.

SECTION 6: SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 7: EFFECTIVE DATE

This ordinance shall take effect upon passage and adoption by the Common Council and publication as required by law. The effective date for purposes of Section 5 transition provisions shall be the date of adoption by the Common Council.

SECTION 8: NOTICE REGARDING CHAPTER 400 REVIEW

The Zoning Administrator is directed to review Chapter 400 (General Provisions) of the Richland Center Zoning Ordinance for:

- (a) Inconsistencies with definitions and provisions in this Chapter 402;
- (b) References to the former R-1 and R-2 districts that need updating;
- (c) Any other provisions that may need amendment to ensure consistency with this ordinance; and
- (d) Report findings and recommendations to the Plan Commission and Common Council within six (6) months of the effective date of this ordinance.

APPENDIX A: CROSS-REFERENCE TABLE

R-1/2 Ordinance Section | Related City Ordinances

402.02 - Signs definition | Chapter 485 - Signs

402.02 - Family Daycare definition | Wis. Stat. § 48.65; Wis. Admin. Code ch. DCF 250

402.02 - Owner-Occupancy definition | Wis. Stat. § 6.10

402.02 - Nonconforming definition | Wis. Stat. § 60.61(5e), § 60.61(5m), § 60.61(5)(am), § 62.23(7)(h)

402.04(5) - Professional office signs | Chapter 485 - Signs

402.04(13)(d) - Parking | Chapter 101 - Parking

402.05(3) - ADU parking | Chapter 101 - Parking

402.06(6) - Signs | Chapter 485 - Signs

402.06(8) - EV charging | Chapter 101 - Parking

APPENDIX B: QUICK REFERENCE GUIDE FOR PROPERTY OWNERS

WHAT CAN I BUILD ON MY R-1/2 LOT?

With a Zoning and Building permit:

- Single-family home
- Duplex
- Accessory Dwelling Unit (if you live on the property)
- Garage up to 1,000 sq ft
- Shed up to 15 ft tall
- Fence (following height/material rules)
- Solar panels on roof
- EV charging station

With Conditional Use Permit:

- ADU where you don't live on property
- ADU for short-term rental (limit of 15 citywide)
- Small business (corner stores, cafes, etc. - max 2,000 sq ft)

- Garage taller than 15 feet
- Church, school, government building

ADU REQUIREMENTS AT A GLANCE

Size: Max 800 sq ft OR 50% of your house size (whichever is smaller)

You Must:

- Register it
- Connect to water, sewer, and electric
- Have separate utility meters (or approved alternative)
- Get separate address from City
- Follow all building codes

Parking:

- NO extra parking needed if: you're within 1/4 mile of downtown OR you already have 2+ parking spaces
- YES need 1 extra space if neither above applies

Setbacks for Detached ADU:

- 10 feet from all property lines
- 10 feet from primary dwelling
- Can't be in front yard

Renting Out Your ADU:

- Long-term rental where you don't live there: Need conditional use permit and meet good neighbor standards
- Short-term rental (like Airbnb): Need CUP, pay annual fee, remit room tax, and only 15 are allowed citywide

APPENDIX C: FEE SCHEDULE

FEE AND PENALTY SCHEDULE

1. ADU Registration Fee

- Registration fee: \$100.00
- Applies to owner-occupied and non-owner-occupied ADUs
- Due upon initial registration and upon change of property ownership
- Covers administrative costs of registration, database maintenance, and address assignment

2. Conditional Use Permit Fee

- Conditional Use Permit Application fee: \$500.00
- Applies to non-owner-occupied ADUs, short-term rental ADUs, small-scale commercial uses, oversized accessory buildings, and all other conditional uses listed in Section 402.04
- Covers processing, notice publication, public hearing, and Plan Commission review
- Non-refundable once application is submitted

3. Short-Term Rental ADU Annual Fee

- Annual registration/monitoring fee: \$200.00
- Due upon initial approval and every June thereafter
- Reflects additional administrative burden of monitoring short-term rental compliance
- In addition to standard ADU registration fee and conditional use permit fee

4. Violation Citation

- Penalty: \$263.50 plus court costs and any other applicable charges or fees
- Applies to any violation of any provision of Chapter 402
- Each separate violation constitutes a separate offense

5. Continuing Violation Daily Forfeiture

- Minimum daily forfeiture: \$200.00
- Maximum daily forfeiture: \$500.00
- Each day a violation continues to exist constitutes a separate offense
- Daily forfeitures accumulate until compliance is achieved

6. Subject to Change

- All fees are subject to change by resolution of the Common Council

- Fees are non-refundable unless otherwise specified
- Payment required at time of application or registration

**PASSED AND ADOPTED by the Common Council of the City of Richland Center,
Wisconsin, this _____ day of _____, 2026.**

Mayor

ATTEST:

City Clerk

DRAFT