

CHAPTER 105: GENERAL ZONING

CONTENTS

Tables	8	
Article I.	8	Procedures and Administration
Section 1.01	9	Introduction
(a) Title	9	
(b) Authority	9	
(c) Effective Date	9	
(d) Purpose and design	9	
(e) District Transitions	10	
Section 1.02	10	Application
(a) Separability and Nonliability	11	
(b) Conflicting Provisions	11	
(c) Jurisdiction	12	
(d) Compliance Required	12	
(e) Minimum Requirements	12	
(f) Language and Interpretation	12	
Section 1.03	13	Review and Decision-Making Authority
(a) Zoning Administrator	13	
(b) Review and Decision-making Authority Table	14	
Section 1.04	14	Common Application Procedures
(a) Applicability	14	
(b) Form of application	14	
(c) Availability	14	
(d) Fees	14	
(e) Completeness, accuracy, and sufficiency	15	
(f) Denied applications	15	
(g) Notices	15	
(h) Public Hearings	16	
(i) Conditions of Approval	16	
(j) Burden of Proof	16	
(k) Required Time Frames for Action	16	

(l) Less Intense Modifications	16
Section 1.05	Zoning Text Amendments
17	
(a) Purpose	17
(b) Authority to Initiate	17
(c) Staff Recommendation	17
(d) Public Hearing	17
(e) Plan Commission Recommendation	17
(f) Common Council Decision	17
(g) Review Criteria and Standards	17
Section 1.06	Zoning Map Amendments
18	
(a) Purpose	18
(b) Authority to Initiate	18
(c) Pre-Application Meeting	18
(d) Application filing	18
(e) Staff Recommendation	18
(f) Public Hearing	18
(g) Plan Commission Recommendation	19
(h) Common Council Decision	19
(i) Review Criteria and Standards	19
(j) Successive Applications	19
Section 1.07	Zoning Compliance Review
20	
(a) Purpose	20
(b) Timing	20
(c) Applications	20
(d) Decision	20
Section 1.08	Sign Permits
21	
(a) Purpose	21
(b) Sign Permit Applications	21
(c) Sign Permit Procedures	21
(d) Time to Construct	21
Section 1.09	Appeals and Variances
22	
(a) Purpose	22
(b) Applicability	22

(c) Prohibited Variances	23
(d) Authority to Initiate	23
(e) Application Filing	23
(f) Staff Record	23
(g) Public Hearing Notice	23
(h) Public Hearing	23
(i) Burden of Proof	24
(j) Additional Review Criteria and Standards	24
(k) Zoning Board of Appeals Decision	24
(l) Limited effect of a variance	24
(m) Transferability	25
(n) Lapse of Approval	25
(o) Successive Applications	25
(p) Appeal	25
(q) Administrative Adjustments	25
Section 1.10	Planned Development Districts
26	
(a) Purpose	26
(b) General REgulations	27
(c) Approval criteria for planned Development Districts	27
(d) Authority to Initiate	28
(e) Applciation Procedures	28
(f) Lapse of Approval	28
Section 1.11	Nonconformities
29	
(a) Authority to Continue	29
(b) Determination of Nonconformity	29
(c) Repairs and Maintenance	29
(d) Change in Ownership	29
(e) Nonconforming Lots	29
(f) Nonconforming Structures	30
(g) Nonconforming uses	30
(h) Existing Nonconforming Signs	30
Section 1.12	Certificates of Occupancy
31	
(a) Required	31
(b) Issuance	31
(c) Temporary Certificates	31

(d)	Application	31
(e)	Work Description and Valuation	31
Section 1.13 Fees	31
(a)	Fees for procedures requested by a private party	31
(b)	Fees for procedures requested by the city	32
(c)	Payment of fees	32
(d)	Professional consultant review services	32
Section 1.14 Enforcement and Penalties	32
(a)	Enforcement	32
(b)	Forfeiture	32
(c)	Default of Payment	32
(d)	Compliance Required	32
(e)	Other Remedies	33
(f)	No Permit Defenses	33
(g)	Cost of abatement	33
Article II. Districts	33
Section 2.01 Purpose	33
Section 2.02 Zoning Districts	33
(a)	OS: Open space	33
(b)	AG: Agricultural	33
(c)	E-N: Estate neighborhood	33
(d)	S-N: Suburban neighborhood	33
(e)	S-CO: Suburban corridor	33
(f)	U-N: Urban neighborhood	33
(g)	U-CO: Urban Corridor	33
(h)	U-DT: Urban Downtown	33
(i)	I: Industrial	33
Section 2.03 Zoning Map	33
Section 2.04 Interpretation of Zoning District Boundaries	33
Section 2.05 Lot and Structure Regulations	33
(a)	Regulations Table	33

(b)	Contextual street-yard building setbacks	33
(c)	Setback Encroachments	33
(d)	Height Regulations	33
(e)	One Building Per Lot	33
Article III.	Uses
33		
Section 3.01	Use Table
33		
Section 3.02	Interpretation of the use table
33		
(a)	Permitted uses	33
(b)	Prohibited Uses	33
(c)	Upper-story Uses	33
(d)	References	33
(e)	Use classification	33
Section 3.03	Use Definitions and Standards
33		
(a)	A: Assembly Uses	33
(b)	B: Business Uses	33
(c)	E: Educational Uses	33
(d)	F: Factory Uses	33
(e)	H: High-Hazard Uses	33
(f)	H0: Home Occupations	33
(g)	I: Institutional Uses	33
(h)	M: Mercantile Uses	33
(i)	O: Outdoor Uses	33
(j)	R: Residential Uses	33
(k)	S: Storage Uses	33
(l)	U: Utility and Accessory Uses	33
(b)	AG: Agricultural Uses	33
Article IV.	City-Wide Site Design Regulations
33		
Section 4.01	Utility Service Regulations
33		
Section 4.02	Intersection Visibility Regulations
33		
(a)	Applicability	33
(b)	Visibility Triangles Established	33
(c)	Visibility Triangles Defined	33

Section 4.03	Sign Regulations
33	
(a) Purpose and Intent	33
(b) Compliance	33
(c) Exemptions	33
(d) Abandoned Signs	33
(e) Construction and Maintenance	33
(f) General Provisions	33
(g) Signs permitted without a permit	33
(h) Signs Permitted with a Permit	33
(i) Signs Prohibited in Any District	33
(j) Sign Measurements	33
Section 4.04	Architectural Regulations
33	
(a) Purpose and scope	33
(b) Building Façades	33
(c) Alternative Compliance	33
Section 4.05	Historic Preservation Regulations
33	
(a) Purpose and intent	33
(b) Historic structure, historic site, and historic district designation criteria	33
(c) Certificate of Appropriateness Required	33
(d) Ordinary Maintenance and Repairs	33
Section 4.06	Parking and Access Regulations
33	
(a) Purpose	33
(b) Applicability	33
(c) Bicycle Parking	33
(d) Sidewalks	33
(e) Internal pedestrian circulation	33
(f) Accessible Parking	33
(g) Use of Motor Vehicle Parking Areas	33
(h) Parking Area Ratios	33
(i) Parking Area Layout and Design	33
(j) R Use Heavy Vehicle Parking Limitations	33
(k) Stacking Spaces	33
(l) Traffic Impact Analysis (TIA)	33
(m) Loading Areas	33

Section 4.07	Landscaping and Screening Regulations	33
(a) Landscaping		33
(b) Screening		33
Section 4.08	Outdoor Lighting Regulations	33
(a) Preface		33
(b) Outdoor Lighting Requirements		33
(c) Administrative Requirements		33
Section 4.09	Public Art Regulations	33
(a) Purpose		33
(b) Applicability		33
(c) No Endorsement		33
(d) Permit required		33
(e) Permit Application Materials		33
(f) Review Criteria		33
Section 4.10	Alternative Compliance Regulations	33
(a) Purpose		33
(b) Limitations		33
(c) Required Alternative Compliance Conditions		33
(d) Required Alternative Compliance Elements		33
Article V.	Appendices	33
Section 5.01	Abbreviations	33
Section 5.02	Definitions	33
(a) Terms beginning with “A”		33
(b) Terms beginning with “B”		33
(c) Terms beginning with “C”		33
(d) Terms beginning with “D”		33
(e) Terms beginning with “E”		33
(f) Terms beginning with “F”		33
(g) Terms beginning with “G”		33
(h) Terms beginning with “H”		33
(i) Terms beginning with “I”		33
(j) Terms beginning with “J”		33

(k) Terms beginning with “K”	33
(l) Terms beginning with “L”	33
(m) Terms beginning with “M”	33
(n) Terms beginning with “N”	33
(o) Terms beginning with “O”	33
(p) Terms beginning with “P”	33
(q) Terms beginning with “Q”	33
(r) Terms beginning with “R”	33
(s) Terms beginning with “S”	33
(t) Terms beginning with “T”	33
(u) Terms beginning with “U”	33
(v) Terms beginning with “V”	33
(w) Terms beginning with “W”	33
(x) Terms beginning with “X”	33
(y) Terms beginning with “Y”	33
(z) Terms beginning with “Z”	33
Section 5.03	Native Species List

33

TABLES

Table I-1: District Transition Table	10
Table II-1: Zoning Districts	33
Table II-2: Lot and Structure Regulations	33
Table II-3: Height Regulations	33
Table II-4: Contextual Building Height Increases	33
Table III-1: Uses	33
Table IV-1 Sign Regulations	33
Table IV-2 Minimum Vehicle Parking Spaces Required	33
Table IV-3 Shared Parking Ratios	33
Table IV-4: Parking Stall Dimensions	33
Table IV-5: Vehicular Use Area Street Frontage Screening Options	33
Table IV-6: Vehicular Use Area Side and Rear Screening Options	33
Table IV-7: Outdoor Storage and Work Area Screening Options	33
Table IV-8: Trash, Recycling, and Mechanical Equipment Area Screening Options	33
Table V-2 Animal Unit Table	33

ARTICLE I. PROCEDURES AND ADMINISTRATION

(A) TITLE

This chapter shall be known, cited, and referred to as the City of Sheboygan Zoning Ordinance, except as referred to herein, where it shall be known as “this Chapter.”

(B) AUTHORITY

This zoning chapter is adopted under the authority of the powers granted and limitations imposed by Wisconsin law. The intent of this chapter is to promote the health, safety, morals, and general welfare of the community; to regulate and restrict by ordinance, subject to [§ 62.23\(7\)\(HM\), WIS. STATS.](#), the height, number of stories and size of buildings and other structures; the percentage of lot that structures may occupy; the size of yards, courts and other open spaces; subject to [§ 66.10015\(3\), WIS. STATS.](#), the density of population; and the location and use of buildings, structures and land for trade, industry, mining, residence, or other purposes if there is no discrimination against temporary structures. The public shall liberally construe this chapter and any ordinance, resolution, or regulation enacted or adopted under this chapter in favor of the City and as minimum requirements adopted for the purposes stated. No person may deem this chapter a limitation of any power granted elsewhere.

(C) EFFECTIVE DATE

This ordinance shall take effect and be in force from and after its passage and publication. All plans approved under previous zoning regulations shall be valid and may be used to obtain permits for a period of not more than one year after the effective date of this Chapter, except where subject to developer agreement provisions such as Planned Developments.

(D) PURPOSE AND DESIGN

The City adopts this Chapter to protect the health, safety, and general welfare of the public. The City also intends this Chapter to:

- (1) Promote land use and development patterns that are consistent with the Comprehensive Plan and other relevant, officially adopted plans of the City;
- (2) Protect the public health, safety, and general welfare of the City;
- (3) Secure safety from fire, flooding, pollution, contamination, and other dangers;
- (4) Maintain and promote safe motorized and nonmotorized circulation;
- (5) Ensure the provision of adequate open space for light, air, and recreation;
- (6) Promote appropriate density and intensity of development;
- (7) Protect and enhance environmentally sensitive areas, groundwater resources, and other natural resources;
- (8) Facilitate the adequate, efficient, and cost-effective provision of infrastructure and other public services and facilities;
- (9) Preserve the natural scenic beauty of the City and enhance the appearance of the natural and built environments;
- (10) Remove obstacles and provide opportunities for energy conservation and renewable energy use;
- (11) Stabilize, protect, and enhance property values;

- (12) Protect productive agricultural land from premature urbanization and provide opportunities for local food production;
- (13) Preserve burial sites as defined in [WIS. STAT. § 157.70\(1\)\(B\)](#);
- (14) Accommodate innovative project designs, including developments that incorporate mixed uses and housing variety and choice;
- (15) Promote the orderly development and economic vitality of the City;
- (16) Provide an adequate variety of housing and commercial building types to satisfy the City's social and economic goals; and
- (17) Provide for the administration and enforcement of this zoning chapter, as well as remedies and penalties for ordinance violations.

(E) DISTRICT TRANSITIONS

The zones listed below generally transitioned to the new zoning districts as listed in [TABLE I-1: DISTRICT TRANSITION TABLE](#). However, some districts may shift due by Council resolution over time.

Table I-1: District Transition Table

Previous Zoning District	New Zoning District
RA-35ac Rural Agricultural.	AG Agricultural
ER-1 Estate Residential.	E-N Estate Neighborhood
SR-3 Suburban Residential-3.	S-N Suburban Neighborhood
SR-5 Suburban Residential-5.	S-N Suburban Neighborhood
NR-6 Neighborhood Residential.	U-N Urban Neighborhood
MR-8 Mixed Residential.	S-N Suburban Neighborhood or U-N Urban Neighborhood (based on lot size, see SECTION 2.05)
UR-12 Urban Residential.	U-N Urban Neighborhood
NO Neighborhood Office.	U-CO Urban Corridor
SO Suburban Office.	S-CO Suburban Corridor
NC Neighborhood Commercial.	U-CO Urban Corridor
SC Suburban Commercial.	S-CO Suburban Corridor
UC Urban Commercial.	U-CO Urban Corridor
CC Central Commercial.	U-DT Urban Downtown
SI Suburban Industrial.	I Industrial
UI Urban Industrial.	I Industrial
HI Heavy Industrial.	I Industrial
None	OS Open Space (new district)

SECTION 1.02 APPLICATION

(A) SEPARABILITY AND NONLIABILITY

The provisions of this chapter are separable in accordance with the following:

- (1) If any court of competent jurisdiction shall adjudge any provision of this chapter to be invalid, such judgement shall not affect any other provisions of this chapter not specifically included in said judgement.
- (2) If any court of competent jurisdiction shall adjudge invalid the application of any portion of this chapter to a property, water, building, or other structure, such judgement shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgement.
- (3) If a court of competent jurisdiction finds any requirement or limitation attached to an authorization given in this chapter invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation.
- (4) The city does not guarantee, warrant, or represent that only those areas designated as flood lands will be subject to periodic inundation and hereby asserts that there is no liability on the part of the common council, its agencies, or employees for any flood damage, sanitation problems, or structural damages, upon reliance or conformance with this chapter.

(B) CONFLICTING PROVISIONS

It is not intended by this ordinance to interfere with, abrogate, or annul any existing easements, covenants, or agreements between parties, nor to impair or interfere with any existing provisions of law or ordinance or any rules, regulations or permits previously adopted or issued or which shall be adopted or issued under law, relocating to the use, occupancy, location and height of buildings or premises or require larger open spaces than are imposed or required by such provisions of law or ordinance or by such rules, regulations or permits, the provisions of this ordinance shall control.

(I) ABROGATION

The City does not intend the regulations of this Chapter to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, ordinances, rules, regulations, or permits previously adopted or issued pursuant to law.

(II) STATE OR FEDERAL REGULATIONS

If the provisions of this zoning chapter are inconsistent with or conflict with state or federal law, the applicable state and federal law or regulation governs.

(III) OTHER CITY ORDINANCES

If the provisions of this Chapter are inconsistent with one another or if they conflict with provisions found in other adopted ordinances or regulations of the City, the more restrictive provision governs unless otherwise expressly stated. The more restrictive provision is the one that imposes more stringent controls.

(IV) PRIVATE AGREEMENTS AND COVENANTS

The City is not responsible for monitoring or enforcing agreements or covenants among private parties. If the provisions of this Chapter impose a greater restriction than imposed by an agreement or covenant among private parties, the provisions of this Chapter govern.

(C) JURISDICTION

This chapter is applicable to all territory located within the corporate limits of the City of Sheboygan.

(D) COMPLIANCE REQUIRED

All lots created or modified, uses of land, and structures erected, located, moved, reconstructed, extended, or structurally altered must comply with the provisions of this Chapter.

(E) MINIMUM REQUIREMENTS

Every person shall hold the provisions of this ordinance as the minimum requirements adopted for promoting public health, safety, morals, comfort, prosperity, and general welfare. The Common Council designed them to legally implement and influence the City of Sheboygan's development, per the powers granted under the provisions of [§ 62.23, WIS. STATS.](#)

(F) LANGUAGE AND INTERPRETATION

(I) MEANINGS AND INTENT

Words and terms expressly defined in this Chapter, including those described in [SECTION 1.04](#), have the specific meanings assigned unless the context indicates another meaning. Words not expressly defined in this zoning chapter have the meaning assigned in Merriam-Webster's Collegiate Dictionary.

(II) CONJECITONS

Unless the context expressly indicates otherwise, "**AND**" indicates that all connected items or provisions apply, and "**OR**" indicates that the connected items or provisions may apply singularly or in combination.

(III) COMPUATATION OF TIME

References to "**DAYS**" are to calendar days unless otherwise expressly stated. References to "**BUSINESS DAYS**" are references to regular government working days, excluding Saturdays, Sundays, and City-observed holidays. This Chapter calculates the time to complete an act by excluding the first day and including the last day. The ordinance excludes that day if the last day is a Saturday, Sunday, or a City-observed holiday. A day concludes at the close of business, and the Zoning Administrator shall consider any materials received after that time as the following day.

(IV) TENSES AND USAGE

Words used in the singular include the plural. The reverse is also true. Words used in the present tense include the future tense. The reverse is also true. The words

"shall," "will," and "must" are mandatory. The word "may" is permissive, not mandatory or required. However, the phrase "may not" means the ordinance prohibits the referenced action. Phrases that include numbers, such as "up to x," "not more than x," and "a maximum of x," all include "x." The words "used" and "occupied" include "intended and designed to be used or occupied."

(V) ILLUSTRATIONS

This ordinance provides illustrations for convenience and reference only. They do not define or limit the scope of any provision of this zoning chapter. In case of any difference of meaning or implication between the text of this zoning chapter and any figure or illustration, the text governs.

(VI) REFERENCES TO OTHER REGULATIONS

All references in this zoning chapter to other City, county, state, or federal regulations are for informational purposes only and do not necessarily constitute a complete list of applicable regulations. References to other applicable regulations do not imply any responsibility by the City for enforcement of such regulations.

(VII) VERSIONS AND CITATIONS

The public shall construe all references in this zoning chapter to other City, state, or federal regulations as referring to the most up-to-date version and citation for those regulations or successor regulations unless otherwise expressly indicated. When the subject authority repeals and does not replace any referenced regulations with other successor regulations, the zoning chapter requirements for compliance are no longer in effect.

(VIII) LISTS AND EXAMPLES

The Common Council intends, unless otherwise expressly indicated, lists of items or examples that use "including," "such as," or similar terms to provide examples only. The public should not construe them as exhaustive lists of all possibilities.

(IX) DELEGATION OF AUTHORITY

Whenever a provision requires the head of a department or another officer or employee of the City to perform an act or duty, they shall construe the provision as authorizing the department head or officer to delegate that responsibility to others over whom they have authority. Delegation of authority is not allowed when the provisions of this zoning chapter expressly prohibit such delegation.

(X) PUBLIC OFFICIALS AND AGENCIES

Unless otherwise expressly stated, this ordinance references employees, public officials, boards, and commissions of the City of Sheboygan.

SECTION 1.03 REVIEW AND DECISION-MAKING AUTHORITY

(A) ZONING ADMINISTRATOR

The Common Council, through the Plan Commission, vests the power to administer this chapter with the City Administrator. The City Administrator may delegate any administration powers to others as they see fit.

(B) REVIEW AND DECISION-MAKING AUTHORITY TABLE

This subsection provides a summary of review and decision-making authority under the procedures of this zoning chapter. If this summary table conflicts with written procedures contained elsewhere in this chapter, the written procedures shall govern.

Procedure	City Staff	Plan Commission	Common Council	Board of Appeals
Zoning Text Amendments	R	R*	DM	-
Zoning Map Amendments	R	R*	DM	-
Zoning Compliance Review	DM	-	-	A*
PUD	R	R*	DM	-
Administrative Adjustment	DM	-	-	A*
Zoning Variances	R	-	-	DM*
Sign Permits	DM	-	-	A*
Certificates of Occupancy	DM	-	-	A*
R = Recommendation; DM = Decision Maker; A = Appeals				
*Denotes a public hearing is required				

SECTION 1.04 COMMON APPLICATION PROCEDURES

(A) APPLICABILITY

The application and fee provisions of this section apply to zoning applications filed by eligible applicants.

(B) FORM OF APPLICATION

The Zoning Administrator may determine the specific form of application for all zoning procedures unless specifically noted within this Chapter. All applications must include materials and information to assist authorized review and decision-making bodies in their consideration of the application, including at least the following:

- (1) Names, addresses, and phone numbers of all owners of record of the subject property.
- (2) Maps, plats, surveys, dimensioned site plans, architectural drawings, engineering documents, environmental reports, traffic studies, and other materials and information, as required by this zoning chapter or application checklists established by the official responsible for accepting the application.

(C) AVAILABILITY

The Zoning Administrator shall ensure the public may view and access all application forms and submittal requirements.

(D) FEES

The Common Council shall establish application fees to cover the cost of providing hearing notices and other costs related to reviewing and processing applications. These fees may include late fees, penalties, and expedited processing fees.

(E) COMPLETENESS, ACCURACY, AND SUFFICIENCY

The Zoning Administrator shall consider an application complete and sufficient for processing only if it is submitted in the required number and form, includes all required information, and is accompanied by the required fees.

(I) INCOMPLETE APPLICATIONS

The Zoning Administrator may refuse acceptance of an incomplete or incorrect application due to omissions or errors which hinder the timely or competent evaluation of the application's compliance with the zoning chapter requirements or applications subject to the authority of a different decision-making body.

If they determine an application incomplete or incorrect, the Zoning Administrator shall provide the applicant written notice within 30 days and explain the application's deficiencies. The Zoning Administrator shall consider the application withdrawn unless the applicant corrects the deficiencies within 90 days.

The Zoning Administrator may require that applications or plans be revised before being placed on an agenda for possible action if they determine that the application or plan contains inaccuracies or omissions that hinder timely or competent evaluation of the application's compliance with this Chapter's requirements or other regulations.

(II) PROCESSING CYCLE

When the Zoning Administrator deems an application complete, they shall place it in the first available application processing cycle for review by staff and other relevant decision-making bodies per the applicable review and approval procedures.

(F) DENIED APPLICATIONS

No applicant may resubmit a substantially similar application denied by the applicable decision-making body within one year from the date of denial.

(G) NOTICES

Whenever the provisions of this zoning chapter require that the Zoning Administrator publishes a notice, they must publish the notice per [CH. 985, WIS. STATS.](#) When the Zoning Administrator's records document the publication, mailing, or posting of notices, the Zoning Administrator will presume the required notice given. The failure of notices to reach any intended recipient does not invalidate any action taken on the subject matter of the notice. The Zoning Administrator shall not deem minor defects in required notices to impair the notice or invalidate proceedings under the notice. These minor defects include errors in a legal description, typographical errors, or grammatical errors that do not harm the communication of the notice to affected parties. If questions arise at the hearing regarding the adequacy of notice, the body conducting the hearing shall make a formal finding about whether there was substantial compliance with the notice requirements.

(H) PUBLIC HEARINGS

(I) RULES

The body conducting the hearing is authorized to establish reasonable rules and regulations governing the conduct of hearings and the presentation of information and comments.

(II) CONTINUATION

Once commenced, the hearing body may continue a public hearing. The Zoning Administrator does not need to republish notices if the body sets and announces continuance for a specified date and time.

(III) INDEFINITE CONTINUATION

If the body continues or postpones the hearing indefinitely from the date of the originally scheduled public hearing, the Zoning Administrator shall publish new notices before the rescheduled hearing. If the applicant requests, and the body grants, a continuance or postponement requiring notification, the body conducting the hearing may require the applicant to pay any notification costs.

(I) CONDITIONS OF APPROVAL

Review bodies, including staff, are authorized to recommend conditions and decision-making bodies are authorized to approve the subject application with conditions. Any conditions recommended or approved must relate to a situation likely created or aggravated by the proposed use or development and must be roughly proportional to the use or development's impacts. Per [§ 66.10016\(3\), WIS. STATS.](#), any conditions relating to new by-right residential developments shall coincide with ordinances and approved plans at the time of application.

The city shall assume any conditions of approval recommended by staff are included in any motion for approval made by the decision-making body, unless otherwise explicitly stated by the decision-making body.

(J) BURDEN OF PROOF

Applications must address relevant review and decision-making criteria. In all cases, the applicant is responsible for showing that an application or proposal complies with all applicable review or approval criteria.

(K) REQUIRED TIME FRAMES FOR ACTION

Any time limit specified in this zoning chapter for any decision or action on behalf of a review or decision-making body may be extended if the applicant agrees to an extension. Unless otherwise expressly stated, if a review or decision-making body does not render a decision or take action within any time period required under this zoning chapter and the applicant has not agreed to an extension of that time limit, the application is deemed denied.

(L) LESS INTENSE MODIFICATIONS

The Zoning Administrator may amend a previous property entitlement that no longer exists or is markedly different under the current version of this ordinance (e.g., conditional uses or other special zoning approvals) if the modifications reduce the entitlement's impact on the property or are less intense or massive than originally approved.

SECTION 1.05 ZONING TEXT AMENDMENTS

(A) PURPOSE

The purpose of this section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed amendments to provisions of this zoning chapter.

(B) AUTHORITY TO INITIATE

The Mayor, Common Council, Plan Commission, or Zoning Administrator may initiate a zoning text amendment.

(C) STAFF RECOMMENDATION

The Zoning Administrator shall prepare a recommendation on the zoning text amendment for consideration by the Plan Commission.

(D) PUBLIC HEARING

The Zoning Administrator shall direct the City to publish a class 2 notice, under [CH. 985, WIS. STATS.](#), and notify the required parties per [§ 62.23\(7\)\(D\), WIS. STATS.](#) The Plan Commission shall hold a public hearing regarding the zoning text amendment within 60 days of receiving the Zoning Administrator's recommendation.

(E) PLAN COMMISSION RECOMMENDATION

After closing the public hearing, the Plan Commission shall provide a recommendation and report on the zoning text amendment to the Common Council.

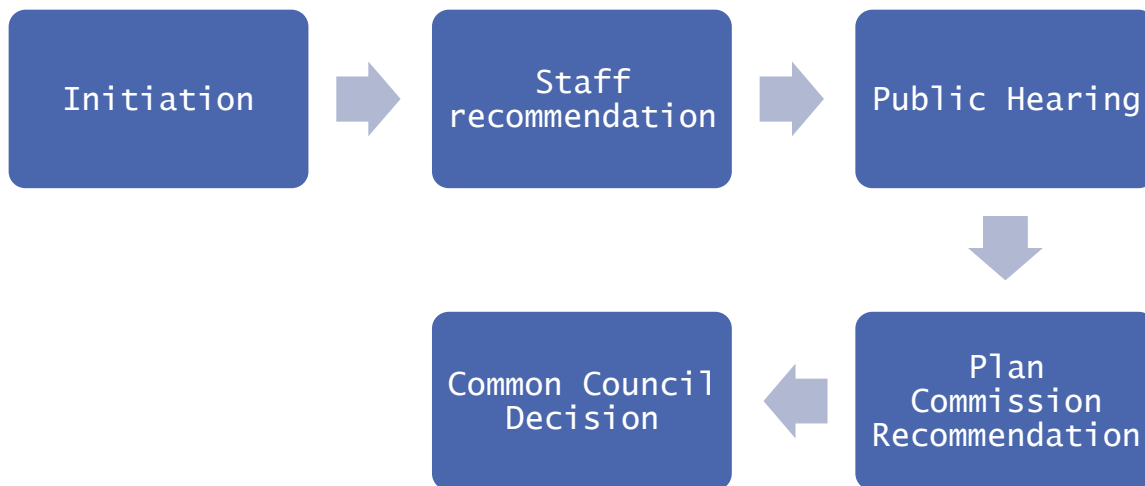
(F) COMMON COUNCIL DECISION

Following receipt of the Plan Commission's recommendation and report, the Common Council shall act on the proposed zoning text amendment. If the Plan Commission does not forward a recommendation and report to the Common Council within 60 days of the Zoning Administrator submitting their recommendation, Common Council may hold the required hearing and act on the zoning text amendment.

(G) REVIEW CRITERIA AND STANDARDS

Zoning text amendments are legislative decisions of the Common Council based on consistency with the Comprehensive Plan and promotion of public health, safety, and general welfare.

Figure I-1: Zoning Text Amendment Process



SECTION 1.06 ZONING MAP AMENDMENTS

(A) PURPOSE

The purpose of this section is to provide regulations which govern the procedure and requirements for the review of proposed amendments to the official zoning map.

(B) AUTHORITY TO INITIATE

The Common Council, Plan Commission, Zoning Administrator, the owner of the subject property, or the owner's authorized agent may initiate a zoning map amendment.

(C) PRE-APPLICATION MEETING

Eligible applicants shall meet with the Zoning Administrator to discuss the proposed amendment and application procedures before applying. The Zoning Administrator shall deem a Zoning Map amendment application incomplete if the eligible applicant does not complete a pre-application meeting.

(D) APPLICATION FILING

Applicants shall file applications with the Zoning Administrator.

(E) STAFF RECOMMENDATION

The Zoning Administrator shall prepare a recommendation on the zoning map amendment for consideration by the Plan Commission.

(F) PUBLIC HEARING

The Zoning Administrator shall direct the City to publish a class 2 notice, under [CH. 985, WIS. STATS.](#), and notify the required parties per [§ 62.23\(7\)\(D\), WIS. STATS.](#) The Plan Commission shall hold a public hearing regarding the Zoning Map amendment within 60 days of receiving the Zoning Administrator's recommendation.

(G) PLAN COMMISSION RECOMMENDATION

After closing the Public Hearing, the Plan Commission shall recommend and report to the Common Council on the Zoning Map amendment.

(H) COMMON COUNCIL DECISION

Following receipt of the Plan Commission's recommendation and report, the Common Council shall act on the proposed amendment. If the Plan Commission does not forward a recommendation and report to the Common Council within 60 days of the Zoning Administrator submitting their recommendation, the Common Council may hold the required hearing and act on the zoning map amendment.

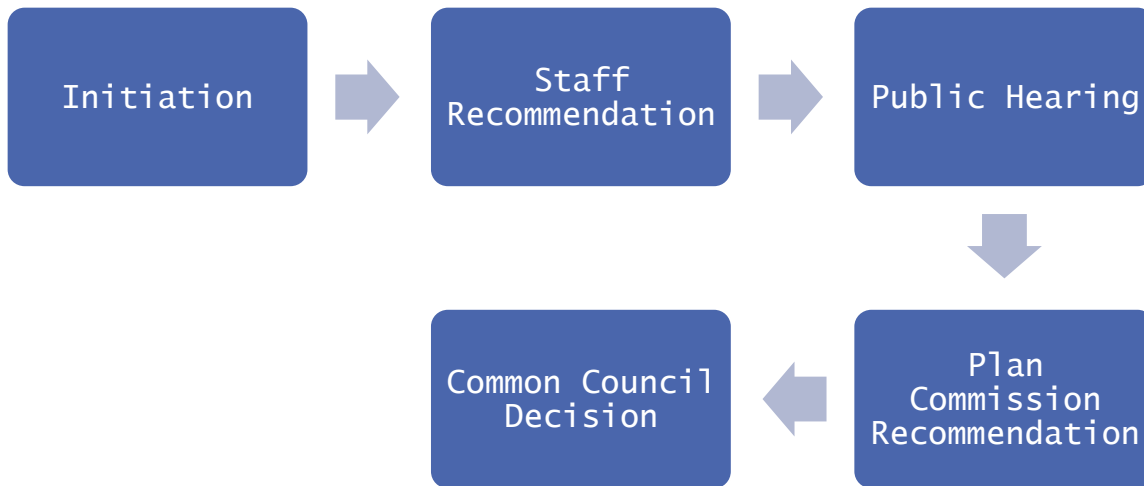
(I) REVIEW CRITERIA AND STANDARDS

Zoning map amendments are legislative decisions of the Common Council based on consistency with the Comprehensive Plan and promotion of public health, safety, and general welfare.

(J) SUCCESSIVE APPLICATIONS

If the Common Council denies a proposed Zoning Map amendment, no applicant may file a zoning map amendment application requesting the same or more intensive zoning for the subject property for one year from the date of final action by the Common Council unless the Common Council expressly acts to deny the previous application without prejudice or the new application is substantially different than the one that the Council denied.

Figure I-2: Zoning Map Amendment Process



SECTION 1.07 ZONING COMPLIANCE REVIEW

(A) PURPOSE

The purpose of this section is to provide regulations which govern the procedure and requirements for the review of compliance with this zoning chapter for all changes in use, property, or structures where regulations of this chapter may apply.

(B) TIMING

The Zoning Administrator must review all building permits; changes in use or occupancy or a property, and other changes to property and structures, primary, accessory, temporary, or permanent, for zoning compliance before the Building Inspector or any other applicable official issues any permits.

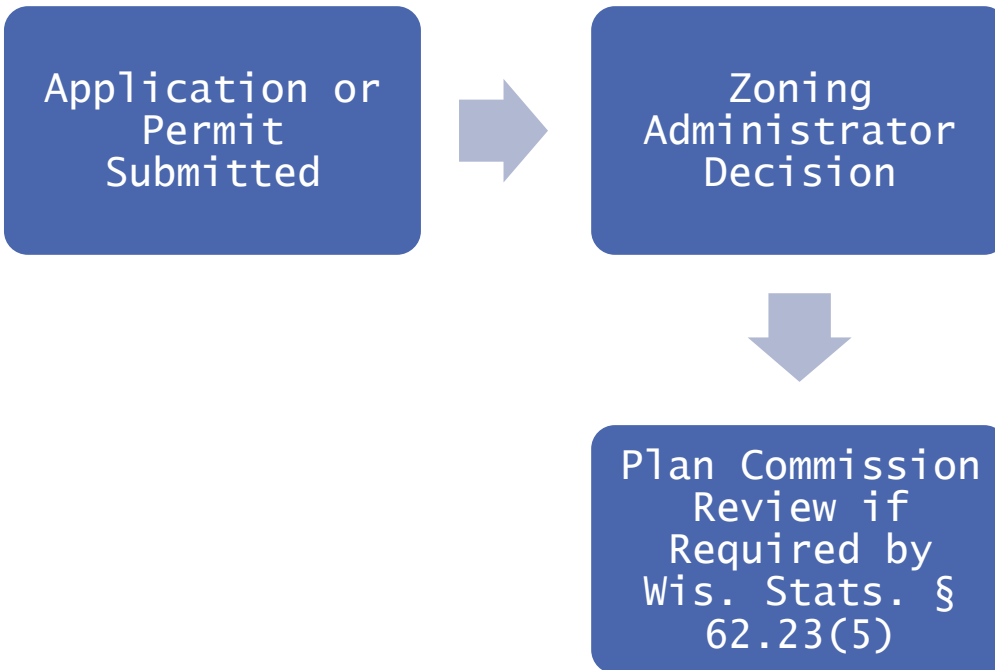
(C) APPLICATIONS

Applicants for certificates of occupancy, building permits, and other applicable permits must include enough information to demonstrate that the permit complies with this chapter. The Zoning Administrator may require Pre-Application meetings for complex site developments at their discretion.

(D) DECISION

The Zoning Administrator shall review each permit, certificate, or scope of proposed work for zoning compliance. They shall approve or deny the permit considering whether the proposed use, structure, or development complies with the provisions of this chapter. The Zoning Administrator shall refer matters identified by [§ 62.23\(5\), WIS. STATS.](#) to the Plan Commission for its consideration.

Figure I-3: Zoning Compliance Review Procedure



SECTION 1.08 SIGN PERMITS

(A) PURPOSE

The purpose of this section is to provide a procedure and requirement for obtaining a sign permit prior to the erection of certain signs.

(B) SIGN PERMIT APPLICATIONS

Unless specifically exempted by [SECTION 4.03](#) of this chapter, no sign shall be erected, altered, or relocated after the effective date of the ordinance from which this chapter is derived until a sign permit has been secured from the Zoning Administrator.

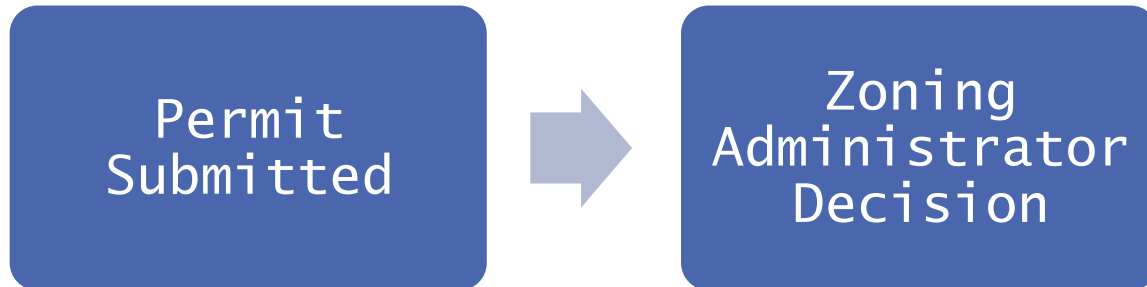
(C) SIGN PERMIT PROCEDURES

Applicants shall apply for Sign Permits with the Zoning Administrator. The Zoning Administrator shall review the application for completeness and approve or deny, in writing, complete applications within 10 business days.

(D) TIME TO CONSTRUCT

A sign permit shall become invalid if the applicant has not completed the work authorized under the permit within six months from the issuance date. The Zoning Administrator may extend the permit for six months at their discretion.

Figure I-4: Sign Permit Procedures



SECTION 1.09 APPEALS AND VARIANCES

(A) PURPOSE

The purpose of this section is to provide regulations which enable the city to hear and decide appeals of the interpretations of the Zoning Administrator, and requests for permitted variation from the terms of this chapter as will not be contrary to the public interest; where owing to special factors, a literal enforcement of the provisions of this chapter would result in practical difficulty or unnecessary hardship, so that the spirit of this chapter shall be observed, public safety and welfare secured, and substantial justice done; as provided for by [WIS. STATS. § 62.23\(7\)\(E\)\(7\)](#).

(B) APPLICABILITY

The Board of Appeals shall hear and decide the following appeals

- (1) If someone alleges an administrative official errored in any order, requirement, decision, or determination made in the enforcement of the zoning ordinance.
- (2) To hear and decide special exception to the terms of the zoning ordinance upon which such Board must pass under such ordinance.
- (3) To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in practical difficulty or unnecessary hardship, such that the applicant observes the spirit of the ordinance, secures public safety and welfare, and does substantial justice.

The Board may also permit, in appropriate cases and subject to appropriate conditions and safeguards in harmony with the general purpose and intent of the ordinance, someone to erect or use for public utility purposes a building or premises in any location that is reasonably necessary for the public convenience and welfare.

(C) PROHIBITED VARIANCES

The Board of Appeals shall not:

- (1) Permit a principal use in a zoning district not otherwise allowed in that zoning district (i.e., use variances);
- (2) Waive, modify, or amend any definition or interpretation of a use classification;
- (3) Waive, modify, or otherwise vary any of the review and approval procedures;
- (4) Waive, vary, modify, or otherwise override a condition of approval or requirement imposed by an authorized decision-making body, the state, or the federal government;
- (5) Waive, vary, or modify applicable minimum lot area per unit (density) standards;
- (6) Waive, vary, or modify provisions this Code assigns jurisdiction to another decision-making body for exceptions or other modifications; or
- (7) Waive, vary, or modify provisions for which this Code expressly prohibits variances.

(D) AUTHORITY TO INITIATE

Any person aggrieved or any officer, department, board, or bureau of the City affected by any decision of the administrative officer may take an appeal to the Board of Appeals.

(E) APPLICATION FILING

Applicants shall file appeals and zoning variance applications with the Zoning Administrator.

(F) STAFF RECORD

The Zoning Administrator shall transmit to the Board of Appeals all the papers constituting the record upon which action the applicant appealed.

(G) PUBLIC HEARING NOTICE

The Board of Appeals shall fix a reasonable time for the hearing of the appeal or other matter referred to it, give public notice, and give due notice to the parties in interest, and decide the same within a reasonable time. This shall include:

- (1) Publish a public notice of hearings on a zoning variance as required by state law; and

(H) PUBLIC HEARING

The Board of Appeals must hold a public hearing to consider the appeal or zoning variance request. Any party may appear in person or by an agent or attorney upon the

hearing. In any action involving a listed property, as defined in [§ 44.31 \(4\), WIS. STATS.](#), the Board shall consider any suggested alternatives or recommended decision submitted by the Plan Commission.

(I) BURDEN OF PROOF

A property owner bears the burden of proving "unnecessary hardship," as this section uses that term, for a variance by demonstrating that strict compliance with a zoning ordinance would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with the zoning ordinance unnecessarily burdensome. In all circumstances, a property owner bears the burden of proving that they based the unnecessary hardship on conditions unique to the property rather than considerations personal to the property owner and that the property owner did not create the unnecessary hardship.

(J) ADDITIONAL REVIEW CRITERIA AND STANDARDS

(I) PARCEL-AS-A-WHOLE

If a whole parcel (but not necessarily each portion of the parcel) provides some reasonable use for its owner, then they do not meet the unnecessary hardship test.

(II) SELF-IMPOSED HARDSHIP

An applicant may not claim hardship because of conditions which are self-imposed.

(III) CIRCUMSTANCES OF APPLICANT

Circumstances of an applicant shall not factor in deciding variances.

(IV) FINANCIAL HARDSHIP

Economic loss or financial hardship do not justify variances.

(V) NEARBY VIOLATIONS

Nearby ordinance violations do not provide grounds for granting a variance.

(VI) OBJECTIONS FROM NEIGHBORS

A lack of objections from neighbors does not provide a basis for granting a variance.

(K) ZONING BOARD OF APPEALS DECISION

In exercising their powers, the Board may, in conformity with the provisions of such section, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as it determines. To that end, it shall have all the powers of the officer from whom the applicant appealed and may issue or direct the issue of a permit.

(L) LIMITED EFFECT OF A VARIANCE

Where the Board of Appeals grants a variance, such approval shall neither change the use classification of the building or premises, nor give it any status as a nonconforming use other than that which it has because of the variance. The Board shall consider the granting of a variance unique and shall construe it as precedent for any other proposed variance.

(M) TRANSFERABILITY

A variance granted by the Board of Appeals runs with the land.

(N) LAPSE OF APPROVAL

Any variance granted expires within one year unless the applicant commences the action authorized by the variance. The Board of Appeals may establish a separate mandatory commencement or completion date.

(O) SUCCESSIVE APPLICATIONS

If the Board of Appeals denies an appeal or variance request, they may not accept an application for the same or a substantially similar appeal or request for one year from the denial date.

(P) APPEAL

Any person aggrieved by a decision of the Board of Appeals may appeal the decision in accordance with state law.

(Q) ADMINISTRATIVE ADJUSTMENTS

The Zoning Administrator may, upon receipt of an administrative adjustment, modify a dimensional, physical, or locational requirement such as a setback, frontage, height, bulk, or density restriction for a structure by up to 10% if they notify all adjoining property owners of the proposed administrative adjustment in writing and do not receive any objections within ten business days of mailing the notice. When reviewing Administrative Adjustments, the Zoning Administrator shall follow [SECTION 1.15\(B\)](#), [\(I\)](#), and [\(J\)](#). The Zoning Administrator may choose to refer any Administrative Adjustment to the Board of Appeals as a variance.

Figure I-5: Appeals and Variances Procedure

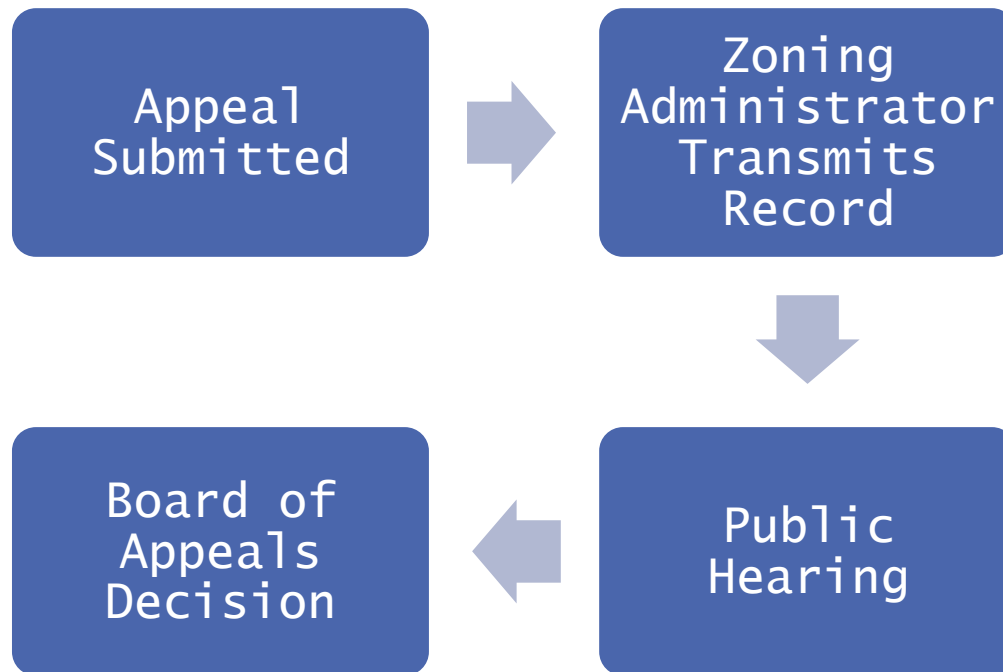
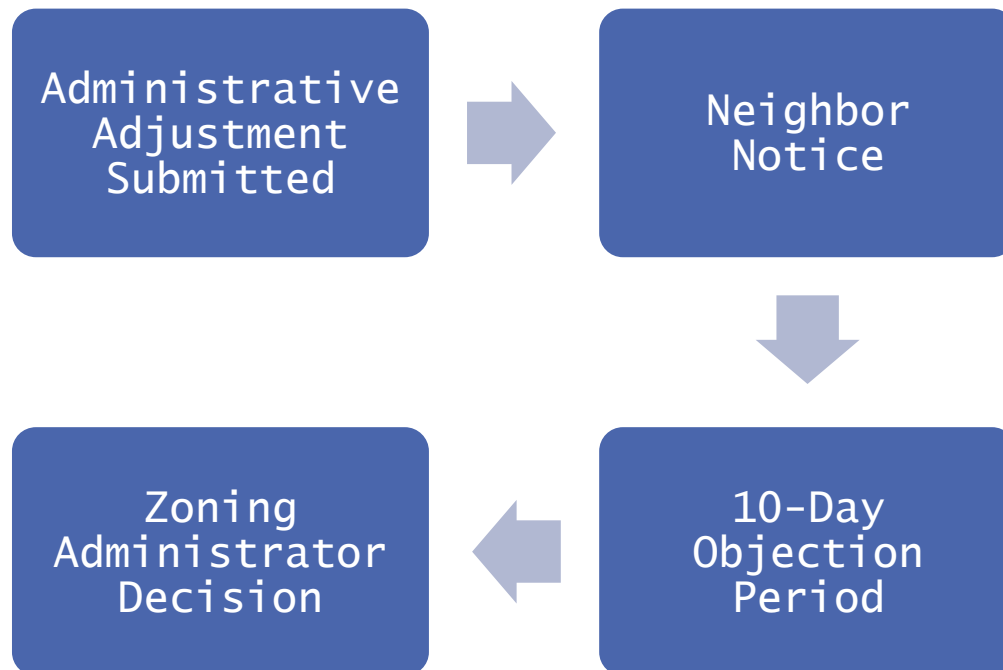


Figure I-6: Administrative Adjustment Procedure



SECTION 1.10 PLANNED DEVELOPMENT DISTRICTS

(A) PURPOSE

The Common Council may establish Planned Development Districts (*PDDs*) that, over time, promote the maximum benefit from coordinated area site planning by permitting the diversified location of structures and mixed dwelling types and mixed compatible uses.

(B) GENERAL REGULATIONS

(I) WHEN APPROPRIATE

The Common Council may consider a PDD only when a use, structure, or development is not feasible under the current zoning regulations and when that use, structure, or development meets the purpose of this section.

(II) PERMITTED USES

The Common Council may permit a mix of any or all uses within a PDD.

(III) DENSITY, INTENSITY, AND BULK REQUIREMENTS

The Common Council may permit unique density, intensity, and bulk (building height, setback, area, etc.,) regulations within a PDD.

(IV) SITE DEVELOPMENT STANDARDS

The Common Council may permit unique site development standards within a PUD.

(C) APPROVAL CRITERIA FOR PLANNED DEVELOPMENT DISTRICTS

In recommending approval or conditional approval of a PDD, the Common Council shall find that the application meets all the criteria below.

(I) NECESSITY

Before creating any PDD, the Common Council shall first consider whether amending the existing zoning text could accomplish the purpose without adversely affecting the health, safety, and welfare of the City.

(II) QUALITY DESIGN

A PDD must include a high-quality level of design and amenities. Among the features that may evidence such quality and amenities are:

1. Enclosed, underground, depressed, or highly landscaped parking areas;
2. Varied building setbacks or other measures to reduce monotony in design;
3. The quality of building materials and architectural design;
4. Leadership in Energy and Environmental Design (LEED), LEED Neighborhood Design (LEED-ND), or other nationally recognized sustainable design criteria and standards;
5. Provision of a buffer or transition between the PUD and adjacent and nearby zoning districts, land uses, and development intensities;
6. Provision for a wide range of housing opportunities;
7. Other features as determined by the Plan Commission or Common Council.

(III) MEETS PDD REQUIREMENTS

The PUD meets the requirements set forth in this section.

(IV) CONSISTENT WITH COMPREHENSIVE PLAN

The PUD is consistent with the goals and objects of the city's comprehensive plan.

(V) NATURAL FEATURES

The design of the PDD is consistent with the preservation of natural features of the site such as flood plains, wooded areas, steep slopes, river or lake shoreline, natural drainage ways, or other areas of sensitive or valuable environmental character.

(VI) CIRCULATION AND ACCESS

The PDD provides streets, sidewalks, pedestrian ways, bicycle paths, off-street parking, and off-street loading as appropriate to the planned land uses; and they are adequate in location, size, capacity, and design to ensure safe and efficient circulation of pedestrians, bicycles, vehicles, freight, emergency services, and city services.

(VII) OPEN SPACE AND LANDSCAPING

The PDD provides public, common, and landscaping open spaces beyond the standard level of landscaping required by this chapter and the comprehensive plan.

(VIII) PUBLIC SERVICES

The land uses, intensities, and phasing of the PDD are consistent with the anticipated ability of the city, the school district, and other public bodies to provide and economically support police and fire protection, water supply, stormwater management, sewage disposal, schools, and other public facilities and services without placing undue burden on existing residents and businesses.

(IX) PHASING

Each development phase of the PDD can, together with any phases that preceded it, exist as an independent unit that meets all the foregoing criteria and all other applicable regulations herein even if the property owner should not complete any subsequent phase.

(D) AUTHORITY TO INITIATE

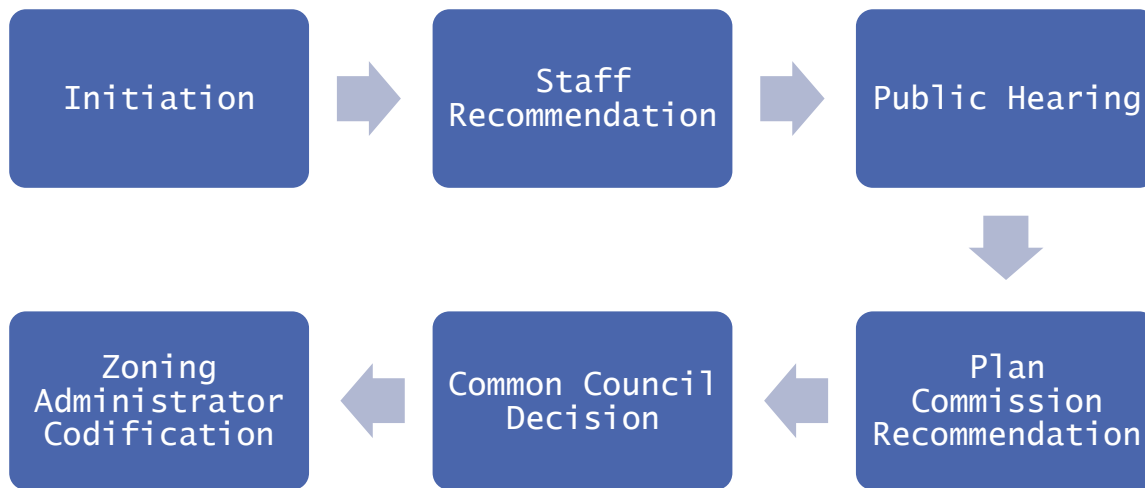
The owners of the subject property, the Plan Commission, or the Common Council may initiate PDD proceedings.

(E) APPLICATION PROCEDURES

A new or modification to an existing PDD shall follow both the zoning text amendment and zoning map amendment procedures contained within this chapter. After the Common Council adopts any PDD, the Zoning Administrator shall codify the regulations of that PDD within [ARTICLE II](#).

(F) LAPSE OF APPROVAL

The Common Council may revoke an approved PDD and remove it from this chapter without public hearing or notice if the property owner has not commenced the project within one year of common council approval. In the Council revokes the PDD, the zoning of the property shall automatically revert to the zoning district in place prior to approval of the PDD.



SECTION 1.11 NONCONFORMITIES

(A) AUTHORITY TO CONTINUE

A property owner may continue any existing lot, structure, use, or sign that no longer conforms upon the adoption of any amendment to this zoning chapter under the regulations of this section unless otherwise expressly stated.

(B) DETERMINATION OF NONCONFORMITY

Property owners are responsible for proving legally established nonconformities. The Zoning Administrator will determine whether a property owner provided adequate proof of nonconforming status.

(C) REPAIRS AND MAINTENANCE

Property owners must maintain nonconformities per all other applicable building and property maintenance codes. They may repair and maintain nonconformities so long as repair and maintenance activities do not expand the extent of the nonconformity unless the repair and maintenance activities are an express order from a duly authorized city official to strengthen or restore nonconformity to a safe condition or to comply with state or federal requirements. Intentionally disregarding the property's maintenance in a way that causes the property's destruction may disqualify a property owner for nonconforming status.

(D) CHANGE IN OWNERSHIP

Nonconforming status runs with the land. Ownership, tenancy, or management changes do not solely affect nonconforming status.

(E) NONCONFORMING LOTS

Property owners may use lawfully created nonconforming lots under the use regulations that apply in their subject zoning district, subject to compliance with all applicable setback and building regulations.

(F) NONCONFORMING STRUCTURES

(I) ALTERATIONS AND EXPANSIONS

Property owners may only expand a nonconforming structure in a way that complies with all applicable lot and building regulations of the subject zoning district and does not increase the extent of the existing nonconformity, except as stated in (C).

(II) MOVEMENT

Property owners may only move a nonconforming structure to another location on the same lot if the movement reduces the extent of the nonconformity.

(III) REPLACEMENT

Property owners may restore or replace a nonconforming structure at the size, location, and use that it had immediately before the damage or destruction occurred, so long as violent wind, vandalism, fire, flood, ice, snow, mold, or infestation unintentionally caused the damage or destruction.

(G) NONCONFORMING USES

(I) CHANGE OF USE

Property owners may only change nonconforming uses to new uses if the subject zoning district allows the new use.

(II) EXPANSION OF USE

Property owners may only expand nonconforming uses within the structure designated for that use before the use gained nonconforming status.

(III) DISCONTINUANCE

Property owners lose nonconforming use status when they change the use to conforming or discontinue the use for a continuous year. Periods of discontinued use caused by other government action, violent weather, or other causes beyond the property owner's control do not count towards calculating the length of any discontinuance.

(H) EXISTING NONCONFORMING SIGNS

(I) EXISTING SIGNS

Property owners may continue signs lawfully existing at the time of the adoption or amendment of this ordinance if the size or location does not conform to the provisions of this ordinance. This section deems such signs as nonconforming structures, and this ordinance's nonconforming structure provisions apply.

(II) CHANGE IN USE

When use changes necessitate a new sign structure, the property owner shall bring the sign into conformance with the provisions of this ordinance. Changes in tenant panels within a multi-tenant sign do not constitute a change to the sign structure so long as they do not modify the panel size.

SECTION 1.12 CERTIFICATES OF OCCUPANCY

(A) REQUIRED

No entity shall occupy or use land or structures until the Zoning Administrator issues a Certificate of Occupancy. Situations for which the city requires a Certificate of Occupancy include new residential uses, alterations which include additional bedrooms to residential structures, new commercial buildings, alterations to commercial buildings, changes in use, adding accessory uses or structures, and new businesses.

(B) ISSUANCE

The Zoning Administrator shall issue a Certificate of Occupancy only once the Building Inspector, Public Works Director, Fire Chief, Assessor, or any other affected regulatory agency confirms that the applicant followed their applicable regulations. The Zoning Administrator may issue Certificates of Occupancy for existing uses or structures after inspecting and verifying whether the use or structure conforms to this chapter.

(C) TEMPORARY CERTIFICATES

The Zoning Administrator may issue a temporary Certificate of Occupancy for up to six months during the completion of any final improvements. The Zoning Administrator may extend a Temporary Certificate of Occupancy at their discretion so long as that extension does not affect the rights, duties, and obligations of the owner or the City.

(D) APPLICATION

Parties may file complete applications for Certificates of Occupancy with the Zoning Administrator.

(E) WORK DESCRIPTION AND VALUATION

Applicants shall submit work descriptions and scheduled valuations for all improvements subject to the commercial building code before the Zoning Administrator may issue a Certificate of Occupancy.

SECTION 1.13 FEES

(A) FEES FOR PROCEDURES REQUESTED BY A PRIVATE PARTY

The Common Council establishes a fee schedule annually. The fee schedule establishes and requires fees for all zoning applications when requested by a private party. Base fees may be modified by (D). Applicants shall contact the Zoning Administrator for the current application fees.

(B) FEES FOR PROCEDURES REQUESTED BY THE CITY

There shall be no fee in the case of applications filed in the public interest by the Common Council, Plan Commission, other agency, or official of the city.

(C) PAYMENT OF FEES

The City Treasurer shall collect application fees at the time an application is filed with the city. Fees are not refundable.

(D) PROFESSIONAL CONSULTANT REVIEW SERVICES

The city may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the city's review of an application. The city may apply the charges for these services to the applicant. The city may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the applicant pays such fees. The city construes the submittal of an application under this chapter as an agreement to pay for professional review services applicable to the proposal. Applicants waive all rights to contest the city's special assessment for any unpaid review fees to an applicant and property owner.

SECTION 1.14 ENFORCEMENT AND PENALTIES

(A) ENFORCEMENT

The Zoning Administrator and the City of Sheboygan Police Department may enforce this chapter.

(B) FORFEITURE

Any entity who violates, disobeys, omits, neglects, refuses to comply with, or resists the enforcement of any of the provisions of this chapter shall, upon conviction, forfeit not less than \$1 nor more than \$200 for each offense, together with the costs of prosecution. Each day that a violation continues to exist shall constitute a separate offense.

(C) DEFAULT OF PAYMENT

The City may imprison any entity in default of payment under **(B)** in the Sheboygan County Jail until they pay their forfeiture and costs. This imprisonment shall not exceed 30 days for each violation.

(D) COMPLIANCE REQUIRED

In addition to the penalty above provided, any entity shall, upon conviction, comply with the provisions of this chapter. Upon failure to comply, the City Attorney shall subject such entity to appropriate action to prevent, enjoin, abate, or remove each violation under the laws of the State of Wisconsin.

(E) OTHER REMEDIES

The Zoning Administrator may withhold or revoke any permit, certificate, or other form of authorization required when they determine that the applicant departed from the plans, specifications, or conditions required under the permit's terms. The Zoning Administrator may also grant permits subject to the condition that the applicant corrects any outstanding violations.

(F) NO PERMIT DEFENSES

In any violation, the fact that a City of Sheboygan officer, board, or department may have issued a permit shall not constitute a defense, nor shall an error, oversight, or dereliction of duty on the part of any public official, body, or department constitute a defense.

(G) COST OF ABATEMENT

In addition to any other penalty imposed by this chapter for a violation of the provisions of this chapter, the cost of abating a violation of this chapter per subsection **(D)** or **(E)** of this section, shall be collected as a debt from the owner of the property on which said violation has occurred. The city shall keep an account of the expenses incurred to abate the violation and shall charge such expenses to the property owner. The city shall mail a notice of the bill for abatement of the violation to the last-known address of said property owner by registered mail. The property owner shall pay the bill within 30 calendar days from receipt. If any charges are unpaid after 60 calendar days, the City Clerk shall enter any unpaid charges onto the tax roll as a special tax as provided by state law.

ARTICLE II.	DISTRICTS
ARTICLE III.	USES
ARTICLE IV.	CITY-WIDE SITE DESIGN REGULATIONS
ARTICLE V.	APPENDICES