



CITY OF MENOMONIE COUNCIL MEETING AGENDA

Menomonie City Hall
800 Wilson Avenue
1st Floor, City Council Chambers
7:00pm
Monday – January 5, 2026

Pledge of Allegiance

1. Roll Call
2. Approval of Minutes
3. Public Hearing:
 - a) Public Hearing for Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition and creation of I-4 Data Center Industrial District.
4. Public Comments (agenda items only).
5. Old Business:
 - a) Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition and creation of I-4 Data Center Industrial District – discussion, possible waiver of first reading, possible waiver of second reading, and possible adoption.
6. New Business:
 - a) Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties – discussion, possible introduction and possible referral to the Plan Commission.
 - b) Proposed Ordinance 2026-03, an Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District – discussion, possible introduction, and possible referral to the Plan Commission.
 - c) Request to write off uncollectible NSF accounts payable and 2023 personal property – discussion and possible action.
7. Budget Transfers
8. Mayor's Report

9. Communications and Miscellaneous Business

- a) Next City Council meeting will be **TUESDAY**, January 20, 2026, due to Martin Luther King, Jr. Day Holiday.

10. Claims

11. Licenses

- a) Consideration of Combination Class "B" Beer and "Class B" Liquor License application for Hive & Hollow, LLC, located at 222 Main Street E.
– discussion and possible action.
- b) Normal license list – discussion and possible action

12. Adjourn

"PUBLIC ACCESS"

NOTE: Members of the public may view City Council meetings via Zoom Teleconference / Video Conference or over the internet by going to <https://zoom.us/join> (URL for Zoom meeting), or by calling 1 312 626 6799. The Access Code for the meeting is **817 3384 9324**. Please note this is for viewing purposes ONLY. If you wish to participate, you must appear in person at the meeting.

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 715-232-2221.



CITY OF MENOMONIE COUNCIL MEETING

STAFF COMMENTS

Monday – January 5, 2026

2. Approval of Minutes

Draft minutes from the Special City Council Meeting on December 22, 2025, are enclosed. If the Council concurs, the appropriate motion would be ***Approve the Minutes from the December 22, 2025, Special City Council Meeting*** (simple majority).

3. Public Hearing

a) A Public Hearing will be held regarding Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition, and creation of the I-4 Data Center Industrial District.

5. Old Business

a) Enclosed is Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition, and creation of the I-4 Data Center Industrial District, and a memorandum regarding the same. City Administrator Atkinson and Director of Public Works Schofield will be on hand to answer Council questions. If the City Council concurs with the proposed ordinance, the appropriate motion would be:

i) ***Waive the first reading of Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition, and creation of the Data Center Industrial (I-4) District*** (simple majority).



CITY OF MENOMONIE COUNCIL MEETING

STAFF COMMENTS

Monday – January 5, 2026

- ii) Waive the second reading of Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition, and creation of the Data Center Industrial (I-4) District (simple majority).*
- iii) Adopt Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehousing definition, data center definition, and creation of the Data Center Industrial (I-4) District (roll call, super majority).*

6. New Business

- a) Enclosed is Proposed Ordinance 2026-02, an Ordinance amending Title 9, Chapter 2 Residential Rental Properties, and a memorandum regarding the same. City Administrator Atkinson and Director of Public Works Schofield will be on hand to answer Council questions. If the City Council is willing to consider the proposed ordinance, the appropriate motions would be:
 - i) Introduce Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties (no vote).*
 - ii) Refer Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties, to the Plan Commission for Review and Recommendation (simple majority).*



CITY OF MENOMONIE COUNCIL MEETING

STAFF COMMENTS

Monday – January 5, 2026

- b) Enclosed is Proposed Ordinance 2026-03, an Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District, and a memorandum regarding the same. Director of Public Works Schofield will be on hand to answer Council questions. If the City Council is willing to consider the proposed ordinance, the appropriate motions would be:
 - i) ***Introduce Proposed Ordinance 2026-03, and Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District*** (no vote).
 - ii) ***Refer Proposed Ordinance 2026-02, an Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District*** (simple majority).
- c) Enclosed are memorandums requesting the write-off of uncollectable personal property tax bills from Tax Year 2023 and uncollectable NSF checks. If the City Council supports the request, the appropriate action is a motion to ***Authorize the Treasurer to Write Off the NSF Checks Totaling \$265.87 and the Uncollectable Personal Property Tax Bills Totaling \$1,671.67, as Presented*** (roll call).

7. Budget Transfers

As of this writing, no budget transfer requests have been received.

If any additional budget transfers are identified, a revised list will be distributed before the meeting. In that case, the appropriate motion would be ***Approve the Revised Budget Transfers, as presented*** (roll call).



CITY OF MENOMONIE COUNCIL MEETING

STAFF COMMENTS

Monday – January 5, 2026

9. Communications and Miscellaneous Business

The next City Council meeting will be TUESDAY, January 20, 2026, due to the Martin Luther King, Jr. Day Holiday.

10. Claims

The Claims list is enclosed in the packet. If the City Council supports paying the claims, the appropriate motion would be ***Approve the Claims List, as Presented*** (roll call).

If any additional claims are identified, a revised list will be distributed before the meeting. In that case, the appropriate motion would be ***Approve the Revised Claims List as Presented*** (roll call).



CITY OF MENOMONIE COUNCIL MEETING

STAFF COMMENTS

Monday – January 5, 2026

11. Licenses

- a) Enclosed for the City Council's consideration is an application for a Combination Class "B" Beer and "Class B" Liquor License application for Hive & Hollow, LLC, located at 222 Main Street East.

The City has twenty-four (24) Class "B" Beer, three (3) regular "Class B" Liquor, and five (5) Reserve "Class B" Liquor licenses currently available.

City Staff and State Department of Revenue Staff have reminded the applicant that the proposed licenses will require, among other things, that they:

- Must not allow minors in the establishment, unless they are accompanied by their parent or guardian.
- Must have a licensed operator on-duty in the establishment at all times.

If the City Council supports this application, the appropriate action is a motion to ***Approve the Combination Class "B" Beer and "Class B" Liquor License application for Hive & Hollow, LLC, located at 222 Main Street East*** (simple majority).

- b) The normal license list is enclosed in the packet. If the City Council concurs with the normal license list, the appropriate motion would be ***Approve the Normal License List, as Presented*** (simple majority).

If any additional license applications are received, a revised list will be distributed before the meeting. In that case, the appropriate motion would be ***Approve the Revised Normal License List, as presented*** (simple majority).



CITY OF MENOMONIE COUNCIL MEETING

OFFICIAL COUNCIL PROCEEDINGS

A Special meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on December 22, 2025, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Luther, Crowe, Sutherland, Yonko, Pickard, Gentz, Solberg, Brennan, Erdman, and Sommerfeld. Schwebs appeared via Zoom.

MOTION made by Erdman, seconded by Sommerfeld, and carried unanimously to approve the minutes of the December 15, 2025, council meeting.

PUBLIC COMMENTS – Chris Luebner spoke to the Council and implored them to make good decisions regarding the discussion in closed session.

MOTION to convene in closed session under Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved was made by Solberg, seconded by Pickard, and carried unanimously on a majority vote. Council was advised that the vote required to enter closed session was a roll call vote. The vote was carried unanimously on a roll call vote.

MOTION to reconvene in open session under Wisconsin Statutes 19.85 (2) was made by Sutherland, seconded by Luther, and carried unanimously on a roll call vote.

NO ACTION was taken regarding Proposed Ordinance 2026-01.

MOTION to adjourn was made by Gentz, seconded by Sutherland, and carried.

Kate Martin, City Clerk

**MEMORANDUM**

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Mayor Knaack & City Council

FROM: David Schofield, Director of Public Works

SUBJECT: Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District

DATE: January 5, 2026 City Council Meeting

City Code 10-1-4 includes a definition for "Warehousing" that includes "establishments used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage and operations". "Warehousing" is then included as a permitted use in Restricted Industrial (I-1) and Restricted Industrial 2 (I-2) districts. I have attached existing City Code sections.

Based upon feedback from the community and elected officials it is clear that additional discussion should occur regarding the appropriate level of regulation of data centers. One method of doing so is the creation of a new Data Center Industrial District (I-4), which can be refined with additional opportunities for public input.

To this end, City Staff, with assistance from Atty. Larry Konopacki of Stafford Rosenbaum, LLP, have prepared Proposed Ordinance 2026-01 which:

1. Amends the definition of "Warehousing" to eliminate data centers.
2. Creates a definition for "Data Center".
3. Creates a new Data Center Industrial District (I-4).

To be clear:

- No lands are currently zoned Data Center Industrial (I-4) District.
- Any modification of the Data Center Industrial (I-4) District would require public notice, public hearings and City Council action.
- Any rezoning of lands to the Data Center Industrial (I-4) District would require public notice, public hearings and City Council action.



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

The City Council introduced Proposed Ordinance 2026-01 on December 1, 2025 and referred it to the Plan Commission for a recommendation. The Plan Commission reviewed Proposed Ordinance 2026-01 on December 8, 2025 and recommended approval. A copy of their draft minutes are attached.

A public hearing will be held during the City Council meeting. The public hearing notice was published in the newspaper as a Class 2 public notice on December 17 and December 24, 2025. A copy of the public hearing notice is attached.

If the City Council concurs with Proposed Ordinance 2026-01, the following motions would be appropriate:

- ***Waive the first reading of Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District*** (simple majority).
- ***Waive the second reading of Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District*** (simple majority).
- ***Adopt Proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District*** (roll call vote, super majority).

Attachments:

- Existing City Code 10-1-4 Definitions (excerpt)
- Existing City Code 10-14 Restricted Industrial (I-1) District
- Existing City Code 10-15 Restricted Industrial 2 (I-2) District
- December 8, 2025 Plan Commission Minutes (draft)
- Public Hearing Notice
- Proposed Ordinance 2026-01

10-1-4: DEFINITIONS:

For the purposes of this title, certain words and terms are defined as follows:

Words used in the present tense include the future; the singular number includes the plural number and the plural number includes the singular number; the word "building" includes the word "structure", the word "shall" is mandatory and not directory. Any words not herein defined shall be construed as defined in the state and city building codes.

ADT: Average daily traffic volume on a street.

ACCESSORY USE OR BUILDING: A use or building on the same lot with and subordinate to the main use or building, and customarily incidental thereto. An automobile trailer or other vehicle or part thereof, or other building used as a temporary or permanent dwelling or lodging place, is not an accessory use or building for the purposes of this title.

AFFORDABLE HOUSING: Housing in which mortgage, amortization, taxes, insurance, and condominium and association fees, if any, constitute no more than twenty eight percent (28%) of gross household income for a household of the size which may occupy the unit. In the case of dwelling units for rent, housing that is affordable means housing for which the rent and utilities constitute no more than thirty percent (30%) of gross annual household income for a household of the size that may occupy the unit.

AIRPORT, PUBLIC: Any airport which complies with the definitions contained in section 114.013(3), Wisconsin statutes, or any airport which serves or offers to serve common carriers engaged in air transport.

ALLEY: A public or private way less than twenty one feet (21') wide which affords only secondary vehicular access to abutting property.

ARTERIAL: A major street for carrying a large volume of through traffic in the area, normally controlled by traffic signs and signals.

AUTOMOBILE WRECKING YARD: Any premises on which more than one automotive vehicle not in running or operating condition is stored in the open.

BASEMENT: A story partly or wholly underground, which, if occupied for living purposes, shall be counted as a story for purposes of height measurements.

BLOCK: A unit of one and bounded by streets or a combination of streets and public land, railroad right of way, water mains, or any other barrier to the community of development.

BUILDING: Any structure having a roof supported by columns or walls and used, designed or intended for the protection, shelter or enclosure of persons, animals or property. When a building is divided into separate parts by unpierced walls extending from the ground up, each part shall be deemed a separate building. The word "building" includes the word "structure".

BUILDING, ACCESSORY: See definition of Accessory Use Or Building.

BUILDING, HEIGHT OF: The vertical distance from the average curb level in front of the lot or the finished grade at the front building line, whichever is higher, to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the average height of the highest gable of a gambrel, hip or pitch roof. The average height of a gambrel, hip or pitch roof is the mid height between the roof eaves and the roof ridge, regardless of the shape of the roof.

BUILDING, MAIN: A building constituting the principal use of a lot.

BUILDING SCALE: The relationship between the mass of a building and its surroundings, including the width of street, open space, and mass of surrounding buildings. Mass is determined by the three-dimensional bulk of a structure: height, width, and depth.

STREET, SIDE: The street abutting one side line of a corner lot.

STRUCTURAL ALTERATIONS: Any change in the supporting members of a building or any change in the roof structure or in the exterior walls.

STRUCTURE: Anything constructed or erected, the use of which requires a permanent location on the ground or attached to something having a permanent location on the ground.

TEMPORARY STRUCTURE: A movable structure not designed for human occupancy nor permanent location or attachment.

TRADITIONAL NEIGHBORHOOD: A compact, mixed use neighborhood where residential, commercial and civic buildings are within close proximity to each other.

TWIN HOME: A two-family dwelling; provided, however, each of the dwelling units shall be located on a separate lot.

VARIANCE: A departure from the terms of this title as applied to a specific building or lot, which the board of appeals may permit, contrary to the regulations of this title for the district in which such building or lot is located, when the board finds that a literal application of such regulations will cause a limitation on the use of the property which does not generally apply to other properties in the same district and for which there is no compensating gain to the public health, safety or welfare.

VISION CLEARANCE: A space at the street corner of a corner lot which is bounded by the street lines and a setback line connecting points on each street line located as specified hereinafter.

WAREHOUSING: Shall mean any of the following:

- A. Establishments engaged in the storage or movement of goods for themselves or other firms or the sale, lease, or rental of goods primarily intended for industrial, institutional, or commercial businesses.
- B. Establishments engaged in long-term and short-term storage of goods that do not meet the definition of a Mini-Storage Facility.
- C. Establishments engaged in the wholesale sales, bulk storage, and distribution of goods. Such uses may also include incidental retail sales and wholesale showrooms
- D. Establishments used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage and operations.
- E. Establishments which provide indoor spaces with specialized surfacing and wall coverings used primarily to host practices and/or competitions for organized team sports including, but not limited to, tennis, pickleball, basketball, baseball, softball, soccer, football, martial arts, boxing, dance, gymnastics, golf, hockey and/or curling. Facilities meeting the definition of Fitness Center, or facilities constructed on municipal park, county park, church, school or university property shall not be considered warehousing.

YARD: An open space on the same lot with a building, unoccupied and unobstructed from the ground upward except as otherwise provided herein.

YARD, FRONT: A yard extending the full width of a lot between the nearest wall of the main building and the front lot line or the right of way line of a proposed street on the official map, whichever requires the greater front yard depth, excluding only such projections as are permitted hereinafter. The front lot line of a corner lot shall be that street line upon which the principal entrance faces.

YARD, REAR: A yard extending the full width of the lot between the rear lot line and the nearest wall of the main building, excluding only such projections as are permitted hereinafter. In the case of irregular

CHAPTER 14

I-1 RESTRICTED INDUSTRIAL DISTRICT

SECTION:

10-14-1: Uses

10-14-2: Height, Yards, Area And Other Requirements

10-14-1: USES:

A. In the restricted industrial district, no building or premises shall be used and no building shall hereafter be erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this title, except for one or more of the following uses:

Any use permitted in the commercial district, conditionally or unconditionally, including any residential uses and educational, religious, charitable or medical institutions constructed, under construction or for which a valid building permit has been issued on or before the effective date of this title; provided that after such date no new residential uses or educational, religious, charitable or medical institutions shall be permitted.

Airports.

Contractor's storage yard.

Enameling and painting shops, provided that all painting, cleaning and related operations shall be conducted within a building.

Food locker plants.

Laboratories.

Machine shops and sheet metal products manufacture, provided that no stamp or punch presses exceeding twenty (20) tons' capacity, or forge or drop hammers shall be located within two hundred feet (200') of the boundary of any residential district.

Manufacture and assembly of home and office appliances and supplies, sporting goods and supplies.

Manufacture and bottling of nonalcoholic beverages.

Manufacture of electrical and electronic appliances and devices.

Manufacture of jewelry, toys and novelties.

Manufacture of products from textiles, furs, glass, leather, plaster, paper, plastics, rubber and wood, not including planing mills or the manufacture of paper, pulp, plastics or leather or the tanning of hides.

Processing, packing and manufacture of confections, cosmetics, food and pharmaceuticals, except meat and meat products, fish and fish products, sauerkraut and cabbage byproducts and the vining of peas.

Storage or warehousing of materials or products, provided that all such storage or warehousing shall be within a fully enclosed building or inside a screening wall forming a complete opaque screen not less than six feet (6') in height; and provided further that no materials or products shall be stacked or piled so as to exceed the height of such screening wall. The materials used for the screening wall may be an earthen berm and/or plants and/or solid fencing. No woven metal or chainlink fence shall be used for such screening.

Uses customarily incidental to the foregoing uses and accessory buildings and structures. (1975 Code Ch. 18 § XIII; amd. Ord. 2009-01, 2-16-2009)

B. The following uses are strictly prohibited whether or not they are located in a fully enclosed building:

Ammunition manufacture, storage or warehousing.

Automobile wrecking yard.

Explosives manufacture, storage or warehousing.

Fireworks manufacture, storage or warehousing.

Inflammable gases or liquids manufacture, storage or warehousing (except in conjunction with the operation of an airport).

Junkyard. (Ord. 2009-01, 2-16-2009)

10-14-2: HEIGHT, YARDS, AREA AND OTHER REQUIREMENTS:

In the restricted industrial district, the height of buildings, minimum dimensions of yards, minimum lot area, vision clearance, off street parking and other requirements shall be as follows for all buildings hereafter erected, converted in used, enlarged, moved or structurally altered:

A. Height: Forty five feet (45') or three (3) stories, whichever is least.

B. Front Yard Setback: There shall be a front yard setback of fifty feet (50').

C. Side Yard Setback: There shall be a side yard setback of ten feet (10'); except that on any corner lot, the setback on the street side yard of the corner lot shall be twenty five feet (25').

Notwithstanding the above, if the side yard directly abuts any residential district, the side yard setback shall be twenty five feet (25'); provided, however, if the boundary line is a public street or public alley, the side yard shall not be deemed to directly abut the residential district.

D. Rear Yard Setback: There shall be a rear yard setback of twenty five feet (25'). Loading platforms may be established in such rear yard where it abuts on a railroad.

E. Lot Area: Same as provided in section 14-4-7 of this code.

F. Vision Clearance: Same as provided in subsection 10-4-5G of this title.

G. Off Street Parking: Same as provided in section 10-4-7 of this title. (Ord. 2008-05, 5-19-2008)

CHAPTER 15

I-2 RESTRICTED INDUSTRIAL DISTRICT II

SECTION:

10-15-1: Uses

10-15-2: Height, Yards And Area

10-15-3: Off Street Parking

10-15-4: Signs On Buildings

10-15-5: Loading Docks

10-15-6: Storage And Service Screening

10-15-1: USES:

A. In the restricted industrial district II, no building or premises shall be used and no building shall hereafter be erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this title, except for one or more of the following uses:

Airports.

Commercial activities that exclusively serve only the primary uses permitted in this district.

Contractor's storage yard.

Enameling and painting shops, provided that all painting, cleaning and related operations shall be conducted within a building.

Food locker plants.

Laboratories.

Machine shops and sheet metal products manufacture, provided that no stamp or punch presses exceeding twenty (20) tons' capacity, or forge or drop hammers shall be located within two hundred feet (200') of the boundary of any residential district.

Manufacture and assembly of home and office appliances and supplies, sporting goods and supplies.

Manufacture and bottling of nonalcoholic beverages.

Manufacture of electrical and electronic appliances and devices.

Manufacture of jewelry, toys and novelties.

Manufacture of products from textiles, furs, glass, leather, plaster, paper, plastics and wood, not including planing mills or the manufacture of paper, pulp, plastics or leather or the tanning of hides.

Motor freight terminals and vehicle repair facilities.

Processing, packing and manufacture of confections, cosmetics, food and pharmaceuticals, except meat and meat products, fish and fish products, sauerkraut and cabbage byproducts and the vining of peas.

Storage or warehousing of materials or products, provided that all such storage or warehousing shall be within a fully enclosed building or inside a screening wall forming a complete opaque screen as set

forth at subsection 10-15-6B of this chapter.

Use customarily incidental to the foregoing uses and accessory buildings and structures. (1975 Code Ch. 18 § XXI; amd. Ord. 2009-01, 2-16-2009)

B. The following uses are strictly prohibited whether or not they are located in a fully enclosed building:

Ammunition manufacture, storage or warehousing.

Automobile wrecking yard.

Explosives manufacture, storage or warehousing.

Fireworks manufacture, storage or warehousing.

Inflammable gases or liquids manufacture, storage or warehousing (except in conjunction with the operation of an airport).

Junkyard. (Ord. 2009-01, 2-16-2009)

10-15-2: HEIGHT, YARDS AND AREA:

In the I-2 restricted industrial district II, the height of buildings and the minimum dimensions of yards for all buildings hereafter erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this title shall be as follows:

A. Height: No building shall exceed forty five feet (45') or three (3) stories in height. Same as provided in section 10-4-4 of this title.

B. Side Yard: No side yard shall be less than twenty five feet (25'). Same as provided in section 10-4-5 of this title.

C. Setback: There shall be a setback of not less than fifty feet (50').

D. Rear Yard: There shall be a rear yard having a minimum depth of twenty five feet (25'). Loading platforms may be established in such rear yard where it abuts on a railroad. Same as provided in section 10-4-5 of this title. (1975 Code Ch. 18 § XXI)

10-15-3: OFF STREET PARKING:

A. Required: Same as provided in section 10-4-7 of this title.

B. Front Yard: Parking in the front yard shall be limited to visitor parking. (1975 Code Ch. 18 § XXI)

10-15-4: SIGNS ON BUILDINGS:

Signs on buildings shall not project above the highest point on the building and shall not extend more than two feet (2') from the face of the building. (1975 Code Ch. 18 § XXI)

10-15-5: LOADING DOCKS:

Loading docks shall be set back a minimum of one hundred feet (100') from the street line if located on the front of the building. Loading docks in the rear or on the side of the building not facing streets shall conform to the rear yard and side yard requirements. (1975 Code Ch. 18 § XXI)

10-15-6: STORAGE AND SERVICE SCREENING:

A. No materials, supplies or equipment, including any trucks owned or operated by the property occupant, shall be stored or parked in any area on the property except inside a building, or behind a visual barrier screen or building so that it is not visible from the street. (1975 Code Ch. 18 § XXI)

B. Screening walls shall form a complete opaque screen and shall be a minimum height of six feet (6') or the height of the materials or products being screened, whichever is higher. The materials used for the screening wall may be an earthen berm and/or plants and/or solid fencing. No woven metal or chainlink fence shall be used for such screening. (Ord. 2009-01, 2-16-2009)

Plan Commission Meeting Minutes

Chairman Jeff Luther called the Plan Commission Meeting to order in the City Hall Council Chambers on Monday December 8, 2025 at 7:00 p.m.

1. Roll Call: Jeff Luther, Cody Gentz, Lowell Prange, Dennis Kropp, Steve Cook, and Dick Martinson. Steve Lindberg was absent. Others Present: Eric Atkinson, David Schofield, Jacob Leonard, Ceceilia Cooper, Aquinnah Fahrenkrug, Adam Accola, Bruce Siebold, Mike Cooper, Blaine Halverson.
2. Approval of Minutes: Kropp moved to approve the November 10, 2025, Plan Commission minutes. Second by Prange. Motion carried unanimously.
3. Public Hearing:
 - a. Schofield gave a brief summary of the WisDNR NR 854 Water Supply Service Area Plan and noted that the comment period would be open until December 12, 2025.
 - b. No comments were received.
4. Public Comments:
 - a. Jacob Leonard spoke in favor of Ordinance 2026-01 with additional requirements.
 - b. Ceceilia Cooper spoke in favor of Ordinance 2026-01 with additional requirements.
 - c. Aquinnah Fahrenkurg spoke in favor of Ordinance 2026-01 with additional requirements and provided a petition stating the same with 18 signatures (10 city addresses and 8 township addresses).
 - d. Adam Accola spoke against Ordinance 2026-01.
 - e. Bruce Siebold spoke in favor of Ordinance 2026-01 with additional requirements.
 - f. Mike Cooper spoke in favor of Ordinance 2026-01 with additional requirements.
 - g. Blaine Halverson spoke in favor of Ordinance 2026-01 with additional requirements.
5. New Business:
 - a. Schofield presented information regarding proposed Ordinance 2026-01. Schofield reviewed the staff report enclosed in the packet. Kropp moved to recommend approval of proposed Ordinance 2026-01, an Ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District. Second by Prange. Motion carried unanimously.
 - b. Schofield presented information regarding Menomonie Holdings, LLC's proposed certified survey map on 59th Street NE. Schofield reviewed the staff report enclosed in the packet. Martinson moved to approve Menomonie Holdings, LLC's proposed certified survey map on 59th Street NE, as presented. Second by Gentz. Motion carried unanimously.
 - c. Schofield indicated that the next Plan Commission meeting, if necessary, will be Monday January 26. Cook noted that he was not available that evening. No action taken.
 - d. Schofield provided an update regarding current development within the City.
6. Prange moved to adjourn. Second by Cook. Motion carried unanimously.

Minutes Recorded by David Schofield

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Menomonie will hold a public hearing in the Council Chambers of City Hall on the first floor of 800 Wilson Ave. in the City of Menomonie at 7:00 p.m. on Monday, January 5, 2026, which hearing shall be on the following proposed change in the Zoning Ordinance:

Section 1. The definition of WAREHOUSING in Section 10-1-4 of the City Code is repealed and replaced with the following definition:

WAREHOUSING means any of the following:

A. Establishments engaged in the storage or movement of goods for themselves or other firms or the sale, lease, or rental of goods primarily intended for industrial, institutional, or commercial businesses.

B. Establishments engaged in long-term and short-term storage of goods that do not meet the definition of a mini-storage facility.

C. Establishments engaged in the wholesale sales, bulk storage and distribution of goods. Such uses may also include incidental retail sales and wholesale showrooms.

D. Establishments which provide indoor spaces with specialized surfacing and wall coverings used primarily to host practices and/or competitions for organized team sports including, but not limited to, tennis, pickleball, basketball, baseball, softball, soccer, football, martial arts, boxing, dance, gymnastics, golf, hockey and/or curling. Facilities meeting the definition of Fitness Center, or facilities constructed on municipal park, county park, church, school or university property shall not be considered warehousing.

Section 2. Section 10-1-4 of the City Code is amended to add the following definition:

DATA CENTER means establishments used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage and operations.

Section 3. Section 10-23 of the City Code is hereby created to read as follows:

CHAPTER 23

I-4 DATA CENTER INDUSTRIAL DISTRICT

10-23-1: USES:

A. In the data center industrial district, no building or premises shall be used and no building shall hereafter be erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this title, except for one or more of the following uses:

Agriculture.

Data Center.

Any use permitted in any commercial district.

Any use permitted in the restricted industrial district.

Uses customarily incidental to the foregoing uses and accessory buildings and structures

B. The following uses are strictly prohibited whether or not they are located in a fully enclosed building:

Ammunition manufacture, storage or warehousing.

Automobile wrecking yard.

Explosives manufacture, storage or warehousing.

Fireworks manufacture, storage or warehousing.

Inflammable gases or liquids manufacture, storage or warehousing (except in conjunction with the operation of an airport).

Junkyard.

10-23-2: HEIGHT, YARDS, AREA AND OTHER REQUIREMENTS:

In the data center industrial district, the height of buildings, minimum dimensions of yards, minimum lot area, vision clearance, off street parking and other requirements shall be as follows for all buildings hereafter erected, converted in used, enlarged, moved or structurally altered:

- A. Height: Forty five feet (45') or three (3) stories, whichever is least.
- B. Front Yard Setback: There shall be a front yard setback of four hundred feet (400').
- C. Side Yard Setback: There shall be a side yard setback of four hundred feet (400').
- D. Rear Yard Setback: There shall be a rear yard setback of four hundred feet (400').
- E. Lot Area: Same as provided in section 14-4-7 of this code.
- F. Vision Clearance: Same as provided in subsection 10-4-5G of this title.
- G. Off Street Parking: Same as provided in section 10-4-7 of this title.

Section 4. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

These changes will impact properties zoned Restricted Industrial (I-1) District and Restricted Industrial 2 (I-2) District. The City's current zoning map can be obtained from the City Clerk or on the City's website at <https://www.menomonie-wi.gov/DocumentCenter/View/2575/2025-Menomonie-Zoning-Map-PDF>

Dated: December 10, 2025

Published: December 17, 2025
December 24, 2025

Kate Martin, City Clerk

ORDINANCE 2026-01 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2026.

An ordinance amending portions of Title 10 of the City Code with respect to warehouse definition, data center definition and creation of Data Center Industrial (I-4) District.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. The definition of WAREHOUSING in Section 10-1-4 of the City Code is repealed and replaced with the following definition:

WAREHOUSING means any of the following:

- A. Establishments engaged in the storage or movement of goods for themselves or other firms or the sale, lease, or rental of goods primarily intended for industrial, institutional, or commercial businesses.
- B. Establishments engaged in long-term and short-term storage of goods that do not meet the definition of a mini-storage facility.
- C. Establishments engaged in the wholesale sales, bulk storage and distribution of goods. Such uses may also include incidental retail sales and wholesale showrooms.
- D. Establishments which provide indoor spaces with specialized surfacing and wall coverings used primarily to host practices and/or competitions for organized team sports including, but not limited to, tennis, pickleball, basketball, baseball, softball, soccer, football, martial arts, boxing, dance, gymnastics, golf, hockey and/or curling. Facilities meeting the definition of Fitness Center, or facilities constructed on municipal park, county park, church, school or university property shall not be considered warehousing.

...

Section 2. Section 10-1-4 of the City Code is amended to add the following definition:

DATA CENTER means establishments used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage and operations.

...

Section 3. Section 10-23 of the City Code is hereby created to read as follows:

CHAPTER 23

I-4 DATA CENTER INDUSTRIAL DISTRICT

10-23-1: USES:

- A. In the data center industrial district, no building or premises shall be used and no building shall hereafter be erected, converted in use, enlarged, moved or structurally altered unless otherwise provided in this title, except for one or more of the following uses:
 - Agriculture.
 - Data Center.
 - Any use permitted in any commercial district.

Any use permitted in the restricted industrial district.

Uses customarily incidental to the foregoing uses and accessory buildings and structures

B. The following uses are strictly prohibited whether or not they are located in a fully enclosed building:

- Ammunition manufacture, storage or warehousing.
- Automobile wrecking yard.
- Explosives manufacture, storage or warehousing.
- Fireworks manufacture, storage or warehousing.
- Inflammable gases or liquids manufacture, storage or warehousing (except in conjunction with the operation of an airport).
- Junkyard.

10-23-2: HEIGHT, YARDS, AREA AND OTHER REQUIREMENTS:

In the data center industrial district, the height of buildings, minimum dimensions of yards, minimum lot area, vision clearance, off street parking and other requirements shall be as follows for all buildings hereafter erected, converted in used, enlarged, moved or structurally altered:

- A. Height: Forty five feet (45') or three (3) stories, whichever is least.
- B. Front Yard Setback: There shall be a front yard setback of four hundred feet (400').
- C. Side Yard Setback: There shall be a side yard setback of four hundred feet (400').
- D. Rear Yard Setback: There shall be a rear yard setback of four hundred feet (400').
- E. Lot Area: Same as provided in section 14-4-7 of this code.
- F. Vision Clearance: Same as provided in subsection 10-4-5G of this title.
- G. Off Street Parking: Same as provided in section 10-4-7 of this title.

...

Section 4. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

APPROVED THIS _____ DAY

FIRST READING _____

OF _____, 2026

SECOND READING _____

MAYOR, RANDY KNAACK

PASSED _____

PUBLISHED _____

SUBMITTED BY:

ATTEST _____

ALDERPERSON

CITY CLERK, CATHERINE MARTIN

**MEMORANDUM**

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Mayor Knaack & City Council

FROM: David Schofield, Director of Public Works

SUBJECT: Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties

DATE: January 5, 2026 City Council Meeting

Prior to 2017, the City inspected all Residential Rental Units on an annual basis. In 2017, Act 317 modified State Code to prohibit such inspections except in certain limited circumstances. The City followed suit and modified City Code 9-2 to provide only Voluntary Inspections (requested by owner) or Complaint-Based Inspections (requested by tenant).

The Ad Hoc Housing Committee has been investigating ways to improve residential rental unit conditions. One method involves establishing a Neighborhood Stabilization and Enhancement District and requiring Proactive Rental Inspections on a regular basis therein, which is allowed by Act 317 as long as there is evidence of at least one of the following: blight, high rates of building code complaints or violations, deteriorating property values, and/or increases in single family home conversions.

The Ad Hoc Housing Committee recommended changes to City Code 9-2 Residential Rental Properties. The major proposed changes include:

- Add Proactive Rental Inspections within designated Neighborhood Stabilization and Enhancement Districts.
- Define Neighborhood Stabilization and Enhancement District #1.
- Add Rent Abatement if confirmed Habitability Violations are found during a Complaint-Based or Proactive Rental Inspection and not corrected within 30 days.
- Add Retaliation Protections.

The Ad Hoc Committee proposed Neighborhood Stabilization and Enhancement District #1 in a neighborhood southeast of the University of Wisconsin – Stout campus. A map of proposed NSED #1, overlaid over the residential rental units, building code complaints and single-family home conversions, is attached.

The Ad Hoc Housing Committee, with assistance from City Staff and Atty. Ludeman, prepared Proposed Ordinance 2026-02 to affect these changes. On December 9, 2025, the Ad Hoc Housing Committee recommended Proposed Ordinance 2026-02 to the City Council.



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

If the City Council is willing to consider Proposed Ordinance 2026-02, the appropriate motions would be

- ***Introduce Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties*** (no vote).
- ***Refer Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties, to the Plan Commission for Review and Recommendation*** (simple majority).

If the ordinance is introduced and referred, this matter would be reviewed at the January 26, 2026 Plan Commission meeting and brought back to the February 2, 2026 City Council meeting, during which a public hearing will be held.

If the City Council is **not** willing to consider Proposed Ordinance 2026-02 at this time, the appropriate motion would be:

- ***Refer Proposed Ordinance 2026-02, an Ordinance repealing and replacing Title 9, Chapter 2 Residential Rental Properties back to the Ad Hoc Housing Committee for further review, particularly regarding _____, _____ and _____*** (simple majority).

Attachments:

- City Code 9-2
- Map of Residential Rental Inspection with proposed NSED #1
- Map of Proposed NSED #1
- **DRAFT** Public Hearing Notice, Owner Notification Letter and Frequently Asked Questions.
- Proposed Ordinance 2026-02

CHAPTER 2

RESIDENTIAL RENTAL PROPERTIES

SECTION:

9-2-1: Definitions

9-2-2: Registration Required

9-2-3: Application For Rental Property Registration

9-2-4: Exemptions

9-2-5: Voluntary Inspections

9-2-6: Complaint Based Inspections

9-2-7: Additional Regulations

9-2-8: Notice Of Violation

9-2-9: Penalty

9-2-10: Severability

9-2-1: DEFINITIONS:

APPLICABLE BUILDING CODE: The edition of the State or local Building, Mechanical, Electrical, or Plumbing Code in effect when the building was built, added to, or altered.

DETERIORATION: The condition of a residential rental unit or part thereof, characterized by breaks, holes, rot, crumbling, cracking, peeling, rusting, or other evidence of physical decay or neglect, excessive use of or lack of maintenance.

DILAPIDATED: Describes a residential rental unit, structure, or part thereof which is in a state of ruin or shabbiness resulting from neglect. The term implies a hazard to life or property.

DWELLING UNIT: Any room or group of rooms located within a residential rental unit and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating.

EXTERMINATION: The control and elimination of insects, rodents, or other pests by eliminating their harborage places, by removing or making inaccessible materials that may serve as their food by poisoning, spraying, fumigating, trapping, or any other recognized and legal pest elimination methods approved by the local, County, or State authority having such administrative authority.

GARBAGE: The animal and vegetable waste resulting from the handling, preparation, cooking, serving, and consumption of food.

GUEST: A temporary invitee residing in a dwelling unit for a period up to, but not exceeding, fourteen (14) days within any three-month period.

INFESTATION: The excessive presence within or around any dwelling of any insects, rodents, or other pests.

PERMISSIBLE OCCUPANCY: The maximum number of unrelated persons permitted to reside in a dwelling unit.

RESIDENTIAL RENTAL UNIT: Means a structure containing one or more dwelling units, which is leased or rented from, or otherwise occupied by permission of the owner or other person in control of such unit(s).

RUBBISH: Solid waste consisting of paper, cardboard, plastic containers, yard clippings, wood, and other combustible refuse, cans, glass, or crockery.

SPACE HEATER: A self-contained heating appliance of either the circulating type or the radiant type intended primarily to heat one room.

UNSANITARY CONDITION: A condition constituting a danger or hazard to the health of a person or persons occupying or frequenting a dwelling unit. (Ord. 2019-11, 6-3-2019)

9-2-2: REGISTRATION REQUIRED:

No person, firm, corporation, or other organization shall operate or maintain a residential rental unit in the City without first having registered the property as required under this chapter. Any owner of a residential rental unit must register the property on an application form provided by the Inspection Department by July 22, 2019, for rental units existing on the effective date of this chapter, or within thirty (30) days of full or partial occupancy of any newly constructed residential rental unit or any existing property converted to a residential rental unit. (Ord. 2019-11, 6-3-2019)

9-2-3: APPLICATION FOR RENTAL PROPERTY REGISTRATION:

A. Application shall be made on a written form provided by the Inspection Department. The application shall be submitted to the building inspector as required by this chapter. The application shall require one name of an owner or authorized contact person and an address, telephone number, and if available, an electronic mail address or other information necessary to receive communications by other electronic means at which the person may be contacted.

B. Registration fees of ten dollars (\$10.00) per residential rental unit shall be paid at the time of application. A one-time fee of ten dollars (\$10.00) shall also be charged for the registration of a change of ownership or management of a residential rental unit or change of contact information for a residential rental unit. (Ord. 2019-11, 6-3-2019)

9-2-4: EXEMPTIONS:

The following are hereby exempted from registration as required by this chapter:

- A. Code compliant hotel and motel units occupied by transient guests for short periods of time; and
- B. Duly licensed homes for the elderly, assisted living facilities, and community based residential facilities. (Ord. 2019-11, 6-3-2019)

9-2-5: VOLUNTARY INSPECTIONS:

A. The building inspector, at the request of the residential rental unit owner or agent, may inspect any property to determine the condition of residential rental units and dwelling units located within the City in order to perform the duties of safeguarding the health and safety of the occupants and general public.

B. As part of the voluntary inspection, the Inspection Department shall establish a maximum permissible occupancy load for each dwelling unit except for residential rental units occupied by a single family. This number does not include guests as defined in this chapter.

C. The following fees shall be charged for voluntary inspections:

Single dwelling unit	\$30.00
Duplex rental unit	35.00
3 or more dwelling units	\$30.00 plus \$5.00 for each additional dwelling unit

9-2-6: COMPLAINT BASED INSPECTIONS:

If a complaint is filed with the Inspection Department by a tenant of a residential rental unit, the building inspector may at the request of a tenant, after providing the owner or agent of the residential rental unit reasonable notice, perform an inspection of property where the tenant is staying to inspect the complaint. If the inspection reveals a violation of this chapter, the owner or agent will be charged a seventy five dollar (\$75.00) special inspection fee if the violation is not cured within thirty (30) days of notice of the violation. (Ord. 2019-11, 6-3-2019)

9-2-7: ADDITIONAL REGULATIONS:

The following requirements shall be met for all residential rental units subject to this chapter:

A. Life And Safety:

1. **Egress:** Every dwelling unit shall have access to two (2) or more safe and unobstructed means of egress leading to safe and open space at ground level, or as otherwise required by the applicable Building Code.

2. **Smoke Detectors:** The owner of any residential rental unit within the scope of this section shall install and maintain a smoke detector in compliance with the applicable Building Code in effect when the residential rental unit was built. For all newly constructed or remodeled residential rental units, the owner shall install and maintain a smoke detector:

- a. At the head of every open stair on each floor level;
- b. At the door leading to every enclosed stair on each floor level, including the basement; and
- c. In each sleeping area.

3. **Fire Extinguishers:** The owner of a residential rental unit shall install and maintain a fire extinguisher available to all occupants within a walking distance of seventy five feet (75') from any place within the residential rental unit. Each fire extinguisher shall have a minimum rating of 3A40BC.

4. **Carbon Monoxide Alarms:** Every dwelling unit with a fuel fired appliance or attached garage shall have at least one functioning carbon monoxide (CO) alarm on each floor level or as required under the applicable Building Code.

5. **Electrical:** All electrical work shall conform to the applicable edition of the National Electrical Code. The applicable code is that which was in effect when the subject work was legally completed. Older residential rental properties existing prior to the NEC shall comply with NFPA 73, Electrical Standards for Existing Dwellings.

6. **Plumbing:** All plumbing shall conform to the applicable edition of the Wisconsin State Plumbing Code.

7. **Mechanical:** All mechanical work shall conform to the applicable edition of the UDC or Commercial Mechanical Code. At the discretion of the inspector, any carbon monoxide producing appliance suspected of not being maintained or properly vented shall be inspected by a Wisconsin certified HVAC installer chosen by, and at the sole cost of, the owner or agent of the residential rental unit. The inspection report shall be provided to the inspector and any required repairs shall be completed.

8. **Space Heaters:** No owner, agent, or occupant shall allow to be used or use any portable electric, gas, or oil space heater or any portable, unvented space heater fueled by natural gas, kerosene, alcohol or other fuel, or allow any wood-burning space- heating units.

9. **Flammable Liquids Within Structure:** No owner, agent or occupant of any dwelling unit shall allow any motorcycle, lawn mower, gas cans, or any item that contains, or has contained, flammable

liquids to be stored inside any dwelling unit.

B. Exterior Conditions:

1. Foundations, Basements, And Cellars: Foundations, basements, and cellars shall be weathertight, watertight, and rodent proof.
2. Roofs: All rainwater shall be so drained from the roof so as not to leak or cause dampness inside the dwelling unit and so drained as to not allow standing water or water damage to the residential rental unit.
3. Siding: The walls shall be covered with an approved permanent weather resistant siding. All exterior walls, eaves, soffits, trim, and similar surfaces shall be free from deterioration, holes, breaks, and loose or rotting boards.
4. Stairs And Porches: Every inside and outside stair, porch, handrail, and guardrail shall be kept in sound condition and good repair. Such stairs and porches shall be kept free of refuse or stored material. Interior furniture is not allowed on porches without enclosing walls.
5. Storm Windows; Exterior Doors: From November 1 to March 31, every window serving a habitable room shall be provided with storm windows, except that insulated windows need not be provided with storm windows. Each exterior door, other than an insulated door, shall be supplied with a storm door. All such storm windows and doors shall be maintained in reasonably good repair and shall be reasonably weathertight.
 - a. Windows; Exterior Doors: From May 1 to September 1, every doorway or window used or intended to be used for ventilation, and opening directly from a dwelling unit to outside space, shall have supplied properly fitting screens having at least 16-gauge mesh.
6. Window Appearance And Operability: All windows shall be free from cracks and holes and shall be easily operable if required for ventilation.
7. Garbage Disposal: Every dwelling unit shall be supplied with adequate garbage disposal facilities or garbage storage containers with tight fitting covers for the disposal of garbage and rubbish.
8. Location Of Garbage Facilities: Garbage storage areas, facilities, or containers shall not be located in the front yard or street side yard except for pick up, provided that no such material shall be so placed for longer than twenty four (24) hours preceding collection or twelve (12) hours after collection, or, if there is no collection, for more than forty eight (48) hours.
9. Exterior Drainage: Grading and site drainage shall be designed and installed such that the stormwater flows away from the residential rental unit so as not to cause damage or entry into the structure or which would create a nuisance to neighboring properties.
10. Accessory Structures: All accessory structures shall be maintained in a state of reasonably good repair. All exterior appurtenances or accessory structures which serve no useful purpose and are in a deteriorated or dilapidated condition, which are not economically repairable shall be removed. Such structures shall include, but are not limited to, porches, entrance or egress platforms, garages, carports, fences, and sheds.

C. Interior Conditions:

1. Every dwelling unit shall have heating appliances which are capable of safely and adequately heating all habitable rooms and bathrooms to a temperature of at least sixty seven degrees (67°) with an outside temperature of minus twenty five degrees (-25°) without forcing the heating facilities beyond safe capacity.
2. Structurally sound handrails shall be provided on all interior stairs in accordance with the applicable Building Code.

3. Functioning door exit hardware shall be provided on all doors from habitable rooms. Hasp type locks are prohibited.

4. Bathroom, bathing, and shower room floor finish materials shall have a smooth nonabsorbent surface capable of being maintained in a sanitary condition.

5. Bathrooms shall have natural ventilation or a mechanical fan capable of exhausting fifty (50) cubic feet per minute (CFM).

6. Clothes dryer exhaust ducts shall be constructed of smooth metallic material. The duct size shall be four inch (4") minimum. The first eight feet (8') of duct from the dryer may be flexible metallic transition duct. All dryer exhaust shall be ducted to the outside.

7. Exits and exit passageways shall be a minimum of two feet eight inches (2'8") clear unless an increased width is required by another applicable Building Code.

8. Interior surfaces including windows and doors shall be maintained in good, clean, and sanitary condition. Peeling, chipping, or flaking paint shall be repaired, removed, or covered. Loose plaster or drywall, decayed wood, and other defective surface conditions shall be repaired. Unsanitary conditions shall be corrected.

9. Every occupant of a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests on the premises if the occupant's single dwelling unit is the only unit within a multi-unit dwelling with an infestation.

10. Whenever an infestation is caused by the failure of the owner to maintain a residential rental unit in a rodent-proof or reasonably insect-proof condition, any extermination shall be the sole responsibility of the owner. Whenever infestation occurs in two (2) or more dwelling units, or in a shared or public part of any residential rental unit, extermination shall be the responsibility of the owner of the residential rental unit. (Ord. 2019-11, 6-3-2019)

9-2-8: NOTICE OF VIOLATION:

A. Whenever the Inspection Department determines there are reasonable grounds to believe there has been a violation of any provisions of this chapter, or of any rule or regulation adopted pursuant thereto, they shall give notice of such alleged violation to the person or persons responsible therefor, as hereinafter provided. Such notice shall:

1. Be put in writing;

2. Include a statement of the reasons why it is being issued;

3. Allow a reasonable time as determined by the inspector, up to thirty (30) days, for the performance of any act it requires. An extension may be granted at the discretion of the inspector if substantial progress towards compliance has been documented; and

4. Be served upon the owner, either personally or by regular or electronic mail. (Ord. 2019-11, 6-3-2019)

9-2-9: PENALTY:

Each and every violation of the provisions of this chapter shall constitute a separate offense, and each and every day any provision of this chapter is violated shall constitute a separate offense, for which forfeiture may be imposed according to section 1-4-1 of this Code. (Ord. 2019-11, 6-3-2019)

9-2-10: SEVERABILITY:

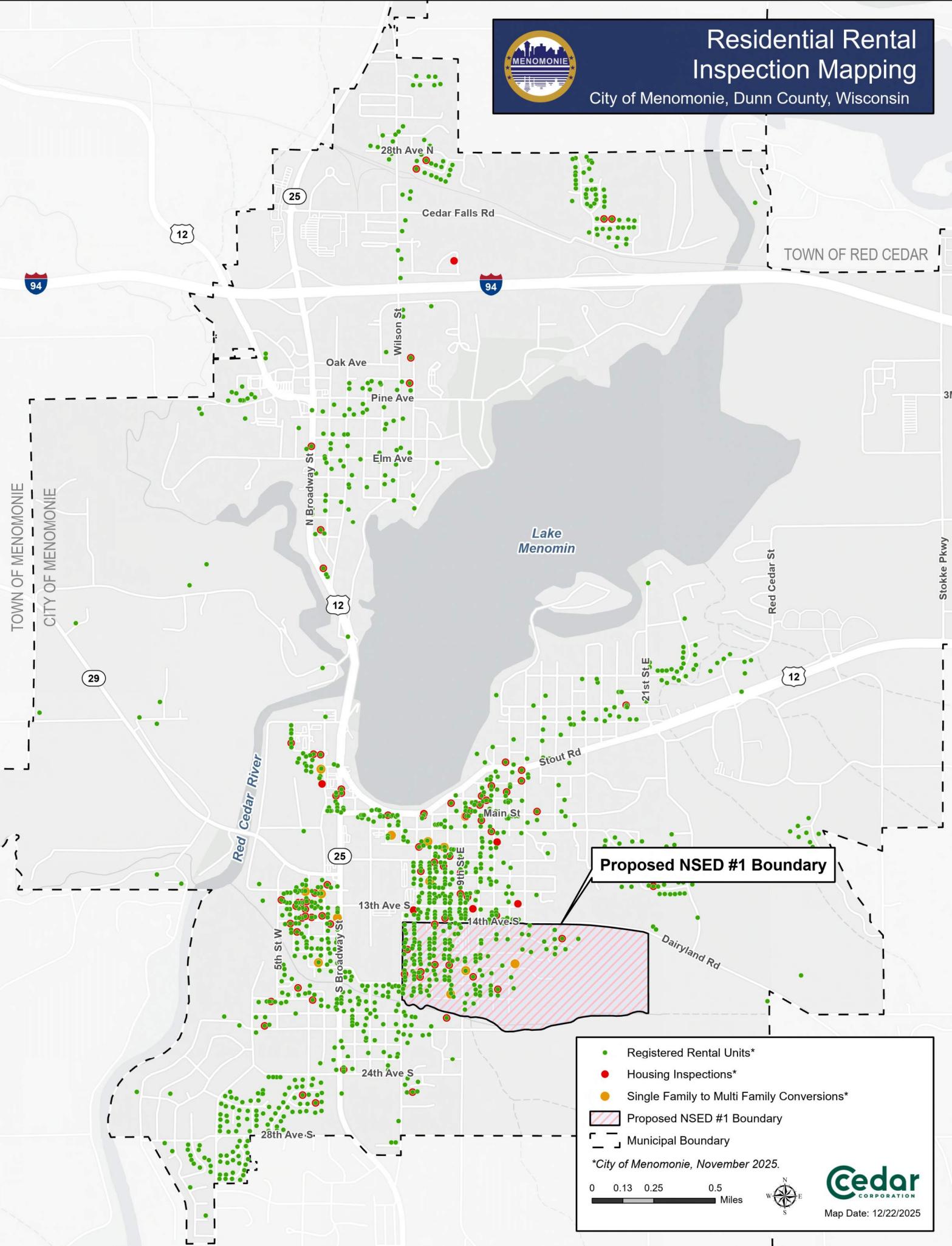
If any provision of this chapter is deemed invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions of same. The several subsections of this chapter are declared to be severable. If any section or portion thereof shall be declared by a decision of a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the

decision, and not affect the validity of any other provisions, sections or portions thereof of this chapter which shall remain in full force and effect. (Ord. 2019-11, 6-3-2019)



Residential Rental Inspection Mapping

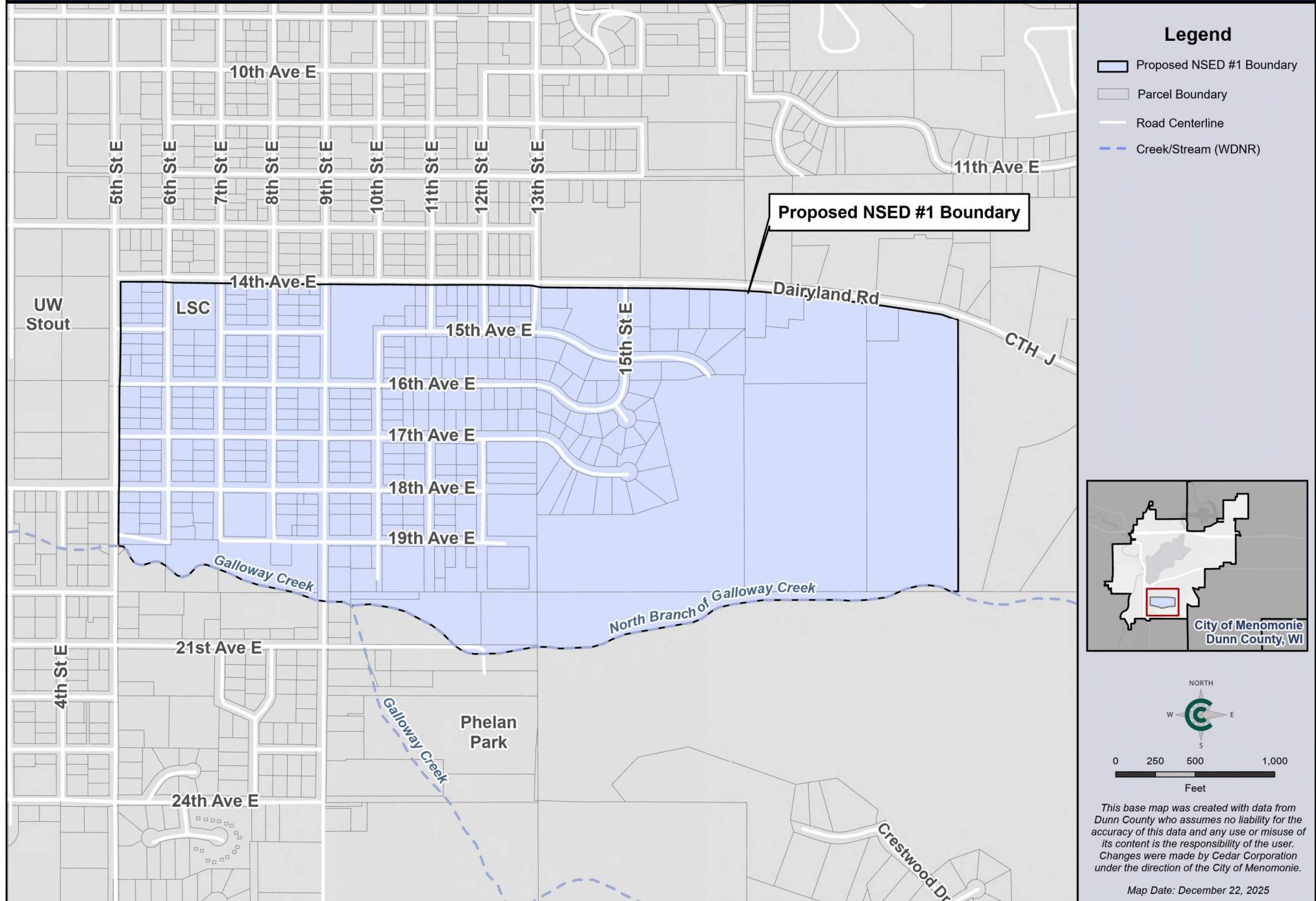
City of Menomonie, Dunn County, Wisconsin



Proposed Boundary

Neighborhood Stabilization and Enhancement District ("NSED") #1

City of Menomonie, Dunn County, Wisconsin



NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Menomonie will hold a public hearing in the City Council Chambers (800 Wilson Avenue, First Floor South Wing, Menomonie, WI 54751) at 7:00 p.m. on February 2, 2026, regarding the proposed establishment of Neighborhood Stabilization and Enhancement District #1.

Proposed Neighborhood Stabilization and Enhancement District #1 is a neighborhood southeast of the University of Wisconsin – Stout campus with a large number of residential rental units that have building code complaints and large number of single-family home conversions to residential rental units. The neighborhood bounded by the following:

- a. The east line of 5th Street East, from the main channel of Galloway Creek to the south line of 14th Avenue East.
- b. The south lines of 14th Avenue East and Dairyland Road, from the east line of 5th Street East to the north and south quarter section line of Section 36, Township 28 North, Range 13 West.
- c. The north and south quarter section line of Section 36, Township 28 North, Range 13 West, from the south line of Dairyland Road to the north branch of Galloway Creek.
- d. The north branch of Galloway Creek, from the north and south quarter section line of Section 36, Township 28 North, Range 13 West to the main channel of Galloway Creek.
- e. The main channel of Galloway Creek, from the north branch of Galloway Creek to the east line of 5th Street East.

The proposed NSED #1 District boundaries are shown on the attached map.

(ATTACH MAP)

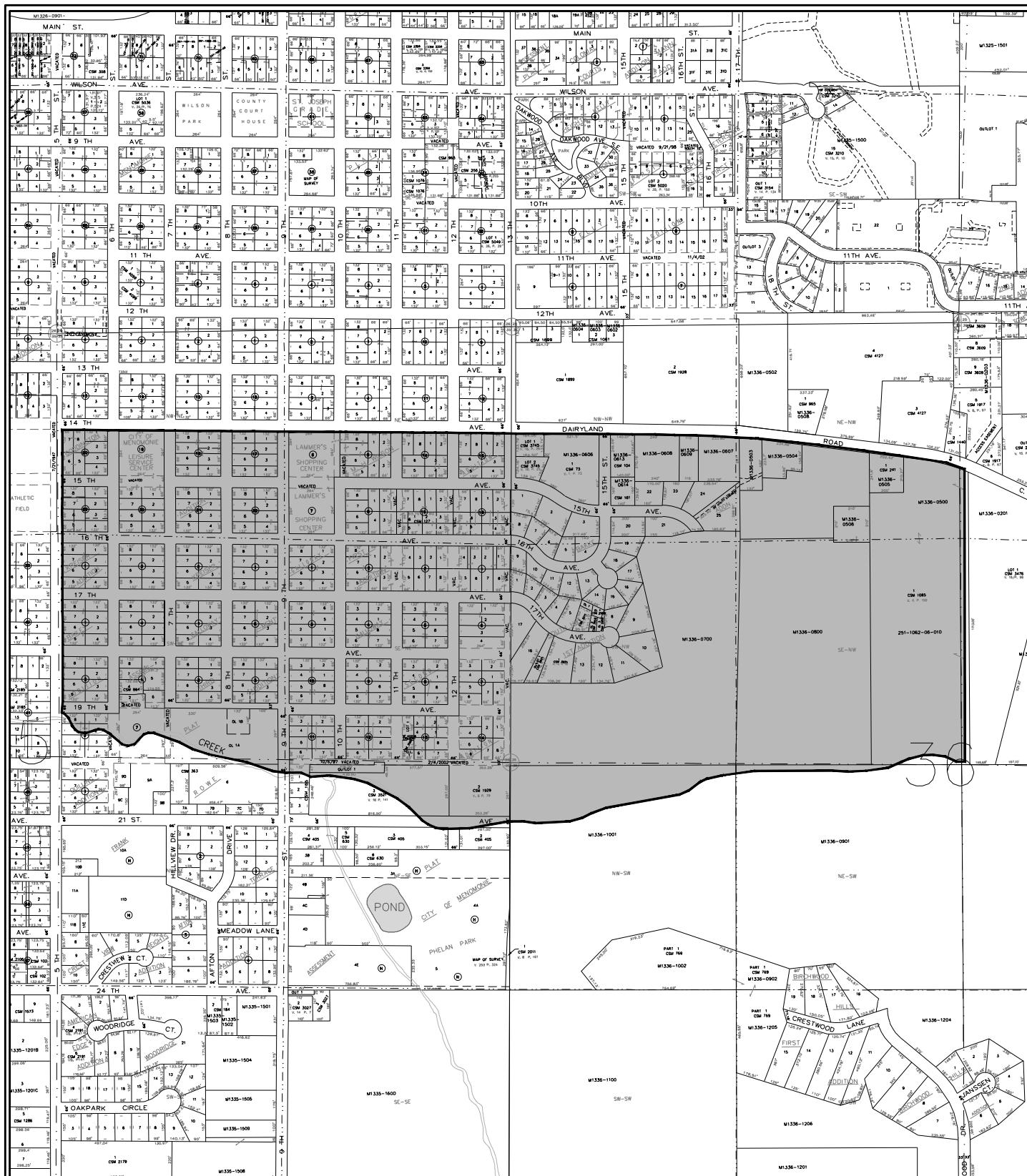
Residential Rental Units within Neighborhood Stabilization and Enhancement Districts will be subject to biennial proactive rental inspections. Owner-occupied residences, commercial properties, and industrial properties are exempt from proactive rental inspections.

This topic will also be discussed at the January 26, 2026 Plan Commission Meeting.

Dated: January 7, 2026

Published: January 14, 2026
January 21, 2026

Kate Martin, City Clerk



CITY OF MENOMONIE PROPOSED NSED #1

SCALE:

NSED #1 BOUNDARY





David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext. 1020

January 7, 2026

Dear Property Owner,

I am writing on behalf of the City of Menomonie as its Director of Public Works.

The City is considering modifications to City Code 9-2 and the creation of Neighborhood Stabilization and Enhancement District #1. A map of the proposed Neighborhood Stabilization and Enhancement District #1 is attached hereto. You are being notified of this because our records show that you own property within the proposed Neighborhood Stabilization and Enhancement District #1.

If the proposed modifications and creation are approved, Residential Rental Units within Neighborhood Stabilization and Enhancement Districts will be subject to biennial proactive rental inspections. Owner-occupied residences, commercial properties, and industrial properties are exempt from proactive rental inspections. I have attached a Frequently Asked Questions for your information.

If you would like to share your opinion regarding the proposed rezoning, you may do so at a public hearing to be held in the coming weeks. I have attached a copy of the public notice for said hearing.

If you have any questions regarding this correspondence, I can be reached by e-mail at dschofield@menomonie-wi.gov or by phone at 715.232.2221 extension 1020.

Respectfully Submitted,
CITY OF MENOMONIE

David Schofield, PE

David Schofield, PE
Director of Public Works

Frequently Asked Questions

City of Menomonie

Proposed Ordinance 2026-02

January 7, 2026

Q: Does the City currently have residential rental inspection requirements?

A: Yes. The City's current requirements can be found in City Code 9-2, which is available at https://codelibrary.amlegal.com/codes/menomoniewi/latest/menomonie_wi/0-0-0-5504.

The City will complete a Voluntary Rental Inspection upon request of a rental property owner (see City Code 9-2-5). The City will complete a Complaint-Based Rental Inspection upon request of a rental property tenant at no charge to the tenant (see City Code 9-2-7).

Q: Is the City considering changes to City Code 9-2?

A: Yes. The City is considering Proposed Ordinance 2026-02 which would repeal and replace the existing City Code 9-2. The proposed code is available at [URL TO BE ADDED].

Q: What major changes are included in Proposed Ordinance 2026-02?

A: If approved, Proposed Ordinance 2026-02 will, among other things, add the following:

- Add Proactive Rental Inspections (see proposed 9-2-9).
- Add Neighborhood Stabilization and Enhancement District #1 (see proposed 9-2-8).
- Add Rent Abatement if confirmed Habitability Violations are not corrected within 30 days of a Complaint-Based or Proactive Rental Inspection (see proposed 9-2-13).
- Add Retaliation Protections (see proposed 9-2-14).

Q: What are Proactive Rental Inspections?

A: Proactive Rental Inspections will be conducted by the Building Inspection Department on residential rental units within Neighborhood Stabilization and Enhancement District(s) on a biennial basis (once every two years).

Q: What is the cost of Proactive Rental Inspections?

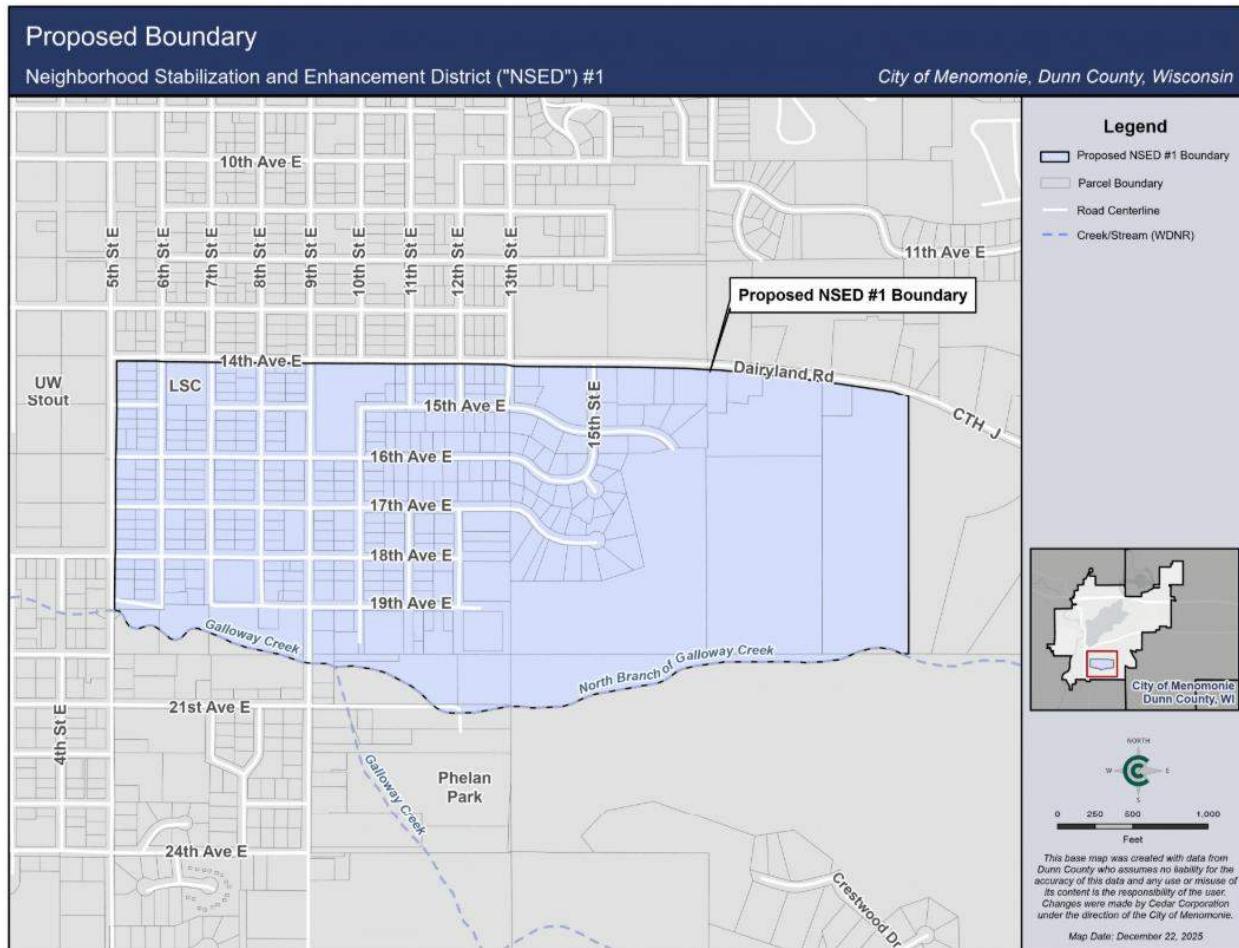
A: There is no cost to tenants for Proactive Rental Inspections. There is no cost to property owners for Proactive Rental Inspections unless Habitability violations are found and are not corrected within 30 days.

Q: What is a Neighborhood Stabilization and Enhancement District?

A: A Neighborhood Stabilization and Enhancement District, also known as "NSED", is an area where the City Council has found that there is evidence of at least one of the following: blight, high rates of building code complaints or violations, deteriorating property values, and/or increases in single family home conversions.

Q: Where is Proposed Neighborhood Stabilization and Enhancement District #1?

A: Proposed Neighborhood Stabilization and Enhancement District #1 is located southeast of the UW-Stout Campus, as shown on the map below.



Q: Are owner-occupied single-family homes subject to Proactive Rental Inspections?

A: No. Owner-occupied single-family homes (and the owner-occupied portions of multiple-family residential buildings) are exempt from Proactive Rental Inspections.

Q: My apartment building is brand new, is it subject to Proactive Rental Inspections?

A: No. Buildings less than 8-years old are exempt from Proactive Rental Inspections.

Q: Are commercial or industrial properties subject to Proactive Rental Inspections?

A: No. Only Residential Rental Units are subject to Proactive Rental Inspections.

Q: What are Habitability Violations?

A: Habitability Violations are defined by State Code 66.0104(1)(ah), which is available at <https://docs.legis.wisconsin.gov/statutes/statutes/66/i/0104/1/ah>.

Q: If Habitability Violations are found, what happens?

A: If the Building Inspection Department finds Habitability Violations, the following will occur:

- A Notice of Violation will be issued to the Owner.
- The Owner will have 30 days to address the Habitability Violation and schedule a follow-up inspection to confirm resolution.
- If the Owner does not address the Habitability Violation within 30 days, the Tenant can submit a Rent Abatement application. Building Inspection Department will prepare Rent Abatement Determination. Owner can appeal Rent Abatement Determination to the Board of Appeals. The Board of Appeals will hold a public hearing.

Q: How are tenants protected from Retaliation?

A: Proposed Ordinance 2026-02 adopts State Code 704.45, which is available at <https://docs.legis.wisconsin.gov/statutes/statutes/704/45>, and specifically adds:

- Tenant requesting or consenting to a Complaint-Based Inspection.
- Tenant consenting to a Proactive Rental Inspection.
- Tenant submitting a Rent Abatement Application.
- Tenant participating in a Rent Abatement Determination Appeal Hearing.
- Tenant withholding rent approved in the Rent Abatement Determination.

Q: Have Owners within the proposed Neighborhood Stabilization and Enhancement District #1 been notified?

A: Yes, by letter and by publication.

Q: If I have questions or concerns about Proposed Ordinance 2026-02 or Proposed Neighborhood Stabilization and Enhancement District #1, is there a public hearing?

A: Yes. A Public Hearing will be held at 7:00pm on Monday February 2, 2026 in the City Council Chambers at City Hall (800 Wilson Avenue, 1st Floor, South Wing).

Q: If I cannot attend the Public Hearing, can I submit a written comment?

A: Yes. Written comments may be submitted to communications@menomonie-wi.gov. Comments received prior to 5pm on the date of the public hearing will be distributed to the City Council.

ORDINANCE 2026-02 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2026.

An ordinance repealing and recreating Title 9 Chapter 2 Residential Rental Properties.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Title 9 Chapter 4 of the City Code is hereby repealed and recreated in its entirety to read as follows:

CHAPTER 2
RESIDENTIAL RENTAL PROPERTIES

SECTION:

9-2-1: Definitions

9-2-2: Registration Required

9-2-3: Application For Rental Property Registration

9-2-4: Exemptions From Rental Property Registration

9-2-5: Voluntary Rental Inspections

9-2-6: Complaint Based Rental Inspections

9-2-7: Additional Regulations

9-2-8: Neighborhood Stabilization and Enhancement Districts

9-2-9: Proactive Rental Inspection Program

9-2-10: Consent for Inspections

9-2-11: Notice Of Violation

9-2-12: Correction of Violation

9-2-13: Rent Abatement

9-2-14: Retaliation

9-2-15: Penalty

9-2-16: Other Available Remedies

9-2-17: Severability

9-2-1: DEFINITIONS: Definitions: The following terms, whenever they occur in this chapter, are defined as follows:

ATCP: Wisconsin Department of Agriculture, Trade and Consumer Protection Administrative Code, as amended.

APPLICABLE BUILDING CODE: The edition of the State or local Building, Mechanical, Electrical, or Plumbing Code in effect when the building was built, added to, or altered.

DETERIORATION: The condition of a residential rental unit or part thereof, characterized by breaks, holes, rot, crumbling, cracking, peeling, rusting, or other evidence of physical decay or neglect, excessive use of or lack of maintenance.

DILAPIDATED: Describes a residential rental unit, structure, or part thereof which is in a state of ruin or shabbiness resulting from neglect. The term implies a hazard to life or property.

DWELLING UNIT: Any room or group of rooms located within a residential rental unit and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating.

EXTERMINATION: The control and elimination of insects, rodents, or other pests by eliminating their harborage places, by removing or making inaccessible materials that may serve as their food by poisoning, spraying, fumigating, trapping, or any other recognized and legal pest elimination methods approved by the local, County, or State authority having such administrative authority.

GARBAGE: The animal and vegetable waste resulting from the handling, preparation, cooking, serving, and consumption of food.

GUEST: A temporary invitee residing in a dwelling unit for a period up to, but not exceeding, fourteen (14) days within any three-month period.

HABITABILITY VIOLATION: Has the same meaning as Wis. Stat. § 66.0104(1)(ah).

INFESTATION: The excessive presence within or around any dwelling of any insects, rodents, or other pests.

NEIGHBORHOOD STABILIZATION AND ENHANCEMENT DISTRICT: A district in which the common council has found that there is evidence of blight, high rates of building code complaints or violations, deteriorating property values, or increases in single-family home conversions to rental units.

OWNER: Has the same meaning as ATCP § 134.02(7). Owner may also include a Landlord as defined by ATCP § 134.02(5).

OWNER'S AGENT: Individual authorized to act on behalf of an owner, including, but not limited to, a landlord as defined in ATCP § 134.02(5).

PERMISSIBLE OCCUPANCY: The maximum number of unrelated persons permitted to reside in a dwelling unit.

RENTAL AGREEMENT: Has the same meaning as defined by Wis. Stat. § 701.04(3m) and includes a lease as defined by Wis. Stat. § 704.01(1).

RESIDENTIAL RENTAL UNIT: Means a structure containing one or more dwelling units, which is leased or rented from, or otherwise occupied by permission of the owner or other person in control of such unit(s).

RUBBISH: Solid waste consisting of paper, cardboard, plastic containers, yard clippings, wood, and other combustible refuse, cans, glass, or crockery.

SPACE HEATER: A self-contained heating appliance of either the circulating type or the radiant type intended primarily to heat one room.

TENANT: A person occupying or entitled to occupy a residential rental unit under a rental agreement, a periodic tenant as defined by Wis. Stat. § 704.01(2), or a tenant at will, as defined by Wis. Stat. § 704.01(5).

UNSANITARY CONDITION: A condition constituting a danger or hazard to the health of a person or persons occupying or frequenting a dwelling unit.

WIS. STAT.: Wisconsin Statutes, as amended.

9-2-2: REGISTRATION REQUIRED:

A. **Findings and Purpose:** The common council of the City of Menomonie hereby finds and declares that in order to ensure proper enforcement of the City's building, fire, zoning, and health codes, ensure proper repair and maintenance of residential rental units within the City of Menomonie, and to safeguard persons, property, and general welfare, a program of residential rental registration is necessary. The common council has determined that, in order to best safeguard the health, safety, and general welfare of the public and to expeditiously process enforcement issues, it is necessary to maintain a listing of current residential rental unit owner contact information.

B. **Registration:** No person, firm, corporation, or other organization shall operate or maintain a residential rental unit in the City without first having registered the property as required under this chapter. Any owner of a residential rental unit must register the property on an application form provided by the Inspection Department by July 22, 2019, for rental units existing on the effective date of this chapter, or within thirty (30) days of full or partial occupancy of any newly constructed residential rental unit or any existing property converted to a residential rental unit.

9-2-3: APPLICATION FOR RENTAL PROPERTY REGISTRATION:

A. Application shall be made on a written form provided by the Inspection Department. The application shall be submitted to the building inspector as required by this chapter. The application shall require one name of an owner or authorized contact person and an address, telephone number, and if available, an electronic mail address or other information necessary to receive communications by other electronic means at which the person may be contacted.

B. Registration fees of ten dollars (\$10.00) per residential rental unit shall be paid at the time of application. A one-time fee of ten dollars (\$10.00) shall also be charged for the registration of

a change of ownership or management of a residential rental unit or change of contact information for a residential rental unit.

9-2-4: EXEMPTIONS FROM RENTAL PROPERTY REGISTRATION:

The following are hereby exempted from registration as required by this chapter:

- A. Code compliant hotel and motel units occupied by transient guests for short periods of time.
- B. Owner-occupied one-family and the owner-occupied portion of two or more family residential properties.
- C. Government-owned properties, including federal, state, county, including, but not limited to, properties owned by the City of Menomonie, School District of the Menomonie Area, Dunn County, and the University of Wisconsin-Stout.
- D. Jails, convents, monasteries, parish rectories, parsonages, and similar facilities.
- E. Rest homes, convalescent homes, nursing homes, hospitals, assisted-living centers, community-based residential facilities, adult homes, and other facilities licensed or certified by the Wisconsin Department of Health Services.

9-2-5: VOLUNTARY RENTAL INSPECTIONS:

A. The building inspector, at the request of the residential rental unit owner or owner's agent, may inspect any property to determine the condition of residential rental units and dwelling units located within the City in order to perform the duties of safeguarding the health and safety of the occupants and general public.

B. As part of the voluntary rental inspection, the Inspection Department shall establish a maximum permissible occupancy load for each dwelling unit except for residential rental units occupied by a single family. This number does not include guests as defined in this chapter.

C. The following fees shall be prepaid for voluntary rental inspections:

Single dwelling unit \$30.00

Two or more dwelling units \$30.00 plus \$20.00 for each additional dwelling unit
beyond a single dwelling unit.

9-2-6: COMPLAINT BASED RENTAL INSPECTIONS:

Except as otherwise provided in Wis. Stat. 66.0104(2)(e)2, if a complaint is filed with the Inspection Department by a tenant of a residential rental unit, the building inspector may at the request of a tenant, after providing the owner or owner's agent of the residential rental unit reasonable notice, perform an inspection of property where the tenant is staying to inspect the complaint. If the inspection reveals a violation of this chapter, the owner or owner's agent will be charged a seventy-five dollar (\$75.00) special inspection fee if the violation is not cured within thirty (30) days of notice of the violation.

9-2-7: ADDITIONAL REGULATIONS:

The following requirements shall be met for all residential rental units subject to this chapter:

A. Life And Safety:

1. Egress: Every dwelling unit shall have access to two (2) or more safe and unobstructed means of egress leading to safe and open space at ground level, or as otherwise required by the applicable Building Code.
2. Smoke Detectors: The owner of any residential rental unit within the scope of this section shall install and maintain a smoke detector in compliance with the applicable Building Code in effect when the residential rental unit was built. For all newly constructed or remodeled residential rental units, the owner shall install and maintain a smoke detector:
 - a. At the head of every open stair on each floor level;
 - b. At the door leading to every enclosed stair on each floor level, including the basement; and
 - c. In each sleeping area.
3. Fire Extinguishers: The owner of a residential rental unit shall install and maintain a fire extinguisher available to all occupants within a walking distance of seventy five feet (75') from any place within the residential rental unit. Each fire extinguisher shall have a minimum rating of 3A40BC.
4. Carbon Monoxide Detector: Every dwelling unit with a fuel fired appliance or attached garage shall have at least one functioning carbon monoxide (CO) detector on each floor level or as required under the applicable Building Code.
5. Electrical: All electrical work shall conform to the applicable edition of the National Electrical Code. The applicable code is that which was in effect when the subject work was legally completed. Older residential rental properties existing prior to the NEC shall comply with NFPA 73, Electrical Standards for Existing Dwellings.
6. Plumbing: All plumbing shall conform to the applicable edition of the Wisconsin State Plumbing Code.
7. Mechanical: All mechanical work shall conform to the applicable edition of the UDC or Commercial Mechanical Code. At the discretion of the inspector, any carbon monoxide producing appliance suspected of not being maintained or properly vented shall be inspected by a Wisconsin certified HVAC installer chosen by, and at the sole cost of the owner or owner's agent of the residential rental unit. The inspection report shall be provided to the inspector and any required repairs shall be completed.
8. Space Heaters: No owner, owner's agent, or occupant shall allow to be used or use any portable electric, gas, or oil space heater or any portable, unvented space heater fueled by natural gas, kerosene, alcohol or other fuel, or allow any wood-burning space- heating units.

9. Flammable Liquids Within Structure: No owner, owner's agent or occupant of any dwelling unit shall allow any motorcycle, lawn mower, gas cans, or any item that contains, or has contained, flammable liquids to be stored inside any dwelling unit.

B. Exterior Conditions:

1. Foundations, Basements, And Cellars: Foundations, basements, and cellars shall be weathertight, watertight, and rodent proof.

2. Roofs: All rainwater shall be so drained from the roof so as not to leak or cause dampness inside the dwelling unit and so drained as to not allow standing water or water damage to the residential rental unit.

3. Siding: The walls shall be covered with an approved permanent weather resistant siding. All exterior walls, eaves, soffits, trim, and similar surfaces shall be free from deterioration, holes, breaks, and loose or rotting boards.

4. Stairs And Porches: Every inside and outside stair, porch, handrail, and guardrail shall be kept in sound condition and good repair. Such stairs and porches shall be kept free of refuse or stored material. Interior furniture is not allowed on porches without enclosing walls.

5. Storm Windows; Exterior Doors: From November 1 to March 31, every window serving a habitable room shall be provided with storm windows, except that insulated windows need not be provided with storm windows. Each exterior door, other than an insulated door, shall be supplied with a storm door. All such storm windows and doors shall be maintained in reasonably good repair and shall be reasonably weathertight.

a. Windows; Exterior Doors: From May 1 to September 1, every doorway or window used or intended to be used for ventilation, and opening directly from a dwelling unit to outside space, shall have supplied properly fitting screens having at least 16-gauge mesh.

6. Window Appearance And Operability: All windows shall be free from cracks and holes and shall be easily operable if required for ventilation.

7. Garbage Disposal: Every dwelling unit shall be supplied with adequate garbage disposal facilities or garbage storage containers with tight fitting covers for the disposal of garbage and rubbish.

8. Location Of Garbage Facilities: Garbage storage areas, facilities, or containers shall not be located in the front yard or street side yard except for pick up, provided that no such material shall be so placed for longer than twenty four (24) hours preceding collection or twelve (12) hours after collection, or, if there is no collection, for more than forty eight (48) hours.

9. Exterior Drainage: Grading and site drainage shall be designed and installed such that the stormwater flows away from the residential rental unit so as not to cause damage or entry into the structure or which would create a nuisance to neighboring properties.

10. Accessory Structures: All accessory structures shall be maintained in a state of reasonably good repair. All exterior appurtenances or accessory structures which serve no useful purpose and are in a deteriorated or dilapidated condition, which are not economically repairable shall be

removed. Such structures shall include, but are not limited to, porches, entrance or egress platforms, garages, carports, fences, and sheds.

C. Interior Conditions:

1. Every dwelling unit shall have heating appliances which are capable of safely and adequately heating all habitable rooms and bathrooms to a temperature of at least sixty seven degrees (67°) with an outside temperature of minus twenty five degrees (-25°) without forcing the heating facilities beyond safe capacity.
2. Structurally sound handrails shall be provided on all interior stairs in accordance with the applicable Building Code.
3. Functioning door exit hardware shall be provided on all doors from habitable rooms. Hasp type locks are prohibited.
4. Bathroom, bathing, and shower room floor finish materials shall have a smooth nonabsorbent surface capable of being maintained in a sanitary condition.
5. Bathrooms shall have natural ventilation or a mechanical fan capable of exhausting fifty (50) cubic feet per minute (CFM).
6. Clothes dryer exhaust ducts shall be constructed of smooth metallic material. The duct size shall be four inch (4") minimum. The first eight feet (8') of duct from the dryer may be flexible metallic transition duct. All dryer exhaust shall be ducted to the outside.
7. Exits and exit passageways shall be a minimum of two feet eight inches (2'8") clear unless an increased width is required by another applicable Building Code.
8. Interior surfaces including windows and doors shall be maintained in good, clean, and sanitary condition. Peeling, chipping, or flaking paint shall be repaired, removed, or covered. Loose plaster or drywall, decayed wood, and other defective surface conditions shall be repaired. Unsanitary conditions shall be corrected.
9. Every occupant of a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests on the premises if the occupant's single dwelling unit is the only unit within a multi-unit dwelling with an infestation.
10. Whenever an infestation is caused by the failure of the owner to maintain a residential rental unit in a rodent-proof or reasonably insect-proof condition, any extermination shall be the sole responsibility of the owner. Whenever infestation occurs in two (2) or more dwelling units, or in a shared or public part of any residential rental unit, extermination shall be the responsibility of the owner of the residential rental unit.

9-2-8: NEIGHBORHOOD STABILIZATION AND ENHANCEMENT DISTRICTS:

- A. Neighborhood Stabilization and Enhancement Districts: The following Neighborhood Stabilization and Enhancement Districts have been established:
 1. NSED #1 is a neighborhood southeast of the University of Wisconsin – Stout campus with a large number of residential rental units that have building code complaints and

large number of single-family home conversions to residential rental units. NSED #1 is the neighborhood bounded by the following:

- a. The east line of 5th Street East from the main channel of Galloway Creek to the south line of 14th Avenue East.
- b. The south lines of 14th Avenue East and Dairyland Road from the east line of 5th Street East to the north and south quarter section line of Section 36, Township 28 North, Range 13 West.
- c. The north and south quarter section line of Section 36, Township 28 North, Range 13 West from the south line of Dairyland Road to the north branch of Galloway Creek.
- d. The north branch of Galloway Creek from the north and south quarter section line of Section 36, Township 28 North, Range 13 West to the main channel of Galloway Creek.
- e. The main channel of Galloway Creek from the north branch of Galloway Creek to the east line of 5th Street East.

B. Creation and Amendment of Neighborhood Stabilization and Enhancement Districts: The Common Council may from time to time establish or amend the district boundaries of a Neighborhood Stabilization and Enhancement District listed in section 9-2-8. A. as follows:

1. The Common Council shall introduce a proposed ordinance establishing or amending the district boundaries and refer it to the Plan Commission for review and recommendation. The proposed ordinance shall include a summary of the conditions that exist therein that warrant establishing or amending the district and a legal description of the district's boundaries.
2. The City Clerk shall give notice of a public hearing regarding the proposed ordinance establishing or amending the district boundaries as follows:
 - a. Publish a notice of public hearing as a Class 2 Notice pursuant to Wis. Stat. Ch. 985.
 - b. Mail a notice of public hearing by first class mail to the owners of record of all properties within the boundaries of the district to be established or amended. Such notice shall be sent to such address as is reflected on the records of the assessor for the City. Such notice shall be mailed at least ten (10) days prior to the date of the public hearing. Notification by mail shall consist of a copy of the notice of public hearing, as well as a map showing the proposed neighborhood stabilization and enhancement district boundaries. Additional information may be included at the discretion of the City.
3. The Plan Commission shall review the proposed ordinance establishing or amending district boundaries after which it shall recommend approval of, recommend denial of, or return the proposed ordinance to the Common Council without a recommendation.

4. A public hearing shall be held before the Common Council to gather public input regarding the proposed ordinance establishing or amending district boundaries.
5. After receipt of the Plan Commission's recommendation and after conducting the public hearing, the Common Council shall consider adoption of the proposed ordinance establishing or amending neighborhood stabilization and enhancement district boundaries.

9-2-9: PROACTIVE RENTAL INSPECTION PROGRAM:

- A. Findings and Purpose: The Common Council of the City of Menomonie hereby finds that a significant percentage of City Code complaints and violations occur at Residential Rental Units and that the conditions that exist at these Residential Rental Units adversely affect the Tenants, as well as the neighbors and neighborhoods in which the Residential Rental Units are located. The Common Council further finds and declares that it is necessary to establish a program of regularly scheduled, systematic inspections of residential rental units within Neighborhood Stabilization and Enhancement Districts within the City to ensure that the residential rental units provide safe, decent, and sanitary living conditions for tenants living in the residential rental units, to protect the health, safety, and welfare of the public, and to prevent blighted conditions within the City.
- B. Except for residential rental units exempted by Section 9-2-9. I., proactive rental inspections of all residential rental units within a Neighborhood Stabilization and Enhancement District shall be conducted at least every other calendar year, provided that the interval between those inspections does not exceed twenty-seven (27) months.
- C. If no habitability violation is discovered during a proactive rental inspection, the city may not perform a proactive rental inspection on the residential rental unit for at least five (5) years.
- D. If a habitability violation is discovered during a proactive rental inspection and the habitability violation is corrected within the timeline provided in the notice of violation pursuant to Section 9-2-11, the city may not perform a proactive rental inspection on the residential rental unit for at least five (5) years.
- E. If a habitability violation is discovered during a proactive rental inspection and the habitability violation is not corrected within the timeline provided in the notice of violation pursuant to Section 9-2-11, the City shall require a proactive rental inspection on the residential rental unit at least every other calendar year, provided the interval between those inspections does not exceed twenty-seven (27) months.
- F. If a habitability violation is discovered during a complaint based rental inspection on a residential rental unit within a Neighborhood Stabilization and Enhancement District and the habitability violation is not corrected within the timeline provided in the notice of violation pursuant to Section 9-2-11, the City shall require a proactive rental inspection on the residential rental unit at least every other calendar year, provided the interval between those inspections does not exceed twenty-seven (27) months.

G. Proactive Rental Inspection Program Fee Schedule:

Inspection of a residential rental unit in which no habitability violation were found. \$0

Inspection of a residential rental unit in which one (1) or more habitability violation(s) were found and were corrected within the deadline listed in the notice of violation. \$0

Initial program inspection of a residential rental unit in which one (1) or more habitability violation(s) were not corrected within the deadline listed in the notice of violation. \$90

Second or subsequent inspections, including reinspection) of a residential rental unit in which one (1) or more habitability violation(s) were not corrected within the deadline listed in the notice of violation. \$150

H. Proactive rental inspection fees shall be collected as a special charge as provided in Wis. Stat. § 66.0627, and entered on the tax roll if unpaid, or may be collected in any other manner allowed by law. The enactment of this ordinance shall constitute notice to property owners of such charge. It shall be a violation of section 9-2-14 for any owner or owner's agent to impose upon any tenant any such property inspection or reinspection fee.

I. Exemptions: The following are exempt from proactive rental inspections:

1. Code compliant hotel and motel units occupied by transient guests for short periods of time; and,
2. Owner-occupied one-family and the owner-occupied portion of two or more family residential properties; and,
3. Government-owned properties, including federal, state, county, including but not limited to properties owned by the City of Menomonie, School District of the Menomonie Area, Dunn County, and the University of Wisconsin-Stout; and,
4. Jails, convents, monasteries, parish rectories, parsonages, and similar facilities; and,
5. Rest homes, convalescent homes, nursing homes, hospitals, assisted-living centers, community-based residential facilities, adult homes, and other facilities licensed or certified by the Wisconsin Department of Health Services; and,
6. Residential rental units less than eight (8) years old.

9-2-10: CONSENT FOR INSPECTIONS

A. Voluntary rental inspections, complaint based rental inspections, and proactive rental inspections shall only be conducted:

1. In an occupied residential rental unit with voluntary written consent from an adult tenant who is present at the time of the inspection;

2. In a vacant residential rental unit with consent from the owner or owner's agent who is present at the time of the inspection; or
3. Upon obtaining a special inspection warrant pursuant to Wis. Stat. § 66.0119.

9-2-11: NOTICE OF VIOLATION:

A. Whenever the Inspection Department determines from a complaint based inspection or a proactive rental inspection that there are reasonable grounds to believe there has been a violation of any provisions of this chapter, or of any rule or regulation adopted pursuant thereto, they shall give written notice of such alleged violation to the registered property owner or authorized contact person. Such notice shall:

1. Be put in writing;
2. Include a detailed statement of the reasons why it is being issued;
3. If a habitability violation is discovered, include a detailed statement of the habitability violation(s) found and the exact location of the habitability violation(s);
4. Include deadlines as determined by the inspector to correct any violations other than habitability violations;
5. Include deadlines to correct the habitability violation(s) of a period not less than thirty (30) days except in cases which the habitability violation(s) expose a tenant to imminent danger where the deadline may be less than thirty (30) days;
6. Be served upon the owner or authorized contact person by first-class mail at the registered address and by electronic mail, if available; and
7. Provide a copy to the tenant by first-class mail and electronic mail if available.

9-2-12: CORRECTION OF VIOLATION:

- A. Owner shall address all items within the notice of violation issued under section 9-2-11 within the time period listed therein and notify the Inspection Department in writing when ready for a reinspection.
- B. Owner or owner's agent shall coordinate access with the tenant and accompany the Inspection Department on the reinspection.
- C. If the notice of violation is found to have been corrected, the Inspection Department shall notify the owner and tenant of such by regular mail and electronic mail, if available.
- D. If the notice of violation is found not to have been corrected, the owner shall continue efforts to address the notice of violation as stated in section 9-2-12. A.

9-2-13: RENT ABATEMENT:

- A. **Findings and Purpose:** The common council of the City of Menomonie hereby finds that in order to prevent conditions that materially affect the health or safety of a tenant and to prevent conditions which substantially affect a tenant's use and occupancy of a residential rental unit

within the City of Menomonie, it is necessary that such tenants be authorized to abate an appropriate portion of their rental payments under the provisions of this section.

B. Eligibility: Notwithstanding any other provision of law or any agreement, the tenant of a residential rental unit for which correction of the habitability violation was not completed by the deadline listed in the notice of violation shall be eligible to abate a portion of total rental payments, not to exceed one hundred percent (100%) of total rent, in accordance with this section if all of the following are true:

1. The owner of tenant's residential rental unit did not correct the habitability violations listed in the notice of violation by the deadline listed therein;
2. The Inspection Department issues a rent abatement determination;
3. The owner does not appeal the rent abatement determination, the Board of Appeals approves the rent abatement determination, or the Board of Appeals approves the rent abatement determinations with specific modifications;
4. The tenant is current on rent; and
5. The tenant is not currently under a notice terminating tenancy under Wis. Stats. §§ 704.16, 704.17, or 704.19.

C. Rent Abatement Application: The tenant of a residential rental unit for which Correction of Violation was not completed by the deadline listed in the Notice of Violation may submit a Rent Abatement Application to the Inspection Department on the form provided by the Inspection Department.

D. Rent Abatement Determination: If the Tenant of a Residential Rental Unit for which correction of the habitability violation was not completed by the deadline listed in the notice of violation files a rent abatement application under section 9-2-13. C, the Inspection Department shall prepare a rent abatement determination within thirty (30) days. Such determination shall:

1. Include a copy of the rent abatement application submitted by the tenant.
2. Include the Inspection Department's findings regarding the rent abatement application including the rent abatement amount and duration.
3. Include information regarding the owner's right to appeal the rent abatement determination.
4. Be served upon the owner by first class mail and electronic mail, if applicable, at the registered address.
4. Be served upon the tenant by mail or electronic mail.

E. Rent Abatement Determination Appeal: If the owner wishes to appeal the rent abatement determination, the owner may submit a rent abatement determination appeal request within thirty (30) days of the rent abatement determination to the City Clerk on the form provided by the Inspection Department.

F. Rent Abatement Determination Appeal Hearing: If a rent abatement determination appeal is received, the City Clerk shall schedule a rent abatement determination appeal hearing before the Board of Appeals within thirty (30) days of receipt of the rent abatement determination appeal, as follows:

1. The city clerk shall give notice of a rent abatement determination appeal hearing. Notice shall be mailed by first class mail to the owner and tenant at least ten (10) days prior to the date of the rent abatement hearing.
2. The Board of Appeals shall hold a rent abatement determination appeal hearing. The Hearing shall be conducted as follows:
 - i. The Board of Appeals shall conduct the appeal hearing on the request for authorization for rent abatement, shall administer oaths to all witnesses and may issue subpoenas upon request of the parties. So far as practicable the rules of evidence in Wis. Stat. § 227.45 shall be followed. The owner or owner's agent and the tenant may be represented by counsel or other representative, may call and examine witnesses and cross-examine witnesses of the other party. All proceedings and testimony shall be recorded. If a review is sought of the Board of Appeals' decision, a written transcript shall be prepared at no cost to the parties, provided however that a reasonable fee may be charged for copies. For all other purposes, a copy of the recordings shall be supplied to anyone requesting the same at the requester's expense. If either party requests a stenographic recording and transcription, the clerk shall make the necessary arrangements, but the expense shall be borne by the requesting party.
 - ii. If the owner or owner's agent filed a request for a hearing, it is the owner or owner's agent burden to show by the preponderance of the evidence that any habitability violations were negligently or willfully caused by the tenant or the tenant's guests or that the tenant's refusal to allow entry prevented the owner or owner's agent from making the corrections in a timely manner. Thereafter, the tenant has the burden to show that any such refusal was reasonable under the circumstances.
 - iii. Either party may present additional evidence on the nature, extent, and seriousness of violations, the length of time conditions existed and the extent to which the tenant was deprived of the full use of the residential rental unit.
 - iv. After hearing the evidence provided, the Board of Appeals shall approve, approve with specific modifications, or reject the rent abatement determination.

G. Rent Abatement Duration: Rent abatement, at the percentages listed in the rent abatement schedule in section 9-2-13. H., shall commence on the deadline date listed on the notice of violation and terminate on the date the correction of habitability violation was confirmed by reinspection by the inspection department.

H. Rent Abatement Schedule:

Habitability Violation	% of Rent Abatement
Wis. Stat. § 66.0104(1)(ah)1 Hot Water	
100°F to 120°F	10%
< 100°F	25%
Wis. Stat. § 66.0104(1)(ah)2 Heating Facilities	
55°F to 67°F	20%
< 55°F	75%
Wis. Stat. § 66.0104(1)(ah)3 Electrical	
1 or more non-functional electrical outlets	10%
1 or more non-functional lights	5%
Exposed and/or ungrounded wiring	50%
No electricity	75%
Wis. Stat. § 66.0104(1)(ah)4 Structural	
Unsafe so that a kitchen, bathroom or bedroom room is ordered vacated	75%
Unsafe so that any other room is ordered vacated	40%
Wis. Stat. § 66.0104(1)(ah)5 Plumbing and 6 Sewage Disposal	
Non-functional kitchen or bathroom sink	45%
Non-functional bathtub or shower (if only)	30%
Non-functional bathtub or shower (not only)	10%
Non-functional toilet (if only)	50%
Non-functional toilet (not only)	10%
Wis. Stat. § 66.0104(1)(ah)7 Smoke / Carbon Monoxide Detectors	
Non-functional smoke detectors and/or carbon monoxide detectors	10%
Wis. Stat. § 66.0104(1)(ah)8 Insects / Rodents	
Unsafe so that a kitchen, bathroom or bedroom room is ordered vacated	75%
Unsafe so that any other room is ordered vacated	25%
Wis. Stat. § 66.0104(1)(ah)9 Mold	
Unsafe so that a kitchen, bathroom or bedroom room is ordered vacated	75%
Unsafe so that any other room is ordered vacated	25%

Note: Rent Abatement shall not exceed 100%.

I. Other Remedies. The right of the tenant to abate a portion of their rent as established by this section does not preclude or affect in any way the tenant's right to abate under Wis. Stat. Ch. 704; nor shall it preclude or affect in any way the tenant's or owner's right to any of the remedies provided by the laws of the State of Wisconsin pertaining to the relationship of the owner and tenant or to a landlord and tenant.

9-2-14: RETALIATION:

Wis. Stat. § 704.45, is hereby adopted by reference except that it shall be expanded to include the following protected actions:

1. Tenant requesting and/or consenting to a complaint based rental inspection.
2. Tenant consenting to a proactive rental inspection.
3. Tenant submitting a rent abatement application.
4. Tenant participating in rent abatement determination appeal hearing.
5. Tenant withholding rent approved in the rent abatement determination.

9-2-15: PENALTY:

Except as otherwise provided in this chapter, each and every violation of the provisions of this chapter shall constitute a separate offense, and each and every day any provision of this chapter is violated shall constitute a separate offense, for which forfeiture may be imposed according to section 1-4-1 of this Code.

9-2-16: OTHER AVAILABLE REMEDIES:

Nothing contained in this chapter shall be construed to limit, preclude, or affect in any way the tenant's or owner's right to any other remedy provided by the laws of the State of Wisconsin.

9-2-17: SEVERABILITY:

If any provision of this chapter is deemed invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions of same. The several sections and subsections of this chapter are declared to be severable. If any section or portion thereof shall be declared by a decision of a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and not affect the validity of any other provisions, sections, or portions thereof of this chapter which shall remain in full force and effect.

Section 2. This ordinance shall take effect after publication on July 1, 2026.

INTRODUCED _____

APPROVED THIS _____ DAY

FIRST READING _____

OF _____, 2026

SECOND READING _____

MAYOR, RANDY KNAACK

PASSED _____

SUBMITTED BY:

PUBLISHED _____

ALDERPERSON

ATTEST _____

CITY CLERK, CATHERINE MARTIN



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Mayor Knaack & City Council

FROM: David Schofield, Director of Public Works

SUBJECT: Proposed Ordinance 2026-03, an Ordinance rezoning certain lands along 3M Drive (6103 3M Drive) from Restricted Industrial (I-1) District to Local Commercial (B-2) District

DATE: January 5, 2026 City Council Meeting

Kwik Trip, Inc. has submitted the attached Request for Rezoning from Restricted Industrial (I-1) District to Local Commercial (B-2) District for lands along 3M Drive.

Kwik Trip, Inc. purchased the property in question after the construction of their existing store and truck wash and desire to harmonize the zoning with the rest of their holdings in the area.

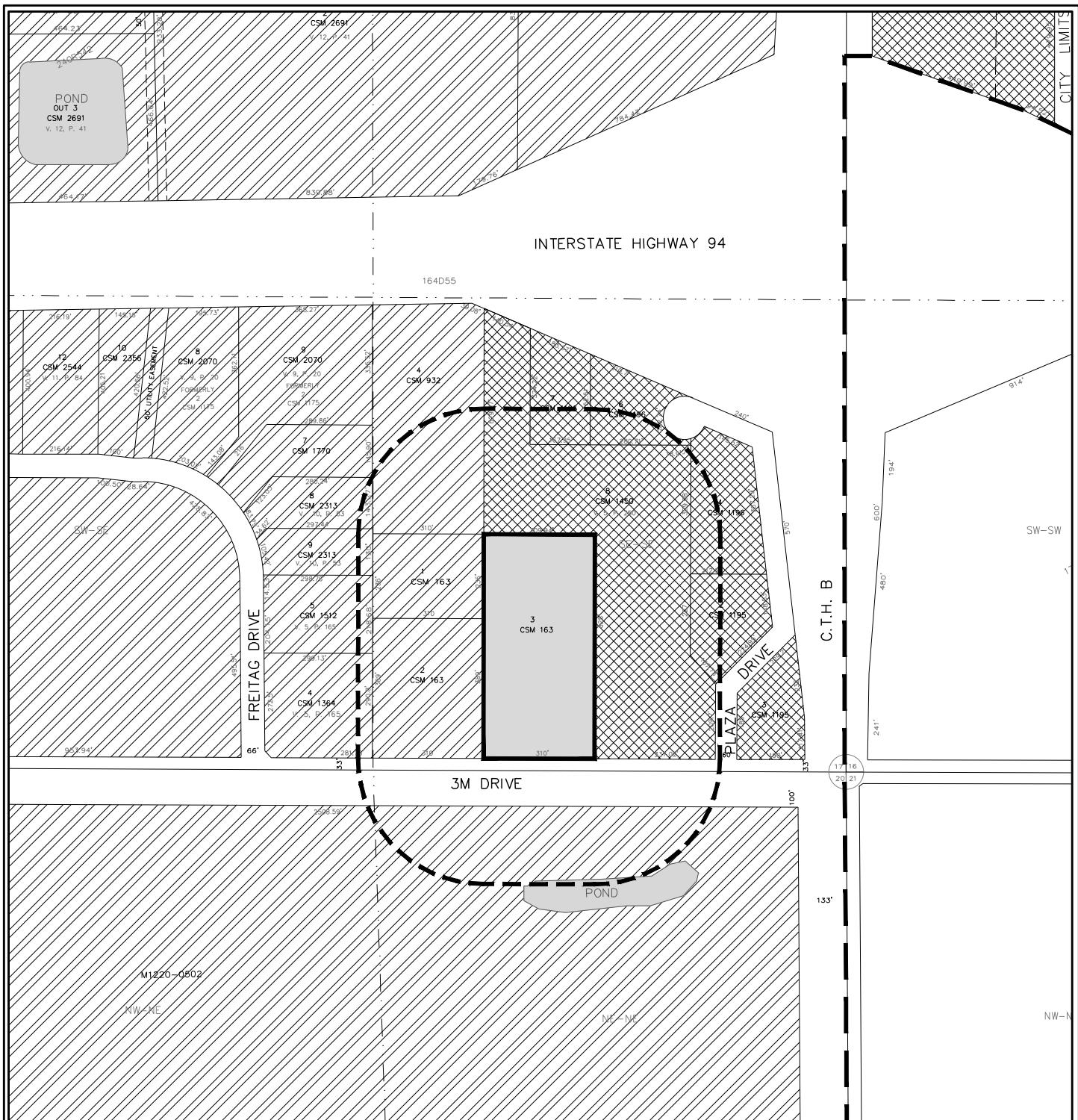
City Staff and Atty. Ludeman have prepared Proposed Ordinance 2026-03 which, if adopted, would complete the proposed rezoning. If the City Council is willing to consider this Rezoning Ordinance, the appropriate motions would be:

- ***Introduce Proposed Ordinance 2026-03, an Ordinance Rezoning Certain Lands along 3M Drive from Restricted Industrial (I-1) District to Local Commercial (B-2) District*** (no vote).
- ***Refer Proposed Ordinance 2026-03, an Ordinance Rezoning Certain Lands along 3M Drive from Restricted Industrial (I-1) District to Local Commercial (B-2) District, to the Plan Commission for Review and Recommendation*** (simple majority vote).

If these motions are approved, this matter would be reviewed at the January 26, 2026 Plan Commission meeting and brought back to the February 2, 2026 City Council meeting, during which a public hearing will be held.

Attachments:

- Location Map
- Request for Rezoning
- Proposed Ordinance 2026-03



CITY OF MENOMONIE REZONING MAP



SCALE:

- I-1 RESTRICTED INDUSTRIAL DISTRICT
- B-2 LOCAL COMMERCIAL DISTRICT

REZONE FROM I-1 TO B-2

— — — — — 350'-NOTIFICATION LIMITS AS REQUIRED BY THE CITY ORDINANCE



DATE: 12/22/25

REQUEST FOR REZONING



NAME: Kwik Trip, Inc.

ADDRESS: PO Box 2107, La Crosse, WI 54602

TELEPHONE NUMBER: 608-793-6199

EMAIL ADDRESS: nnewman@kwiktrip.com

PROPERTY OWNER IF DIFFERENT THAN ABOVE: Same as above

LOCATION OF PROPERTY YOU ARE REQUESTING TO BE REZONED (ATTACH MAP):

6013 3M Dr, Menomonie, WI 54751

EXACT LEGAL DESCRIPTION OF PROPERTY:

Taxkey:1725122812174400013

Lot 3 of Certified Survey Map No. 163 as recorded in Volume 1, Page 163 as Document No. 323619;

being a part of the SE 1/4 of the SE 1/4 of Section 17, Township 28 North, Range 12 West, City of Menomonie, Dunn County, Wisconsin.

CURRENT ZONING: I-1

PROPOSED ZONING: B-2

PROPOSED USE OF PROPERTY (ATTACH SITE PLAN):

Kwik Trip

**Nick
Newman** Digitally signed by Nick Newman
DN: cn=Nick Newman, c=US,
o=Kwik Trip Inc,
email=nnewman@kwiktrip.com
Date: 2025.12.18 12:50:15 -06'00

Applicant's Signature

NON-REFUNDABLE FEE: \$250

Receipt # _____ Account - 01.44733 (02)

To City Council:

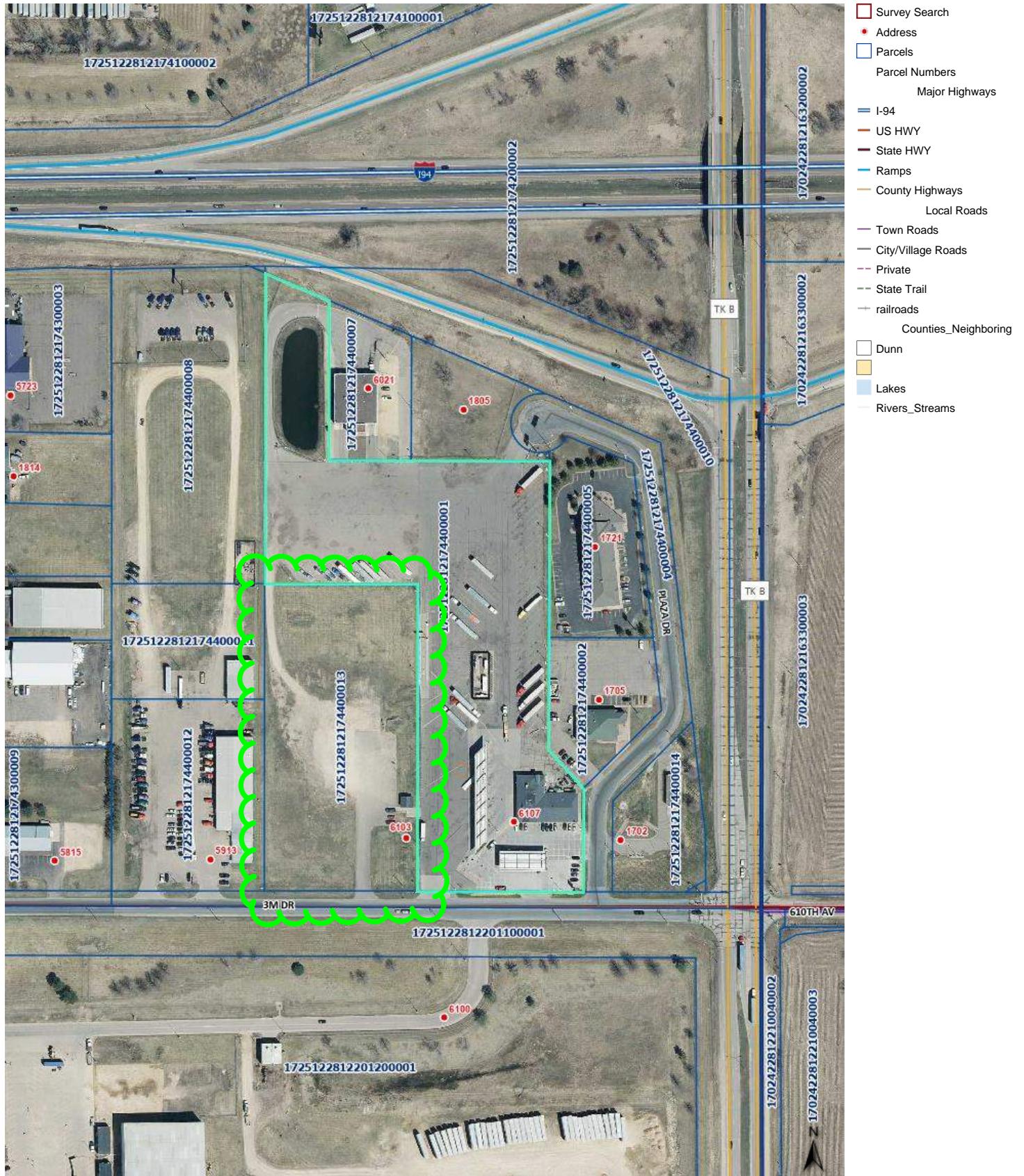
To Plan Commission:

Publication Dates: _____



 **Beacon**™

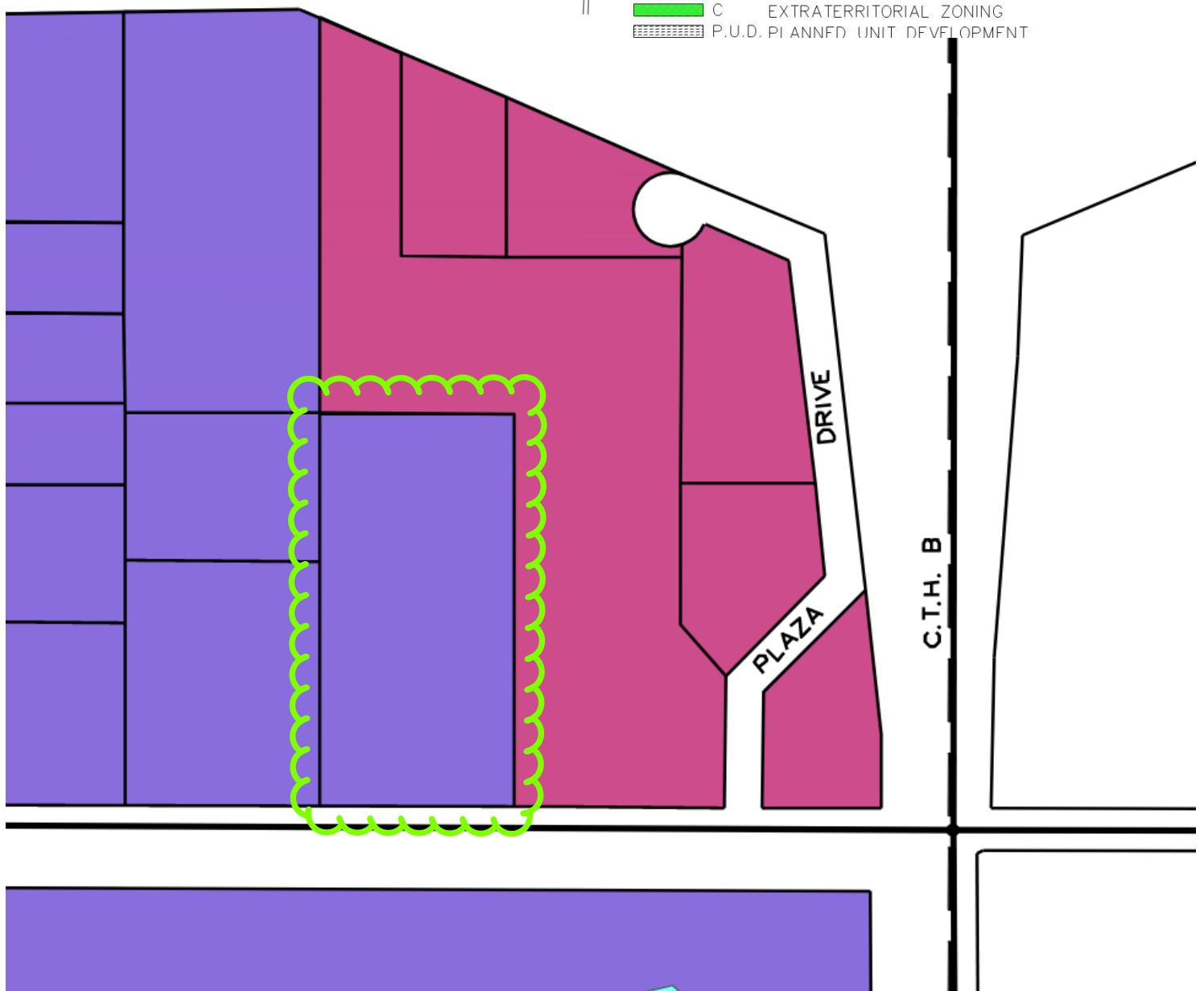
Dunn County, WI

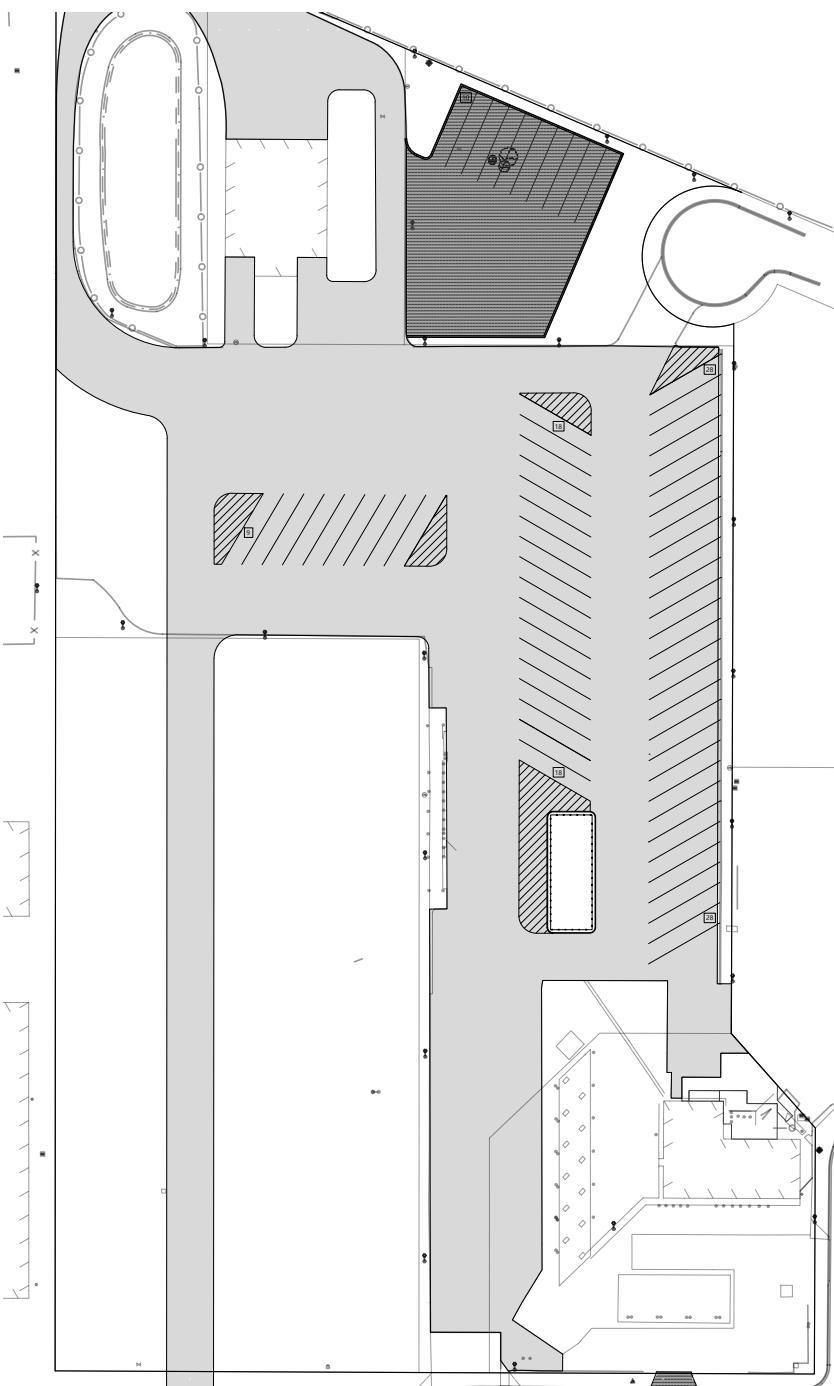




MENOMONIE
OFFICIAL ZONING
AUGUST 4, 2025

C	OPEN DEVELOPMENT CONSERVANCY DISTRICT
A	AGRICULTURE DISTRICT
R-1	SINGLE FAMILY RESIDENTIAL DISTRICT
R-2	LIMITED MULTIPLE RESIDENTIAL DISTRICT
R-3	MULTIPLE RESIDENTIAL DISTRICT
R-4	LIMITED FAMILY RESIDENTIAL TWIN HOME DISTRICT
B-1	GENERAL COMMERCIAL DISTRICT
B-2	LOCAL COMMERCIAL DISTRICT
B-3	LOCAL SHOPPING CENTER DISTRICT
B-4	NEIGHBORHOOD OFFICE DISTRICT
I-1	RESTRICTED INDUSTRIAL DISTRICT
I-2	RESTRICTED INDUSTRIAL DISTRICT 2
I-3	GENERAL INDUSTRIAL DISTRICT
T-1	TECHNOLOGY PARK DISTRICT
R-1	EXTRATERRITORIAL ZONING
A	EXTRATERRITORIAL ZONING
I-1	EXTRATERRITORIAL ZONING
B-1	EXTRATERRITORIAL ZONING
C	EXTRATERRITORIAL ZONING
P.U.D. PI ANNFD UNIT DFVFLOPMNT	




PROJECT INFORMATION
PROPOSED ALTERATIONS FOR:
KWIK TRIP #674
 6107 3M DR. • MENOMINEE, WI 54751

SITE INFORMATION:

 PROPERTY AREA: 663,143 SF. (15.22 ACRES)
 EXISTING ZONING: B-2, I-1
 PROPOSED ZONING: B-2
 PROPOSED USE: GAS STATION/ CONVINCE STORE
 AREA OF SITE DISTURBANCE: XXXXX
 SETBACKS:
 BUILDING: FRONT(NORTH) = 50'
 SIDE(EAST/WEST) = 10'
 REAR(NORTH) = 25'
 PAVEMENT: FRONT(SOUTH) = NO COOFED REQUIREMENTS
 SIDE(EAST/WEST) = NO COOFED REQUIREMENTS
 REAR(NORTH) = NO COOFED REQUIREMENTS
 PARKING PROVIDED: XX SPACE (XX H.C. ACCESSIBLE)
 HANDICAP STALLS REQUIRED: XX. HANDICAP STALLS PROVIDED: XX

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
BUILDING FLOOR AREA	0.39	17,078	2.6%
PAVEMENT (ASP. & CONC.)	0.03	1,154	6.0%
TOTAL IMPERVIOUS	0.98	434,733	65.0%
LANDSCAPE/ OPEN SPACE	5.24	228,411	34.4%
PROJECT SITE	15.22	663,143	100.0%

PROPOSED SITE DATA

	AREA (AC)	AREA (SF)	RATIO
BUILDING FLOOR AREA	0.39	17,078	2.6%
PAVEMENT (ASP. & CONC.)	0.45	368,108	55.5%
TOTAL IMPERVIOUS	0.84	385,186	58.1%
LANDSCAPE/ OPEN SPACE	6.38	277,957	41.9%
PROJECT SITE	15.22	663,143	100.0%

PRELIMINARY DATES
 DEC. 19, 2025

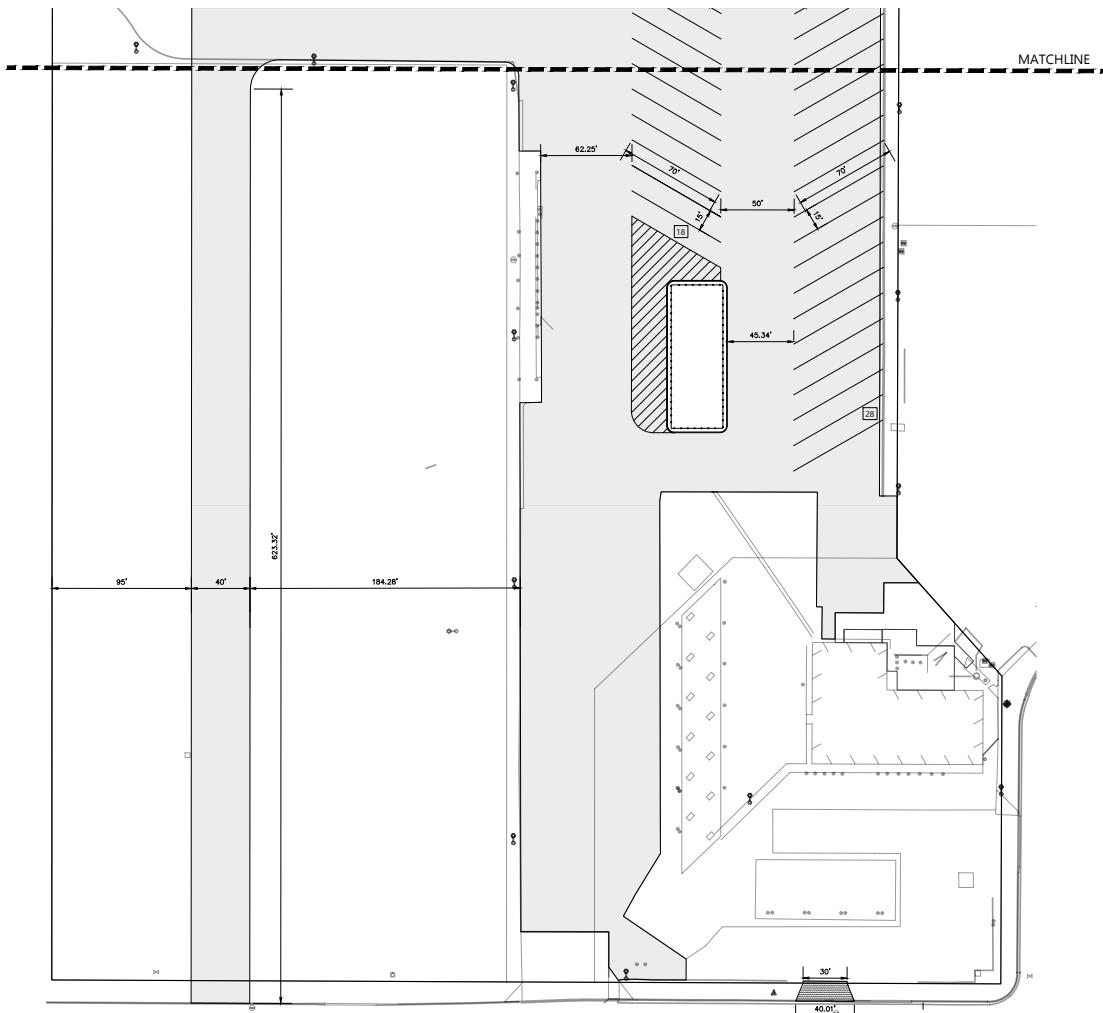
REVIEW SET #1
 JOB NUMBER
 250387500

 SHEET NUMBER
C100



PROJECT INFORMATION

PROPOSED ALTERATIONS FOR:
KWIK TRIP #674
6107 3M DR. • MENOMINEE, WI 54751



PRELIMINARY DATES
DEC. 19, 2025

REVIEW SET #1

JOB NUMBER
250387500

SHEET NUMBER

C101

SCALE: 1" = 40'
40' 0" 40' 0" 40' 0"
NORTH

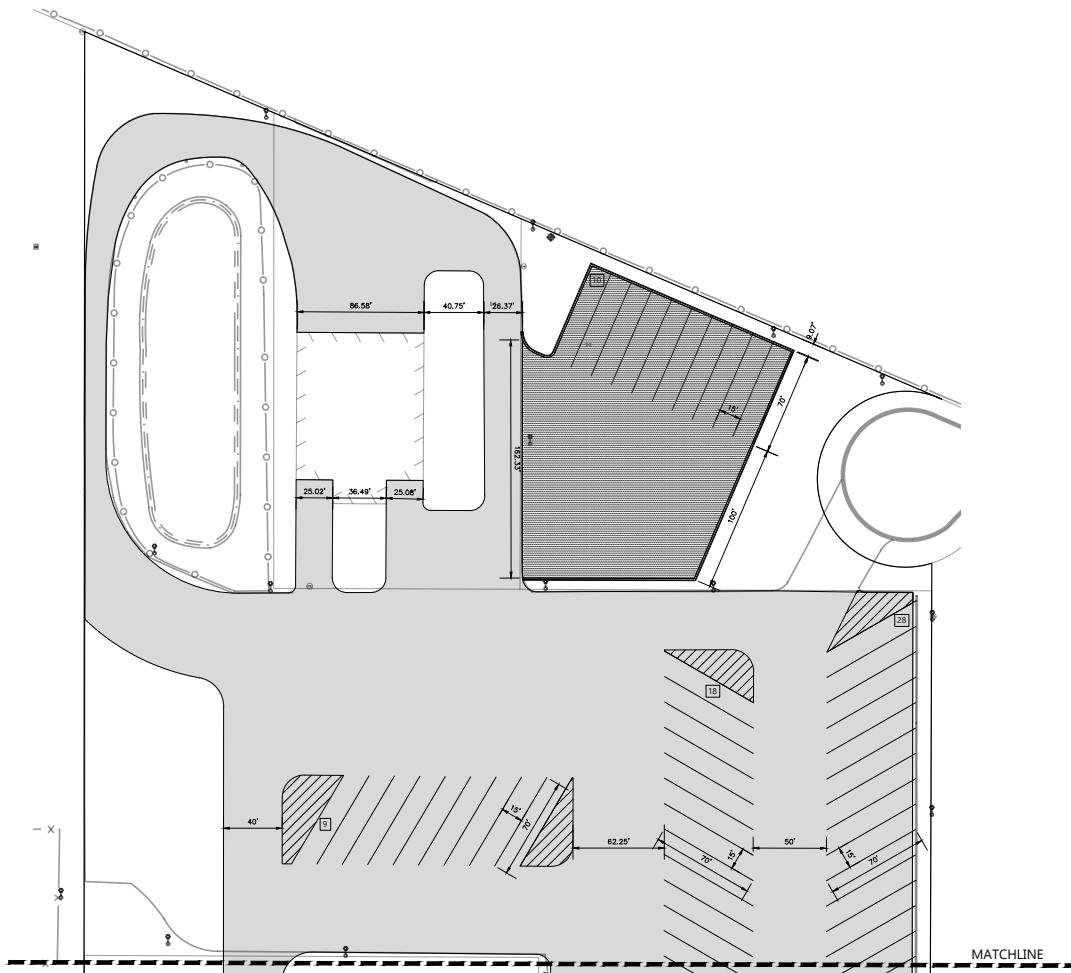
CIVIL SITE PLAN SOUTH



PROJECT INFORMATION

PROPOSED ALTERATIONS FOR:
KWIK TRIP #674

6107 3M DR. • MENOMINEE, WI 54751



SITE INFORMATION:

PROPERTY AREA: 663,143 S.F. (15.22 ACRES)
EXISTING ZONING: B-2, 1:1
PROPOSED ZONING: B-2
PROPOSED USE: GAS STATION/ CONVINCE STORE
AREA OF SITE DISTURBANCE: XXXXX
SETBACKS:
BUILDING: FRONT(SOUTH) = 50'
SIDE(EAST/WEST) = 36.49'
REAR(NORTH) = 25'
PAVEMENT: FRONT(SOUTH) = NO COUPLED REQUIREMENTS
SIDE(EAST/WEST) = NO COUPLED REQUIREMENTS
REAR(NORTH) = NO COUPLED REQUIREMENTS
PARKING PROVIDED: XX SPACE (XX H.C. ACCESSIBLE)
HANDICAP STALLS REQUIRED: XX, HANDICAP STALLS PROVIDED: XX

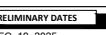
EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
BUILDING FLOOR AREA	0.39	17,078	2.6%
PAVEMENT (ASP. & CONC.)	9.45	431,654	63.0%
TOTAL IMPERVIOUS	9.84	434,732	63.0%
LANDSCAPE/ OPEN SPACE	5.34	238,411	34.4%
PROJECT SITE	15.22	663,143	100.0%

PROPOSED SITE DATA

	AREA (AC)	AREA (SF)	RATIO
BUILDING FLOOR AREA	0.39	17,078	2.6%
PAVEMENT (ASP. & CONC.)	9.45	368,108	55.5%
TOTAL IMPERVIOUS	9.84	385,186	58.1%
LANDSCAPE/ OPEN SPACE	6.38	277,957	41.9%
PROJECT SITE	15.22	663,143	100.0%

PROFESSIONAL SEAL



PRELIMINARY DATES
DEC. 19, 2025

REVIEW SET #1

JOB NUMBER
250387500

SHEET NUMBER
C102



CIVIL SITE PLAN NORTH

ORDINANCE 2026-03 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2026.

An ordinance changing the boundaries of certain districts under the Zoning Ordinance of the City of Menomonie.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. The district boundaries as shown on "District Map, City of Menomonie, Wisconsin," dated April 5, 1971, as amended, are hereby amended and changed as follows:

Lot 3 of Certified Survey Map No. 163 as recorded in Volume 1, Page 163 as Document No. 323619; being a part of the SE ¼ of the SE ¼ of Section 17, Township 28 North, Range 12 West, City of Menomonie, Dunn County, Wisconsin.

Be and hereby is changed from **Restricted Industrial District (I-1)** to **Local Commercial District (B-2)**.

Section 2. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

APPROVED THIS _____ DAY

FIRST READING _____

OF _____, 2026

SECOND READING _____

MAYOR, Randy Knaack

PASSED _____

SUBMITTED BY:

PUBLISHED _____

ATTEST _____

CITY CLERK, Catherine Martin

ALDERPERSON

TO: Eric Atkinson, Administrator & City Council

FROM: Jayme Schindler, Treasurer/Comptroller

SUBJECT: Outstanding Payroll Checks

Request to write off the following payroll checks.

The City Treasurer's Office has made several attempts to locate the Customer/Employee to have the outstanding checks cashed.

<u>NAME OF CHECK</u>	<u>AMOUNT</u>	<u>DATE</u>
Addison Bowell	\$ 49.87	3/31/22
Lori Mollan	\$120.00	5/13/22
Lori Mollan	\$96.00	9/15/22
Total Amount to Write Off	<u><u>\$ 265.87</u></u>	

TO: Eric Atkinson, Administrator & City Council
FROM: Jayme Schindler, Treasurer/Comptroller
SUBJECT: Uncollectible 2023 Personal Property Tax Write Off
DATE: December 1st, 2025

Request to write off the following uncollectible PP Tax bills:

TAX YEAR	NAME	AMOUNT
2023	Gas Retail Solutions	\$631.31
2023	JSK Growers	\$176.10
2023	La Dee Dah	\$9.82
2023	Ridgeland Repair	\$256.84
2023	Stonelight Ventures LLC	\$597.60
Total amount to write off		<u>\$1671.67</u>

Unable to charge back and several attempts to collect have been unsuccessful.

JANUARY 5, 2026 COUNCIL CLAIMS

2025 Claims

	<u>Description</u>	<u>Total Invoice</u>	<u>Amt Overdrawn</u>
24-7 TELCOM	MAYOR/WATER/SEWER - TELEPHONE	\$2,117.22	\$332.11
AMAZON	POLICE UNI - NEW OFFICER UNI&ACC - RANGE/WEAPON/RIOT CONTROL	\$134.73	\$134.73
B & B ELECTRIC INC	WATER - T & D METER - CONTRACTUAL REPAIRS/SERVICES	\$306.00	\$306.00
BUILDERS FIRST SOURCE	POLICE - RANGE/WEAPON/RIOT CONTROL	\$402.80	\$402.80
COLFAX MESSENGER	COUNCIL - MIN/LEGAL PUBL&ELECTIONS-MINUTES/LEGAL PUBLICATIONS	\$2,272.81	\$2,077.06
ENVIROTECH EQUIPMENT	SEWER - MAINT OF COLLECTION SYSTEM - MATERIALS/SUPPLIES	\$566.14	\$566.14
FLEET FARM	WATER - T & D MISC - UNIFORMS/ACC/PROTECTIVE WEAR	\$359.86	\$359.86
HALVERSON BROS INC	FIRE - BUILDING SUPPLIES/MAINT	\$328.64	\$101.07
MELSTOM INSPECTIONS INC	INSPECTION - CONTRACTUAL SERVICE/INSP	\$675.00	\$435.00
NCL OF WISCONSIN INC	SEWER - LAB OPER - CHEMICALS & SUPPLIES	\$1,240.29	\$1,056.19
PUBLIC SERVICE COMM OF WIS	WATER - REGULATORY COMMISSION EXP	\$773.09	\$773.09
WELD RILEY	ATTORNEY - LEGAL COUNSEL - COUNCIL & MAYOR - CONSULTING SERVICES	\$15,745.50	\$14,897.50
WIPFLI LLP	AUDIT - ACCOUNTING & AUDITING	\$19,040.25	\$19,040.25

Total **\$43,962.33** **\$40,481.80**

2026 Claims

	<u>Description</u>	<u>Total Invoice</u>	<u>Amt Overdrawn</u>
		<u>Total</u> \$0.00	\$0.00

Parking Utility Claims 2025

	<u>Description</u>	<u>Total Invoice</u>
		<u>Total</u> \$0.00 \$0.00

Parking Utility Claims 2026

	<u>Description</u>	<u>Total Invoice</u>
		<u>Total</u> \$0.00 \$0.00

**Revised

HIVE & HOLLOW

Class B Liquor License Application City of Menomonie

December 4, 2025

To the good people of the Menomonie City Council:

As you may know, Hive & Hollow was established in Menomonie in 2018. We have grown and evolved and were thrilled to be able to join the downtown community on East Main Street in August of 2024. We obtained a Class C wine license later the same year, and have been operating an eclectic shop filled with oddities, curiosities, hand made gifts, flowers, plants, home goods, antiques, vintage goods and vintage clothing.

We are now coming to Council to respectfully request expanding our license to a Class B Beer and a Class B Liquor license in the hopes of expanding our services to the community. We met with Buck Robertson, WI DOR Department of Alcoholic Beverages and Enforcement, to discuss the possibility of having this license. He believes that our store would qualify as a "novelty" store which would allow us to obtain this license, should Council agree, under State Statute 125.32 (3M):

(3m) LIMITATIONS ON OTHER BUSINESS; CLASS "B" PREMISES. No Class "B" license or permit may be granted for any premises where any other business is conducted in connection with the premises, except that this restriction does not apply if the premises for which the Class "B" license or permit is issued is connected to premises where other business is conducted by a secondary doorway that serves as a safety exit and is not the primary entrance to the Class "B" premises. No other business may be conducted on premises operating under a Class "B" license or permit. These restrictions do not apply to any of the following:

- (a) A hotel.
- (b) A restaurant, whether or not it is a part of or located in any mercantile establishment.
- (c) A combination grocery store and tavern.
- (d) A combination sporting goods store and tavern in towns, villages and 4th class cities.
- (e) A combination novelty store and tavern.
- (f) A bowling center or recreation premises.
- (g) A club, society or lodge that has been in existence for 6 months or more prior to the date of filing application for the Class "B" license or permit.
- (h) A movie theater.
- (i) A painting studio.
- (j) Premises for which a temporary Class "B" license is issued under s. **125.26 (6)** if the license is one of multiple licenses issued by the municipality to the same licensee for the same date and times, the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, and an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol at the event.
- (k) Premises for which a Class "B" permit is issued under s. **125.27 (5)**.
- (L) An axe throwing facility.

OSHA: 5947 Gift, Novelty and Souvenir Shops

Establishments primarily engaged in the retail sale of combined lines of gifts and novelty merchandise, souvenirs, greeting cards, holiday decorations, and miscellaneous small art goods. Included in this are

- Balloon shops - retail
- Curio shops - retail
- Gift shops - retail
- Greeting card shops - retail
- Novelty shops - retail
- Souvenir shops - retail

- Definition of Novelty

"Novelty" is defined by Miriam Webster as "something new or unusual/the quality or state of being **novel**/a small manufactured article intended mainly for personal or household adornment—usually used in plural.

Novelty Shop according to [Goong.com](https://www.goong.com/) "A novelty shop is a retail store primarily devoted to selling unique, quirky, and often playful items. These may include gag gifts, souvenirs, collectibles, and other unusual products that are typically intended for amusement or entertainment rather than practical utility."

Britanica Dictionary defines a small and unusual decoration or toy ie. Novelties filled the shelves - often used before another noun. Or a novelty shop/item.

Usage: The term "novelty shop" is often used to describe storefronts that cater to a wide range of customers looking for something fun or out of the ordinary. These shops are common in tourist areas, college towns, and places known for their eclectic culture. For example: "When visiting the boardwalk, we always stop by the novelty shop to find silly souvenirs."

Etymology: The word "novelty" originates from the Latin "novus," meaning "new." It has undergone a transformation, entering English in the early 14th century through Old French "novelté," which referred to the quality of being new or different. The term "shop," derived from the Old English "sceoppa," relates to a place where goods are sold or trade occurs. As a compound, "novelty shop" thus describes a place where new and unique items are sold.

Synonyms: Curiosity shop, Gift shop, Gag shop, Souvenir shop

We have provided a few pictures of just a small selection of some of the novelty items we sell if you haven't been in to see the shop yourself yet.

Operations & Licensing - Hive & Hollow is in the process of licensing several operators on staff and one is always present per statute. We put the public safety first and follow all the laws pertaining to our wine license. We will continue to uphold this level of professionalism with a full service class B license as well.

Hours - We maintain shorter bar hours - we do not intend to compete with the late night college bars but rather offer an alternative that provides a calm, relaxing and sophisticated atmosphere. We currently close by 9 pm, and intend to keep our hours similar to this if the full license is granted.

Community - Hive & Hollow strives to be an asset to the Menomonie community, bringing in visitors from out of town and offering community workshops, and event hosting opportunities. We believe the license will allow us to expand these offerings to a greater audience and continue to fill a void in downtown Menomonie.

We hope you will consider granting Hive & Hollow this license and opportunity to continue to grow and serve the Menomonie community. If you haven't been in yet, please stop by! Some people call it Menomonie's best kept secret. We are always available for questions and suggestions.

Thank you for your time and consideration!

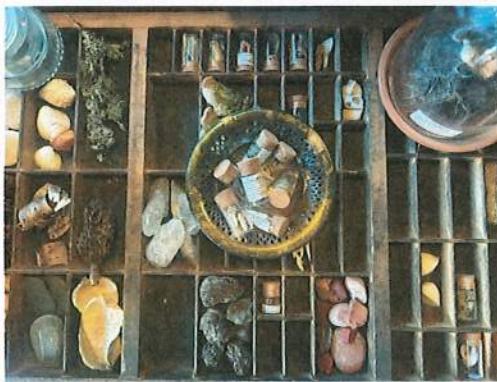
Sarah & The Hive & Hollow Team

Sarah Lambert Freeman, owner

hello@hiveandhollow.earth

- Some of the items we sell besides gifts, flowers, greeting cards include locally made art and chotchkies, cloches with unusual objects found in nature, antiques and vintage items, miniatures and supplies for hosting parties and events. Please see below!







Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Menomonee
License Period	07/01/2025-06/30/2025

License(s) Requested: (up to two boxes may be checked)

Class "A" Beer \$ 200 Class "B" Beer \$ 100
 "Class A" Liquor \$ 500 "Class B" Liquor \$ 500
 "Class A" Liquor (cider only) \$ 0 Reserve "Class B" Liquor \$ 10,000
 "Class C" Liquor (wine only) \$ 100

Fees	
License Fees	\$ 600
Background Check Fee	\$ 10
Publication Fee	\$ 8.50
Total Fees	\$ 618.50

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Hive & Hollow

2. Business Trade Name or DBA

Hive & Hollow

3. FEIN

4. Wisconsin Seller's Permit Number

5. Entity Type (check one)

Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

6. State of Organization

Wi

7. Date of Organization

06/01/2018

8. Wisconsin DFI Registration Number

9. Premises Address

222 Main St E

10. City

Menomonie

11. State

WI

12. Zip Code

54751D

13. County

Dunn

14. Governing Municipality: City Town Village
of:

15. Aldermanic District
Ward 5

16. Premises Phone

(715) 231-3133

17. Premises Email

hello@hiveandhollow.earth

18. Website

hiveandhollow.earth

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Wine is served at the bar, stored in a back room and all invoices are kept in a file accessible to all staff.

20. Mailing Address (if different from premises address)

same

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
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Penalty Imposed	Was sentence completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Law/Ordinance Violated	Location	Trial Date
------------------------	----------	------------

Penalty Imposed	Was sentence completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	------------------------------	--

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . Yes No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity 4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Lambert Freeman	Sarah	Owner	
Collins	Charis	Agent/manager	
Wolbert (Wolbert)	Anastasia	Manager	

Part D: Attestation

One of the following must sign and attest to this application:

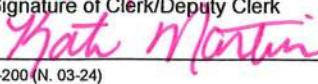
sole proprietor one general partner of a partnership one corporate officer one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Lambert Freeman	Sarah	K
Title	Email	Phone
Owner	hello@hiveandhollow.earth	

Signature  Date 12/04/2029

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
12/08/2025	Signature of Clerk/Deputy Clerk  Date Provisional License Issued (if applicable)		

Agent Type (check one) Original (no fee) Successor (\$10 fee for municipal licensees only)**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)

Charissimo Hive & Hollow LLC

2. Business Trade Name or DBA

3. Entity Type (check one)

 Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

 Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Collins

2. First Name

Charis

3. M.I.

D

4. Email

Charissimo@gmail.com

5. Phone

6. Home Address

1704 14th Ave E

7. City

Menomonie

8. State

WI

9. Zip Code

54751

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

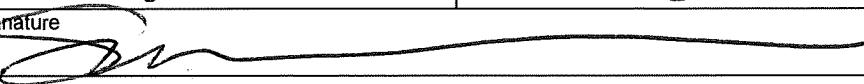
WI**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? Yes No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

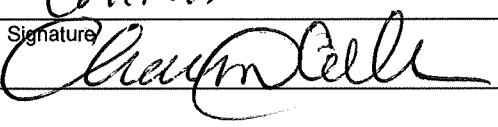
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Collins Freeman</i>	First Name <i>Charis</i>	M.I. <i>L</i>
Title <i>Owner</i>	Email <i>hello@hive and hollow earth</i>	Phone
Signature 	Date <i>12/4/25</i>	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Collins</i>	First Name <i>Charis</i>	M.I. <i>D</i>
Signature 	Date <i>12/4/25</i>	

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Hive and Hollow

2. Business Trade Name or DBA

3. Entity Type (check one)

 Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization**Part B: Individual Information**

1. Last Name

Collins

2. First Name

Charis

3. M.I.

D

4. Relationship to Business (Title)

manager

5. Email

charissimo@gmail.com

6. Phone

7. Home Address

1704 14th Ave E

8. City

Menomonie

9. State

WI

10. Zip Code

54751

11. Date of Birth

WT

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

Part C: Address History

1. Do you currently reside in Wisconsin? Yes No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years	Months
<i>20</i>	<i>2</i>

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State <i>WI</i>	County <i>Dunn</i>	State <i>OR</i>	County <i>Multnomah</i>	State <i>OR</i>	County <i>Benton</i>	State	County
State <i>MN</i>	County <i>Hennepin</i>	State <i>WA</i>	County <i>King</i>	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

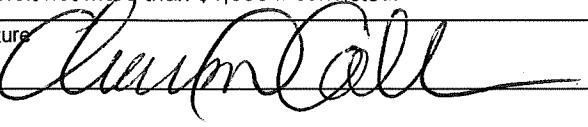
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date
	12/4/25

**Alcohol Beverage
Individual Questionnaire**Date
12/4/25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information					
1. Legal Business Name (individual name if sole proprietor) Hwe & Hollow					
2. Business Trade Name or DBA Hwe & Hollow River Co					
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization					

Part B: Individual Information					
1. Last Name Wolbert		2. First Name Anastasia		3. M.I. M	
4. Relationship to Business (Title)		5. Email		6. Phone	
7. Home Address 600 11th St. E					
8. City Menomonie		9. State WI	10. Zip Code 54751	11. Date of Birth	
12. Drivers License/State ID Number Wisconsin					
13. Drivers License/State ID State of Issuance					

Part C: Address History							
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? <table border="1"><tr><td>Years 20</td><td>Months</td></tr></table>						Years 20	Months
Years 20	Months						
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 E3577 Cty Rd. D		City Menomonie		State WI	Zip Code 54751		
Previous Address 2		City		State	Zip Code		
Previous Address 3		City		State	Zip Code		
Previous Address 4		City		State	Zip Code		
Previous Address 5		City		State	Zip Code		
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County DUNN	State WI	County EAU CLAIRE	State	County		
State	County	State	County	State	County		

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

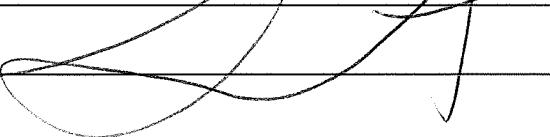
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date
	8/12/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

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Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Hive & Hollow

2. Business Trade Name or DBA

Hive & Hollow Flower Co

3. Entity Type (check one)

Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

Part B: Individual Information

1. Last Name Lambert Freeman	2. First Name Sarah	3. M.I. K
4. Relationship to Business (Title) Owner	5. Email sarah@hiveandhollow.earth	6. Phone
7. Home Address N5150-410th-Street		
8. City Menomonie	9. State WI	10. Zip Code 54751
12. Drivers License/State ID Number	11. Date of Birth WI	
13. Drivers License/State ID State of Issuance WI		

Part C: Address History

1. Do you currently reside in Wisconsin? Yes No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years 13	Months 3
--------------------	--------------------

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1 N5150 410th Street	City Menomonie	State WI	Zip Code 54751
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State MN	County Hennepin	State MN	County Ramsey	State WI	County Green Lake	State WI	County Milwaukee
State MA	County Dukes	State	County	State	County	State	County

Continued →

Part D: Criminal History

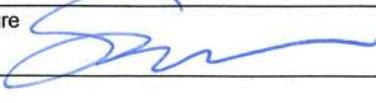
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 12/04/2025
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CITY OF MENOMONIE COUNCIL MEETING

LICENSES – January 5, 2026

LICENSE YEAR – 2025-2026

MOBILE FOOD ESTABLISHMENT:

dreamBig Hospitality, LLC, dba Chick-Fil-A Tri-State Food Truck, 1201 Broadway Ave S, Rochester, MN 55904

OTH NE, LLC, dba On the Hook Fish & Chips, 3717 Cherrywood West Loop, Laramie, WY 82070

MOBILE HOME PARK:

Pleasant Valley Properties of WI, LLC, dba Wilson Mobile Estates, 3003/3014 Wilson St

SECONDHAND ARTICLE:

K. Chuck's Powersports & Consignments, LLC, 3206 State Road 25

K&B Toys & Collectibles, 1214 Broadway St N

Navarre Antiques, dba Triangle Arts & Antiques, 335 Main St E