

SALEM LAKES BOARD OF TRUSTEES

***** AMENDED *****

REGULAR MEETING AGENDA

Monday, April 7, 2025 at 6:00 PM

Salem Lakes Village Hall, 9814 Antioch Road, Salem WI 53168

President: Rita Bucur

Trustees: Bill Hopkins

Dennis Faber

Pete Poli

Ron Gandt

Jared Young

Bill Barhyte

View this meeting on YouTube: <https://www.youtube.com/c/VillageofSalemLakesWI>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. OPEN MEETING COMPLIANCE CHECK

5. APPROVAL OF AGENDA SEQUENCE

6. PUBLIC COMMENTS - Please address the Board. No back-and-forth discussions (3-minute limit).

7. PRESIDENT'S COMMENTS

8. TRUSTEE REPORTS

Discussion and possible action on the following items:

- 8.1. Public Safety Liaison

9. PRESENTATIONS, PETITIONS, COMMUNICATIONS

Discussion and possible action on the following items:

- 9.1 CTY W Presentation with Greg Boldt, Kenosha County Highway Commissioner and Caleb Manske, Transportation Project Manager with RA Smith
- 9.2 Economic Development Committee Update

10. TREASURER'S OFFICE

Discussion and possible action on the following items:

- 10.1 Introduction of Kristopher DeMent, Treasurer/Finance Director

11. CLERK'S OFFICE

Discussion and possible action on the following items:

- 11.1 Approval of minutes from March 10, 2025, Village Board Meeting
- 11.2 Ordinance 2025.4-92 an ordinance repealing and recreating the provisions of Chapter 128-10 of the Municipal Code for the Village of Salem Lakes to adopt the State of Wisconsin Municipal Records Schedule (WMRS)
- 11.3 Spring Election Update

- 11.4 Approval of applications filed with the clerk for a direct seller, operator license and/or alcohol licensing with approval contingent on background check clearance, completion of beverage server class, and payment of the necessary fees:

CLASS “B” BEER AND “CLASS B” LIQUOR

NAME & ADDRESS OF APPLICANT	TRADE NAME & ADDRESS OF ESTABLISHMENT
Kenosha County Fair Association 30820 111 th St PO Box 96 Wilmot WI, 53192 Agent: Jenny Hesse	Kenosha County Fair Association, Inc 30820 111 th St Wilmot, WI 53192

DIRECT SELLERS:	<u>LEGACY TELECOM</u>		
	Ashton Hill	Austin Weber	Braydon Miller
	Caleb Williams	Austin Morales	

12. PLANNING & ZONING

Discussion and possible action on the following items:

- 12.1 Ordinance 2025.04-91, repealing Chapter 490-8.4, of the Municipal Code of the Village of Salem Lakes, regulating multiple zoned parcels.
- 12.2 Ordinance 2025.04-89 amending to the Land Use Plan Maps for the Village of Salem Lakes (Maps 23, 24 &25), on a portion of Tax Parcel #70-4-120-233-0205 from I-1 (Institutional) to HC (Highway Corridor Business). For informational purposes only this parcel is located on the west side of STH ‘83’ at the intersection with 98th Street (Salem Lakes Village Hall).
- 12.3 Ordinance 2025.04-90 amending the Zoning Map for the Village of Salem Lakes, on a portion of Tax Parcel #70-4-120-233-0205 from I-1 (Institutional) to B-3 (Highway Business). For informational purposes only this parcel is located on the west side of STH ‘83’ at the intersection with 98th Street (Salem Lakes Village Hall).
- 12.4 Conditional Use Permit from Wonderful Wilmot LLC, 12001 2304th Avenue, Trevor, WI 53179 (Owner), Dwayne Garwood, 12001 2304th Avenue, Trevor, WI 53179 (Agent), for a fueling station and automotive service and repairs station in the B-2 (Community Business District), on Tax Parcel #70-4-120-303-0766, located in the Southwest ¼ of Section 30, Township 1 North, Range 20 East, Village of Salem Lakes. For informational purposes only this parcel is located on the southwest corner of the intersections of 113th Street (CTH ‘C’) and Fox River Road (CTH ‘W’).

13. ADMINISTRATOR

Discussion and possible action on the following items:

- 13.1 Closing Village Hall for staff training on the BS&A Software Suite on Wednesday, April 9 and Thursday, April 10, 2025.

14. CLOSED SESSION

- 14.1. Closed session pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) and pursuant to Wis. Stats § 19.85 (1) (g) (for purposes of 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 may be involved), specifically concerning terms and conditions of contractual rights and obligations with the Village of Paddock Lake regarding debt service credits and ownership of the heavy rescue fire truck under the parties' "Agreement for Firefighting, Fire Inspection and Rescue Services to be Provided by the Village of Salem Lakes to the Village of Paddock Lakes."
- 14.2. Reconvene into Open Session pursuant to Wis. Stat. 19.85(2) for possible additional discussion and/or action concerning any matter discussed in closed session.

13. ADJOURNMENT

This notice was posted at: Salem Lakes Village Hall, Salem Lakes website at www.voslwi.gov, and the E-Notification List.

Dated this Thursday, April 3, 2025.
Sara Spencer, Village Clerk

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request service, contact Sara Spencer at 262-843-2313.

***Notice is hereby given:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be present at this above stated meeting to gather information about a subject over which they may have decision making responsibility. No action will be taken by any other governmental body except by the governing body noticed above. It is intended that this notice shall constitute an adequate notice of the meeting pursuant to State ex rel Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W. 2d 408 (1993).

- Village Board meetings – 1st and 3rd Monday of the month
- Plan Commission meetings - 3rd Wednesday of the month
- Board of Appeals meetings – 4th Wednesday of the month
- Fire Commission meetings – 4th Monday of the month
- Park Commission meetings – 4th Thursday of the month
- Economic Development Committee meetings – TBD

To be added to our E-notification list, send an email to: clerk@voslwi.gov

SALEM LAKES BOARD OF TRUSTEES REGULAR MEETING MINUTES

Monday, March 10, 2025 at 6:00 PM

Salem Lakes Village Hall, 9814 Antioch Road, Salem, WI 53168

View this meeting on YouTube: <https://www.youtube.com/c/VillageofSalemLakesWI>

President:	Rita Bucur	Trustees:	Bill Hopkins	Dennis Faber	Pete Poli
			Ron Gandt	Jared Young	Bill Barhyte

Minutes approved by the Board at the Regular Meeting on October 7, 2025.

1. CALL TO ORDER

President Bucur called the Village Board Meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

President Bucur led the Pledge of Allegiance.

3. ROLL CALL

Clerk, Sara Spencer took roll call with the following trustees present: Bill Barhyte, Pete Poli, Dennis Faber, Ron Gandt, Bill Hopkins, Jared Young, and President Rita Bucur.

Staff present: Village Administrator Cassandra Hiller, Village Clerk Sara Spencer, Fire Chief Al Carr, Public Works Director Brad Zautcke, Deputy Director of Public Works Andrew Kreye, Deputy Treasurer Kristen Hedlund and Village Attorney Remzy Bitar

4. OPEN MEETING COMPLIANCE CHECK

The agenda was posted at the Salem Lakes Village Hall and on the Village website on Friday, March 7, 2025.

5. APPROVAL OF AGENDA SEQUENCE

No changes made.

6. PUBLIC COMMENTS

Ross Swartz, 31315 93rd St; questioned how often the new Forestry Mulcher on the agenda would be used.

7. PRESIDENT'S COMMENTS

President Bucur invited the Board and public to the upcoming EDC Public Information Session on Saturday. The EDC is looking for public opinions and there is a survey on the Village website. Bucur thanked everyone who submitted applications for our Boards & Commissions. Open positions will be appointed on April 21, 2025.

8. TRUSTEE REPORTS

Trustee Hopkins recognized three members of the fire department who assisted a new resident with a gas leak.

9. PRESENTATIONS, PETITIONS, COMMUNICATIONS

9.1. Central High School Update – John Gendron, District Administrator

Administrator John Gendron provided a post referendum update and financials for the District.

9.2. Silver Lakes Happenings Event Schedule

The Village Board approved the requested dates for the following events at Schmalfeldt Park:

- Car Show – May 18, 2025
- Fall Fest – September 2, 2025
- Silver Bells Festival of Lights Parade – December 12, 2025

MOTION by Trustee Hopkins, second by Trustee Faber to approve the dates as requested.

UNANIMOUS VOTE – AYE

MOTION CARRIED – 7-0

9.3 Introduction of Kristen Hedlund, Accounts Payable / Deputy Treasurer

Hedlund introduced herself to the Board.

10. ADMINISTRATOR'S OFFICE

10.1 Flock Camera Presentation and request to purchase two cameras for \$8,500 to be placed on Hwy C in Wilmot and on Hwy 83 at the State Line

MOTION by Trustee Poli, second by Trustee Barhyte to table the purchase of the Flock Cameras.

ROLL CALL VOTE: Faber, Poli, Barhyte – AYE Gandt, Hopkins, Young, Bucur – NO

MOTION FAILS -- 3-4

MOTION by Trustee Hopkins, second by Trustee Gandt to approve the purchase of two Flock Cameras for \$8,500 to be placed on Hwy C in Wilmot and on Hwy 83 at the State Line. After discussion, Trustee Hopkins amended his motion to table the purchase pending further information, second by Gandt.

UNANIMOUS VOTE – AYE

MOTION CARRIED – 7-0

10.2 Discussion regarding Journey Disaster Response Team facility use

Administrator Hiller presented a recap of the use of the building by Journey Disaster Response Team (DRT). The Village has provided the space to DRT rent and utility free since 2017 including facility maintenance and insurance. During budget discussions it was recommended that the Village move its operations from the old Silver Lake to the building DRT is currently occupying so that in the case of an emergency, the Village would have EMS on both sides of the track. Notice was given to DRT and the Village has been working with DRT to possibly find another location and extend the deadline to vacate the building. No action taken.

11. TREASURER'S OFFICE

11.1 CLA Contract to provide the 2025 annual audit services for \$26,000

MOTION by Trustee Hopkins, second by Trustee Faber to approve the CLA Contract to provide the 2025 annual audit services for \$26,000.

ROLL CALL VOTE: Bucur, Young, Hopkins, Gandt, Faber, Barhyte -- AYE Poli – NO

MOTION CARRIED – 6-1

11.2 Appointment of Sara Spencer as Interim Treasurer

MOTION by Trustee Hopkins, second by Trustee Poli to appoint Sara Spencer as Interim Treasurer.

UNANIMOUS VOTE – AYE

MOTION CARRIED – 7-0

12. CLERK'S OFFICE

12.1 Approval of minutes from February 24, 2025 Village Board Meeting

MOTION by President Bucur, second by Trustee Faber to approve the minutes from February 24, 2025, Village Board Meeting.

UNANIMOUS VOTE – AYE

MOTION CARRIED – 7-0

13. PUBLIC WORKS

13.1 Purchase of a forestry mulching head to replace our 19-year-old brush cutter from Burriss in the amount of \$21,960.68

MOTION by Trustee Barhyte, second by Trustee Poli to repair the current mulching head with an amount not to exceed \$7,500 and budget for replacement in the future.

ROLL CALL VOTE: Faber, Poli, Barhyte -- AYE Bucur, Young, Hopkins, Gandt -- NO

MOTION FAILS -- 3-4

MOTION by Trustee Hopkins, second by Trustee Gandt to Purchase of a forestry mulching head to replace our 19-year-old brush cutter from Burriss in the amount of \$21,960.68.

ROLL CALL VOTE: Bucur, Young, Hopkins, Gandt, Faber -- AYE Poli, Barhyte -- NO

MOTION CARRIED – 5-2

14. CLOSED SESSION

14.1. Closed session pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session), specifically 70-4-120-214-0220 on 269th Avenue, and 70-4-120-213-0575 on 278th Avenue, and 70-4-120-074-3460 on Maple Street.

MOTION by Hopkins, second by Poli to move into closed session to deliberate on 14.1.

ROLL CALL VOTE: President Bucur, Trustees Hopkins, Gandt, Faber, Poli, and Barhyte – AYE Young abstained. MOTION CARRIED – 6-0

The Board moved out of open session and into closed session at 7:44pm.

14.2. Reconvene into Open Session pursuant to Wis. Stat. 19.85(2) for possible additional discussion and/or action concerning any matter discussed in closed session. Possible action regarding 70-4-120-214-0220 on 269th Avenue, and 70-4-120-213-0575 on 278th Avenue, and 70-4-120-074-3460 on Maple Street.

MOTION by Trustee Hopkins, second by Trustee Poli to reconvene into open session.

UNANIMOUS VOTE – AYE MOTION CARRIED -- 6-0 (Young not in Closed Session)

The Board moved out of closed session and into open session at 8:29 p.m.

MOTION by President Bucur, second by Trustee Gandt to direct staff to proceed as discussed in closed session.

ROLL CALL VOTE: President Bucur, Trustees Hopkins, Gandt, Faber, Poli, and Barhyte – AYE

MOTION CARRIED – 6-0

15. ADJOURNMENT

MOTION by President Bucur, second by Trustee Hopkins to adjourn the Village Board Meeting.

UNANIMOUS VOTE – AYE MOTION CARRIED – 7-0

This Village Board Meeting adjourned at 8:32pm

Minutes Prepared by:

Sara Spencer, Village Clerk



Office of the Village Clerk

TO: Salem Lakes Village Board
FROM: Sara Spencer, Village Clerk
DATE: April 7, 2025
RE: Record Retention – adopt WMRS

The Wisconsin Municipal Records Schedule (WMRS) is a general records schedule that Wisconsin municipalities can adopt to guide the administration and disposition of public records, ensuring consistent retention and accountability. The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments

Local governments are required to adopt the schedule before using it to schedule their records. The schedule ensures consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

It was found that the previous agreement and documentation could not be found on file within the Clerk's Office and the Public Records Board advised that the Village should submit new documentation for approval.

ORDINANCE NO. 2025.4-92

AN ORDINANCE REPEALING AND RECREATING THE PROVISIONS OF CHAPTER 128-10 OF THE MUNICIPAL CODE FOR THE VILLAGE OF SALEM LAKES TO ADOPT THE STATE OF WISCONSIN MUNICIPAL RECORDS SCHEDULE (WMRS).

NOW THEREFORE IT BE RESOLVED that the Common Council of the City of Burlington, Racine County, Wisconsin does hereby ordain as follows:

Part I. Purpose. The purpose of this ordinance is to repeal Chapter 128-10 of the Municipal Code effective within the Village of Salem Lakes relating to the retention of public records and destruction of obsolete public records.

Part II. Chapter 128-10 Repealed and Recreated. The provisions of Chapter 128-10 of the Village of Salem Lakes Municipal Code are repealed and recreated as follows:

Chapter 128-10. Adoption of Schedule.

128-10. The Village hereby adopts and incorporates herein the General Records Schedule for Wisconsin Municipal and Related Records approved by the Public Records Board on December 18, 2024.

Part III. Effective Date. This ordinance shall take effect and be enforced after publication and posting as required by law.

Adopted by the Village Board of the Village of Salem Lakes, Kenosha County, Wisconsin, this 7th day of April, 2025.

Rita Bucur, President

Attest:

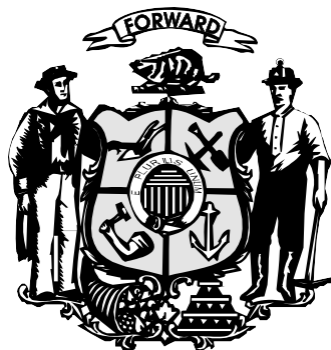
Sara Spencer, Village Clerk

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

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Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

The WMRS is available for adoption by all Wisconsin cities, villages, and towns; along with other non-county local units of government. County governments should refer to the County General Schedule for their record retention requirements. The WMRS is intended to serve as guidance for records that are created or received by your particular unit. Adopting the schedule does not require local units to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the original and two copies of the [Notification of General Schedules Adoption](#) (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

All municipalities may adopt the PRB approved General Records Schedules to supplement the WMRS. See [Section VI](#) of this instruction for more information.

Specific schedules may also be set by Records Disposition Authorizations (RDAs). Please consult the PRB webpage on [Information for Counties and Municipalities](#) for more information and instructions.

Municipalities that choose not to adopt the WMRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. 19.21(4). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not the record series contains information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title. Information on transferring records can be found on the [Society's webpage](#) pertaining to proper handling of obsolete records.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the [General Records Schedules](#) that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.</p> <p>Authority provided by Wis. Stat. § 135.06(1)(a)(1).</p>	Permanent	No	N/A

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Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	<p>Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted.</p> <p>Authority provided by Wis. Stat. § 7.23(1)(c).</p>	<p>Event+4 years; Event=When deemed ineligible</p>	No	Waived
Poll (Voter) Lists	<p>List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14).</p> <p>Authority provided by Wis. Stat. § 7.23(1)(e).</p>	<p>Event+22 months; Event=Election</p>	No	Waived

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Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget & Related General Records Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Municipal Construction Projects: Final As-Built Plans	Final as-built plans and original drawings for public buildings, streets, sewers, sidewalks, etc.	Event; Event=Life of structure	No	Waive
Municipal Construction Projects: Final As-Built Plans (Historically Significant)	Use for historically significant projects. (Typically large-scale projects. May include construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic	Event: Event=Life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Municipal Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Municipal Project Records (Historically Significant)	Use for historically significant projects. (Projects are typically large-scale and may include new construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	<p>Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.</p> <p>This series may also include public hearing notice, reports, public hearing documentation, and decision.</p>	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 19.21(4)(a) states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 19.21(4)(a) states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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VILLAGE BOARD EXECUTIVE SUMMARY

April 7th, 2025

PLANNING & ZONING AGENDA ITEM 12.1

Date: April 1st, 2025

To: Salem Lakes Village Board
Cassandra Hiller, Administrator

From: Bradley H. Zautcke

RE: Ordinance 2025.04-91, repealing Chapter 490-8.4, regulating multiple zoned parcels

Attached is Ordinance 2025.04-9 to repeal Chapter 490-8.4, of the Municipal Code of the Village of Salem Lakes, regulating multiple zoned parcels. This is a Village sponsored request.

Repealing this ordinance will allow for the split zoning of parcels and allow for multiple district zoning regulations on single lots. This will allow for more flexibility, within our zoning code, for future building and development of parcels.

For example, this would allow the Village Hall parcel to be zoned business and institutional. The former Salem Rescue Building can then be recognized and regulated with business zoning and the remainder of the parcel would be regulated by institutional zoning.

The Plan Commission held a Public Hearing for this agenda item on March 19th, 2025. One member of the audience asked why the Village is requesting to repeal an Ordinance it created in 2020. The Ordinance created in 2020 was intended to simplify enforcing zoning violations on multiple zoned parcels. The intent of the ordinance, created in 2020, has not been realized and in some circumstances makes developing parcels more difficult.

Commissioner Maggio made a motion to recommend the Village Board adopt Ordinance 2025.04-91, an ordinance repealing Chapter 490-8.4, regulating multiple zoned parcels. Commissioner Erickson seconded the motion. The motion carried unanimously 5-0.

ORDINANCE NO. 2025.04-91

**AN ORDINANCE AMENDING CERTAIN PROVISIONS OF CHAPTER 490
OF MUNICIPAL CODE OF THE VILLAGE OF SALEM LAKES REGULATING MULTIPLE
ZONED PARCELS.**

The Village Board of the Village of Salem Lakes, Kenosha County, Wisconsin, does here by ordain as follows:

SECTION 1. Purpose. The purpose of this ordinance is to repeal certain provisions of the Municipal Code regulating Zoning and Shoreland/Floodplain Zoning.

SECTION 2. Multiple District Lots Regulations Repealed. Chapter 490 Part III Article 8 §490-8.4 Multiple District Lots is repealed:

- A. *For purposes of this chapter, any lot or parcel, a portion of which lies within more than one zoning district, shall be designated as a multiple district lot.*
- B. *Multiple district lots shall be considered to be located entirely within, and shall be subject to the regulations applicable to, the zoning district in which the largest portion of the lot or parcel lies.*
- C. *Any structure or use of land and structures located on a multiple district lot as of the date of adoption of this section which does not strictly comply with the regulations applicable to the zoning district in which the largest portion of the multiple district lot lies shall be considered nonconforming and shall be subject to the provisions of Article 32 of this chapter.*

SECTION 3. Severability. Each section, subsection, paragraph, sentence, clause, phrase and provision of the foregoing ordinance is and the same is hereby declared to be severable and if any portion or provision thereof is duly determined to be invalid for any reason, such determination shall not invalidate any other portion or provision thereof

SECTION 4. Effective Date. This ordinance shall take effect and be enforced from and after publication and posting as required by law.

Adopted by the Village Board of the Village of Salem Lakes, Kenosha County, Wisconsin, this 7th day of April, 2025.

Attest:

Sara Spencer, Clerk

Rita Bucur, President

Voted Aye ___ Voted Nay ___

Abstain ___ Absent ___

Chapter 490. Zoning and Shoreland/Floodplain Zoning

Part III. General Land Use Regulations

Article 8. Site Regulations

§ 490-8.4. Multiple district lots.

[Amended 10-12-2020 by Ord. No. 2020.10-20]

- A. For purposes of this chapter, any lot or parcel, a portion of which lies within more than one zoning district, shall be designated as a multiple district lot.
- B. Multiple district lots shall be considered to be located entirely within, and shall be subject to the regulations applicable to, the zoning district in which the largest portion of the lot or parcel lies.
- C. Any structure or use of land and structures located on a multiple district lot as of the date of adoption of this section which does not strictly comply with the regulations applicable to the zoning district in which the largest portion of the multiple district lot lies shall be considered nonconforming and shall be subject to the provisions of Article 32 of this chapter.

VILLAGE BOARD EXECUTIVE SUMMARY APRIL 7th, 2025 PLANNING & ZONING AGENDA ITEM 12.2

Date: April 1st, 2025

To: Salem Lakes Village Board
Cassandra Hiller, Administrator

From: Bradley H. Zautcke

RE: Salem Lakes Village Hall Comprehensive Plan Map Amendment Ordinance 2025.04-89

Attached is Ordinance 2025.04-89 an ordinance amending the Land Use Plan Map, on a portion of Tax Parcel #70-4-120-233-0205, from I-1 “Institutional” to HC “Highway Corridor Business”.

The Plan Commission held a Public Hearing for this agenda item March 19th, 2025. This is a Village sponsored request, to allow for the leasing of the former Village Rescue Building to a business. No one spoke in favor or against the request.

Commissioner Erickson made a motion to approve Resolution 2025.03-123, a resolution recommending the Village Board adopt an ordinance approving the Land Use Map Amendment. Commissioner Hart seconded the motion. The motion carried unanimously 5-0.

My recommendation is to approve Ordinance 2025.04-89, as recommended by the Planning Commission on March 19th, 2025.

ORDINANCE NO. 2025.04-89

**ORDINANCE ADOPTING AN AMENDMENT TO
LAND USE PLAN MAPS FOR THE VILLAGE OF SALEM LAKES (MAPS 23, 24 & 25)**

The Village Board of Salem Lakes, Wisconsin, does ordain as follows:

Section 1. Pursuant to Sections 62.23 and 61.35 of the Wisconsin Statutes, the Village of Salem Lakes is authorized to prepare and adopt a comprehensive plan as specified in Sections 66.1001(1)(a) and 66.1001(2) of the *Wisconsin Statutes*.

Section 2. The Plan Commission by a majority vote of the entire Commission at a meeting held on March 19th, 2025, and recommended to the Village Board an amendment to the Land Use Plan Maps (23, 24 & 25), on a portion of Tax Parcel #70-4-120-233-0205, located in the Northeast ¼ and Northwest ¼ of the Southwest ¼ of Section 23, Township 1 North, Range 20 East, in the Village of Salem Lakes, Kenosha County, Wisconsin. The amendment will result in the land use designations changing from "I-1 (Institutional)" to "HC (Highway Corridor Business)" on the land use plan maps; and

Section 3. The portion of Tax Parcel #70-4-120-233-0205 to be amended from "I-1" to "HC" shall be described as:

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southerly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point. Description of the polygon utilizes the current right-of-way of STH '83' and property lines as of January 23rd, 2025. Approximate boundaries shown on the attached exhibit.

Section 4. The Village Plan Commission published and posted a Class 1 public notice and held a public hearing regarding the plan amendment.

Section 5. The Village Clerk is directed to send a copy of the plan amendment to the parties listed in Section 66.1001(4)(b) of the Wisconsin Statutes.

Section 6. This Ordinance shall take effect upon passage and publication or posting as required by law.

Adopted this 7th day of April, 2025.

Rita Bucur, President

Attest:

Sara Spencer, Clerk

Voted Aye _____
Voted Nay _____
Abstain _____
Absent _____

70-4-120-233-0205 Comp Plan Amend & Rezoning

KENOSHA COUNTY
INTERACTIVE MAPPING



1:3,092

1" = 256'

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

Date Printed: 1/23/2025

**Village of Salem Lakes
Planning Commission**

RESOLUTION 2025.03.123

**RESOLUTION APPROVING AN AMENDMENT TO THE
LAND USE PLAN MAPS FOR THE VILLAGE OF SALEM LAKES (MAPS 23, 24 & 25)**

WHEREAS, pursuant to the provisions of section 62.1001 of the Wisconsin Statutes, the Plan Commission of the Village of Salem Lakes is authorized to review and recommend the adoption or amendment of the Village's comprehensive plan by adopting a resolution by a majority vote; and

WHEREAS, the owner of Tax Parcel #70-4-120-233-0205, located in the Northeast ¼ and Northwest ¼ of the Southwest ¼ of Section 23, Township 1 North, Range 20 East, in the Village of Salem Lakes, Kenosha County, Wisconsin has applied for an amendment to the to the land use plan map for the Village of Salem Lakes (Maps 23, 24 & 25) in order to change the land use designations on a portion of the parcel from "I-1 (Institutional)" to "HC (Highway Corridor Business)"; and

WHEREAS, the portion of Tax Parcel # 70-4-120-233-0205 to amended from "I-1" to "HC" shall be described as:

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southerly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point. Description of the polygon utilizes the current right-of-way of STH '83' and property lines as of January 23rd, 2025. Approximate boundaries shown on the attached exhibit.

WHEREAS, the Plan Commission finds that amendment of the Village plan will further the Village's planning objectives, policies, goals and programs; and


WHEREAS, the Plan Commission finds that the comprehensive plan, with the proposed amendment, contains all the required elements specified in Section 66.1001(2) of the Wisconsin Statutes and that the comprehensive plan, with the proposed amendment, is internally consistent; and

WHEREAS, the Village has duly noticed and held a public hearing on the proposed amendment, following the procedures in Section 66.1001(4)(d) of the Wisconsin Statutes and the public participation procedures for comprehensive plan amendments;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 66.1001(4)(b) of the Wisconsin Statutes, the Village of Salem Lakes Plan Commission hereby approves an amendment to the land use plan map Village of Salem Lakes (Maps 23, 24 & 25) in order to change the land use designation of a portion of Tax Parcels #70-4-120-233-0205, being located in the Northeast ¼ and Northwest ¼ of the Southwest ¼ of Section 23, Township 1 North, Range 20 East, in the Village of Salem Lakes, Kenosha County, Wisconsin from "I-1 (Institutional)" to "HC (Highway Corridor Business)"; and

BE IT FURTHER RESOLVED that the Plan Commission does hereby recommend that the Village Board enact an Ordinance adopting the Comprehensive Plan amendment.

Adopted this 19th day of March 2025.


Ross Swartz, Acting Chairman

ATTEST: 
Kristin Stone, Secretary

Ayes 5 Nays 0 Absent 4



9814 Antioch Road (STH 83), Salem, WI 53168
262-843-2313

Department of Planning and Development Comprehensive Plan Map (2035) Amendment Application

A) **Property Owner's Name*** (please print): Village of Salem Lakes
Signature: *Brad Zautcke* Date: 01/23/25
Phone Number: 262-843-2313 Email: bzautcke@voslwi.gov
Property Owner Mailing Address: PO Box 443
City: Salem State: WI Zip: 53168

***NOTE:** if the property owner's signature cannot be obtained in the above space, a "letter of agent status" signed by the property owner must be submitted if you are an applicant (tenant, leaseholder or authorized agent representing the legal owner) acting on their behalf.

B) **Applicant's Name**, if applicable (please print): Brad Zautcke
Signature: *Brad Zautcke* Date: 01/23/25
Mailing Address: PO Box 443
City: Salem State: WI Zip: 53168
Phone Number: 262-843-2313 Email: bzautcke@voslwi.gov

C) Existing planned land use category as shown on Map 25 on page 117 of the document titled "A Comprehensive Plan for the Town of Salem: 2035" (map is attached at the end of this packet):
I-1 Institutional District

D) Proposed land use category - must be a land use category included in the legend for Map 25 on page 117 of the document titled "A Comprehensive Plan for the Town of Salem: 2035" (map is attached at the end of this packet):
HC Highway Corridor District

E) Proposed use (a statement of intended use and/or the type, extent, area, etc. of any development project):
Rental or lease from the Village of Salem Lakes for business use.

F) Compatibility with the Village of Salem Lakes Comprehensive Plan (address the following in detail):

- ▶ **F-1: Is the proposed amendment consistent with the goals, objectives, policies and programs of this plan? Explain:**

Plan map indicates business uses abutting the parcel to the south along STH '83'.

- ▶ **F-2: Is the proposed amendment compatible with surrounding land uses? Explain its compatibility with both existing and planned land uses:**

Current and proposed uses indicate Institutional or business use.

▶ **F-3:** Will the proposed amendment have any detrimental environmental effects? Explain:

No

▶ **F-4:** Has a substantial public benefit been demonstrated by the proposed plan amendment? Explain:

Will increase Village revenue in rental or lease fees.

- ▶ **F-5: Are public roads, services and utilities available, or planned to be available in the near future to serve the proposed development? Explain:**

Yes, sanitary sewer is already provided. Parcel abuts STH '83' with approved access.

- ▶ **F-6: Are existing or planned facilities and services adequate to serve the type of development associated with the amendment? Explain:**

Yes

- ▶ **F-7:** Any additional data or information as requested by the Department of Planning and Development:

None

-
- G)** Provide a legal description and the tax parcel number(s) below of property to be amended on the Village of Salem Lakes Comprehensive Plan:

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southerly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point.

Description of polygon utilizing current right-of-way and property lines as of January 23rd, 2025.

Approximate boundaries shown on attached exhibit.

-
- H)** Attach a to-scale plot plan or survey plat of property to be amended on the comprehensive plan (showing location, dimensions, planned land use of adjacent properties, existing uses and buildings of adjacent properties).

-
- I)** Include fee specified in Section 490-3.8 of the Salem Lakes Municipal Code.
Comprehensive Plan Map Amendment Fee \$1,825.00 payable to "Village of Salem Lakes".
-

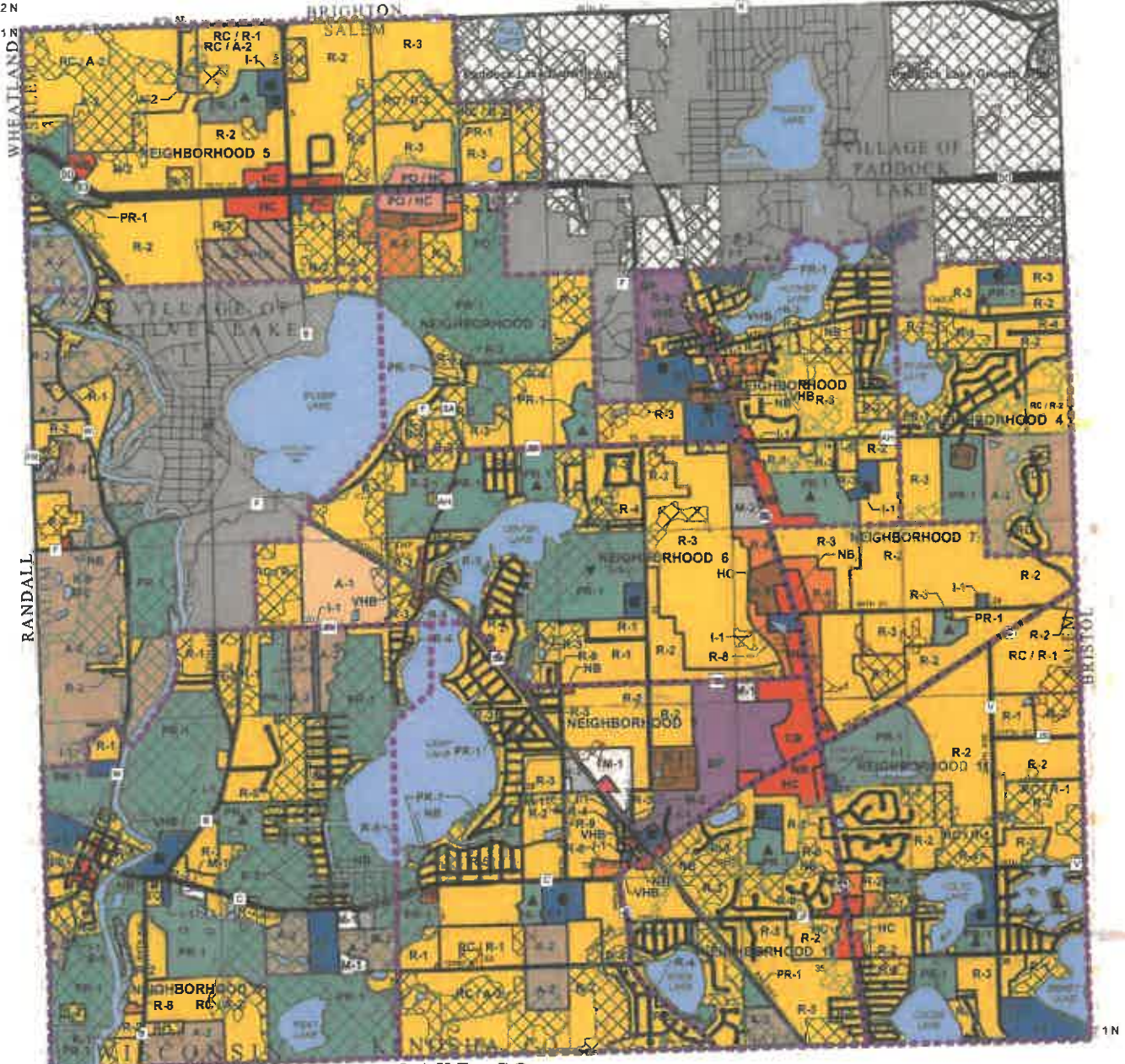
ATTACH TO-SCALE MAP OF PROPERTY SHOWING EXISTING COMPREHENSIVE PLAN MAP CLASSIFICATIONS

ATTACH TO-SCALE MAP OF PROPERTY SHOWING PROPOSED COMPREHENSIVE PLAN MAP CLASSIFICATIONS

**Map 25
ADOPTED LAND USE PLAN MAP FOR THE TOWN OF SALEM: BEYOND 2035 (PHASE 3)**

R 20 E R 21 E

T 2 N
T 1 N

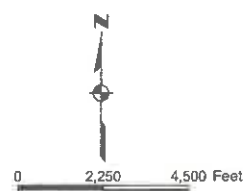


R 19 E R 20 E ILLINOIS LAKE CO.

- RESIDENTIAL LAND USE DISTRICTS**
- RC RURAL CLUSTER DEVELOPMENT SINGLE-FAMILY RESIDENTIAL
 - R-1 COUNTRYSIDE SINGLE-FAMILY RESIDENTIAL
 - R-2 ESTATE SINGLE-FAMILY RESIDENTIAL
 - R-3 SUBURBAN/ESTATE SINGLE-FAMILY RESIDENTIAL
 - R-4 SUBURBAN SINGLE-FAMILY RESIDENTIAL
 - R-5 URBAN SINGLE-FAMILY RESIDENTIAL
 - R-6 VILLAGE, HAMLET, AND LAKEFRONT RESIDENTIAL NEIGHBORHOOD CONSERVATION
 - R-8 MEDIUM-DENSITY URBAN RESIDENTIAL
 - R-9 HIGH-DENSITY URBAN RESIDENTIAL
- NONRESIDENTIAL LAND USE DISTRICTS**
- BUSINESS DISTRICTS**
- NB NEIGHBORHOOD BUSINESS
 - CB COMMUNITY BUSINESS
 - HC HIGHWAY CORRIDOR BUSINESS
 - PO PROFESSIONAL OFFICE
 - VHB VILLAGE/HAMLET BUSINESS
- INDUSTRIAL DISTRICTS**
- M-1 LIMITED INDUSTRIAL
 - M-2 GENERAL INDUSTRIAL
 - BP BUSINESS PARK
 - M-3 QUARRYING AND EXTRACTIVE

- PUBLIC AND SEMI-PUBLIC DISTRICTS**
- I-1 INSTITUTIONAL
 - PR-1 PARK AND RECREATIONAL
- AGRICULTURAL DISTRICTS**
- A-1 AGRICULTURAL PRESERVATION
 - A-2 GENERAL AGRICULTURAL
- SPECIAL DISTRICTS**
- PLANNED UNIT DEVELOPMENT OVERLAY
 - AGRICULTURAL LAND HOLDING OVERLAY
 - HISTORICAL OVERLAY
 - PRIMARY ENVIRONMENTAL CORRIDOR
 - SECONDARY ENVIRONMENTAL CORRIDOR
 - ISOLATED NATURAL RESOURCE AREA
 - PLANNED COMMUNITY PARK
 - PLANNED NEIGHBORHOOD PARK
 - PLANNED MINI PARK
 - PLANNED NEIGHBORHOOD ELEMENTARY SCHOOL
 - FIRE STATION

- SYMBOLS**
- Paddock Lake Growth Area Boundary
 - Surface Water
 - Railroad Right-of-Way
 - Street and Highway Right-of-Way
 - Neighborhood Boundary
- NOTES:**
- LAND USE DISTRICT DESIGNATIONS NOTWITHSTANDING, SEWRPC - DELINEATED PRIMARY ENVIRONMENTAL CORRIDORS, SECONDARY ENVIRONMENTAL CORRIDORS, AND ISOLATED NATURAL RESOURCE AREAS AS WELL AS INDIVIDUAL NATURAL RESOURCE FEATURES INCLUDING WETLANDS AND SHORELAND-WETLANDS, DRAINAGEWAYS, FLOODPLAINS, SHORE BUFFERS, STREAMS, LAKES AND PONDS, MATURE AND YOUNG WOODLANDS, AND STEEP SLOPES SHALL BE PROTECTED PURSUANT TO ALL APPLICABLE STATE, COUNTY, AND TOWN REGULATIONS AND PLANS.
 - SEE MAP 7.2 IN THE SALEM COORDINATED LAND USE PLAN FOR THE LOCATION OF PLANNED TRAILS AND LANDSCAPE BUFFERS.



Source: Town of Salem, Meehan & Company, and SEWRPC.

VILLAGE BOARD EXECUTIVE SUMMARY JANUARY 20TH, 2025 PLANNING & ZONING AGENDA ITEM 12.3

Date: April 1st, 2025

To: Salem Lakes Village Board
Cassandra Hiller, Administrator

From: Bradley H. Zautcke

RE: Salem Lakes Village Hall Rezoning Ordinance 2025.04-90

Attached is an ordinance to amend our Zoning Map, on a portion of Tax Parcel #70-4-120-233-0205 from (I-1) Institutional District, (PR-1) Park-Recreational District, and (C-1) Lowland Conservancy District to (B-3) Highway Business District, (I-1), (PR-1) and (C-1).

The Plan Commission held a Public Hearing for this agenda item March 19th, 2025. This is a Village sponsored request, to allow for the leasing of the former Village Rescue Building to a business. No one spoke in favor or against the request.

Commissioner Erickson made a motion to approve Resolution 2025.03-123, a resolution recommending the Village Board adopt an ordinance approving the Zoning Map Amendment. Commissioner Hart seconded the motion. The motion carried unanimously 5-0.

My recommendation is to approve Ordinance 2025.04-90, as recommended by the Planning Commission on March 19th, 2025.

ORDINANCE NO. 2025.04-90

**AN ORDINANCE AMENDING THE ZONING
MAP FOR THE VILLAGE OF SALEM LAKES**

WHEREAS, the owners of Tax Parcel #70-4-120-233-0205, located in the Northeast $\frac{1}{4}$ and Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 23, Township 1 North, Range 20 East, in the Village of Salem Lakes, Kenosha County, Wisconsin, has applied for rezoning the parcel from (I-1) Institutional District, (PR-1) Park-Recreational District, & (C-1) Lowland Resource Conservancy District to (B-3) Highway Business District, (I-1), (PR-1), & (C-1); and

WHEREAS, following due notice and Public Hearing, the Village Plan Commission recommended approval of the requested zoning change at its meeting on March 19th, 2025; and

WHEREAS, the Village Board finds that the requested zoning amendment is consistent with the overall plan for and current use of property in the Village and specifically, is consistent with the Village's Comprehensive Plan; and

WHEREAS, the Village Board finds that the zoning change will promote the health and the general welfare by encouraging an appropriate use of the property involved in light of the character of the district and its peculiar suitability for particular uses.

NOW, THEREFORE, the Village Board of the Village of Salem Lakes, Kenosha County, Wisconsin, does hereby ordain as follows:

Section 1. Authority. This chapter is adopted pursuant to authority granted by §§ 61.35, 61.351, 61.352, 61.353, 62.23, and 87.30, Wis. Stats.

Section 2. Zoning Map Amended. The Village Zoning Map is amended on a portion Tax Parcel #70-4-120-233-0205, from (I-1) to (B-3) as follows:

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southerly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point.

Description of the polygon utilizes the current right-of-way of STH '83' and property lines as of January 23rd, 2025.

Approximate boundaries shown on the attached exhibit.

Section 3. Village staff is directed to revise the Zoning Map to reflect this change.

Section 4. Severability. Each section, subsection, paragraph, sentence, clause, phrase and provision of the foregoing ordinance is and the same is hereby declared to be severable and if any portion or provision thereof is duly determined to be invalid for any reason, such determination shall not invalidate any other portion or provision thereof.

Section 5. Effective Date. This ordinance shall take effect and be enforced from and after its passage and publication as required by law.

Adopted by the Village Board of the Village of Salem Lakes, Kenosha County, Wisconsin, this 7th day of April, 2025.

Rita Bucur, President

Attest:

Sara Spencer, Clerk

Voted Aye ____
Voted Nay ____
Abstain ____
Absent ____

70-4-120-233-0205 Comp Plan Amend & Rezoning



**KENOSHA COUNTY
INTERACTIVE MAPPING**



1:3,092
1" = 258'

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

Date Printed: 1/23/2025

Village of Salem Lakes
Planning Commission

RESOLUTION 2025.03-124

RESOLUTION RECOMMENDING ADOPTION OF AN ORDINANCE
AMENDING THE ZONING MAP OF THE VILLAGE OF SALEM LAKES

WHEREAS, pursuant to the provisions of section 62.23(7) of the Wisconsin Statutes, the Plan Commission of the Village of Salem Lakes is authorized to review and recommend the adoption or amendment of the Village's zoning and shoreland/floodplain regulations; and

WHEREAS, the owners of Tax Parcel #70-4-120-233-0205, located in the Northeast ¼ and Northwest ¼ of the Southwest ¼ of Section 23, Township 1 North, Range 20 East, in the Village of Salem Lakes, Kenosha County, Wisconsin, has applied for rezoning the parcel from (I-1) Institutional District, (PR-1) Park-Recreational District, & (C-1) Lowland Resource Conservancy District to (B-3) Highway Business District, (I-1), (PR-1), & (C-1); and

WHEREAS, the portion of Tax Parcel # 70-4-120-233-0205 to rezone from (I-1) to (B-3) shall be described as:

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southerly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point.

Description of the polygon utilizes the current right-of-way of STH '83' and property lines as of January 23rd, 2025.

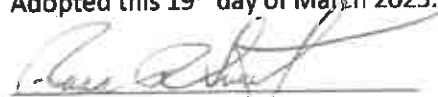
Approximate boundaries shown on the attached exhibit.

WHEREAS, the Village Planning Commission has duly noticed and conducted a public hearing on the proposed rezoning, following the procedures in Section 62.23(7) of the Wisconsin Statutes; and

WHEREAS, the Village Plan Commission, after considering the public comments made at a Public Hearing held on March 19th, 2025 finds the proposed rezoning will promote the public health, safety and welfare; and

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 62.23(7)(d)1. of the Wisconsin Statutes, the Village of Salem Lakes Plan Commission hereby recommends that the Village Board enact an ordinance rezoning a portion of Tax Parcel #70-4-120-233-0205, described above, from (I-1) to (B-3).

Adopted this 19th day of March 2025.


Ross Swartz, Acting Chairman

Ayes 5 Nays 0 Absent 4

ATTEST: 
Kristin Stone, Secretary



9814 Antioch Road (STH 83), Salem, WI 53168
262-843-2313

Department of Planning and Development Rezoning Application

A) **Property Owner(s) Name** (please print): **Village of Salem Lakes**

Signature: *Brad Zautcke*

Date: **01/23/2025**

Phone Number: **262-843-2313**

Email: **bzautcke@voslwi.gov**

Property Owner Mailing Address: **PO Box 443**

City: **Salem** State: **WI** Zip: **53168**

NOTE: unless the property owner's signature can be obtained in the above space, a letter of agent status signed by the legal property owner must be submitted if you are a tenant, leaseholder, or authorized agent representing the legal owner allowing you to act on their behalf.

B) **Agents Name**, if applicable (please print): **Brad Zautcke**

Signature: *Brad Zautcke*

Date: **01/23/2025**

Business Name: **Village of Salem Lakes**

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

C) **Parcel Number(s) of property to be rezoned:**

70-4-120-233-0205

Address of property to be rezoned: **9814 Antioch Road, Salem, WI 53168**

D) **Proposed use** (a statement of the type, extent, area, etc. of any development project):

Rent or lease building to increase Village revenues.

A polygon with a starting point at the STH '83' right-of-way 325 feet south of the northern property line of 70-4-120-233-0205; thence westerly 170 feet to a point; thence southernly 220 feet to a point; thence easterly back to the STH '83' right-of-way; thence northly along the STH '83' to the original starting point.

Description of polygon utilizing current right-of-way and property lines as of January 23rd, 2025.

Approximate boundaries shown on attached exhibit.

E) Check the box next to any and all of the existing zoning district classifications present on the subject property:

<input type="checkbox"/> A-1 Agricultural Preservation District	<input type="checkbox"/> RC Rural Cluster Development Overlay District
<input type="checkbox"/> A-2 General Agricultural District	<input type="checkbox"/> TCO Town Center Overlay District
<input checked="" type="checkbox"/> A-3 Agricultural Related Manufacturing, Warehousing and Marketing District	<input type="checkbox"/> B-1 Neighborhood Business District
<input type="checkbox"/> A-4 Agricultural Land Holding District	<input type="checkbox"/> B-2 Community Business District
<input type="checkbox"/> AE-1 Agricultural Equestrian Cluster Single-Family District	<input type="checkbox"/> B-3 Highway Business District
<input type="checkbox"/> R-1 Rural Residential District	<input type="checkbox"/> B-4 Planned Business District
<input checked="" type="checkbox"/> R-2 Suburban Single-Family Residential District	<input type="checkbox"/> B-5 Wholesale Trade and Warehousing District
<input type="checkbox"/> R-3 Urban Single-Family Residential District	<input type="checkbox"/> BP-1 Business Park District
<input type="checkbox"/> R-4 Urban Single-Family Residential District	<input type="checkbox"/> B-94 Interstate Highway 94 Special Use Business District
<input type="checkbox"/> R-5 Urban Single-Family Residential District	<input type="checkbox"/> M-1 Limited Manufacturing District
<input type="checkbox"/> R-6 Urban Single-Family Residential District	<input type="checkbox"/> M-2 Heavy Manufacturing District
<input type="checkbox"/> R-7 Suburban Two-Family and Three-Family Residential District	<input type="checkbox"/> M-3 Mineral Extraction District
<input type="checkbox"/> R-8 Urban Two-Family Residential District	<input type="checkbox"/> M-4 Sanitary Landfill & Hazardous Waste Disposal District
<input type="checkbox"/> R-9 Multiple-Family Residential District	<input checked="" type="checkbox"/> I-1 Institutional District
<input type="checkbox"/> R-10 Multiple-Family Residential District	<input checked="" type="checkbox"/> PR-1 Park-Recreational District
<input type="checkbox"/> R-11 Multiple-Family Residential District	<input checked="" type="checkbox"/> C-1 Lowland Resource Conservancy District
<input type="checkbox"/> R-12 Mobile Home / Manufactured Home Park-Subdivision District	<input type="checkbox"/> C-2 Upland Resource Conservancy District
<input type="checkbox"/> HO Historical Overlay District	<input type="checkbox"/> FPO Floodplain Overlay District
<input type="checkbox"/> PUD Planned Unit Development Overlay District	<input type="checkbox"/> FWO Camp Lake / Center Lake Floodway Overlay District
<input type="checkbox"/> AO Airport Overlay District	<input type="checkbox"/> FFO Camp Lake / Center Lake Floodplain Fringe Overlay District

F) Check the box next to any and all of the proposed zoning district classifications proposed for the subject property:

<input type="checkbox"/> A-1 Agricultural Preservation District	<input type="checkbox"/> RC Rural Cluster Development Overlay District
<input type="checkbox"/> A-2 General Agricultural District	<input type="checkbox"/> TCO Town Center Overlay District
<input type="checkbox"/> A-3 Agricultural Related Manufacturing, Warehousing and Marketing District	<input type="checkbox"/> B-1 Neighborhood Business District
<input type="checkbox"/> A-4 Agricultural Land Holding District	<input type="checkbox"/> B-2 Community Business District
<input type="checkbox"/> AE-1 Agricultural Equestrian Cluster Single-Family District	<input checked="" type="checkbox"/> B-3 Highway Business District
<input type="checkbox"/> R-1 Rural Residential District	<input type="checkbox"/> B-4 Planned Business District
<input type="checkbox"/> R-2 Suburban Single-Family Residential District	<input type="checkbox"/> B-5 Wholesale Trade and Warehousing District
<input checked="" type="checkbox"/> R-3 Urban Single-Family Residential District	<input type="checkbox"/> BP-1 Business Park District
<input type="checkbox"/> R-4 Urban Single-Family Residential District	<input type="checkbox"/> B-94 Interstate Highway 94 Special Use Business District
<input type="checkbox"/> R-5 Urban Single-Family Residential District	<input type="checkbox"/> M-1 Limited Manufacturing District
<input type="checkbox"/> R-6 Urban Single-Family Residential District	<input type="checkbox"/> M-2 Heavy Manufacturing District
<input type="checkbox"/> R-7 Suburban Two-Family and Three-Family Residential District	<input type="checkbox"/> M-3 Mineral Extraction District
<input type="checkbox"/> R-8 Urban Two-Family Residential District	<input type="checkbox"/> M-4 Sanitary Landfill & Hazardous Waste Disposal District
<input type="checkbox"/> R-9 Multiple-Family Residential District	<input checked="" type="checkbox"/> I-1 Institutional District
<input type="checkbox"/> R-10 Multiple-Family Residential District	<input checked="" type="checkbox"/> PR-1 Park-Recreational District
<input type="checkbox"/> R-11 Multiple-Family Residential District	<input checked="" type="checkbox"/> C-1 Lowland Resource Conservancy District
<input type="checkbox"/> R-12 Mobile Home / Manufactured Home Park-Subdivision District	<input type="checkbox"/> C-2 Upland Resource Conservancy District
<input type="checkbox"/> HO Historical Overlay District	<input type="checkbox"/> FPO Floodplain Overlay District
<input type="checkbox"/> PUD Planned Unit Development Overlay District	<input type="checkbox"/> FWO Camp Lake / Center Lake Floodway Overlay District
<input type="checkbox"/> AO Airport Overlay District	<input type="checkbox"/> FFO Camp Lake / Center Lake Floodplain Fringe Overlay District

- G) Your request must be consistent with the existing planned land use category as shown on Map 25 on page 117 of the document titled "A Comprehensive Plan for the Town of Salem: 2035".

The existing planned land use category for the subject property is:

<input type="checkbox"/> Farmland Protection	<input checked="" type="checkbox"/> Governmental and Institutional
<input type="checkbox"/> General Agricultural and Open Land	<input type="checkbox"/> Park and Recreational
<input type="checkbox"/> Rural-Density Residential	<input type="checkbox"/> Street and Highway Right-of-Way
<input type="checkbox"/> Agricultural and Rural Density Residential	<input type="checkbox"/> Other Transportation, Communication and Utility
<input type="checkbox"/> Suburban-Density Residential	<input type="checkbox"/> Extractive
<input type="checkbox"/> Medium-Density Residential	<input type="checkbox"/> Landfill
<input type="checkbox"/> High-Density Residential	<input type="checkbox"/> Primary Environmental Corridor
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Secondary Environmental Corridor
<input type="checkbox"/> Commercial	<input type="checkbox"/> Isolated Natural Resource Area
<input type="checkbox"/> Office / Professional Services	<input type="checkbox"/> Other Conservancy Land to be Preserved
<input type="checkbox"/> Industrial	<input type="checkbox"/> Non-farmed Wetland
<input checked="" type="checkbox"/> Business / Industrial Park	<input checked="" type="checkbox"/> Surface Water

- H) Attach Plot Plans or Survey Plats of property to be rezoned (showing location, dimensions, zoning of adjacent properties, existing uses, buildings of adjacent properties, floodways and floodplains) drawn to scale. Show existing zoning classifications on one and proposed zoning classifications on another.

- I) The Village of Salem Lakes Department of Planning and Development may ask for additional information.

Is this property located within the shoreland area? YES NO

Shoreland area is defined as the following: all land, water and air located within the following distances from the ordinary high water mark of navigable waters as defined in section 144.26(2)(d) of the Wisconsin Statutes. 1,000 feet from a lake, pond or flowage; 300 feet from a river, stream or to the landward side of the floodplain – whichever distance is greater. If the navigable water is a glacial pothole lake, the distance shall be measured from the high water mark thereof.

- J) The fee specified in Section 490-3.8 of the Salem Lakes Municipal Code:

Rezoning Application Fee \$1,325.00 payable to Kenosha County
(includes \$75.00 publication fee)

Note: Agricultural Use Conversion Charge

The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non-agricultural use (e.g. residential or commercial development), that person may owe a conversion charge. To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization Section at 608-266-2149 or visit www.revenue.wi.gov/faqs/slf/useassmt.html.

Note that the act of rezoning property from an agricultural zoning district to a non-agricultural zoning district does not necessarily trigger the agricultural use conversion charge. It is when the use of the property changes from agricultural that the conversion charge is assessed.



**VILLAGE BOARD EXECUTIVE SUMMARY
APRIL 7TH, 2025
PLANNING & ZONING AGENDA ITEM 12.4**

To: Salem Lakes Village Board
Cassandra Hiller, Administrator

From: Brad Zautcke, Public Works Director

RE: Conditional Use Permit Amendment for Wilmot Auto Services

Attached for your review and consideration is an application to amend the Conditional Use Permit, for Wilmot Auto Services, to allow for an additional fueling island with two dispensers.

The Planning & Zoning Commission held a Public Hearing March 19th, 2025 on this request. The applicant was present to discuss his request. One person in the audience spoke in favor of the agenda item. No one spoke against the Conditional Use Permit Amendment.

Andy Buehler, Village Planner, explained a standard conditions, for fueling stations, is a 30-foot setback from the right of way. The applicant is requesting a 10-foot setback.

Commissioner Phillips made a motion to approve the Conditional Use Permit Amendment with a reduction in the right of way setback from 30-feet to 10-feet. Commissioner Hart seconded the motion. Motion was approved unanimously 5-0.

My recommendation is for approval of the Conditional Use Permit Amendment, for Wilmot Auto Services, to allow for an additional fueling island with two dispensers and approval of reducing the setback from the right of way to 10-feet.



9814 Antioch Road (STH 83), Salem, WI 53168
262-843-2313

RECEIVED

FEB 13 2025

Kenosha County
Planning & Development

Department of Planning and Development

Conditional Use Permit Application

A) **Property Owner Name** (please print): Wonderful Wilmot LLC *Dwayne Garwood*
Signature: *[Signature]* **Date:** 2/12/25
Phone Number: 262-620-6528 **Email:** Wilmotauto@yahoo.com
Property Owner Mailing Address: 12001 304th Ave.
City: Trevor **State:** WI **Zip:** 53179

B) **Agents Name**, if applicable (please print): Dwayne Garwood
Signature: *[Signature]* **Date:** 2/12/25
Business Name: Wilmot Auto Service Inc
Mailing Address: P.O. 127
City: Wilmot **State:** WI **Zip:** 53192
Phone Number: 262-620-6528 **Email:** Wilmotauto@yahoo.com

C) **Architect's Name**, if applicable (please print): _____
Signature: _____ **Date:** _____
Business Name: _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Number: _____ **Email:** _____

D) **Engineer's Name**, if applicable (please print): _____
Signature: _____ **Date:** _____
Business Name: _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Number: _____ **Email:** _____

E) Parcel Number(s) of subject site:

70-4-120-303-0766

Address of subject site: 11312 FOX RIVER RD

F) Plan of operation / Business Summary (or attach separate plan of operation / business summary)

Type of structure:

Fuel Island addition with (2) dispensers *to the existing fuel station & automotive service & repair station*

Proposed operation or use of the structure or site:

Fuel Vehicles

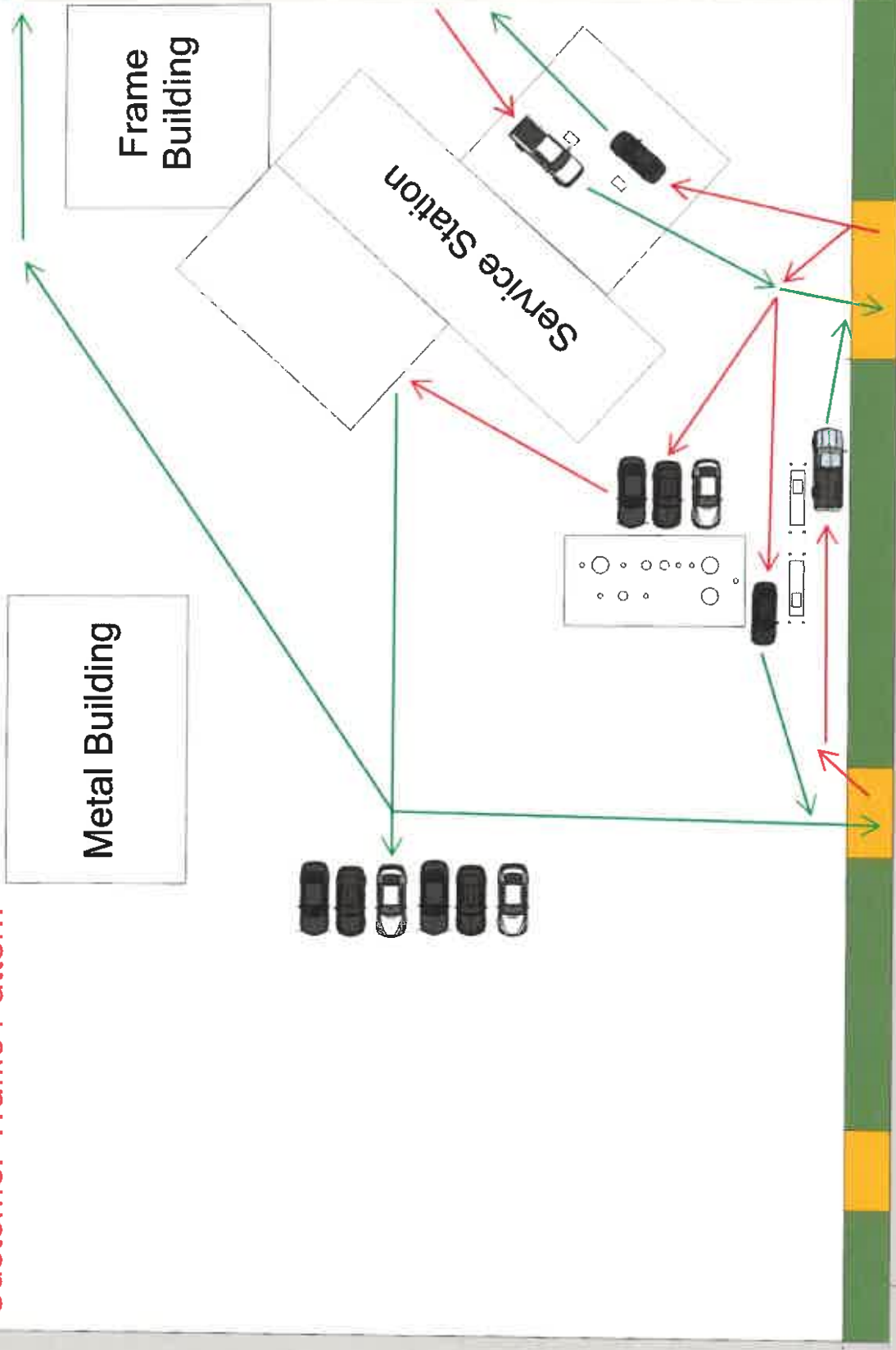
Number of employees by shift: _____

Hours of Operation: _____ Zoning District of property: B-2

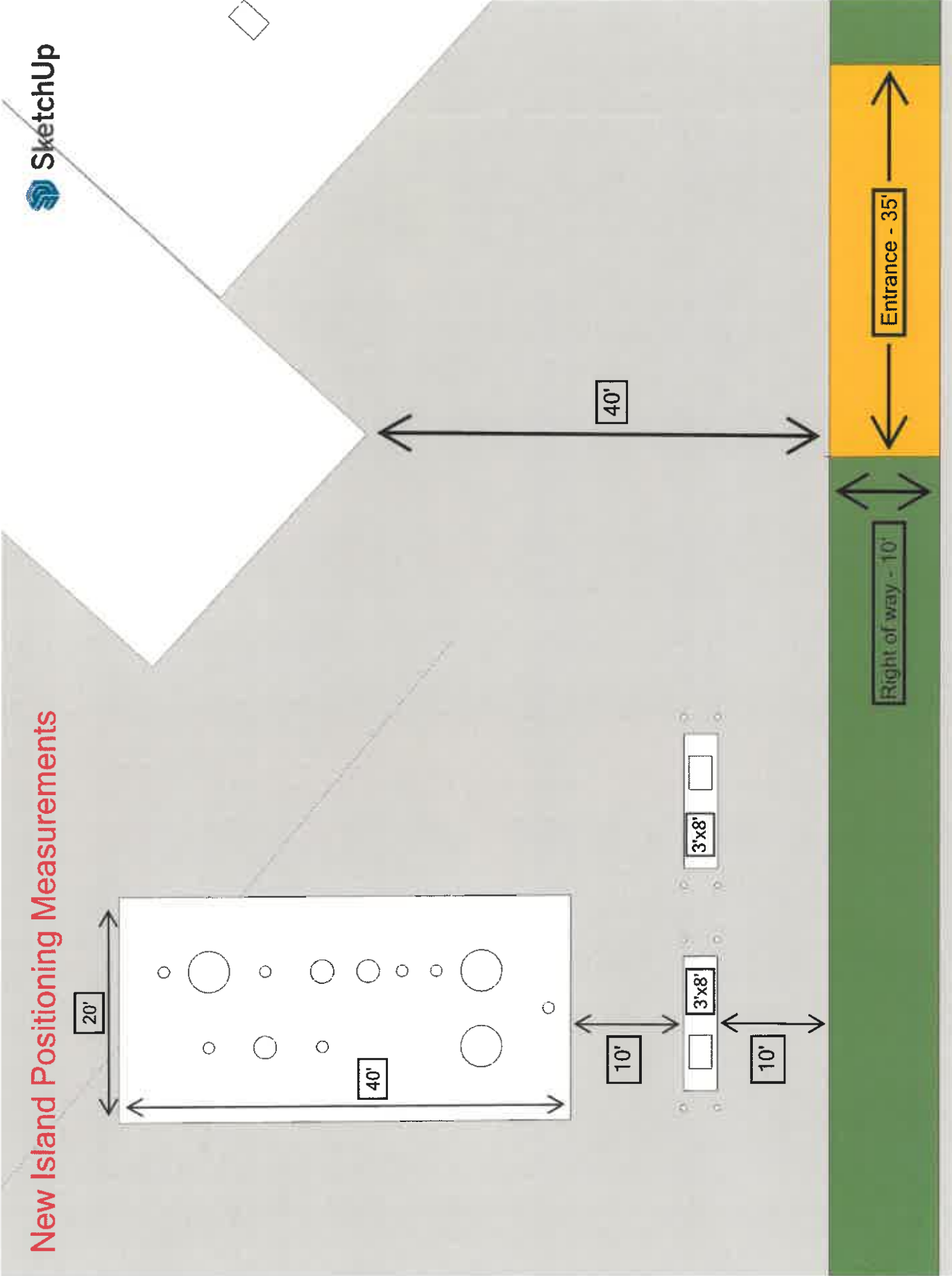
Any outdoor entertainment? No Yes - if yes, please explain: _____

Any outdoor storage? No Yes - if yes, please explain: _____

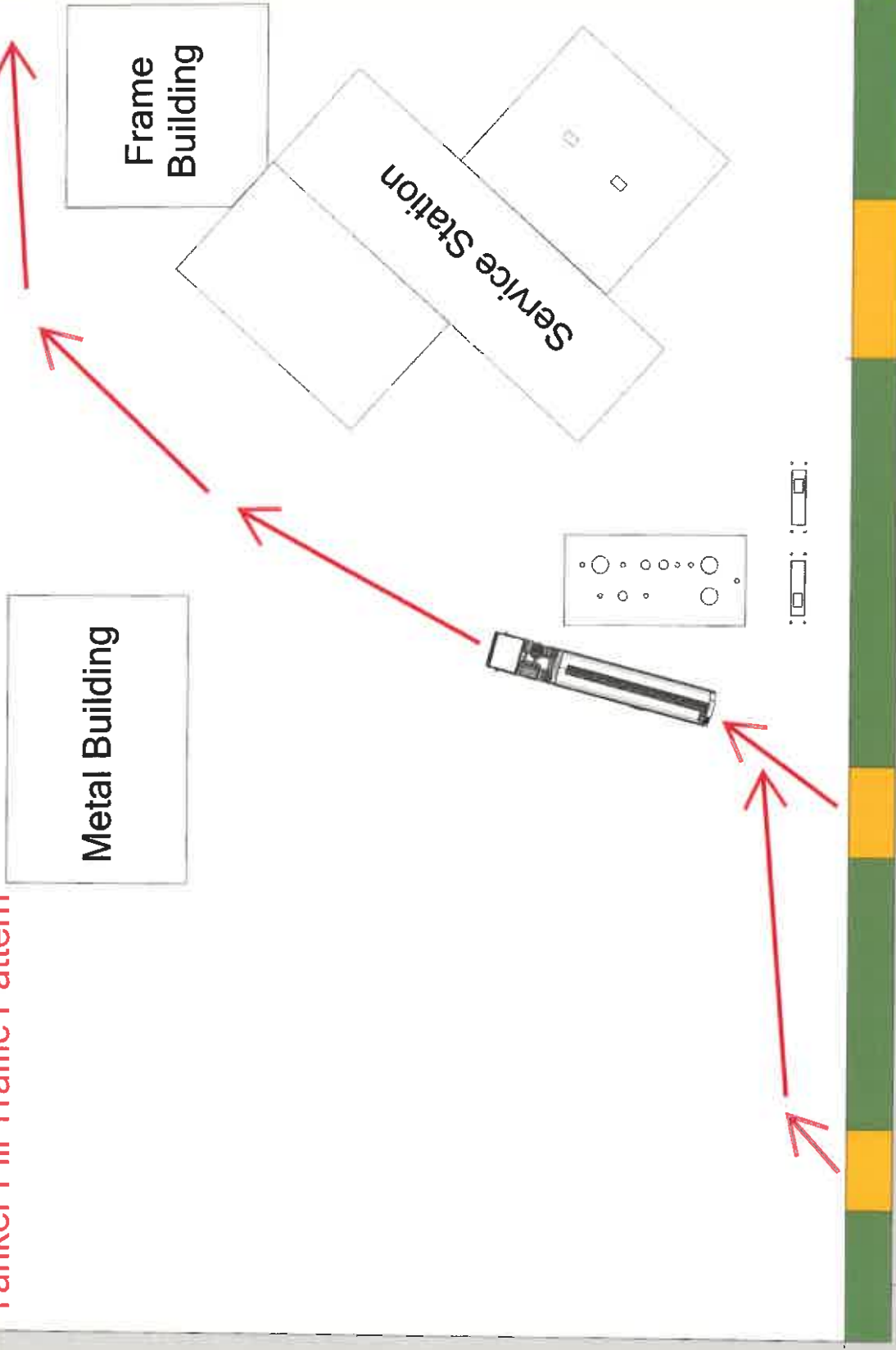
Customer Traffic Pattern



New Island Positioning Measurements



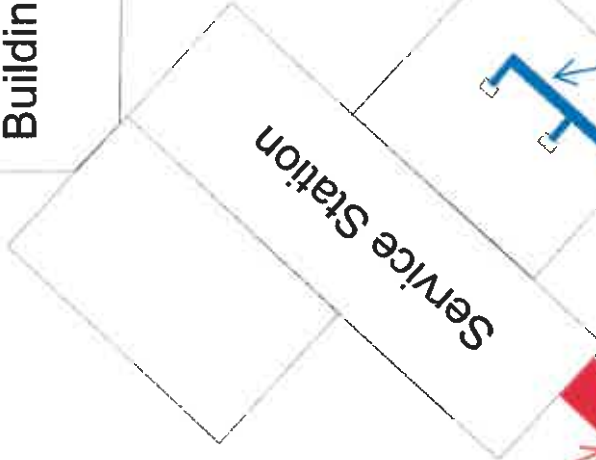
Tanker Fill Traffic Pattern



Underground Components

Metal Building

Frame Building



Existing vent lines, electrical conduit and low voltage. For venting, powering and monitoring the tank system.

Existing product piping
New transition sump
New product piping

