

Chapter 1

GENERAL GOVERNMENT



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1.01 Form of Government.

The Village of Shorewood Hills (herein referred to as the village) shall be governed by Chapters 61 and 66 of the Wisconsin Statutes and organized under Chapter 61 of the Wisconsin Statutes.

1.02 Elected Officials.

The village will elect the following officers:

(1) Village President.

- (a) The president shall be by virtue of the office a trustee and shall have a two-year term, elected in odd numbered years.
- (b) The powers and duties of the village president are those prescribed by the Wisconsin Statutes and delegated by the Village Board.

(2) Trustees.

- (a) The village shall have six additional trustees, three of whom are elected in even-numbered years and three in odd-numbered years, each for two-year terms.
- (b) The powers and duties of the trustees are those prescribed generally in the Wisconsin Statutes.

(3) Municipal Judge.

- (a) The municipal judge shall be elected in even numbered years to a two-year term and shall be a resident of the village licensed to practice law in the State of Wisconsin.

- (b) The powers and duties of the municipal judge are those prescribed by the Wisconsin Statutes.
- (c) The municipal judge shall execute and file with the clerk of the circuit court for Dane County the oath and bond prescribed by Wis. Stats. §755.03. The amount of the bond shall be as set from time to time by the Village Board.
- (d) The municipal judge may impose a forfeiture for contempt under the procedures established by state law. The municipal judge also may impose a jail sentence for the nonpayment of such a forfeiture and the associated assessments under the procedures established by state law. The forfeiture and the jail sentence may be any amount or length up to the maximum amount or length permitted by state law.

1.03 Appointed Officials.

- (1) The offices of village clerk, treasurer, and assessor shall be filled by appointment of the Village Board for such terms as shall be determined by the board. (Charter Ordinance No. 3).
- (2) **Appointment and Term.** Officials shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Village Board, pursuant to Wis. Stat. §61.197(c). This section, however, shall not preclude the Village Board from establishing other employment terms and conditions not inconsistent with the provisions of this code. The appointed officials shall hold an indefinite term of office unless specified by Wisconsin Statutes or specific provisions of this code.
- (3) **Termination.** Appointed village officials may be dismissed pursuant to the provisions of Wis. Stats. §17.13 unless otherwise stated in Wisconsin Statutes.
- (4) **Compensation.** Compensation for appointed officials may be set from time to time by the Village Board as required.
- (5) **Officials.** The village shall have the following appointed officials with powers and duties as described herein.
 - (a) *President Pro Tem.*
 - 1. **Appointment.** The Village Board, at its April meeting following the regular spring election, shall appoint from its members a President Pro Tem for a term of 1 year.
 - 2. **Duties.** In case of absence, sickness or other disability of the Village President, the President Pro Tem shall:
 - a. execute on the part of the Village every contract, conveyance, commission, license or other written instrument as set forth in Wis. Stat. §61.50; and
 - b. preside over all meetings as set forth in Wis. Stats. §§61.24,

61.32.

- (b) *Clerk.*
1. Statutory Authority. The Clerk shall have the powers and duties set forth in Wis. Stat. §61.25.
 2. Deputy Treasurer. The clerk shall act as deputy treasurer and shall:
 - a. administer, with the treasurer, the receipts and deposits and appropriately invest all monies received; and
 - b. draw and counter sign all orders on the Village treasury.
- (c) *Deputy Clerk.* In case of the absence, sickness or other disability of the Clerk, the Deputy Clerk shall perform the Clerk's duty.
- (d) *Treasurer.* The powers and duties of the treasurer shall be those outlined in Wis. Stats. §61.26. The treasurer is authorized to have a facsimile made of his/her signature which is to be held in the custody of the Deputy Clerk who is not able to countersign draws on the Village Treasury.
- (e) *Police Chief.* The police chief shall have the powers and duties prescribed in section 5.04 of this code.
- (f) *Fire Chief/EMS Director.* (hereinafter called the fire chief). The fire chief shall have the powers and duties prescribed in section 4.04 and section 6.02 of this code. The fire chief shall also serve as the head of emergency government services according to Wis. Stats. §166.03(4) and (5).
- (g) *Public Works Crew Chief.* (hereinafter called the crew chief). The crew chief shall have the powers and duties prescribed in chapter 11.01(2) of this code.
- (h) *Village Assessor.* The assessor shall be appointed by the Village Board. The assessor shall have all of the powers and duties assigned by Wis. Stats. Chapter 70.
- (i) *Village Attorney.* The attorney shall be licensed to practice law in the State of Wisconsin. The attorney shall have the powers and duties as specified from time to time by the Village Board.
- (j) *Weed Commissioner.* The weed commissioner shall be appointed in accordance with Wis. Stats. §66.97 and have all of the powers and duties as prescribed by Wis. Stats. §66.98.
- (k) *Village Forester.* The village forester shall have the powers and duties as specified from time to time by the Village Board. The Village Forester, once appointed, shall also serve as the weed commissioner.
- (l) *Inspector(s) for Building, Electrical, Plumbing, and Heating, Ventilating, Air Conditioning.* The various positions of inspector may be appointed separately or as combined positions depending upon the qualifications of

the candidates at the time of appointment. The duties of the inspector(s) shall be those prescribed by chapter 15.

(m) *Administrator.*

1. Chief Administrative Officer. The administrator, subject to the limitations defined in resolutions and ordinances of the Village and Wisconsin Statutes, shall be the chief administrative officer of the Village, responsible only to the village president and the Village Board.
2. Position Description. The position description of the village administrator, as adopted and updated from time to time by the Village Board, is hereby incorporated by reference.
3. Zoning Administrator. The administrator shall act as zoning administrator pursuant to chapter 10 of this municipal code.
4. Deputy Treasurer. The administrator shall act as an additional deputy treasurer with the power to draw and counter sign all orders on the Village Treasury.

1.04 Boards and Commissions.

- (1) General Responsibilities.** Every board and commission of the village shall comply with open meeting laws and requirements as established by Wis. Stats. §19 for regular and special meetings, and keep minutes of its proceedings. The secretary of the board or commission shall file a copy of the minutes with the administrator.
- (2) Appointments and terms of the Office.** The following terms will apply to all boards and commissions unless otherwise stated in the Wisconsin Statutes:
 - (a)** The members of all commissions and boards shall be appointed by the village president, according to statutory guidelines, subject to confirmation by the Village Board;
 - (b)** All members of village commissions and boards shall be residents of the village. Members who move from the village shall be removed from their official capacity, but may be appointed to serve in an advisory capacity;
 - (c)** The members of all commissions and boards may be removed prior to the end of their terms according to the provisions of Wis. Stats. §17.13 and §17.14;
 - (d)** Vacancies on village commissions and boards shall be filled in accordance with Wis. Stats. §17.24;
 - (e)** The village president shall designate a chairperson of each commission and board unless the method of appointment is provided for by statute;
 - (f)** Appointed members of commissions and boards shall serve without

compensation.

- (3) **Boards Enumerated.** The village shall have the following boards and commissions with powers and duties as described.
- (a) **Board of Zoning Appeals.** The village hereby creates a Board of Appeals pursuant to Wis Stats. §62.23(7)(e) with all of the duties and functions prescribed therein.
1. Rules of Procedure. The board shall adopt its own rules of procedure not in conflict with this section or with applicable Wisconsin Statutes.
- (b) **Board of Review.**
1. The Board of Review shall be composed of five village residents. Each member's term of office shall be five years.
 2. The duties and powers of the Board of Review shall be as prescribed in Wis. Stats. §70.46 and §70.47.
 3. In accordance with Wis. Stats. §70.47(3)(b) the Village Board shall by resolution exercise its right to designate hours for the annual Board of Review proceedings other than those set forth in Wis. Stats. §70.47(3)(a).
 4. Alternate members. Pursuant to Section 70.47(6m)(c) and Section 70.46(1) of Wis. Statutes, the Village Board provides for the appointment of up to two alternates to serve on the Village Board of Review in the event a standing member of the Board of Review is removed or unable to serve for any reason. Each alternate term of office shall be for five years.
- (c) **Plan Commission.**
1. The Plan Commission shall consist of the village president who shall be its presiding officer, one trustee, and five citizens. The trustee shall be appointed in accordance with Wis. Stats. §62.23(1)(b). The citizen members shall be appointed in accordance with Wis. Stats. §62.23(1)(c).
 2. Four members shall constitute a quorum. Unless otherwise provided by law, all actions taken shall require the affirmative approval of a majority of all commission members.
 3. Meetings may be called only by the village president. The village administrator shall give notice of meetings called by the commission.
 4. The powers and duties of the Plan Commission shall be as prescribed in the Wisconsin Statutes including §62.23 and Chapter 236 and in chapter 10 of this code.

(d) Administrative Rules Appeals Board.

1. The administrative rules appeals board shall consist of the village president, one trustee, and one citizen. The trustee shall be appointed by the village president, subject to confirmation by the board. The citizen member shall be appointed for a three-year term by the village president, subject to confirmation by the board.
2. The duties and powers of the board shall be those described in chapter 23 of this code.

1.05 Elections.

The annual village election shall be held according to Wis. Stats. Chapter 8.

- (1) Polling Places.** All elections shall be held at the village hall or place to be determined from time to time by resolution of the Village Board.
- (2) Form of Nomination; Primary.** Candidates for all elective village offices shall be nominated by nomination papers. If the number of candidates filing nomination papers for any village office exceeds twice the number to be elected to the office, a primary shall be held to nominate candidates for such office in accordance with applicable state law.
- (3) Polling Hours.** Polling hours shall be from 7:00 AM to 8:00 PM each election day.
- (4) Reduction in number of election officials.** Pursuant to Wis. Stats. §7.32 the Village Board may by resolution reduce the number of election officials for any given election and redistribute the duties of the remaining election officials. No such action may reduce the number of officials at a polling place to less than three.
- (5)** Pursuant to Wis. Stats. §7.30(1) and Wis. Stats. §7.32, the clerk may, as necessary, authorize the selection of two sets of election officials to work at different times on election day.

1.06 Village Boundaries.

The Village boundaries, including future annexations and detachments, shall at all times be recorded on the official map of the Village as defined by section 11.02 of this code, and annexation ordinances adopted after the effective date of the code, shall be added to this section.

1.07 Legal Notices.

- (1) Posting Places.** According to Wis. Stats. §985.02(2), the bulletin boards at the following locations are designated as the legal posting places of the Village:
 - (a)** Village Hall at 810 Shorewood Boulevard;
 - (b)** The intersection of Shorewood Boulevard and Harvard Drive; and
 - (c)** The intersection of Shorewood Boulevard, Edgehill Drive, and Blackhawk

Drive.

- (2) **Posting.** Any notice, ordinance or other writing which by law or ordinance shall be directed to be posted in the Village of Shorewood Hills, shall be posted by affixing the notices upon the bulletin boards.
- (3) **Defacing Notices.** No person may destroy or deface said bulletin boards or who shall remove, deface or destroy any notice posted there, except Village officials exercising their official duty.

1.08 Ethics Code.

- (1) Wis. Stats. §§ 19.42 and 19.59 (2009-2010), and as they may be amended, are hereby adopted and incorporated by reference in this Code.
- (2) For purposes of this section, “Property” shall mean all or any part of the lands and improvements leased by the Village to Blackhawk Country Club, Inc., pursuant to the Lease signed on November 24, 1986. “Immediate family” shall mean the Trustee’s spouse or domestic partner.
- (3) No Trustee shall take any official action relating to Lease renewal, extension, or modification of rent of all or any part of the Property rented by Blackhawk Country Club if the Trustee or any member of the Trustee's immediate family is a member of Blackhawk Country Club and shall recuse him or herself from participation in any such discussions and actions.
- (4) No Trustee shall vote on a matter relating to a default of the Lease or on any Lease matter in the event of an uncured default by the Blackhawk Country Club if the Trustee or any member of the Trustee’s immediate family is a member of Blackhawk Country Club. Said Trustee and shall recuse him or herself from participation in any such discussions and actions.

1.09 Referendum for Blackhawk Country Club.

- (1) Any future lease, an amendment to the current lease or any disposition of the land currently occupied by the Blackhawk Country Club Corporation, shall be submitted to the electorate in an advisory referendum prior to the Board of Trustees taking an action to approve said future lease or amendment to the current lease or any disposition of the land currently occupied by the Blackhawk Country Club Corporation.
- (2) The form of such advisory referendum question shall be reviewed and approved by the Village attorney.

1.10 Official Village of Shorewood Hills Fee and Forfeiture Schedule.

The official Village of Shorewood Hills fee and forfeiture schedule is hereby adopted. The Board of Trustees shall be authorized to amend the Official Fee and Forfeiture Schedule by resolution, and, upon such amendment, the Updated Official Fee and Forfeiture Schedule shall be deemed adopted. The Official Village of Shorewood Hills Fee and Forfeiture Schedule is set forth as an Appendix to Chapter 1 and can be found at the end of this chapter.

VILLAGE OF SHOREWOOD HILLS FEE SCHEDULE

ZONING FEES

DOGS, CATS & CHICKENS LICENSES

FIRE PREVENTION FEES ORDINANCE / CODE VIOLATION FEES AMBULANCE CONVEYANCE FEES

POLICE DEPARTMENT FEES

BUILDING FEES HVAC FEES PLUMBING FEES ELECTRICAL FEES ZONING REVIEW FEES

COMMUNITY CENTER RENTAL FEES

MISCELLANEOUS ADMINISTRATIVE FEES

Approved by Village Board: (November 25, 2024)

Zoning Fees – Village of Shorewood Hills

Service Provided	Current Fee	
Conditional Use Permit	\$350 + consulting cost	
Planned Unit Development (PUD) Application Fee for commencement of a PUD	\$350 + consulting cost	
Variance	\$350.00	
Zoning: <ul style="list-style-type: none"> • Rezoning Application • Special Exception Permit • Conditional Use Permit • Certified Survey Submission 	All: \$350 + consulting cost	
Temporary Accessory Use Zoning Permit	\$ 5.00/day	
Fence Permit	\$75.00	

Dogs, Cats & Chickens License Fees – Village of Shorewood Hills

Service Provided	Current Fee	
Dogs (Annual Fee): <ul style="list-style-type: none"> • Neutered or Spayed • Un-neutered or Un-spayed • Late Fee after April 1 • Replacement Tag 	\$30.00 \$40.00 \$10.00 \$1.00	
Cats (Annual Fee): <ul style="list-style-type: none"> • Neutered or Spayed • Un-neutered or Un-spayed • Late Fee after April 1 • Replacement Tag 	\$15.00 \$20.00 \$10.00 \$1.00	
Chickens (Three-Year Permit) <i>Also required, Wisconsin Dept. of Agriculture, Trade and Consumer Protection Registration</i>	\$40.00	
Bees (Three-Year Permit)	\$40.00	

Fire Prevention and Ordinance/Code Violation Fees – Village of Shorewood Hills

Service Provided	Current Fee	
Village Board adopts the fee schedules that conform to Madison General Ordinances Chapters 34 and 40.		

Police Department Fees – Village of Shorewood Hills

Service Provided	Current Fee	
Audio / Visuals:		
• DVD Copy, Audio Copy	\$10.00	
• Paper Copy	\$1.00 per page (2-sided)	
Parking Permits:		
• 1st Permit Per Property	FREE	
• Additional Permits	\$ 5.00 each	
Bicycle License:		
Non-expiring license	FREE	
Parking Violations (§ 7.08):		
Parking Where Prohibited by Official Sign	\$50.00 – within 7 days \$70.00 – after 7 days	
Parking Past Posted Time Limits (1- and 2-hour)	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked on Posted Private Property	\$50.00 – within 7 days \$70.00 – after 7 days	
Handicap Parking Zone	\$100.00 – within 7 days \$115.00 – after 7 days	
Registration Violation	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked Against Traffic	\$50.00 – within 7 days \$70.00 – after 7 days	
Abandoned Vehicle 48 Hours	\$50.00 – within 7 days \$70.00 – after 7 days	
Street Storage 24 Hours	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked Too Close to Fire Hydrant	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked in Fire Lane	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked Too Close to Crosswalk	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked Too Close to Driveway	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked on Terrace	\$50.00 – within 7 days \$70.00 – after 7 days	
No Parking	\$50.00 – within 7 days \$70.00 – after 7 days	
Parked on Sidewalk	\$50.00 – within 7 days \$70.00 – after 7 days	
15-Minute Violation	\$50.00 – within 7 days \$70.00 – after 7 days	
Stopping Prohibited in Certain Specified Areas	\$50.00 – within 7 days \$70.00 – after 7 days	
Tampering With Tire/Tread Marks	\$50.00 – within 7 days \$70.00 – after 7 days	

Service Provided	Current Fee	
Security Alarm Systems:		
False Alarms <ul style="list-style-type: none"> Police Response (3 in 12 month period) Subsequent False Alarms Per Location (in same 12 month period) 	No Charge \$150.00 – fourth offense \$250.00 – fifth offense \$500.00 – sixth offense	

HVAC, Plumbing, Building and Electrical Fees – General Engineering Company

Service Provided	Current Fee	
Village Board adopts the fee schedules of General Engineering Company (GEC) for building permits, inspections and plan review services.		

New Construction & Additions Zoning Fees – Village of Shorewood Hills

Service Provided	Current Fee	
Zoning Review for Building Permits:		
Floor Area/Height Limitation Compliance Review <ul style="list-style-type: none"> By Staff By Consultant Stormwater Compliance Review	\$50.00 \$150.00 \$150.00	

Community Center Rental Fees – Village of Shorewood Hills

Service Provided	Current Fee	
DEPOSIT: (Deposits apply to all who rent the community center) <ul style="list-style-type: none"> No Alcohol Served Alcohol Served 	\$250.00 \$500.00	
RENT: (Residents must make ALL reservations, all reservations are non-refundable)		
Private Groups/Party & Commercial/Professional Rates: (Base rate is for use up to 4 hours. After 4 hours fee increases as a pro-rated amount (25% of the base rate) for each additional hour of use) <ul style="list-style-type: none"> Monday-Thursday Friday (before 5:00 pm) Friday (after 5:00 pm)-Sunday and Village Holidays 	\$50.00 Base + \$12.50 \$50.00 Base + \$12.50 \$100.00 Base + \$25.00	
Non-Private Group Rates <ul style="list-style-type: none"> Non-profit organizations and Village user groups For Profit Series Groups 	\$15.00/session (up to 3 hrs) \$40.00/day (up to 10 hrs) \$30.00/session (up to 3 hrs) \$80.00/day (up to 10 hrs)	

Community Center Rental Fees (continued) – Village of Shorewood Hills

Service Provided	Current Fee	
<p>ADDITIONAL CHARGES:</p> <ul style="list-style-type: none"> • Damage or Failure to clean the facility to a condition equal to or better than the facility’s condition upon arrival will result in loss of security deposit plus additional cleaning charges required to restore the building to its pre-use condition. The extra costs will be charged to and paid by the village sponsor. These extra costs also include administrative fees. Complete the checklist to avoid these additional charges. • The Village reserves the right to require forfeiture of part or all of the deposit to cover damage to the building, fixtures, or building contents during use–this includes replacement of missing contents. In addition, if such costs exceed the amount of the deposit, the user may be required to pay these extra costs as determined by the Village Administrator. 		

Miscellaneous Administrative Fees – Village of Shorewood Hills

Service Provided	Current Fee	
<p>Transient Merchant Permit:</p> <ul style="list-style-type: none"> • Individual • Group (i.e. Food Carts) • Special Event Food Cart Permit Fee 	<p>\$150.00 \$500.00 \$20.00/year</p>	
Solicitors Permit	\$20.00	
<p>Liquor Licenses:</p> <ul style="list-style-type: none"> • Operator’s (Bartender’s) License • Alcohol Sales: <ul style="list-style-type: none"> ○ Class A or B Beer ○ Class A & B Liquor ○ Class C Wine ○ Publishing Fee • Temporary Class B 	<p>\$45.00 (\$25 non-refundable if denied) \$100.00 \$500.00 \$100.00 \$35.00 \$10.00</p>	
Tobacco Sales	\$100.00	
Replacement Permit/License	\$5.00	
NSF Fee	\$35.00	
Copy of Tax Bill	\$2.00	
<p>Commercial Sign <i>(pursuant to Zoning Code 10-1-80)</i></p>	\$2.65/sq ft (\$65 minimum)	
Block Party	\$20.00	
<p>Street Use Permit:</p> <ul style="list-style-type: none"> • Under 100 guests/participants • Over 100 guests/participants • For-profit events 	<p>\$30.00 \$65.00 \$230.00</p>	

Miscellaneous Administrative Fees (continued) – Village of Shorewood Hills

Service Provided	Current Fee	
Street Opening	\$165.00 + bond	
Street Boring	\$165.00 + bond	
Right-of-Way (ROW) Occupancy <ul style="list-style-type: none"> • Permanent • Temporary (60 days maximum) 	\$150.00 \$ 5.00/day	
Key Replacement (<i>Marina, Community Center, etc.</i>) <ul style="list-style-type: none"> • Issue Key (<i>Marina-only</i>) • Replace Key 	\$20.00 \$20.00	
Short-Term Rental License <ul style="list-style-type: none"> • Initial License • Renewal (if license lapses, applicant will be subject to initial license fee) 	\$200 \$100	
Folding Table Rental (from DPW Building)	\$4.00 per table (limit 4)	