

ORDINANCE 10-2023
CREATING CHAPTER 271 OF THE VILLAGE OF
COTTAGE GROVE CODE OF ORDINANCES AND AMENDING CHAPTER 274
OF THE VILLAGE OF COTTAGE GROVE ORDINANCES

The Village Board for the Village of Cottage Grove, Dane County Wisconsin, does hereby ordain as follows:

Section I: Create Chapter 271 of the Village of Cottage Grove Code of Ordinances to read as follows:

271-1 Purpose. The purpose of this chapter is to create uniform address requirements for new buildings and developments within the Village. Uniform address requirements will ensure that emergency responders can efficiently locate emergencies and that new residents will easily be able to register to vote.

271-2 Applicability. The requirements under this chapter shall apply to all buildings and developments that commence construction after January 1, 2024.

271-3 Address Requirements. Any person constructing a new primary building on a parcel must obtain approval from Village staff for an address plan. No person may submit an address plan to the United States Postal Service without first obtaining approval from the Village. Village staff will approve an address plan that complies with the following requirements.

- A. If a parcel contains multiple primary buildings, each building must have a unique building number. Accessory structures do not require a separate address.
- B. The street address for a building shall be the street on which the primary entrance to the parcel is located.
- C. If a building has more than one unit, and unit entrances are all located on the exterior of the building, then the units shall be numbered sequentially, with the first unit number beginning at the southwest corner of the building, and unit numbers increasing sequentially clockwise from the beginning unit.
- D. Single story commercial buildings shall use letters for units. The unit letters must follow clockwise sequencing from the right corner of the building when facing the address side of the building from the street. Multi-story commercial buildings shall utilize numbers.

- E. If a building has more than one unit, and unit entrances are located on the interior of the building, then the unit number shall begin with the floor on which the unit is located.
- F. Buildings located on the West or North side of a street shall have odd address numbers unless doing so would be inconsistent with previously existing address numbers.
- G. Buildings located on the East or South side of a street shall have even address numbers unless doing so would be inconsistent with previously existing address numbers.
- H. No street names shall be approved if the name is a duplicate or substantially similar name to an existing street name within the Village or adjacent towns.

271-4 All plats and certified survey maps must include the addresses of buildings and units.

271-5. Building Number Specifications. All building numbers shall comply with the following requirements.

- A. Building numbers shall be at least four inches in height, and use clearly legible fonts, as determined by the Village. The Village may require larger numbers depending on the setback of the building.
- B. Building numbers shall be numerals, and not spelled out numbers.
- C. Building numbers must be a color that contrasts with the color of the immediate background.
- D. Commercial or multi-family building numbers shall be located above the main entrance of a building. If there is no main entrance to a building, then the building number shall be located on all four sides of the building.
- E. Commercial or multi-family unit numbers shall be located on the door to the unit entrance or above the door to the unit entrance.
- F. Building numbers shall not be obstructed by any structures, vegetation, or similar visual obstructions.

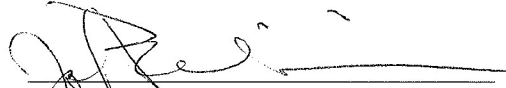
Section II: Create Chapter 274-45.H. of the Village of Cottage Grove Code of Ordinances to read as follows:

- I. No person may record any certified survey map or plat unless they have obtained approval from the Village of an address plan pursuant to chapter 271.

Section III: This ordinance shall take effect upon compliance with the publication/posting requirements of the Wisconsin Statutes.

Adopted this 18 day of December, 2023.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE



John Williams, Village President

Attest:



Lisa Kalata, Village Clerk