

TOWN OF COTTAGE GROVE NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Town Board of the Town of Cottage Grove will hold a public hearing at 7:00 p.m. on Monday, March 16, 2026, at the Cottage Grove Town Hall, 4058 County Road N, to receive public comments on proposed amendments to the following sections of the Town's Code of Ordinances.

- Amending Section 09.10 Parades and Races to revise permit application requirements
- Amending Section 11.08 False Alarms Prohibited.

All interested parties are invited to attend said hearing and be heard. The proposed amendments are attached or available for viewing at the Town Hall, 4058 County Road N, Cottage Grove, WI. Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, who requires the meeting or materials at the meeting to be in an accessible location or format must contact the Town Clerk-Treasurer at (608) 839-5021 or clerk@tn.cottagegrove.wi.gov at least 24 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

After the public hearing, the Town Board will consider adoption of the proposed amendments.

Kim Banigan, Clerk-Treasurer
Town of Cottage Grove
Posted 03/10/2026

form provided by the Town Clerk no less than 45 days prior to the race or parade. Applicants who file after this deadline may be required to cover the cost of a special meeting of the Town Board to review the application. A single application can be filed for events that are of similar nature on multiple dates on one calendar year.

(5) INFORMATION REQUIRED IN APPLICATION

The application shall set forth the following information regarding the proposed race or parade:

- (a) Name, address, and telephone number of the applicant
- (b) If the race or parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization
- (c) The name, address and telephone number of the person responsible for conducting the race or parade.
- (d) The date and time when the race or parade is to be conducted and its duration.
- (e) Those items identified at subsection (11) of this ordinance.
- (f) The number of participants or units comprising the race or parade.
- (g) If the race or parade is to be conducted by or for any person other than the applicant, the applicant for such permit shall file with the Town Clerk a communication in writing from the person proposing to hold the race or parade authorizing the applicant to apply for the permit.
- (h) Any additional information that the Town Clerk and/or Board finds reasonably necessary for a fair determination as to whether a permit should be issued.
- (i) A plan to address any emergency services that may be required.
- (j) A sample ~~letter notifying property owners along the route of the events~~notice to the public describing the event. The ~~letter-notice~~ must be approved by the Town Board. At least ~~10-7~~ days prior to the race or parade, the ~~applicant shall provide the Town Clerk with sufficient stamped envelopes stuffed with the approved letter for mailing to the property owners along the event route~~Town Clerk's office will publish the notice on the Town's website and social media site(s).

(6) BASIS FOR DISCRETIONARY DENIAL OF PERMIT

The application may be denied:

- (a) If it is for a race or parade that is to be held during working hours when the flow of vehicular traffic is typically high volume.
- (b) If it is for a race or parade that is to be held between hours of darkness.
- (c) If sufficient race or parade personnel are not provided as to reasonable assure the orderly conduct of the race or parade.
- (d) If it is made in less than the established time frame in subsection (4) above.

(7) MANADATORY DENIAL OF PERMIT

- (a) The application shall be denied:
- (b) If it is for a race or parade that would involve violation of federal, state or local laws relating to the use of highways or other application regulation of the Town of Cottage Grove.
- (c) If the granting of the permit would conflict with another permit already granted or for which an application is already pending.

- (d) If the application does not contain the information required by subsection (5) above.
- (e) If the applicant has failed to receive a required state or county permit.
- (8) PERMIT TO BE ISSUED UNLESS THREAT TO PUBLIC SAFETY

The Town board shall issue a permit to the applicant subject to the foregoing paragraphs of this Section, unless the Board concludes that

- (a) The policing of the race or parade will require so large a number of persons and vehicles, including emergency services vehicles, as to prevent adequate service to the rest of the Town.
- (b) The race or parade will so substantially hinder the movement of police and fire and other emergency vehicles as to create a substantial risk to person and property.
- (c) The conduct of the race or parade will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.

(9) PERMIT DEPOSIT AND CHARGES FOR INCREASED COST

The Town of Cottage Grove requires ~~payment of a \$100.00 fee a Five Hundred dollar (\$500.00) deposit with the application. Of this deposit, One Hundred dollars (\$100.00) is retained~~ to cover administrative costs. ~~At the Town Board's discretion, a refundable deposit may be required. The remaining Four Hundred dollars (\$400.00) will be refunded if not~~ cover any additional costs are deemed incurred by the Town due to the race or parade. ~~Where the Town Board determines that the cost of municipal services incident to the staging of the race or parade will be in excess of the deposit amount, the Town Board may require the permittee to make an additional deposit equal to the estimated excess cost.~~ Costs to the Town that are in excess of any deposit will be billed to the applicant or organization. At its sole discretion, the Town may require the permittee to post insurance as set forth in subsection (10) below.

(10) REVOCATION

The Town Chair or Town Chair designee may revoke a permit already issued, if he or she deems that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis of the standards of issuance. In lieu of revoking a permit, the Town Chair or designee may require the permittee to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility running to the Town of Cottage Grove and such third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the holding of the race or parade sufficient to indemnify the Town and such third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.

(11) PERMIT CONTENTS

- (a) A map indicating the route including the starting point, ending point and participant parking location.
- (b) A traffic control plan for the route, including any required County or State permits.

(12) COPIES OF PERMIT DISTRIBUTED

Immediately upon the issuance of a permit, the Town Clerk shall send a copy to the police, fire, EMS and highway departments.

(13) COMPLIANCE WITH REGULATIONS

- (a) A permittee under this section shall comply with all permit conditions and with all applicable state, county and local laws.
- (b) No person who leads or participates in a race or parade shall disobey, or encourage others to disobey this section or the terms of any applicable permit.

(14) PENALTY FOR VIOLATION

In addition to, and separate from, any liability resulting from any negligent actions, or violation of any applicable state statute; violations of this ordinance shall be punishable as class D forfeitures, under s. TCG 25.04.

(15) EFFECTIVE DATE

- (a) The original ordinance was adopted on 6 Jul 1981.
- (b) This section shall take effect upon passage and publication.

Section 11.08 of the Town of Cottage Grove Code or Ordinances is hereby created/amended to read as follows:

11.01 FALSE ALARMS PROHIBITED

(1) DEFINITIONS

- (a) “False Signal” means any signal which is emitted by an intrusion, fire, holdup or other alarm system which is not the result of an intrusion by persons, a fire, or a holdup. A signal is emitted for the purposes of this ordinance when it is directly transmitted to a Law Enforcement Department or Fire Department or transmitted to any person who subsequently reports such signal to a Law Enforcement Department or Fire Department.
- (b) “Owner” means the person or legal entity that owns the property from which the false signal is emitted, except that, if the premises are leased or rented, the lessee or occupant of the property or part thereof from which the false signal is emitted shall be deemed the owner.

(2) FALSE ALARMS PROHIBITED

No person shall permit an intrusion, fire, holdup alarm or any other alarm system to repeatedly emit false signals.

(3) RESPONSIBILITY FOR OPERATION OF ALARM SYSTEMS.

- (a) Upon a finding that a signal from an alarm system is a false signal, the Law Enforcement Department shall notify the building owner of the false signal. It shall then be the responsibility of the owner to secure the building and prevent additional false signals. A second or subsequent false alarm within a twelve-hour period shall constitute a violation of this ordinance and the building owner shall be liable for such violation.
- (b) No building owner shall permit an alarm system to emit more than ~~three-two~~ false signals during any ~~sixty-day~~rolling 12-month period. A verbal warning shall be issued with the first false signal, followed by a written warning with the second false signal. A ~~fourth-third~~ false signal during a ~~sixty-day~~rolling 12-month period shall constitute a violation of this ordinance and the building owner shall be liable for such violation.

(4) PENALTY FOR VIOLATION

Any violation of this ordinance shall be subject to a Class C forfeiture as specified in s. TCG § 25.04(1)(b). Each and every day such violation thereafter shall be considered a separate offense.

(5) EFFECTIVE DATE

- (a) The original ordinance was adopted November 17, 2008
- (b) This section shall take effect upon passage and publication

Adopted this ____ day of _____, 2026, by a vote of _____ for, _____ against, with ____ abstentions.

TOWN OF COTTAGE GROVE

ATTEST:

Steven Anders, Town Chair

Kim Banigan, Town Clerk-Treasurer