



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Board of Public Works	BPW Meeting Date: 7/23/2026
ID Number: 26-04063	Ordinance/Resolution Number (if applicable): 6.12
Department Submitting: Department of Public Works	Common Council Meeting Date: 8/20/2026
Agenda Item Title: Review and possible action on updates to the Waukesha Municipal Code 6.12 Snow and Ice Removal from Sidewalks, Curb Ramps, Bus Pads, and Fire Hydrants.	

Issue Before the Council: After comparing other municipalities' ordinances regarding snow removal and considering a realistic timeline for enforcement, it is proposed to adjust Ordinance 6.12 to change requirement for property owners to complete clearing from 12 hours to 24 hours. Additional changes include adding definitions for sidewalk versus recreational path, updating the administrative fee from \$25 to \$50 for repeat violations within the same snow season, and clarifying responsibilities of property owners that adjoin a public right of way in addition to public street.
Options & Alternatives: Updates could be omitted or denied, but the current enforcement process cannot reflect the ordinance as is currently written without reconfiguring staff schedules for availability within 12 hours of the notice. The City is also currently responsible for properties that adjoin right of ways and that would continue to be cleared by The City.
Additional Details: The draft and redline of the 6.12 Ordinance are attached.

What is the Strategic Plan Priority this item relates to: N/A
What impact will this item have on the Strategic Plan Priority? N/A

Financial Remarks:

N/A

Recommended Motion:

Move to recommend the proposed updates to 6.12 Snow and Ice Removal from Sidewalks, Curb Ramps, Bus Pads, and Fire Hydrants to the Ordinance & License Committee.

Reviewed By:

City Attorney Brian Running	Date Reviewed
Finance Director Joseph P. Ciarro	Date Reviewed
City Administrator Anthony W. Brown <i>Anthony Brown</i>	Date Reviewed 07/21/2026

6.12 Snow ~~And~~ and Ice Removal ~~From~~ Sidewalks, Curb Ramps, Bus Pads, ~~And~~ and Fire Hydrants

1. RESPONSIBILITY OF OWNER OR OCCUPANT. (Am. #12-80) The owner, occupant, or person in charge of each ~~dwelling or building~~ parcel of real property in the City fronting upon or adjoining any ~~street~~ public right-of-way, ~~and the owner or person in charge of any unoccupied building or lot fronting as aforesaid~~, shall clean the ~~sidewalk~~ sidewalk within such right-of-way adjoining the property in front of or adjoining such dwelling or building, or unoccupied lot or building, as the case may be, of snow and ice to the full width of such sidewalk, and shall remove snow within a radius of 4 feet of any fire hydrant in such right-of-way so as to allow full access from the street, within ~~24~~ 24 hours after the snow ~~fall~~ has ceased ~~to fall~~, and shall keep the sidewalk free of ~~snow so as to prevent any~~ accumulation of ice. "Sidewalk," as used in this section, includes curb ramps and bus stop pads; but not bus stops having a shelter, or recreational trails.

1-2. PENALTY. Any person violating subsection (1) shall be subject to forfeiture as provided in Municipal Code §25.05. If inspection after a citation has been issued reveals that the violation continues 24 hours after the original citation, the penalty amount for subsequent citations shall be increased by \$50.

2-3. CLEANING BY CITY; ASSESSMENT OF COSTS. (Am. #12-80)

1. (Am. #21-08) (Am. #26-99) (Am. #18-10) The Department of Public Works shall publish and maintain a Cost Schedule showing the cost ~~to render the of~~ snow and ice removal ~~services~~ described in this section. The Department may amend the Cost Schedule from time to time to reflect any changes to the cost it incurs current costs. The Cost Schedule shall be maintained on the City's website and published annually in the official City newspaper.

2. If ~~the owner, occupant or person in charge of removal of snow as herein provided :fails to so remove snow, at the time designated herein~~ snow and ice are not cleaned from sidewalks as required by this section, the City may; ~~through its employees and officials of the Department of Public Works, and at its option, cause the~~ have the snow and ice ~~to be removed from any public sidewalk within the City and invoice the cost of such removal as shown on the Cost Schedule shall be charged to the owner of the premises~~ parcel. and if payment of the invoice is delinquent unpaid, levied and collected by the City each lot or parcel of land the amount will be charged as a special charge as a special charge against ~~the parcel~~ real property by the City

~~Treasurer and included in the current or next pursuant to Wis. Stat. §66.0627. tax roll for collection and settlement under chapter 74 of the Wisconsin Statutes. In addition, the Director of Public Works shall designate a persons from that Department to be authorized by the Common Council to issue citations under §25.08 of this Municipal Code. Such person shall also be responsible for the snow removal program under this section.~~

~~3.—(Am. #3-10) If the weather conditions cause ice to accumulate on such sidewalk and it cannot with due diligence be removed, the owner, occupant, or person in charge shall keep the same it sprinkled with salt or sand and shall remove accumulated ice to the width of the sidewalk as soon as weather conditions permit.~~

~~4.3. _____ Costs under this subsection shall be in addition to any penalty imposed under subsection (2). For the first offense no citation additional fees shall be issued and no forfeiture imposed. A warning citation shall be issued and the cost for the removal of snow and ice shall be charged as provided in par. (b). For the second offense, to compensate for inspectional and administrative costs, a fee of \$25-50 may be charged for an inspection to determine compliance with this section, except that no fee shall be charged for the inspection when compliance is recorded. A fee of \$50 may be charged for third and subsequent offenses. Inspection fees shall be charged to the owner of the premises and if unpaid, levied and collected by the City as a special charge against the premises pursuant to sec. 66.0627 Wis Stats against the real estate upon which the inspections were made, shall be a lien upon the real estate and shall be assessed and collected as a special charge. The first violation occurring after September 1 of the current year and before June 30 of the year following the current year shall constitute a "first offense" under this section.~~

~~3.4. _____ OWNER'S RESPONSIBILITY REGARDING DISCHARGE OF WATER. Every person owning any buildings in the City situated as described in sub. (1) shall cause the pipes conducting the water from the eaves of the building to be constructed as not to spread the water over the sidewalk, and shall prevent discharge from sump pumps from accumulating on the sidewalk. No pipes carrying water from building gutters or sump pumps may be located so that water flowing from them flows onto a public sidewalk.~~

~~4.—CURB RAMPS. (Rep. #15-19) In addition to the other requirements imposed in this section, the owner, occupant or person in charge of each building, dwelling or~~

~~unoccupied lot is required to remove snow upon any portion of a sidewalk which leads to the street and intersects with the curb at an intersection, co-cornermer, or crosswalk. If such snow is not removed within the time designated for removal in sub. (1) of this section, the City may clear the snow in accordance with sub. (2)(b) of this section and assess the applicable charge in the Cost Schedule for removal.~~

~~5.—BUS PADS. (Cr. #26-99) The owner, occupant, or person in charge of each building, dwelling, or unoccupied lot shall remove snow upon any Bus Pad connected to the sidewalk. If such snow is not removed within the time designated for removal in sub. (1) of this section, the City may clear the snow in accordance with sub. (2)(b) of this section and assess the . applicable charge in the Cost Schedule for removal. For purposes of this section, "Bus Pads" are portions of the sidewalk extending to the curb that are customarily 5 feet by 5 feet in size but may be larger, which provide standing room for pedestrians waiting at a designated Waukesha Metro Bus Stop. "Bus Pads" do not include Waukesha Metro Bus Stops containing a shelter or otherwise providing pedestrians a place to sit while waiting for the bus to arrive.~~

~~—SNOW SURROUNDING FIRE HYDRANTS. The owner, occupant, or person in charge of each building, dwelling, or unoccupied lot fronting upon or adjoining a fire hydrant shall clear the snow surrounding the fire hydrant to allow full access from the street. If such snow is not removed within the time designated for snow removal in sub. (1) of this section, the City may clear the snow in accordance with sub. (2)(b) of this section and assess the applicable charge in the Cost Schedule for removal.~~

~~6.—PATHS. Recreational pedestrian paths and City of Waukesha park property will be cleared in accordance with The City Wide Winter Weather Operations Manual. Recreational paths are not considered sidewalks under Wisconsin State Law.~~

6.12 Snow and Ice Removal from Sidewalks, Curb Ramps, Bus Pads, and Fire Hydrants

1. **RESPONSIBILITY OF OWNER OR OCCUPANT.** (Am. #12-80) The owner, occupant, or person in charge of each parcel of real property in the City fronting upon or adjoining any public right-of-way shall clean the sidewalk within such right-of-way of snow and ice to the full width of such sidewalk, and shall remove snow within a radius of 4 feet of any fire hydrant in such right-of-way so as to allow full access from the street, within 24 hours after the snowfall has ceased, and shall keep the sidewalk free of any accumulation of ice. "Sidewalk," as used in this section, includes curb ramps and bus stop pads; but not bus stops having a shelter, or recreational trails.
2. **PENALTY.** Any person violating subsection (1) shall be subject to forfeiture as provided in Municipal Code §25.05. If inspection after a citation has been issued reveals that the violation continues 24 hours after the original citation, the penalty amount for subsequent citations shall be increased by \$50.
3. **CLEANING BY CITY; ASSESSMENT OF COSTS.** (Am. #12-80)
 1. (Am. #21-08) (Am. #26-99) (Am. #18-10) The Department of Public Works shall publish and maintain a Cost Schedule showing the cost of snow and ice removal described in this section. The Department may amend the Cost Schedule from time to time to reflect current costs. The Cost Schedule shall be maintained on the City's website and published annually in the official City newspaper.
 2. If snow and ice are not cleaned from sidewalks as required by this section, the City may have the snow and ice removed and invoice the cost of such removal to the owner of the parcel. If payment of the invoice is delinquent the amount will be charged as a special charge as a special charge against the parcel pursuant to Wis. Stat. §66.0627..
 3. Costs under this subsection shall be in addition to any penalty imposed under subsection (2).
4. **OWNER'S RESPONSIBILITY REGARDING DISCHARGE OF WATER.** No pipes carrying water from building gutters or sump pumps may be located so that water flowing from them flows onto a public sidewalk.