

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING: REGULAR MEETING OF THE VILLAGE BOARD

DATE AND TIME: MONDAY, July 6, 2020 7:00 p.m.

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform, Meeting #: 126 456 7368 Password: 93762gUPMMd which can be accessed by phone at 408-418-9388 or by logging on <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m91cc3f76ddac03caf05634d77da2a4c>

Citizens wishing to view the meeting are encouraged to watch the live broadcast of the meeting through Channel 25 on Spectrum cable, or the livestream on the Village's website. Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
- V. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
The following individuals will be given the opportunity to make announcements of future municipal activities: Village President, Village Board Members, Village Administrator, Village Attorney, Village Clerk, And Department Heads, to include:
- VI. **CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**
Please be advised per §19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. (15 minutes) Written Public Comments should be directed to comments@village.germantown.wi.us, by 4 p.m. on Monday, July 6.

VII. CONSENT AGENDA:

A. Approval of Minutes June 15, 2020 Regular Village Board Meeting.

B. Accounts payable/payroll

1.	June 15, 2020	Payroll (Salary)	\$ 108,238.79
2.	June 23, 2020	Payroll (Hourly)	\$ 242,276.14
3.	June 25, 2020	Accounts Payable	\$ 744,630.40
4.	June 28, 2020	Payroll (Salary)	\$ 107,576.98
5.	June 30, 2020	Accounts Payable	\$ 1,721.20

The following items were forwarded from **General Government and Finance** with a unanimous recommendation.

C. Revisions to Job Description and Pay Grade for Community Development/Inspection Services "Clerk/Typist II" Position.

The following items were forwarded from **Public Works** with a unanimous recommendation.

D. Resolution 43-2020 - Adopting 2019 CMAR (Compliance Maintenance Annual Report).

E. Replacement of Fire Suppression at Fire Station #2 by USA Fire Protection in an amount not to exceed \$52,000.

F. Replacement of Village Hall Roof and Library Roof by Integrity Roofing in an amount not to exceed \$245,000.

G. Award of Contract-Holy Hill Road (Maple Rd. to Goldendale Rd.)-LRIP Project to Payne & Dolen, Inc. in an amount not to exceed \$421,940 plus a contingency of 2% or \$8,440 for a total approved project amount not to exceed \$430,380.

VIII. OLD BUSINESS:

A. None.

IX. PUBLIC HEARINGS:

A. None.

X. NEW BUSINESS:

A. Resolution 44-2020, Appreciation of Service - Sharon Kaddatz.

B. Ordinance 09-2020, Land Use Plan Map Amendment from Agricultural/Conservation Residential to Commercial, Ordinance 10-2020, Rezoning from A-2: Agricultural to B-3: General Business District and Rs-1: Single-Family Residential, Conditional Use Permit Amendment for CUP#1-76 for an Expansion of the Auto Sales Operation and 2-Lot Certified Survey Map (CSM). James & Maureen Dragich, Property Owners of W172 N13186 Division Road and N132 17073 Rockfield Road, Dragich Auto Sales & Service.

C. Conditional Use Permit, MSI General Corp., Agent for Redstone Land Holdings LLC, Property Owner of Hampel Corporation - W194 N11551 McCormick Drive. Conditional Use Permit (CUP) for 52' High Storage Silos.

- D. RENEWAL: Class "B" Fermented Malt Beverage and Class C Wine:
 - 1. Kai Yong Inc, DBA China Kitchen, N112W16560 Mequon Road, Ma Gong Kai Agent, 18 N Main Street Fond du Lac.
- E. RENEWAL: Class C Wine:
 - 1. Old Germantown LLC, W148 N12696 Pleasant View Dr., Scott and Georgene Sommer.
- F. Ordinance 11-2020, Set the Speed Limit on Goldendale Road.
- G. Cancellation or Rescheduling of September 7th Village Board Meeting.
- H. Update on Negotiation with the Village of Richfield in regards to Water / Sewer Utilities. The Village Board may Convene into closed session per Wis. Stats. §19.85 (1) (e) For the Purpose of Deliberating or negotiating the contract, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and may convene into open session to take such action as it deems appropriate.

XII. ADJOURNMENT.

The next regular meeting of the Village Board will be on Monday, July 20, 2020 at 7:00 p.m.

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 this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
VILLAGE BOARD MEETING MINUTES
June 15, 2020**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Wolter.

ROLL CALL: Present: President Wolter, Trustees Baum, Hudson, Kaminski, Miller, Myers, Pieper, Wing, and Zabel. Also present: Administrator Kreklow, Clerk Braunschweig, Attorney Sajdak, Director Rath, Director Ratayczak, and Manager Tucker. Clerk's Note: This was a partial Virtual Webex Meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT'S REPORT:

No Report.

APPOINTMENTS:

- | | | |
|----|---|-----------------------|
| 1. | Historic Preservation Commission | |
| | Member Katelyn LeTourneau | 05/01/20 – 04/30/2023 |
| 2. | Board of Appeals | |
| | Member Kevin Schodron | 05/01/20 – 04/30/2023 |

Motion (Baum/Miller) to approve the appointments. Motion carried unanimously.

**ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC
INTEREST/DEPARTMENT AND COMMITTEE REPORTS:**

CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:

None.

CONSENT AGENDA:

- | | | | |
|----|---|------------------|-----------------|
| A. | Approval of Minutes June 1, 2020 Regular Village Board Meeting. | | |
| B. | Accounts payable/payroll | | |
| | 1. June 9, 2020 | Payroll (Hourly) | \$ 234,451.44 |
| | 2. June 10, 2020 | Accounts Payable | \$ 1,481,459.92 |

Motion (Baum/Myers) to approve Consent Agenda Items A-B. Roll Call Voted Carried Unanimously.

OLD BUSINESS:

- | | | | |
|----|---|--|--|
| A. | Revisit or Rescind a portion thereof, Resolution 42-2020, Adopting the Washington Ozaukee Public Health Department's Blueprint for Reopening for the Purposes of Village Operations Following the End of the State's Safer at Home Order. | | |
|----|---|--|--|

Administrator Kreklow gave a presentation and update. A graph of the new Covid-19 cases in Washington County were shown. The mask policy was discussed and how to go forward. The current policy was reviewed as the Blueprint for Reopening for settings when social distancing is not possible to wear a mask. There are signs asking for visitors to wear a mask, but it is not

required. Discussion ensued of wearing of a mask and social distancing. Attorney Sajdak commented concern of meetings with larger items that may have more attendees.

Motion (Baum/Wing) to rescind the County Health Department Guidelines for masks to be optional at all Village wide meetings including Village Boards, Committees, and Commissions. Motion Carried, Kaminski voted no.

- B. Status of 2020 Budget Savings Plan, Resolution 41-2020, Directing the Village Administrator to Implement 2020 Budget Savings Plan.

Administrator Kreklow reported on the Revenue Impacts on the Village. Revenue losses include: Hotel Motel Tax, Inspection / Permit Fees, and Recreation Programs. The overall revenue gap range is \$475,000 – \$925,000. Budget savings areas include: salaries, equipment, seal coating, and use of reserves.

PUBLIC HEARING:

- A. None.

NEW BUSINESS:

License Renewals: All premise license recommendations / approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

- A. RENEWALS: "Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses:
1. Aldo's Pizza & Pub, LLC, Dwayne Ketterer, Agent, 584 Jordan Circle, Colgate, d/b/a **Aldo's Pizza & Pub**, W156 N11058 Pilgrim Rd Includes an outside dining area of approximately 30 feet in front of building to be open until 10:00 p.m.
 2. **Barley Pop Brew Haus, LLC**, Jodi Kanzenbach, Agent, 709 S 2nd Ave West Bend, d/b/a **Barley Pop Pub & Restaurant**, N116W16137 Main St Includes outside beer garden located on North Side of Building and an additional 35'x39.10' on the Western Side of business. During July 4 parade beginning at 11 am outside extension from east end of building to western end to sidewalk.
 3. Blackstone Creek Golf Club Ltd, Troy Schmidt, Agent, N105W14467 Wilson Circle, d/b/a **Blackstone Creek Golf Club**, N112W17300 Mequon Rd (includes golf course property of 156 acres)
 4. BSC Wisconsin LLC, Eric D Schroeder, Agent, 4619 W Bluemound Ct, Milwaukee, d/b/a **Big Sky Country Bar & Grill**, W204N11498 Goldendale Rd (includes 8' x 55' outside patio on side open until 10:00 p.m.)
 5. Bubs on Main, LLC, Scott H. Pecor, Agent, 306 W Ravine Baye, Bayside, d/b/a **Bubs Irish Pub**, N116 W16218 Main St
 6. Blazin Wings, Inc., Dave Makgaf, Agent, 1314 Sunnydale Cir, West Bend, d/b/a **Buffalo Wild Wings**, N96 W17990 County Line Rd includes attached patio with hours restricted between 10:00 pm and 8:00 am (Reserve)

7. Brinker Restaurant Corporation, Brian E Boettcher, 1638 Parkway Dr, Port Washington, d/b/a **Chili's Grill & Bar**, N96W18640 County Line Rd
8. Das Barrel Room LLC, Mark Brooks, Agent, N52W14018 Aberdeen Dr, Menomonee Falls, d/b/a **Das Barrel Room**, W201N10466 Appleton Ave, Main Building Basement Bar, Storage Room, Dining Areas, Deck and Lawn off of back of building
9. Eastern Kettle Moraine Moose Lodge 1238, Dan Walk, Agent, W211N1186 Hilltop, d/b/a **E.K.M. Moose Lodge**, W198N10217 Appleton Ave, includes main building, kitchen, hall, and outside pavilion 22' x 20', and open area for Lodge picnics including buildings to be open until 10:00 pm, 480' x 525' grounds area
10. Fawn Lane, LLC, Boro Buzdum, Agent, 1804 Barton Ave, West Bend, d/b/a **Buzdum's Pub & Grill**, W188N10515 Maple Rd First Floor and basement (Includes an outdoor patio area)
11. Florian Park, Inc., Ryan Rahl, Agent, 311 Preserve Way, Colgate, d/b/a **The Florian**, N111 W18611 Mequon Rd (includes outside premise Willow Path, Willow Gardens, and Willow Point on south end of Willow Pond to be open until 10:00 p.m. and outdoor designated smoking area to the north of property).
12. Germantown American Legion Post #1, Inc., James A. Heimann, Agent, 2584 Country Aire, Cedarburg, d/b/a **Germantown American Legion Post #1**, N120 W15932 Freistadt Rd
13. JK GAM, LLC, Jon R. Gamroth, Agent, N104W15303 Donges Bay Rd, d/b/a **Gamroth's Kuhburg Junction**, W140 N10385 Fond du Lac Ave
14. Northridge Automotive Enterprises, Inc, David L Iverson, Agent, N166W19523 Ravens Way, Jackson, d/b/a **Ivee's at Main**, W157N11618 Fond du Lac Ave. (includes outside patio in front of building until 10:00 pm)
15. Lone Star, LLC, Karen Ann Pritzlaff, Agent, W204N11912 Goldendale Rd., d/b/a **Lone Star**, W204 N11912 Goldendale Rd. (includes horseshoe courts, path, outside fenced area to be open until 10:00 p.m., and outside front porch area)
16. Mama Mia's – Port, Inc., Jude Barbieri, Agent, N167W10547 Bridle Path, d/b/a **Mama Mia's Germantown**, N112W16344 Mequon Rd
17. Metro Cigars, LLC, Jennifer Lynn Groh, Agent, 1671 Holy Hill Lane, Hubertus, d/b/a **Metro Cigars, LLC**, N102W19455 Willow Creek Way
18. Barley Pop Brew Haus, LLC, Jodi Kazenbach, Agent, 709 S 2nd Ave, West Bend, d/b/a **The Precinct**, W16N11629 Church St Includes outside patio and additional 23'x35.9' beyond patio.
19. Robin L. Bird, LLC, Robin L. Bird, Agent, W188N13367 Maple Rd, Richfield, d/b/a **Sports Corner Bar & Grill**, W187N12793 Fond du Lac Ave includes main floor, outside volleyball courts and smoking room to be open until 10:00 p.m.
20. ST1X Golf Entertainment Bar LLC, Robert Stafford, Agent, 13985 N Pine Bluff Rd, Mequon, d/b/a **Stix Golf**, W164N11271 Squire Dr
21. Marko's Pizza II Inc., Ken Ubert, Agent, 3943 Rosie Court, Colgate, d/b/a Marko's Pizza, W156 N9664 Pilgrim Rd, dining room and warehouse.
22. Christine A. Brockman, W157 N11638 Fond du Lac Avenue, d/b/a Tiny T's, W157 N11638 Fond du Lac Avenue, Bar, Basement.

23. Old Town WI, LLC, Charles Hastings, Agent, N116W15841 Main Street, d/b/a **Jerry's Old Town**, N116 W15841 Main St, keg cooler basement, liquor room, bar area, includes outdoor deck open until 10:00 p.m.
24. WI Bier Stube LLC, Charles Hastings, Agent, N116W15841 Main Street, d/b/a **Von Rothenburg Bier Stube**, N116 W15863 Main Street. Basement keg cooler, 1st floor bar, includes outside fenced beer garden and garage extended to parking lot open until 10:00 p.m.
25. KJ's Bar & Grill, Gerald Louis Wagner, Agent, N112 W21209 Mequon Rd., dba **KJ's Bar & Grill**, N112 W21209 Mequon Rd, Bar, Basement, and 20x25 outside deck.

Motion (Myers/Baum) to approve the "Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried. Wing abstained.

B. RENEWALS: Class "B" Fermented Malt Beverage and Class C Wine.

1. Brama's Pizzeria LLC, Carrie Wegner, Agent, N116W112831 Elm Lane, d/b/a Brama's Pizzeria, N112W16700 Mequon Road
2. Hung D. Lu, Agent, N109W12628 Coneflower Cir., d/b/a **Hung Hao Restaurant**, N112 W15800 Mequon Rd
3. MC Roadhouse LLC, Matthew Roadhouse, W160N10544 Old Farm Rd, **Swingtime**, W197N10340 Appleton Ave. Includes 12 acres of property, buildings and back room

Motion (Baum/Zabel) to approve the Class "B" Fermented Malt Beverage and Class C Wine. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried unanimously.

C. RENEWALS: "Class B" Winery License and Class "B" Fermented Malt Beverage License:

1. Apple Works Winery LLC, Kevin H. Behnke, Agent, W179N12536 Fond Du Lac Ave., d/b/a **Apple Works Winery/Behnke Estates**, W179N12536 Fond Du Lac Ave. (Includes an Outside Premise Extension which includes an outdoor patio area and tent.)

Motion (Baum/Miller) to approve the "Class B" Winery License and Class "B" Fermented Malt Beverage License. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried unanimously.

D. RENEWALS: "Class C" Wine License:

1. Latitude Café LLC, Shackar Daniel Levy, Agent, N87W15878 Bellevue Blvd Menomonee Falls, d/b/a Latitude Café LLC, W156N9636 Pilgrim Road, Main service and gathering room, service bar, back storage, kitchen

Motion (Baum/Zabel) to approve the "Class C" Wine License. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried unanimously.

E. RENEWALS: "Class A" Fermented Malt Beverage, including cider, and Intoxicating Liquor License:

1. Aldi Inc., Michelle Kind, Agent, 5230 State Rd. 167, Hubertus, d/b/a **Aldi #67**, N96 W18838 County Line Rd. Single Story Brick Bldg, Grocery Store.
2. Colgate Gas, Inc., Didar Singh, Agent, W150N7248 Paseo Lane, Menomonee Falls, d/b/a **County Line BP**, N96 W21962 County Line Rd
3. Kwik Trip, Inc., Kimberly Kuecker, Agent, 320 N German St, Mayville, d/b/a **Kwik Trip 631**, W188N10963 Maple Rd Sales Floor and Behind Counter
4. B&B Inc of Milwaukee, Asif Vadsaria, Agent, W151N11492 Potomac Cir, d/b/a **Quick Pick Food Mart**, N128 W21760 Holy Hill Rd
5. Sendik's Germantown LLC, Theodore Balistreri, Agent, 5566 N Diversey Blvd, Whitefish Bay, d/b/a **Sendik's Food Market**, N112W15800 Mequon Rd Includes exterior parking stalls designated for on-line grocery pick up
6. Ultra Mart Foods, LLC., Kristi O'Connor, Agent, 9611 W Forest Home Ave, Hales Corners, d/b/a **Pick 'n Save 6357**, N112 W16200 Mequon Rd. Includes exterior parking stalls designated for on-line grocery pick up.
7. Walgreen Co., Vickie Matt, Agent, 1411 Deer Trail Ct., Hubertus, d/b/a **Walgreens #05427**, W156 N11261 Pilgrim Rd
8. NSM Enterprises LLC owned by Naheed Naseem, Naseem Abbas, Agent, N114W15775 Sylvan Ct, 20, d/b/a **Willow Creek BP**, W201 N10451 Appleton Ave
9. Wal-Mart Stores East, LP, Rebecca Werthmann, Agent, 3530 Willow Dr, Plover; d/b/a **Wal-Mart 1515**, W190N9855 Appleton Ave (Includes outside parking lot specifically designated for online grocery pick up.)

Motion (Myers/Baum) to approve "Class A" Fermented Malt Beverage, including cider, and Intoxicating Liquor License. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried unanimously.

F. RENEWALS: Class "A" Fermented Malt Beverage, including cider, License:

1. Speedway, LLC, Richard Eastham, Agent, 2958 S 90 St, West Allis, d/b/a **Speedway 4465**, W178 N9653 Riversbend Lane.
2. Speedway, LLC, Dawn Reith, Agent, N75W222586 Cherry Hill Rd, Sussex, d/b/a **Speedway 4495**, W164 N11233 Squire Dr.

Motion (Baum/Zabel) to approve Class "A" Fermented Malt Beverage, including cider, and Intoxicating Liquor License. All premise license approvals to be conditional upon completion of all documentation, compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted. Motion carried unanimously.

G. PREMISE EXTENSIONS Thru June 30, 2020: "Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses:

1. Barley Pop Brew Haus, LLC, Jodi Kanzenbach, Agent, 709 S 2nd Ave West Bend, d/b/a Barley Pop Pub & Restaurant, N116W16137 Main St Includes outside beer garden located on North Side of Building and an additional 35'x39.10' on the Western Side of business.
2. Barley Pop Brew Haus, LLC, Jodi Kazenbach, Agent, 709 S 2nd Ave, West Bend, d/b/a The Precinct, W16N11629 Church St Includes outside patio and additional 23'x35.9' beyond patio.

Motion (Baum/Zabel) to approve the Premise Extensions for the "Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses. Motion carried unanimously.

H. Kiwanis of Germantown, Picnic License, Temporary Class "B" Fermented Malt Beverage and Wine License, for Taste of Germantown, July 23, Firemen's Park, approximately 4 PM – 8 PM.

Motion (Myers/Baum) to approve Kiwanis of Germantown, Picnic License, Temporary Class "B" Fermented Malt Beverage and Wine License, for Taste of Germantown, July 23, Firemen's Park, approximately 4 PM – 8 PM. Motion carried unanimously.

I. Presentation by Public Administration Associates - Public Department Organizational Review.

Administrator Kreklow introduced Chris Swartz of Public Administration Associates LLC to present the findings of an analysis of the Public Works Organization. The analysis included a study of the structure, job descriptions, operational processes, and then to provide recommendations for improvement. Currently, there are vacancies for the engineer and engineer tech. Discussion ensued of the need for a safety officer, someone with the authority as safety officer. Strategic priorities included the development of a capital improvement plan, public engagement, and inter-agency relationships. The capital budgets, comprehensive policies, policies and procedures, and

job descriptions were reviewed as part of the process. The current organization structure was shown.

A survey of other communities was performed. Organization recommendations were reviewed and discussed. The analysis was done due to the demands and complexity expectations of the department have changed.

J. Ordinance 08-2020, An Ordinance Amending Section 12.151(4) of the Germantown Municipal Code Relating to the Appeal of Vicious Dog Determinations.

Motion (Zabel/Miller) to approve Ordinance 08-2020, An Ordinance Amending Section 12.151(4) of the Germantown Municipal Code Relating to the Appeal of Vicious Dog Determinations. Motion carried unanimously.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:27 p.m.

The next regular meeting of the Village Board will be on Monday, July 6, 2020 at 7:00 p.m.

Respectfully Submitted,

Deanna Braunschweig

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**Village of Germantown
Job Description**

PERMIT COORDINATOR

Job Title: Permit Coordinator
Reports To: Community Development Director
Employment Category: Full Time, Non-Exempt
Department: Community Development - Inspection Services
Pay Grade: 10 (*Proposed 6-15-2020*)

Job Summary:

This position is responsible for performing highly responsible administrative, clerical and support services for the Inspection Services Division of the Community Development Department, including the Director and other department staff.

This position serves as the primary office personnel who interacts daily with and assists property owners, construction contractors, Village building inspectors, zoning officials and other Village department employees. This position is responsible for the day-to-day operation of the front counter and coordinating the building permit application process, plan review and inspection functions of the department. Daily tasks include accepting permit applications and collecting fees, responding to inquiries regarding permitting procedures, building and zoning codes, maintaining records, preparing invoices, preparing reports and correspondence, scheduling inspections and overseeing the office.

This position assists in the administration of standard operation policies and procedures for the department. Customer service, office, organization and multi-tasking skill and experience are essential.

Essential Duties and Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Provides general assistance to the Village Administrator, Department Director and other Village Department staff;
- Receives permit applications, issues permits, maintains record of permit activities, responds to questions from contractors, property owners, and residents regarding permit requirements and activities;
- Assists contractors and citizens with requests for inspections, scheduling, department procedures, City ordinances, and provides assistance regarding request for public information;
- Answers questions and provides information to residents, property & business owners, construction contractors by phone, email, text messaging and in person;
- Composes, types and edits a variety of correspondence, department reports, memoranda

- and purchase orders;
- Coordinates processing of all building construction, electrical, plumbing, HVAC and other permit applications, including issuing and tracking permits through the permitting process, beginning with application acceptance, completeness review, plan review, inspections and permit closure;
- Receives requests for and coordinates the day-to-day scheduling of building and property inspection appointments;
- Establishing and maintaining a comprehensive filing and/or tracking system to ensure that all correspondence, reference manuals, field inspection reports, permit files, plans, blueprints & specifications, drawings and calculations, and other documents are maintained in an organized manner;
- Prepares billings for department services;
- Prepares and updates public information regarding department procedures, permit applications, building and zoning codes, etc., used for handouts, flyers, website, social media and other forms of distribution;
- Calculates and invoices permit application, plan review, inspection, and impact fees for new building and development;
- Tracks payables for the department and provides information to the Finance Department staff;
- Distributes permit applications & plans to building inspectors, Fire Department, Planning & Zoning and other Village department staff for review, inspection and comment;
- Assists with maintaining the Village's address coordinate system, including assigning new address coordinates, ordering materials, and coordinating the preparation of address plates for installation on new building and development;
- Assists with ensuring retailer compliance with Wisconsin's DATCP Weights and Measures accuracy program, including the preparation and mailing of communication, invoices and certificates to retailers regarding the monitoring of gas pumps, price scanners, scales and other weight & measuring devices;
- Assists with administration and enforcement of the Village's building, zoning and property maintenance code and regulations;
- Performs other duties as assigned.

Education and/or Experience:

High School Diploma or equivalent required, with Associate Degree or some college preferred. Two to four years of administrative assistance experience preferred, preferably in a municipal setting.

Required Qualifications. Knowledge. Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Written and oral communication skills
- Computer skills and knowledge of general office technology
- Dependability

- Ability to get along with the public
- Ability to use good judgment, patience, and courtesy
- Good organizational skills
- Possess the ability to positively interact with the other staff members, the general public, contractors, governmental entities, and other clientele.
- Good time management, organization, telephone, attention to detail, and people skills.
- Must be able to perform multi-task operations with frequent interruptions.
- Perform a variety of duties requiring use of independent judgment and technical knowledge.
- Excellent Microsoft Office skills and permitting software experience are a must.

Language Skills

- Ability to relate to and communicate effectively with others both verbally and in writing.

Mathematical Skills

- Ability to add, subtract, multiply and divide
- Ability to perform calculations using decimals and percentages

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines

Other Qualifications

- Working knowledge of Microsoft Office software, i.e. Word, Excel, Access, or other similar data processing and database software.
- Ability to effectively interact with the public, elected officials and employees.
- Ability to use a variety of office equipment including a computer, copier, printer, phone, postage machine.
- Two (2) or more years of experience working in a municipal government or private sector building inspection department or agency is preferred;
- Experience, skill, or knowledge of internet-based and/or other building permit application & tracking systems is preferred;
- Experience with and/or working knowledge of Wisconsin's Uniform Dwelling Code (UDC), commercial and/or other building and zoning codes is preferred.
- Must possess or be able and willing to obtain an International Code Council (ICC) "Permit Technician" certification within one (1) year of hire date (all training and materials provided).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet. Work is typically performed in an office setting. The position is from 8am-4:30pm Monday-Friday, with occasional evening hours required on an “as needed” basis for Plan Commission and Board of Zoning Appeal meetings.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

Selection Guidelines, Reasonable Accommodations, and Receipt:

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

CLERK TYPIST II

GENERAL STATEMENT OF DUTIES:

The employee in this position performs a variety of typing and clerical tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible and varied clerical work requiring the ability to master the procedures and regulations of the office to which assigned and to have skill in the operation of office equipment. The work involves exercise of judgement in the application of prescribed procedures and methods to routine matters. Specific duties of employees in this position vary considerably. There is independence and a requirement for a high degree of accuracy. The work is checked by a supervisor.

EXAMPLES OF DUTIES PERFORMED: (Illustrative Only)

- ◆ Assists the Department Head in keeping official files and records.
- ◆ Types correspondence, requisitions, memoranda and reports.
- ◆ Compiles letters, reports, memoranda, articles and informative handouts.
- ◆ Takes messages and sets up appointments and inspections.
- ◆ Issues permits and maintains files and records of permits issued.
- ◆ Answers routine questions for information regarding permit requirements and fees, impact fees, zoning/setbacks.
- ◆ Implements initial work-up of permit applications, calculates permit costs and impact fees.
- ◆ Keeps track of the residential construction/inspection process.
- ◆ Creates office forms and applications, orders and maintains office supplies.
- ◆ Assists in team-work efforts (taxes, mailings, etc.)
- ◆ Performs a variety of other duties as directed by a supervisor.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, practices and procedures; ability to take and transcribe dictation; ability to maintain complex clerical records and prepare reports from such records; ability to work and communicate with the general public and get along well with others; courteous, tactful and displays good judgement. Ability to read plat maps, zoning maps, building plans, surveys, and legal descriptions. Working computer knowledge. Good verbal and written communication skills.

Ability to work under pressure and maintain good judgement. Able to work with minimal supervision.

DESIRED EXPERIENCE AND TRAINING:

Considerable office experience in a fast pace environment that requires a high degree of accuracy. Completion of a standard high school course, with additional training in secretarial work and office skills. Additional experience with record keeping systems.

CLERK/TYPIST II

Job Description

Page 2

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 43-2020

**ADOPTING THE 2019 WISCONSIN POLLUTION DISCHARGE ELIMINATION SYSTEM
COMPLIANCE MAINTENANCE ANNUAL REPORT**

WHEREAS, by the action taken in Resolution No. 43-2020, the Village of Germantown is a participant in the Wisconsin Pollutant Discharge Elimination System ("WPDES") program; and,

WHEREAS, participants in the WPDES program are required to renew their General Permits issued under the program; and,

WHEREAS, the permit renewal requires the Village to complete and submit a Compliance Maintenance Annual Report ("CMAR"); and,

WHEREAS, the Village's Public Works Committee reviewed the attached CMAR report and forwarded the same to the Village Board with a recommendation for adoption; and,

WHEREAS, the Village Board having reviewed the same concurs with the recommendation of the Public Works Committee;

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Germantown, do hereby adopt the attached Compliance Maintenance Annual Report.

BE IT FURTHER RESOLVED that the Village Wastewater Superintendent is hereby directed and authorized to include the attached CMAR in the Village's application for the renewal of its WPDES General Permit.

Introduced by: _____

Adopted: July 6, 2020

Vote: Ayes: ____ Nays: ____

Dean M. Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: 1 July 2020 and 6 July 2020

AGENDA ITEM: New Business

ITEM TITLE: Resolution Adopting 2019 Compliance Maintenance Annual Report (CMAR)(DNR)

SUBMITTED BY: Timothy K. Zimmerman – Wastewater Superintendent

SUMMARY EXPLANATION:

I am presenting for your review the 2019 CMAR (Compliance Maintenance Annual Report). This requirement went into effect on January 1, 2006 as part of the renewal of our WPDES (Wisconsin Pollutant Discharge Elimination System) General Permit under the authority of Chapter 283, Wisconsin Statutes and the requirements of Ch. NR 208 Wisconsin Administrative Code. The report must be accepted by resolution by the governing body (Village Board) before submission to the Department of Natural Resources.

ATTACHMENT: ORDINANCE____ RESOLUTION X OTHER X

RECOMMENDATION:

It is my recommendation to send forward to the Village Board the 2019 CMAR and adopt its results by resolution of the full Village Board.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

Financial Management

1. Provider of Financial Information

Name:

Timothy Zimmerman

Telephone:

(262) 253-7765

(XXX) XXX-XXXX

E-Mail Address
(optional):

tzimmerman@village.germantown.wi.us

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points) ☐
- No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2019

- 0-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A (private facility)

2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2019

- 1-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 777,289.18

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 777,289.18

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 50,029.97

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:

6/29/2020

2019

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

-

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 827,319.15

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 125,000.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Private property I/I remediation	375000	2020
2	48" Interceptor Rehabilitation 5240 lin. ft. 2018 cost 2.375 million	2750000	2020
3	Wrenwood pump station and interceptor	5400000	2019
4	Removal of Lift 2	400000	2020

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 8

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 **2019**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	68,394	
February	60,491	
March	50,686	
April	45,625	
May	43,547	
June	48,556	
July	50,639	
August	58,138	
September	63,540	
October	64,104	
November	61,857	
December	61,593	
Total	677,170	0
Average	56,431	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

6.4 Future Energy Related Equipment
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?
none at present.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

- Comply with the conditions of the WPDES permit
- Minimize the occurrence of preventable overflows
- Minimize the life cycle ownership costs of the collection system assets
- Improve or maintain the level of customer service
- Improve or maintain system reliability
- Reduce the potential threat to human health from sewer overflows
- Provide adequate capacity to convey peak flow
- Manage infiltration and inflow

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapter 13 Municipal code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2003-01-01

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:

6/29/2020

2019

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☒ Others:

<http://www.village.germantown.wi.us/DocumentCenter/View/74/Village-of-Germantown---Development-Hai>
<http://www.village.germantown.wi.us/DocumentCenter/View/3639/Sanitary-Manhole-and-Sampling-Manhol>

Industry best practices

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	11.82	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10.43	% of system/year
Manhole inspections	21.64	% of system/year
Lift station O&M	180	# per L.S./year

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

Manhole rehabilitation	1.7	% of manholes rehabbed
Mainline rehabilitation	.01	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	100	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

35.98	Total actual amount of precipitation last year in inches
34.89	Annual average precipitation (for your location)
105.23	Miles of sanitary sewer
8	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
4	Number of basement backup occurrences
2	Number of complaints
3.548	Average daily flow in MGD (if available)
3.972	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.04	Basement backups (number/sewer mile)
0.02	Complaints (number/sewer mile)
1.1	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:

6/29/2020

2019

- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

I/I is trending down due to manhole rehab and mainline grouting

5.4 What is being done to address infiltration/inflow in your collection system?

on going manhole rehab, mainline pipe evaluations, PP I/I program through MMSD

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Germantown Sewage Collection System

Last Updated: Reporting For:
6/29/2020 2019

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Germantown - Village Board

Date of Resolution or
Action Taken:

2020-07-20

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

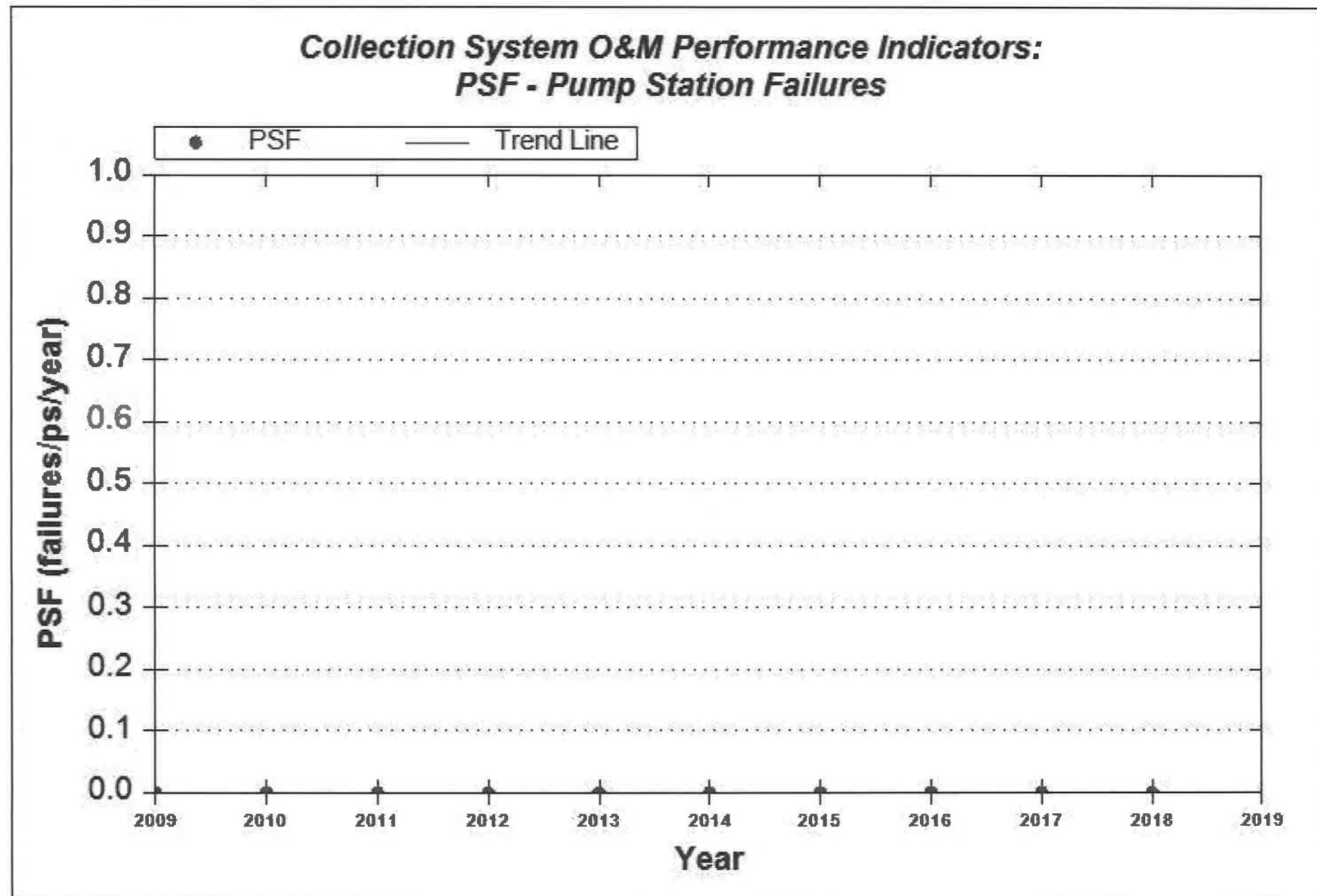
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Germantown Sewage Collection System

Linear equation uses 2009 - 2019 CMAR data

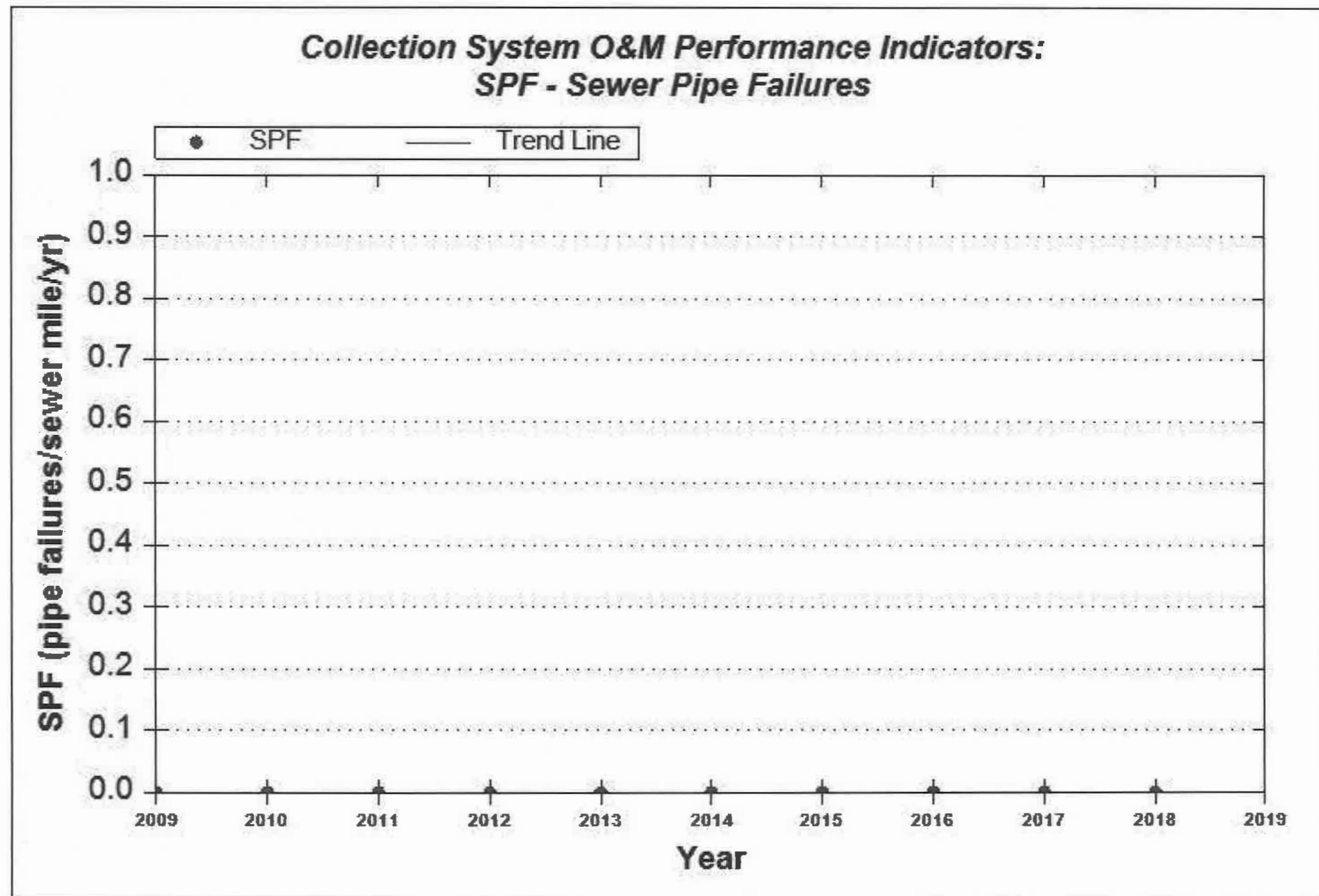
for Trend Line: PSF: $y = 0x + 0$



Germantown Sewage Collection System

Linear equation uses 2009 - 2019 CMAR data

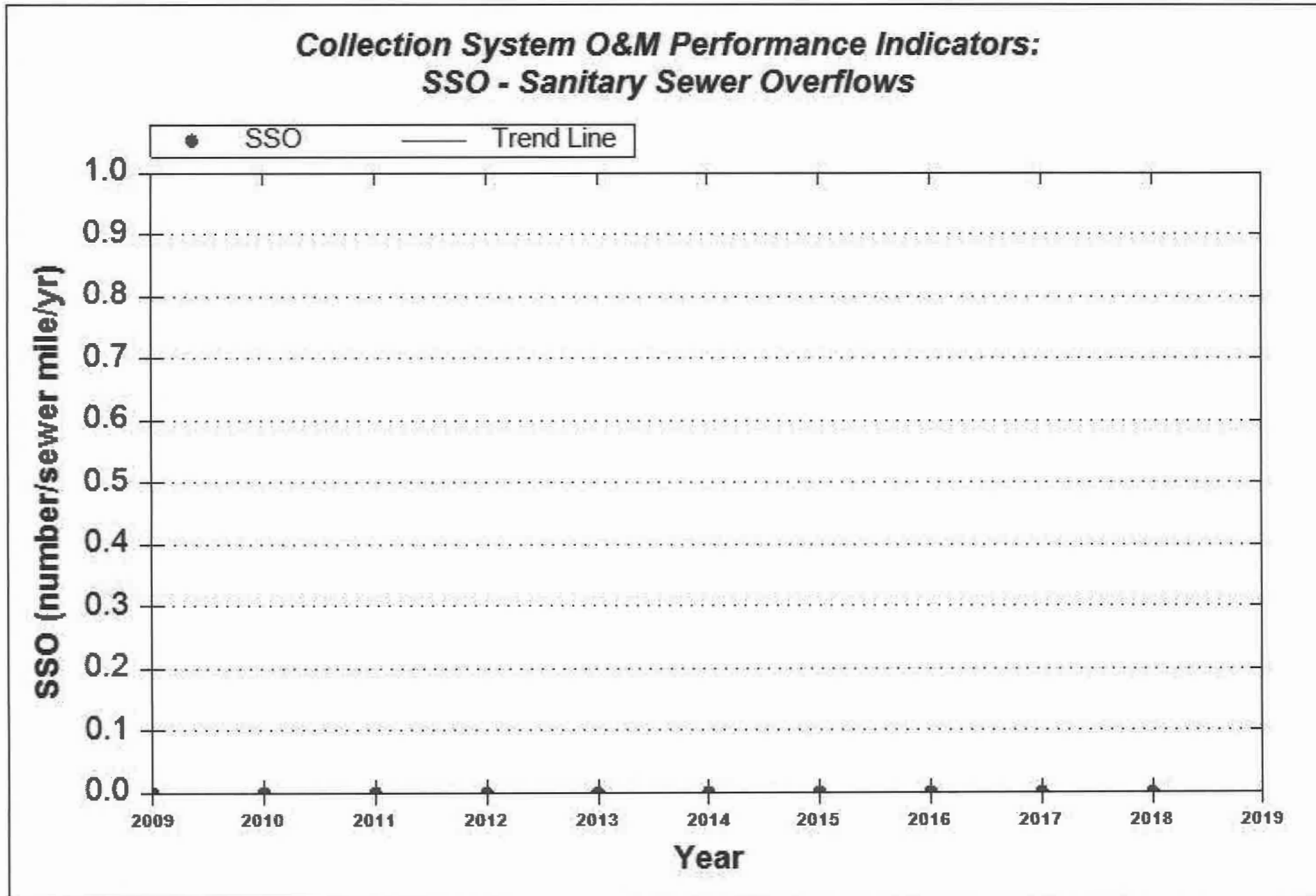
for Trend Line: SPF: $y = 0x + 0$



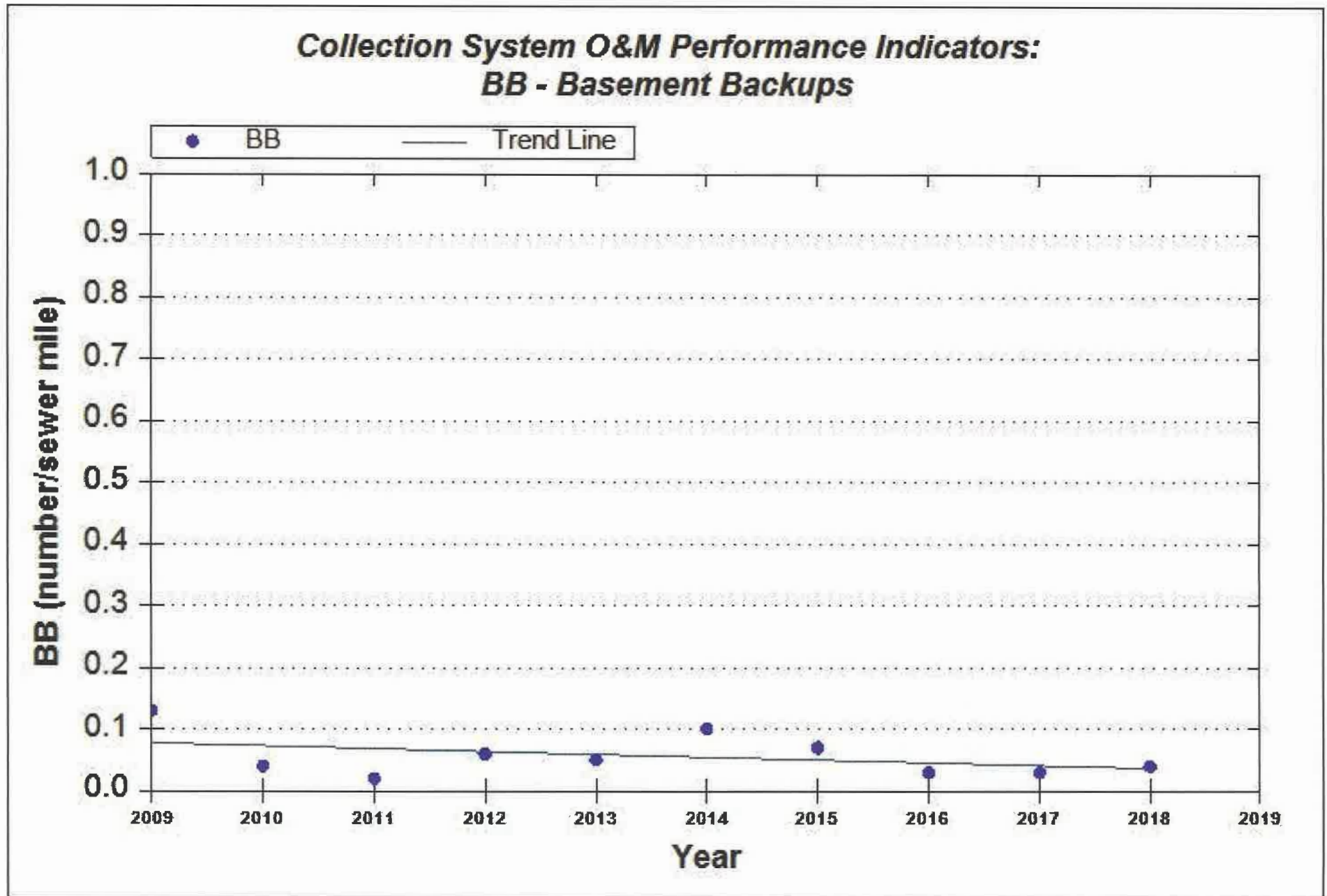
Germantown Sewage Collection System

Linear equation uses 2009 - 2019 CMAR data

for Trend Line: SSO: $y = 0x + 0$



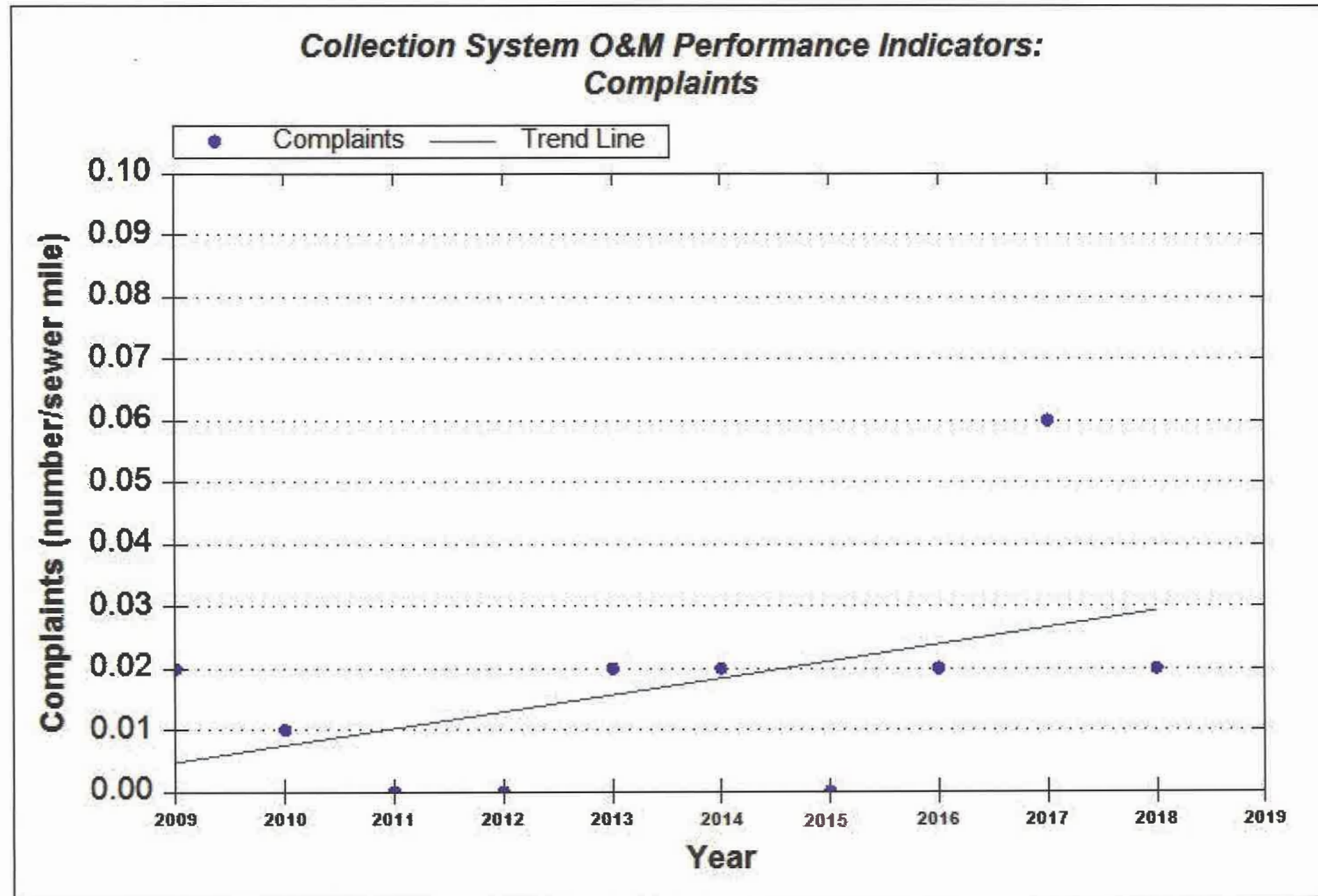
Germantown Sewage Collection System
Linear equation uses 2009 - 2019 CMAR data
for Trend Line: BB: $y = -0.004544x + 0.08$



Germantown Sewage Collection System

Linear equation uses 2009 - 2019 CMAR data

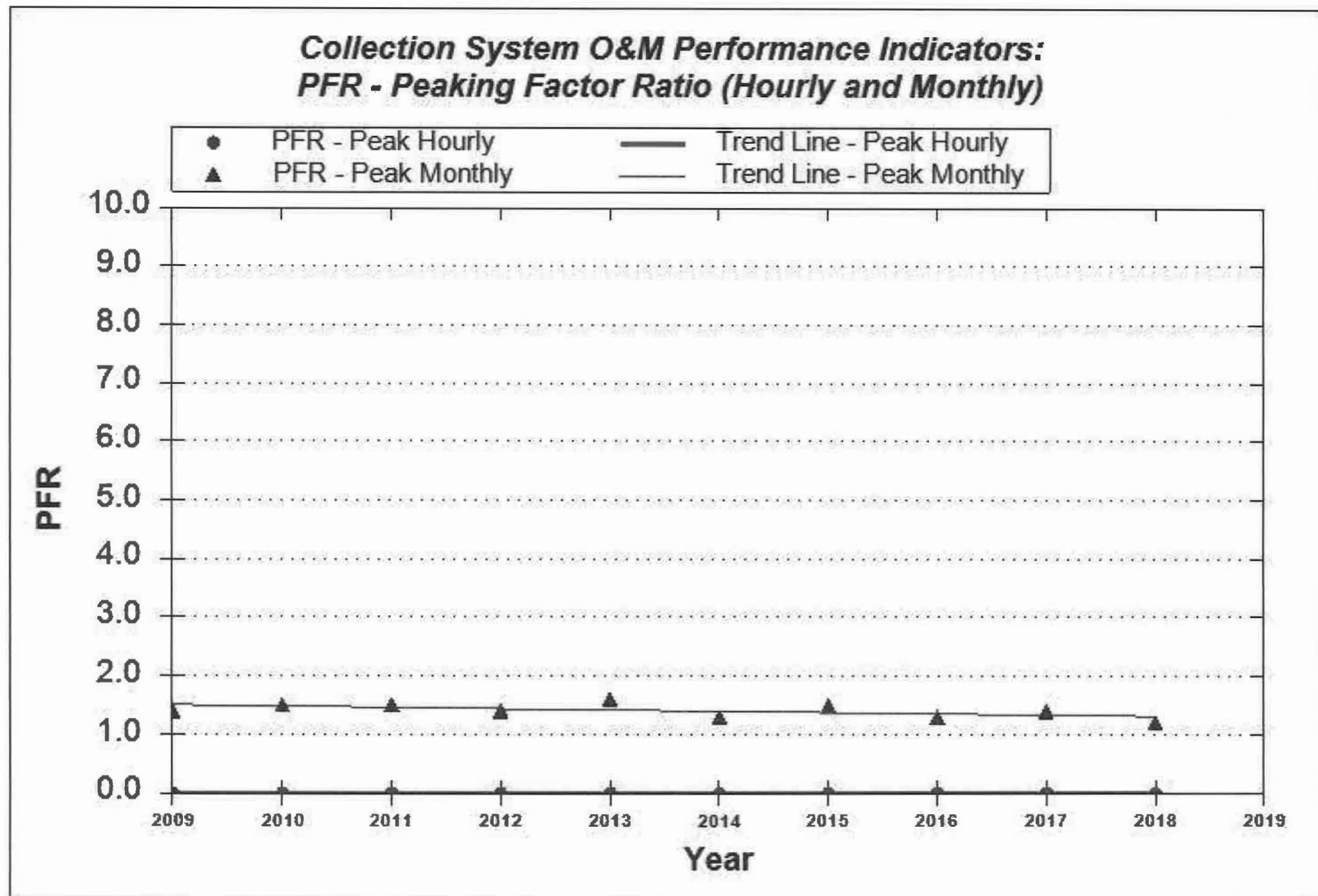
for Trend Line: Complaints: $y = 0.002728x + 0.00$



Germantown Sewage Collection System

Linear equations use 2009 - 2019 CMAR data

for Trend Lines: PFR - Peak Hourly: $y = 0x + 0$ PFR - Peak Monthly: $y = -0.021208x + 1.51$



**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Wednesday June 3rd, 2020 & June 6th 2020

AGENDA ITEM: New Business

ITEM TITLE: Fire Station #2 - Fire Suppression Submittals

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

Back in March staff presented to the Committee a maintenance issue with the fire suppression at Fire Station #2. Committee recommended that staff pursue competitive bidding to address the problem. The scope of the project includes the replacement of approximately 600' of 4" sprinkler main, a furnished and installed properly sized nitrogen generation system, and a 2-hour 200-pound hydrostatic test. Three area fire suppression contractors were asked to submit proposals and 2 responded. The results are as follows:

USA Fire Protection Inc.	\$51,171
Ahern	\$69,885
Mared Mechanical	Could not meet deadline

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends authorizing USA Fire Protection to proceed with the fire suppression replacement in the amount not to exceed \$52,000. This leaves a small contingency for any incidentals that may arise. If approved funds shall be allocated from carry overs from 2019 (\$29,205) (10-519-570-8222) and carry over Library (\$20,000) (10-519-570-8251). The balance of \$2,800 can be covered from the 2020 account 10-519-570-8222. We budgeted \$25,000 for furnace replacement at Fire #2 and the work was completed for \$22,000.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Wednesday July 1, 2020 & July 6 2020

AGENDA ITEM: New Business

ITEM TITLE: Roof Replacement-Village Hall and Library

SUBMITTED BY: Jay Olszewski, Highway Superintendent

SUMMARY EXPLANATION:

The 2020 Capital Improvement budget includes funds for the replacement of the roofs at both the Village Hall and Library. Both buildings are close in age and need roof maintenance. Staff solicited bids from area roofing contractors. \$400,000 was budgeted for this work. \$175,000 Village Hall and \$225,000 Library. The results are as follows:

Integrity Roofing \$234,900
Library \$124,950 VH \$109,950

Murphy Construction \$252,082.20
Library \$142,587.90 VH \$109,494.30

Noffke DNR

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x

RECOMMENDATION:

Staff recommends Integrity Roofing LLC in the amount not to exceed \$240,000. This builds in a small contingency that most likely will not be needed. Staff has worked with all these contractors and feel all are qualified to perform the work. If approved, funds shall be allocated from Buildings Capital Account 40-519-570-8210 (Village Hall) and 40-519-570-8251 (Library).

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

**BUSINESS OF THE PUBLIC WORKS AND HIGHWAY
COMMITTEE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: July 1, 2020 and July 6, 2020

AGENDA ITEM: New Business

ITEM TITLE: Holy Hill Road Resurface_ LRIP
(Maple Rd-Goldendale Rd)___**REVISED**

SUBMITTED BY: Lawrence Ratayczak, P.E.- Director of Public Works

SUMMARY EXPLANATION:

Staff advertised and will receive proposals on Monday, June 29, 2020 for the partial reconstruction of Holy Hill Road from Maple Rd to approximately 150 feet east of Goldendale Rd. The work is to include Pulverizing of existing pavement, grading and compaction of pulverized material and placement of 5 inches total of asphalt pavement.

All bidding contractors have submitted Prequalification Documents, and all are approved to bid. *Two bids were submitted but only one was complete and ruled responsive to the advertisement. The second bid was missing the required bid bond.*

The low bid was submitted by Payne & Dolan, Inc in the amount of \$421,940.00. The engineers estimate was at \$340,000.00 when submitted one year ago and since then the pavement was widened by two feet to accommodate the increased truck traffic, adding to the overall cost.

Staff has reviewed the one complete bid submitted and recommends acceptance. This project is the Villages LRIP project and will receive \$58,463.95 from the State towards the cost.

ATTACHMENT: ORDINANCE_____ RESOLUTION_____ OTHER

RECOMMENDATION:

Staff recommends Public Works and Highway Committee approve awarding the project to (the low bidder to be determined) in the amount of \$421,940.00 plus a contingency of 2% or \$8,440.00 for a total approved project amount of \$430,380.00 and forward with a positive recommendation for award to Village Board.

**VILLAGE OF GERMANTOWN
WASHINGTON COUNTY**

RESOLUTION NO. 44-2020

APPRECIATION OF SERVICE TO SHARON KADDATZ

In recognition of long-term, faithful and dedicated service to the Village of Germantown, the Village Board Members, Village Employees, and the Residents would like to express their appreciation and gratitude to Sharon Kaddatz for her public service, contributions and dedication; and,

WHEREAS, Sharon Kaddatz has been employed by the Village of Germantown for the past twenty years from June 26, 2000 – June 30, 2020, and has served the residents and community of Germantown; and,

WHEREAS, Sharon Kaddatz has performed her duties as Accounts Payable Clerk II with sincerity, honesty, and integrity. Sharon's responsibilities included Customer Service, Accounts Payable, Payment Processing of Utilities, Taxes and Receivables, Purchasing, and Title Closing Documents; and,

NOW THEREFORE BE IT RECOGNIZED that on behalf of Employees, Residents, and Businesses of the Village of Germantown, the Village Board expresses sincere gratitude and appreciation to Sharon Kaddatz for her twenty years of loyal and conscientious service to the community and commend her dedication and devotion to fellow Employees, Residents, and the Community of Germantown.

Introduced by: _____

Adopted: July 6, 2020

Vote: Ayes: _____ Nays: _____

Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig, WCMC/CMC
Village Clerk

#

BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: July 6, 2020

AGENDA ITEM: New Business **(CERTIFIED SURVEY MAP, LAND USE PLAN
AMENDMENT, REZONING, CONDITIONAL USE
PERMIT AMENDMENT)**

ITEM TITLE: James Dragich, property owner, and agent for Dragich Auto Sales & Service is seeking approval of a 2-lot Certified Survey Map (CSM), Land Use Plan Amendment, Rezoning, and amendment to CUP #01-76 for the continued operation of an existing auto sales and body shop.

SUBMITTED BY: Emily Zandt, Associate Planner, Community Development Department

SUMMARY EXPLANATION:

James Dragich, property owner, and agent for Dragich Auto Sales & Service is seeking approval of a 2-lot Certified Survey Map (CSM), Land Use Plan Amendment from Agricultural/Conservation Residential to Commercial, Rezoning from B-3: General Business and A-2: Agricultural to B-3: General Business and Rs-1: Single-family Residential, and amendment to CUP #01-76 for the continued operation of an existing auto sales and body shop.

Mr. Dragich has submitted an application for a Certified Survey Map (CSM) to modify the lot lines between the two properties listed above, enlarging the commercial property at W172N13186 Division Road to include the existing shed. This request also requires a Land Use Plan Map Amendment to change the area being added to the commercial property from "Agricultural/Conservation Residential" to "Commercial", as well as a Rezoning of a portion of the property from the A-2: Agricultural District to the B-3: General Business District and the Rs-1: Single-family Residential District. The applicant has also submitted an Amendment to CUP#1-76 to allow the continued operation of the auto sales and body shop operation, Dragich Auto Sales and Service, and the expansion of the area covered under the CUP (to be consistent with the boundaries of proposed Lot 1).

PLAN COMMISSION RECOMMENDATIONS:

APPROVE the proposed 2-lot Certified Survey Map (CSM) to reconfigure the 9.23 acres owned by James Dragich located at W172N13186 Division Road and N132W17073 Rockfield Road with two (2) conditions.

APPROVE the proposed 2020 Land Use Plan (LUP) map amendment to change proposed

Lot 1 (1.719 acres) from “Commercial” and “Agricultural/ Conservation Residential” to “Commercial”, as proposed.

APPROVE rezoning of proposed Lot 1 (1.719 acres) from B-3: General Business and A-2: Agricultural to B-3: General Business, and, proposed Lot 2 (7.090 acres) from A-2: Agricultural to Rs-1: Single-family Residential, as proposed.

APPROVE a conditional use permit amendment for the operation of the existing auto sales and body shop located at W172N13186 Division Road to include all of proposed Lot 1 subject to all condition so CUP #01-76 and the addition of two (2) conditions.

APPLICATION, PLANS & RELATED DOCUMENTS:

All relevant documents, including applications, plans, supporting information, the staff report & recommendation, and Plan Commission meeting minutes (when available) are included in the PDF digital file distributed by the Village Clerk.

ORDINANCE NO. 09-2020

AN ORDINANCE TO AMEND THE LAND USE PLAN MAP OF THE VILLAGE OF GERMANTOWN 2020 "SMART GROWTH" COMPREHENSIVE PLAN

Dragich Property (W172N13186 Division Road / N132W17073 Rockfield Road)

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That pursuant to Sections 60.22(3), 62.23(2) and (3), and 66.1001(4)(c), Wisconsin Statutes, the Village Board of the Village of Germantown did, on October 4, 2004, enact Ordinance No. 30-04 formally adopting the "Village of Germantown Year 2020 Smart Growth Plan" to guide the use of land and future development in the Village;

SECTION 2. That pursuant to the consistency requirement of the comprehensive planning requirements established in Sections 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes, the "Village of Germantown Year 2020 Smart Growth Plan" contains specific policies that require development proposals and decisions regarding rezoning and subdivision to be consistent with the Land Use element of the Plan;

SECTION 3. That James Dragich, agent for Dragich Auto Sales & Service and property owner of 9.23 acres located at W172N13186 Division Road and N132W17073 Rockfield Road, submitted an application to amend the Land Use Plan map of the Village of Germantown Year 2020 Smart Growth Plan by changing the land use classification for 1.719 acres located at W172N13186 Division Road from "Commercial" and "Agricultural/ Conservation Residential" to "Commercial";

SECTION 4. That the Plan Commission conducted a public hearing of the application on June 8, 2020 following publication and notification of said hearing and provided a recommendation to the Village Board;

SECTION 5. That, after consideration of the application, supporting documentation, public hearing, and Plan Commission recommendation, the Village Board does by enactment of this ordinance formally change the land use classification of the 1.719-acre property located at W172N13186 Division Road and shown as Exhibit A from "Commercial" and "Agricultural/ Conservation Residential" to "Commercial";

SECTION 6. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____

Adopted: _____, 2020

Vote: Ayes: _____
 Nays: _____

Dean Wolter
Village President

ATTEST:

Deanna Braunschweig, Village Clerk

APPROVED AS TO FORM:

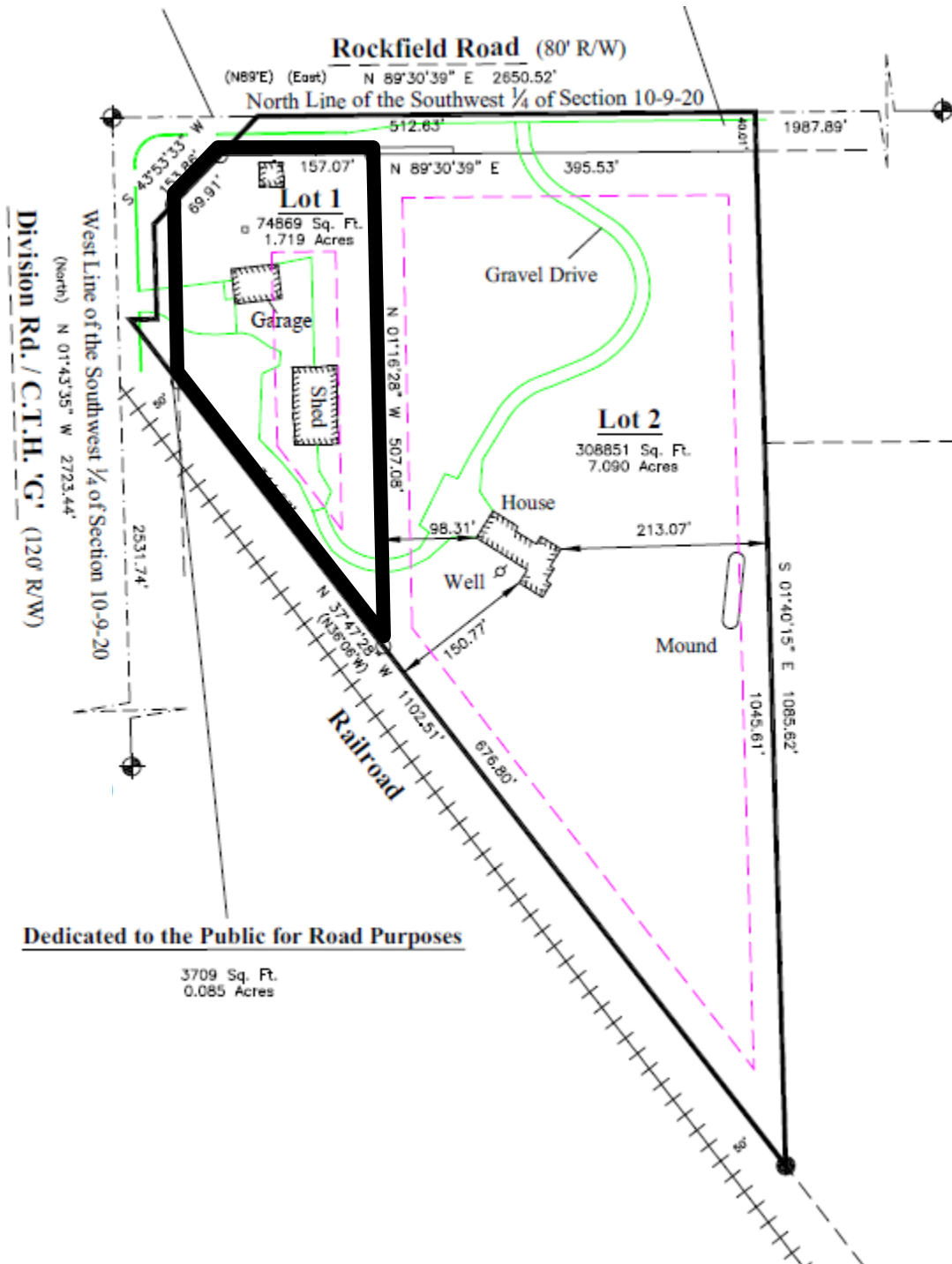
Brian Sajdak, Attorney

Published:

DRAFT

EXHIBIT A

Village of Germantown Properties Included in the 2020 Land Use Plan Map Amendment to Change the Land Use Classification from "Commercial" and "Agricultural/ Conservation Residential" to "Commercial".



**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
OF THE VILLAGE OF GERMANTOWN ZONING CODE**

James Dragich, Property Owner

THE VILLAGE BOARD OF THE VILLAGE OF GERMANTOWN, WASHINGTON
COUNTY, WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. That the zoning map of the Village of Germantown is amended by rezoning from the B-3: General Business and A-2: Agricultural districts to B-3: General Business (proposed Lot 1 containing 1.719 acres) and Rs-1: Single-family Residential (Lot 2 containing 7.090 acres) districts for the following described property and as shown in Exhibit A :

That part of the Northwest 1/4 of the Southwest 1/4 of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin; Described of follows:

Commencing at the Northwest corner of said Southwest 1/4; thence N89°30'39"E along the North line of said Southwest 1/4, 150.00 feet to the point of beginning; thence continuing N89°30'39"E along said North line, 512.63 feet; thence S01°40'15"E, 1085.62 feet to a point on the Northerly R/W of Railroad; thence N37°47'28"W along said Northerly R/W, 1102.51 feet; thence N88°16'25"E, 27.62 feet; thence N01°43'35"W, 97.85; thence N43°53'33"E, 153.86 feet to the point of beginning of this description.

Containing a total of 9.383 acres.

SECTION 2. This ordinance shall take effect and be in full force the day after its passage and publication, as provided by law.

Introduced by Trustee: _____
Adopted: _____, 2020

Vote: _____ Ayes: _____
Nays: _____

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC Village Clerk

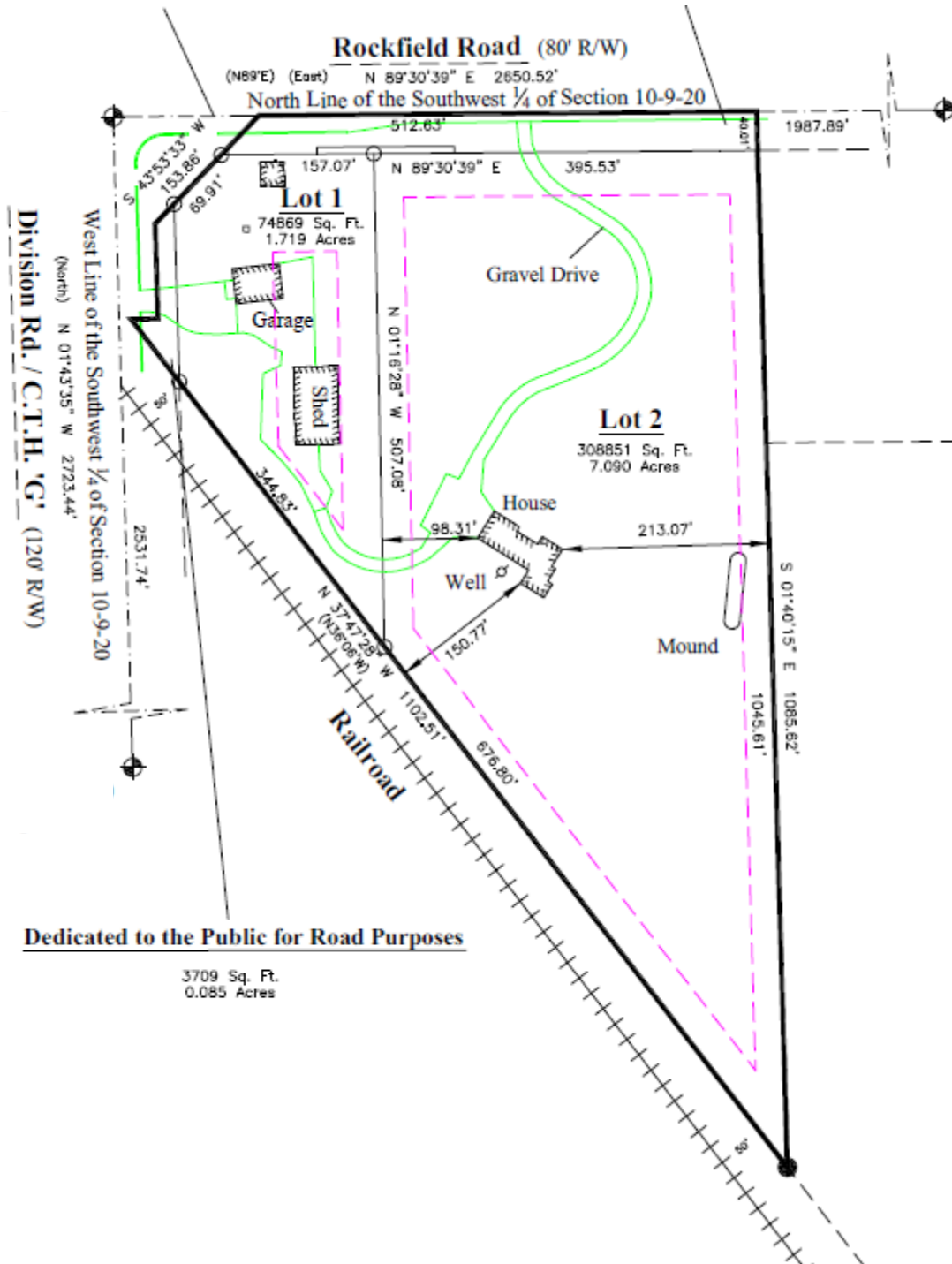
APPROVED AS TO FORM:

Brian Sajdak, Attorney

Published:

EXHIBIT A

Village of Germantown Properties Included in the Rezoning Request change the zoning of the property below from the B-3: General Business and A-2: Agricultural districts to the B-3: General Business (proposed Lot 1 containing 1.719 acres) and Rs-1: Single-family Residential (Lot 2 containing 7.090 acres) districts.



CUP # 08-20

Document No.

CONDITIONAL USE PERMIT

Document Title

VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN
 CONDITIONAL USE ZONING PERMIT

Whereas the Applicant:

James Dragich, Property Owner/Business Operator

agrees to comply with applicable Codes and Ordinances of the Village of Germantown, Wisconsin, and further agrees that all work done pursuant to the permission granted herewith will conform with the applications and drawings filed with and approvals granted by officials of the Village for the purpose of obtaining this permit.

Now, therefore, this permit (an amendment to CUP #01-76) is issued to the Applicant to allow the operation of Dragich Auto Sales & Service from the property located at W172N13186 Division Road pursuant to Section 17.30(3)(e) of the Village Zoning Code.

Name & Return Address:

**Village of Germantown
 P.O. Box 337
 Germantown, WI 53022**

Parcel Identification No:

GTNV 103-991

On the following described property located in the Village of Germantown, Washington County, Wisconsin:

That part of the Northwest 1/4 of the Southwest 1/4 of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin; Described of follows:

Commencing at the Northwest corner of said Southwest 1/4; thence N89°30'39"E along the North line of said Southwest 1/4, 150.00 feet to the point of beginning; thence continuing N89°30'39"E along said North line, 512.63 feet; thence S01°40'15"E, 1085.62 feet to a point on the Northerly R/W of Railroad; thence N37°47'28"W along said Northerly R/W, 1102.51 feet; thence N88°16'25"E, 27.62 feet; thence N01°43'35"W, 97.85; thence N43°53'33E, 153.86 feet to the point of beginning of this description.

W172N13186 Division Road; Tax Key: GTNV 103-991

Pursuant to the following condition(s):

1. The uses and activities allowed on the property shall be limited to those uses and activities and relative locations specified in the conditional use permit (CUP) application and supporting documents dated May 18, 2020. The size and relative location of those areas within the property from which said uses and activities are permitted are limited to that presented in the site plan and description submitted with the supporting documents. Days and hours of operation shall be limited to those specified in the CUP application (Monday through Friday 8am to 8pm) and supporting documents submitted to the Village. The Owner/Operator is responsible for reporting any significant changes in the type, intensity, amount or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Planner.

2. This business shall operate consistent with the requirements of Section 10.08 Junk and Junked Vehicles of the Village Code.
3. All disabled vehicles shall be screened ~~from sight~~ from roadways.
4. ~~Area landscaped.~~
5. There shall be no residency on premises-business property.
6. ~~Front of block building to be covered with face brick.~~
7. ~~Driveways and parking areas to be blacktopped within one year.~~
8. There shall be no driveway access to the property off of Rockfield Road.

Granted by the Village Board of the Village of Germantown, Washington County, Wisconsin on the ____ day of _____, 2020.

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC, Village Clerk

STATE OF WISCONSIN) SS
WASHINGTON COUNTY)

Personally came before me this ____ day of _____, 2020, the above named Dean Wolter, Village President, and Deanna B. Braunschweig, Village Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

{type or print name of Notary on this line}

{signature of Notary on this line}

Notary Public, State of Wisconsin
My Commission Expires: _____

ACCEPTANCE OF TERMS AND CONDITIONS BY OPERATOR

As property owner and business operator, Scott Morgan, I hereby accept the terms and conditions set forth herein and realize that non-adherence to the terms and conditions as stated herein may result in the revocation of this Permit by the Village of Germantown.

Dated this ____ day of _____, 2020

(type or print name on this line)

James Dragich, Property Owner/Business Operator Dragich Auto Sales & Service

STATE OF WISCONSIN) SS
_____ COUNTY)

Personally came before me this ____ day of _____, 2020, being the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

{type or print name of Notary on this line}

{signature of Notary on this line}

Notary Public, State of Wisconsin

My Commission Expires: _____

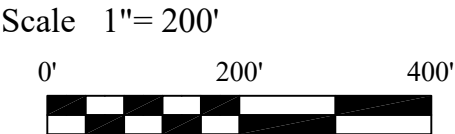
Certified Survey Map No. _____

That part of the Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North,
Range 20 East, Village of Germantown, Washington County, Wisconsin.

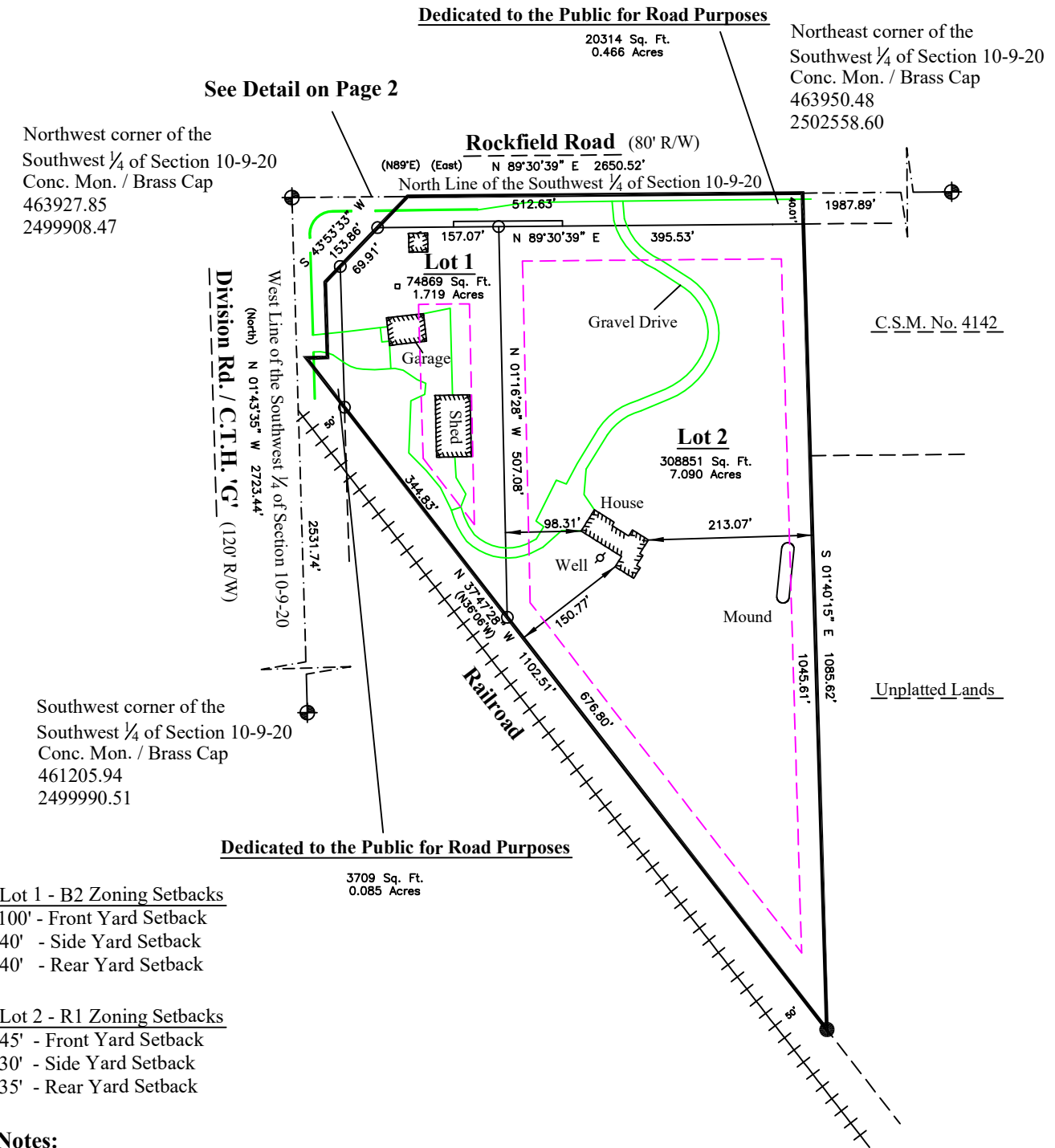


Surveyor:
Richard Simon
Cornerstone Land Surveying, Inc.
5080 Fairy Chasm
West Bend, WI 53095
(262) 424-5630

Owners:
James P. Dragich
Maureen K. Dragich
W172 N13186 Division Road
Germantown, WI 53022



- Legend:**
- Denotes Iron Pipe Found
 - 3#4" OD X 18" Iron Rod 1.50 Lbs./Lin. Ft., Set

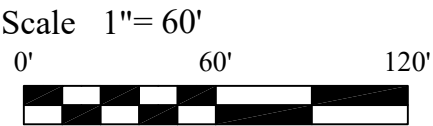


- Lot 1 - B2 Zoning Setbacks**
100' - Front Yard Setback
40' - Side Yard Setback
40' - Rear Yard Setback
- Lot 2 - R1 Zoning Setbacks**
45' - Front Yard Setback
30' - Side Yard Setback
35' - Rear Yard Setback

- Notes:**
- 1) Bearings are referenced to the North line of the Southwest ¼ of Section 10-9-20, bearing N89°30'39"E, Wisconsin State Plane Coordinate System, South Zone (NAD - 1927)
 - 2) In providing this boundary survey no attempt has been made to obtain or show data concerning the existence of any utility on the site, whether private, municipal, or public owned.
 - 3) No Title Policy furnished therefore completeness of easements is not warranted.

Certified Survey Map No. _____

That part of the Northwest 1/4 of the Northwest 1/4 of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.



Dedicated to the Public for Road Purposes

20314 Sq. Ft.
0.466 Acres

Area previously dedicated on P.723 P.271 Washington County Registry

990 Sq. Ft.
0.023 Acres

Rockfield Road (80' R/W)

(N89°E) (East) N 89°30'39" E 2650.52'

North Line of the Southwest 1/4 of Section 10-9-20

150.00'

P.O.B.

512.63'

Septic Cover / Vent

N 89°30'39" E 141.29'

7.01'

40.01'

N 89°30'39" E 395.53'

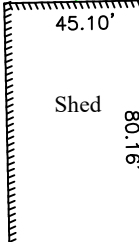
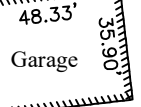
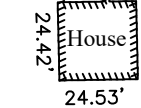
West Line of the Southwest 1/4 of Section 10-9-20
(North) N 01°43'35" W 2723.44'

Division Rd. / C.T.H. "G" (120' R/W)

"No Access"
See Note Below

Lot 1

74869 Sq. Ft.
1.719 Acres



Lot 2

308851 Sq. Ft.
7.090 Acres

Ameritech Exclusive Easement as described
on Document 845212 Washington Co. Registry

Gravel / Blacktop

Gravel Drive

Gravel / Blacktop

Gravel Drive

House

50' Gas Easement as shown on
Document No. 845212
Washington Co. Registry

Dedicated to the Public for Road Purposes

3709 Sq. Ft.
0.085 Acres

Railroad

N 37°47'28" W
(N36°06'W)

1102.51'

Note:
Any asphalt or concrete currently existing behind the head of the curb running
along C.T.H. "G" / Division Road within the "No Access" area shall be removed.

Certified Survey Map No. _____

That part of the Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

Surveyor's Certificate

I, Richard L Simon, Professional Land Surveyor, hereby certify:

That part of the Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin.

Described as follows:

That part of the Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin; Described of follows; Commencing at the Northwest corner of said Northwest ¼; thence N89°30'39"E along the North line of said Northwest ¼, 150.00 feet to the point of beginning; thence continuing N89°30'39"E along said North line, 512.63 feet; thence S01°40'15"E, 1085.62 feet to a point on the Northerly R/W of Railroad; thence N37°47'28"W along said Northerly R/W, 1102.51 feet; thence N88°16'25"E, 27.62 feet; thence N01°43'35"W, 97.85; thence N43°53'33E, 153.86 feet to the point of beginning of this description.

Said parcel contains 9.383 Acres Gross

That I have made such survey, division, and map by the direction of James P. Dragich and Maureen K. Dragich

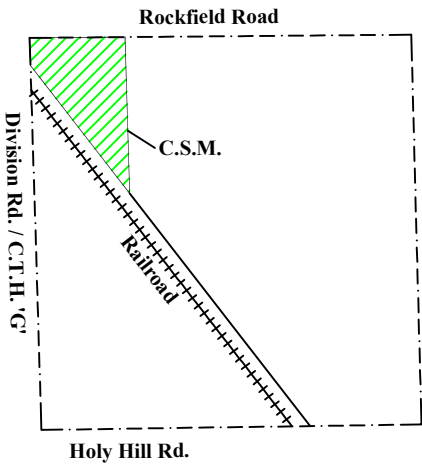
That this map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with provisions of s. 236.34 of the Wisconsin Statutes and the subdivision regulations of the Village of Germantown in surveying, dividing, dedicating, and mapping the same.

Dated this 4th day of August, 2019

Richard L Simon, P.L.S. #2698
Cornerstone Land Surveying
5080 Fairy Chasm Road
West Bend, WI 53095
262-424-5630

Location Map
Northwest ¼ of Section 10-9-20
"Scale 1" = 1500"



Village of Germantown Planning Commission Approval

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown

on this day _____ of _____, 2019.

Dean Wolter, Chairman Date

Laura A. Johnson, Secretary Date

Village of Germantown Board Approval

This Certified Survey Map, being a division of (Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin) having been approved by the Planning Commission being the same, is hereby approved and accepted by the Village Board of Trustees of the Village of Germantown on this

_____ day of _____, 2019.

Dean Wolter, Village President Date

Barbara K.D. Goeckner, Village Clerk Date

Certified Survey Map No. _____

That part of the Northwest ¼ of the Northwest ¼ of Section 10, Township 9 North,
Range 20 East, Village of Germantown, Washington County, Wisconsin.

Owner's Certificate

We, James P. Dragich and Maureen K. Dragich do hereby certify that we caused the land described in the foregoing affidavit of Richard L. Simon , Surveyor, to be surveyed, divided and mapped as represented on this Certified Survey Map.

WITNESS the hand and seal of said Signer, this _____ day of _____, _____

James P. Dragich

Maureen K. Dragich

State of Wisconsin) SS

County)

Personally came before me this _____ day of _____, _____, the above named,
James P. Dragich and Maureen K. Dragich, to me, known to be the people who executed the foregoing instrument
and acknowledge the same.

Notary Public

_____ County, State of Wisconsin

My commission expires: _____

PLAN COMMISSION MINUTES

June 8, 2020

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 pm. The meeting was held as a virtual WebEx meeting.

ROLL CALL: Chairman Dean Wolter, Trustee Rep David Baum, Commissioners Tony Laszewski, Bill Shadid, Bob Williams, Matt Kimmler and Peter Nilles were in attendance. Also present were Community Development Director Jeff Retzlaff, Associate Planner Emily Zandt and Planning Assistant Lori Johnson.

PUBLIC INPUT: None

APPROVAL OF MINUTES:

MOTION Shadid second Baum to Approve the minutes from 5-11-20.

MOTION carried unanimously.

James & Maureen Dragich - W172 N13186 Division Road and N132 W17073 Rockfield Road, Dragich Auto Sales & Service. The request is for approval of a 2-lot Certified Survey Map, Land Use Plan Amendment from Agricultural/Conservation Residential to Commercial, Rezoning from B-3: General Business and A-2: Agricultural to B-3: General Business and Rs-1: Single-Family Residential and an amendment to CUP #01-76 for the continued operation of an existing auto sales and body shop. Associate Planner Zandt summarized the proposal.

Public Hearing opened at 6:39 pm.

Public Hearing closed at 6:41

MOTION Baum second Shadid to Approve the proposed 2-lot Certified Survey Map (CSM) to reconfigure the 9.23 acres owned by James Dragich located at W172N13186 Division Road and N132W17073 Rockfield Road with the following conditions:

- 1. All technical issues and plan corrections identified by the Village Surveyor (see May 27, 2020 memo) shall be addressed and reflected in revised plans submitted and approved by Village Staff prior to recording.***
- 2. The Zoning Districts listed on the plat shall be corrected to read B-3: General Business District and Rs-1: Single-family Residential District.***

MOTION carried unanimously.

MOTION Baum second Laszewski to Approve the proposed 2020 Land Use Plan (LUP) map amendment to change proposed Lot 1 (1.719 acres) from "Commercial" and "Agricultural/Conservation Residential" to "Commercial", as proposed.

MOTION carried unanimously.

MOTION Baum second Laszewski to Approve rezoning of proposed Lot 1 (1.719 acres) from B-3: General Business and A-2: Agricultural to B-3: General Business, and, proposed Lot 2 (7.090 acres) from A-2: Agricultural to Rs-1: Single-family Residential, as proposed.

MOTION carried unanimously.

MOTION Baum second Shadid to Approve a conditional use permit amendment for the operation of the existing auto sales and body shop located at W172N13186 Division Road to include all of proposed Lot 1 subject to all conditions of CUP #01-76 and the addition of the following conditions:

- 1. The uses and activities allowed on the property shall be limited to those uses and***

activities and relative locations specified in the conditional use permit (CUP) application and supporting documents dated May 18, 2020. The size and relative location of those areas within the property from which said uses and activities are permitted are limited to that presented in the site plan and description submitted with the supporting documents. Days and hours of operation shall be limited to those specified in the CUP application (Monday through Friday 8am to 8pm) and supporting documents submitted to the Village. The Owner/Operator is responsible for reporting any significant changes in the type, intensity, amount or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Planner.

- 2. This business shall operate consistent with the requirements of Section 10.08 Junk and Junked Vehicles of the Village Code.*

MOTION carried unanimously.

Hampel Corporation - W194 N11551 McCormick Drive. The request is for approval of a conditional use permit and site development for an accessory storage area comprised of up to four 52-foot-high storage silos for the manufacturing facility. Planner Retzlaff summarized the proposal.

Public Hearing opened at 6:53 pm.

Chairman Wolter read an email from Megan Foley, W196 N11530 Shadow Wood Drive, into the record. She had several questions and concerns regarding the proposal.

Public Hearing closed at 6:57 pm.

MOTION Baum second Laszewski to Approve the conditional use permit (CUP) and site development plans for the proposed silo storage facility for the Hampel Corporation facility located at W194 N11551 McCormick Drive subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plan set with a date stamped as being received by the Village on June 1, 2020.*
- 2. All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.*
- 3. All technical issues and plan corrections identified by the Public Works Department/Village Engineer in the April 20, 2020 review letter, including final approval of the grading and erosion control plans shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by the Public Works Department prior to issuance of a building permit (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS).*
- 4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.*
- 5. The silos and all associated piping and support structures shall be painted to match or be compatible with the existing building.*
- 6. Operation of the silos shall be monitored with respect to noise and any complaints received by the Village concerning the silo filling & dispensing functions over a one (1) year period from the date of commencing operation. If necessary, the operation and CUP shall be reviewed for potential changes to the list of conditions including potential*

**CERTIFIED SURVEY MAP (CSM),
2020 LAND USE PLAN MAP AMENDMENT, REZONING, &
CONDITIONAL USE PERMIT (CUP) APPLICATIONS
6/8/20 Plan Commission Meeting**

JAMES DRAGICH / DRAGICH AUTO SALES & SERVICE

Village Planner Report

Germantown, Wisconsin

Summary

James Dragich, property owner, and agent for Dragich Auto Sales & Service is seeking approval of a 2-lot Certified Survey Map (CSM), Land Use Plan Amendment from Agricultural/Conservation Residential to Commercial, Rezoning from B-3: General Business and A-2: Agricultural to B-3: General Business and Rs-1: Single-family Residential, and amendment to CUP #01-76 for the continued operation of an existing auto sales and body shop.

Location: W172N13186 Division Road / N132W17073 Rockfield Road

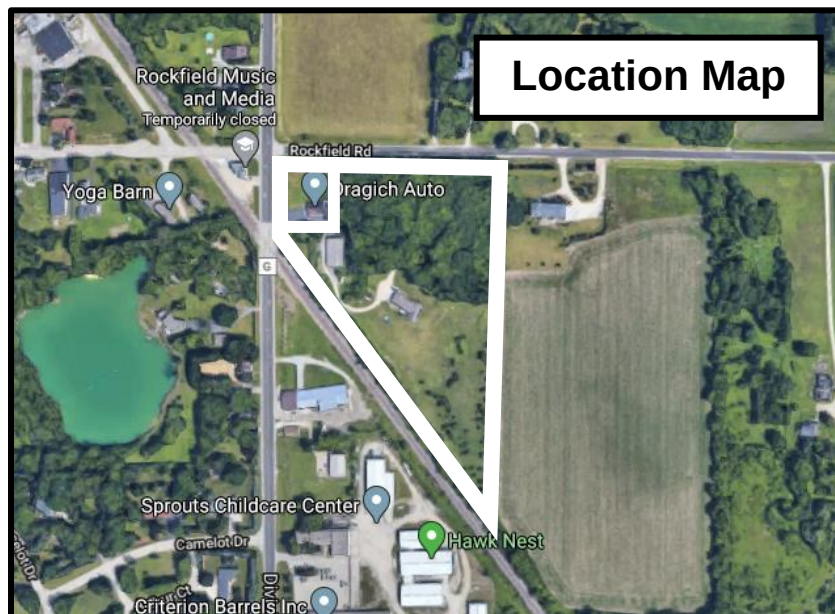
Applicant/

Property Owner:	Dragich Auto Sales & Service W172N13186 Division Road Germantown, WI	James Dragich N132W17073 Rockfield Road Germantown, WI
------------------------	--	--

Current Zoning District: B-3: General Business / A-2: Agricultural

Proposed Zoning District: B-3: General Business / Rs-1: Single-Family Residential

Adjacent Land Uses		Zoning
North	Agricultural/Residential	A-1/Rd-2
South	Industrial	M-1
East	Agricultural	A-2
West	Residential/Agricultural	B-3/Rs-1



Proposal

James Dragich, property owner, and agent for Dragich Auto Sales & Service is seeking approval of a 2-lot Certified Survey Map (CSM), Land Use Plan Amendment from Agricultural/Conservation Residential to Commercial, Rezoning from B-3: General Business and A-2: Agricultural to B-3: General Business and Rs-1: Single-family Residential, and amendment to CUP #01-76 for the continued operation of an existing auto sales and body shop.

Mr. Dragich has submitted an application for a Certified Survey Map (CSM) to modify the lot lines between the two properties listed above, enlarging the commercial property at W172N13186 Division Road to include the existing shed. This request also requires a Land Use Plan Map Amendment to change the area being added to the commercial property from "Agricultural/Conservation Residential" to "Commercial", as well as a Rezoning of a portion of the property from the A-2: Agricultural District to the B-3: General Business District and the Rs-1: Single-family Residential District. The applicant has also submitted an Amendment to CUP#1-76 to allow the continued operation of the auto sales and body shop operation, Dragich Auto Sales and Service, and the expansion of the area covered under the CUP (to be consistent with the boundaries of proposed Lot 1).

CSM

Proposed Lot 1 will be expanded to contain 1.719 acres in order to include the existing shed on the commercial property, in addition to the existing commercial garage. Lot 2 will contain 7.090 acres and the existing single-family dwelling. No improvements are proposed to the property at this time.

Land Use Plan Map Amendment

As a result of the property line modification, the portion of land being added to the commercial lot (Lot 1) needs to be reclassified from "Agricultural/ Conservation Residential" to "Commercial" on the 2020 Future Land Use Plan Map. This amendment is requested in order to be consistent with the boundaries of the enlarged parcel. The use of the parcel is not changing or expanding with this request.

Rezoning

Similar to the Land Use Plan Map amendment request, the applicant is requesting to expand the existing B-3: General Business District to be consistent with the boundaries of the enlarged parcel. Further, the expansion of this district is not intended to create additional area for expanded or new commercial uses in this location.

The existing residential property (proposed Lot 2) is currently zoned A-2: Agricultural and does not meet the minimum lot size for a single-family dwelling in the A-2: Agricultural District. With the expansion of the commercial lot (proposed Lot 1), this lot will decrease in size further. As such, a rezoning to the Rs-1: Single-family Residential District is requested in order to bring this lot into conformance with the minimum lot size. All setback requirements in the Rs-1: Single-family Residential District are met by proposed Lot 2.

CUP Amendment

A Conditional Use Permit for Dragich Auto Sales & Service was issued in 1976 (CUP #01-76). With the request to expand the area zoned B-3: General Commercial, an amendment to CUP #01-76 is required to also expand the area covered by the CUP to include all of proposed Lot 1 of the CSM. The applicant has indicated that the operation of Dragich Auto will continue as it has for the last 44 years. There is no proposed expansion of the use/business or hours of the operation at this time.

Staff Comment

The Village Surveyor has identified several technical items in a memo dated May 27, 2020. These items will need to be corrected prior to Village Board action on the CSM.

Staff notes that the zoning districts are listed as incorrectly on the plat (B2 and R1) and should be modified to be consistent with the Village of Germantown Zoning Districts (B-3: General Business and Rs-1: Single-family Residential).

This is an opportunity to take a closer look at the existing operation and add additional conditions to the CUP. At this point, staff has not received any public comment on this proposal. Planning staff recommends adding hours of operation to the CUP, limiting hours of business operation to Monday through Friday, 8am to 8pm.

Aerial imagery shows numerous vehicles, most likely inoperable, being stored on both proposed Lot 1 and proposed Lot 2. There also appears to be scrap and junk being stored on proposed Lot 1. This is in violation of Section 10.06 of the Village Code, which limits businesses engaged with automotive sales or repair to keeping inoperable vehicles on private property for no more than 30 days. Planning staff recommend adding a condition requiring compliance with Section 10.06 of the Village Code.

VILLAGE STAFF RECOMMENDATION

APPROVE the proposed 2-lot Certified Survey Map (CSM) to reconfigure the 9.23 acres owned by James Dragich located at W172N13186 Division Road and N132W17073 Rockfield Road with the following conditions:

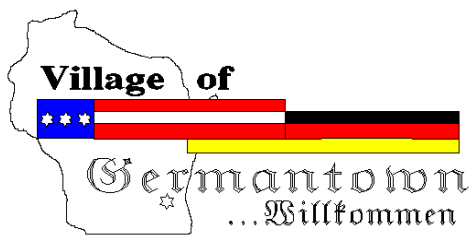
1. All technical issues and plan corrections identified by the Village Surveyor (see May 27, 2020 memo) shall be addressed and reflected in revised plans submitted and approved by Village Staff prior to recording.
2. The Zoning Districts listed on the plat shall be corrected to read B-3: General Business District and Rs-1: Single-family Residential District.

APPROVE the proposed 2020 Land Use Plan (LUP) map amendment to change proposed Lot 1 (1.719 acres) from "Commercial" and "Agricultural/ Conservation Residential" to "Commercial", as proposed.

APPROVE rezoning of proposed Lot 1 (1.719 acres) from B-3: General Business and A-2: Agricultural to B-3: General Business, and, proposed Lot 2 (7.090 acres) from A-2: Agricultural to Rs-1: Single-family Residential, as proposed.

APPROVE a conditional use permit amendment for the operation of the existing auto sales and body shop located at W172N13186 Division Road to include all of proposed Lot 1 subject to all condition so CUP #01-76 and the addition of the following conditions:

1. The uses and activities allowed on the property shall be limited to those uses and activities and relative locations specified in the conditional use permit (CUP) application and supporting documents dated May 18, 2020. The size and relative location of those areas within the property from which said uses and activities are permitted are limited to that presented in the site plan and description submitted with the supporting documents. Days and hours of operation shall be limited to those specified in the CUP application (Monday through Friday 8am to 8pm) and supporting documents submitted to the Village. The Owner/Operator is responsible for reporting any significant changes in the type, intensity, amount or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Planner.
2. This business shall operate consistent with the requirements of *Section 10.08 Junk and Junked Vehicles* of the Village Code.



Engineering Department Memorandum

To: Jeff Retzlaff Village Planner

CC:

From: Bob Beilfuss, PLS, Village Surveyor

Date: May 27, 2020

Re: Dragich CSM

Jeff,

Here are my review comments for the CSM received 3/31/2020.

Certified Survey Map

Applicant or Owner: James and Maureen Dragich

Land Surveyor/Firm: Rich Simon, PLS – Cornerstone Land Surveying, Inc

1. Show the well for Lot 1.
2. Update all dates on the document from 2019 to 2020.
3. The Village Clerks name is Deanna Braunschweig. Please correct the Village Board approval certificate accordingly.
4. Provide the following statement on the bottom of each sheet: "This instrument prepared by..."
5. The location of existing curb, drives and pavements are not required for village approval, but are accepted,
6. Add the following statement to the Owner's Certificate;

"As Owners, we hereby dedicate that part of (*street name*) to the Village of Germantown for public road purposes as represented on Sheet ____ of ____ of this Certified Survey Map."

7. The monument symbol marking the NE corner of Lot 2 at the new road right of way line is missing and needs to be added.

8. Use the following Village Board approval Certificate;

Village of Germantown Board Approval

This Certified Survey Map, being a division of (¼ ¼ Section __, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin, having been approved by the Planning Commission being the same, is hereby approved and *(the dedication of that part of (insert street name) for public road purposes as shown on Sheet __ of __ is hereby)* accepted by the Village Board of Trustees of the Village of Germantown on this __ day of _____, 2020.

Dean Wolter, Village President

Date

Deanna Braunschweig, Village Clerk

Date

- ☐ Include text in red italics for Certified Survey Maps which require road right of way dedication to the Village.

9. A certificate of mortgagee is required in the land is mortgaged with a lender. The certificate of mortgagee requires the following information:

- Complete statements per Chapter 236.21(2)(a)
- Lending institution name, signature of bank officer and date.
- Notary statement, seal, signature and date.

The mortgage certificate requirement is waived if owner can provide written proof of ownership that the property is free of mortgage from the lending institution.

10. I had a telephone conversation with the Surveyor who is revising his mapping to coincide with the new Wisconsin State Plane Coordinate System, South Zone, Grid and the NAD83, 2011 Adjustment.

As such, the coordinate values for all section and quarter section corners used to establish the boundary will need to be updated to the NAD83/2011 Adjustment values.

This new coordinate system has been approved by Washington County, SEWRPC and the Village of Germantown Engineering Department for all Certified Survey Maps, subdivision plats and engineering site plans submitted for review and approval.

The required copy of the CSM in a .dwg CADD format that will be submitted to the Engineering Department as part of its approval will also need to be in this new coordinate system

No further review comments.

Document Approval and Recording

For this CSM to be approved by the Village Board and recorded at the Washington County Register of Deeds, the document must be provided to the Village Clerk's office in a completed format including all original signatures of the owner and lending institution, original seals of the professional land surveyor on the recordable media the Wednesday prior to the scheduled Village Board meeting.

This includes the CADD file.

Any documents or digital files not submitted by the due date or contain outstanding technical review comments that have not be addressed, will be moved to the next scheduled Village Board meeting agenda.

Document Submittals and Data Conversion

As of October 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as required by Wisconsin Statute and Village Ordinances as part of the land division approval.

Prior to Recording the Certified Survey Map or Subdivision Plat, The professional land surveyor is responsible for submitting a copy of the AutoCad drawing file (.dwg) of the document in version 2019 via email to the Village Surveyor for mapping purposes.

All digital professional land surveyor seals and signatures will be purged from the digital copy prior to submittal.

Note: In 2020, the Village will be upgrading its municipal code to recognize the NAD83 Datum, 2011 adjustment for horizontal control and NAVD88 for vertical control for mapping all land division documents and plan submittals for review.

There are new dossier sheets for all the Public Land Survey System monuments that contain the new coordinate positions and elevations available currently on the State Cartographer's website by using the Survey Control Finder application

Prior to Recording the Certified Survey Map or Final Subdivision Plat, the Village Engineering Department will verify that the boundary markers have been installed as described on the submitted map. All boundary corners are to be clearly marked in the field by the professional land surveyor of record.



Village of



Germantown

Willkommen

Fee must accompany application

☐ \$2,900 with public improvements

☒ \$1,960 no public improvements

Paid LF Date 3-25-20

CERTIFIED SURVEY MAP APPLICATION

Pursuant to Section 18.06 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

James Dragich
W172 N13186 Division Rd
Germantown WI 53022

Phone (262) 305-6320

Fax ()

E-Mail jdragich@ticon.net

PROPERTY OWNER

James Dragich
W172 N13186 Division Rd
Germantown WI 53022

Phone (262) 305-6320

PROPERTY ADDRESS OR GENERAL LOCATION

TAX KEY NUMBER

2 W172 N13186 Division Road
N132 W17073 Rockfield Road

GTNV 103990
GTNV 103990

3 PURPOSE OF LAND SPLIT

<u>Add to business property</u>	Will the land split require rezoning?	
	From	To

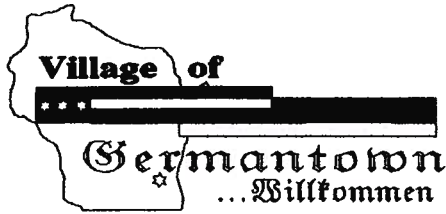
4 READ AND INITIAL THE FOLLOWING:

- ☒ I understand that the Certified Survey Map is not valid until recorded at the Washington County Register of Deeds. The Village will record the document and charge the applicant all applicable recording fees.
- ☒ I understand that the Map will not be placed on the Village Board agenda until all the technical corrections to the CSM are made, the payment of any outstanding impact fees are paid to the Village Clerk's Department, and the original signed and stamped copy of the Map is submitted on the proper paper.
- ☐ I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.
- ☒ I understand all delinquent property taxes on any of the properties involved shall be paid prior to recording.

5 SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Maureen Dragich 3-25-20 Maureen Dragich 3-25-20
Applicant Date Owner Date

Jim P. Dragich 3-25-20



Engineering Department

Certified Survey Map Review Checklist

This checklist has been compiled from the requirements of Chapter 236 of the Wisconsin Statutes and Chapter 17 and 18 of the Village of Germantown Zoning and Land Division Ordinances.

Mapping Requirements (for Sheet 1 and/or all needed mapping sheets)

- ☐ Map Scale: 1"=~~40~~ Ft. (1'=500' max per Ch.236.34 (c) **Only** recognized engineering scales (1"=10 - 60, 100, 200, 300, 400, 500) will be approved.
- ☐ Minimum text height = 100 Leroy or a 12 pt. font.
- ☐ Graphic Scale.
- ☐ North Arrow.
- ☐ Sheet size is 8 ½" x 14" with borders as described by Chapter 236
- ☐ A 3"x 3" square in the upper right hand corner of Sheet 1 is to be left blank for the County recording information. This reserved area is in addition to the areas needed for sheet borders. (per Washington County Register of Deeds Office)
- ☐ Bearing basis noting the grid bearing of a designated USPLSS line. Per Chapter 18 of the Village Land Division Ordinance, all subdivision and Certified Survey Maps will be referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD 1927 datum) grid bearings for a bearing basis.
- ☐ Mapping will be provided using the Wisconsin State Plane Coordinate System, South Zone (NAD 1927 datum).
- ☐ Legend denoting: found or set boundary markers, their size and weight and other symbols, linetypes and hatching being used on the map.
- ☐ Direct bearing and distance tie to two (2) USPLSS corner monuments (excluding center of section)
- ☐ Coordinates (NAD 1927 Grid) of point of commencement monument.
- ☐ Point of Beginning noted if a metes and bounds description format used in Surveyor's Certificate.
- ☐ Bearing and distance annotation for all exterior lot lines.
- ☐ Does exterior boundary form a mathematically closed figure?
- ☐ Parcels annotated as "Lot #" or Outlot per 236.34(1).
- ☐ Street name
- ☐ Existing right of way width noted.
- ☐ Proposed street right of way dedication shall include the following statement
 "Dedicated to the Village of Germantown for Public Road Purposes".
- ☐ Existing structures shown.
- ☐ Existing well to be shown.
- ☐ Current building setback lines mapped, dimensioned and date stamped.



Village of
★★★
Germantown
---Willkommen

FEES MUST BE PAID AT TIME OF APPLICATION

- ☐ \$200 Plan Commission Consultation
- ☒ \$1,085 Rezoning
- ☒ \$1,240 PDD < 5 acres
- ☐ \$2,095 PDD 5-20 acre site
- ☐ \$3,460 PDD > 20 acre site

Date Paid: 3-31-20 Received by: [Signature]

REZONING & PDD APPLICATION

Pursuant to Section 17.51 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

James P. Dragich

PROPERTY OWNER

James P. Dragich
Maureen K. Dragich

Phone (262) 305-6320

Phone (262) 305-6320

Fax () _____

262-305-6321

E-Mail jdragich@ticon.net

2 PROPERTY ADDRESS OR GENERAL LOCATION

TAX KEY NUMBER

N132W17073 Rockfield Rd

GTNV 103990

3 REZONING REQUEST

FROM B3-A1
Agricultural

TO B3-R1
Commercial
Residential

- Jeff

4 METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY - REQUIRED

Attach pages as necessary

See Survey

PURPOSE OF REZONING REQUEST

Briefly describe why the applicant is rezoning the property. Include a description of the proposed use, including any new construction and number of employees, if applicable.

Changing some agricultural property to business.

6 SUPPORTING DOCUMENTATION:

- ☐ Plat of Survey (1:100)
- ☐ Site Plan and elevations for new construction (can be conceptual)
- ☐ _____
- ☐ _____

7 READ AND INITIAL THE FOLLOWING:

MD I understand that the Village is under no obligation to rezone property and that density and lot coverages provided in the Zoning Code are maximums. Actual build out will depend on myriad factors including topography and other natural conditions, surrounding neighborhood context and the detailed design of a project.

MD I understand that Village Staff, Plan Commission and/or Village Board may request additional information to properly evaluate this request and failure to provide such information may in itself be sufficient cause to deny the petition.

MD I am aware that this rezoning shall go into effect immediately upon the final approval of the Village Board and its execution of the rezoning ordinance

8 SIGNATURES – ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Maureen Droghda 3-25-20
Applicant Date

Maureen Droghda 3-25-20
Owner Date

Village of



Germantown

Willkommen

Fee Must Accompany Application

☒ \$ 1165 Paid h Date 3-31-20

☐ \$ _____ PC Consultation Only
Paid _____ Date _____

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Please read and complete this application carefully. All applications must be signed and dated. Attach additional sheets and/or include supplemental information in support of your application.

APPLICANT OR AGENT:

James Dragich

PROPERTY OWNER(S):

James + Maureen Dragich

Address: W172N13186 Division Rd Address: W172N13186 Division Rd
Germantown WI 53022 Germantown WI 53022

Phone: 262-305-6320

Phone: 262-305-6320

FAX: _____

FAX: _____

E-Mail: jdragich@ticon.net

E-Mail: jdragich@ticon.net

☐ REQUEST TO AMEND LAND USE MAP

Current Land Use Map Designation(s):

Ag/Konservation Residential

Proposed Land Use Map Designation(s):

Commercial

Address of Property, Parcel ID Number(s) or General Location (1/4 section 1/4 section):

W172 N13186 Division Rd GTNV 103991
N132 W12073 Rockfield Rd GTNV 103990

Legal Description of Property or Area (metes and bounds description):

See Survey

Size of Property or Area:

Acres: 8.81 Square Feet: _____

7,090

1,719

Comprehensive Plan Amendment Application

Page 2 of 3

Land Use and Zoning of Adjacent Properties (example: residential; Rs-2):

Adjacent Property Land Uses		Zoning
North	Farm	Ag
South	Business	B
East	Farm	Ag
West	Business	B

☐ REQUEST TO AMEND PLAN TEXT

Section(s) of Comprehensive Plan to be Amended:

--

Proposed Text Amendment:

Attach separate pages as necessary

Detailed Explanation and Justification for Proposed Amendment(s):

Required for both Land Use Map Amendment <u>and</u> Text Amendments Attach separate pages as necessary

Comprehensive Plan Amendment Application

Page 3 of 3

APPLICATION SUBMITTAL REQUIREMENTS (to be submitted at time of application):

All Amendment Applications:

- ☐ Complete Application Form (Affidavit of Understanding and signatures required)
- ☐ Application Fee
- ☐ Additional Sheet(s) for explanation of and justification for proposed amendment(s)

Land Use Plan Map Amendment Only:

- ☐ Legal Description of the land subject of map amendment in electronic/digital file format (e.g. Microsoft Word)
- ☐ Detailed Plat of Survey or Site Plan of the land subject of the map amendment at a scale of 1" = 60' or other suitable scale necessary to accurately present:
 - o Exterior boundary of the land subject of the map amendment
 - o Concept plan showing general size, shape and relative location of existing and future roads, lots, structures, wetlands, floodplain or other natural features, environmental etc. as may be necessary to further explain and/or support the proposed map amendment.

AFFIDAVIT OF UNDERSTANDING

Please read and indicate that you understand and agree to the following (initials in box):



I understand that Village Staff, the Plan Commission and/or the Village Board may request additional information to properly evaluate this application and failure to provide such information may be sufficient justification to deny this application;

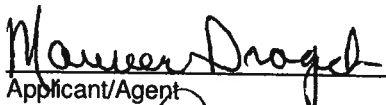


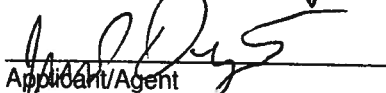
I understand that, regardless of the justification and/or information provided in support of my application, the Village is under no obligation to approve my application nor amend the Comprehensive Plan as requested;

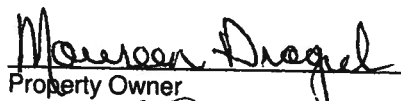


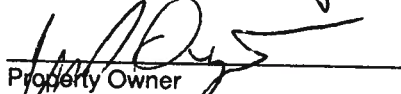
I am aware that the approval of an application to amend the Land Use Plan Map only amends the Land Use Map and does not otherwise revise or change the zoning of the land affected by the Map amendment, and, if I am applying for a Map amendment in order to pursue actual development of the land affected by the amendment, I may be required to obtain separate permits and/or approvals (e.g. rezoning, land division, site plan, etc.) from the Village or other agencies as a prerequisite to the development of such land.

ALL APPLICATIONS MUST BE SIGNED BY THE APPLICANT/AGENT AND PROPERTY OWNER(S)

 3-25-20
Applicant/Agent Date

 3-25-20
Applicant/Agent Date

 3-25-20
Property Owner Date

 3-25-20
Property Owner Date



PO BOX 8046, MADISON WI 53708-8046 | SummitCreditUnion.com | 608-243-5000 | 800-236-5560

February 28, 2020

Maureen Dragich
W172N13186 Division Rd
Germantown, WI 53022

RE: Partial Release Request

Dear Maureen:

Summit Credit Union has received your request for a partial release of 1.25 acres of your parcel GTNV 103990. We will agree to issue a Partial Release of Mortgage for the first mortgage and the Home Equity Line of Credit. We will not require a principal reduction payment for the release of the 1.25 acres. Please let me know when you are ready to move forward with the Partial Release and we can discuss the final steps.

Thank you for your assistance in providing the necessary documentation to complete this request. Please contact me if you have any questions regarding this transaction at 800-236-5560 ext. 2112.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate A. Hughes". The signature is fluid and cursive, with the first and last names being clearly legible.

Kate A. Hughes
Sr. Mortgage Loan Servicing Specialist
Summit Credit Union



Village of

Germantown

Willkommen

Fee must accompany application

☐ \$1460 Paid _____ Date _____

up date existing
conditional

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Section 17.42 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

James Dragich

Phone (262) 305-6320

Fax (262) 677-3852

E-Mail jdragich@tiscali.net

PROPERTY OWNER

James Dragich

Phone () same

2

TO WHOM SHOULD THE PERMIT BE ISSUED?

James Dragich Auto Sales & Service

3

PROPERTY ADDRESS

W172 N13186 Division Rd

TAX KEY NUMBER

GTN V
103991

4

DESCRIPTION OF EXISTING OPERATION

Briefly describe the use as it exists today, including use, size, number of employees, hours of operation, etc. If this permit involves new construction, describe the current status of the property, e.g. "vacant." Use additional pages as necessary.

8am - 8pm 2-3 employees
Auto Body repairs, some auto sales
Same as the last 44 yrs

5

DESCRIPTION OF PROPOSED OPERATION

Write the name of the proposed conditional use exactly as it appears in the Municipal Code.

Describe the proposed use, including size, number of employees, hours of operation and extent of any new construction/alterations.

same as above
Same as last 44 yrs

6

See current survey

7

- 8

9

Applicant Juan P. Lopez Date 5-18-2020 Owner Juan Lopez Date 5-18-2020

VILLAGE of GERMANTOWN

CONDITIONAL USE ZONING PERMIT

OFFICE OF ZONING INSPECTOR

No. 1-76

DATE August 20, 1976

Whereas, James P. Dragich owner / agent agrees to comply with the requirements of the Village of Germantown, Washington County Wis., relating to Zoning and Building Codes and all the changes alterations, or amendments thereto, and further agrees that all work done pursuant to the permission granted herewith, will conform with the applications and drawings filed with the Zoning Inspector and Planning Commission for the purpose of obtaining this permit.

Pursuant to said conditions:

- 1). All disabled vehicles screened from sight from roadways. *3-4-86 non compliance*
- 2). Area landscaped.
- 3). No residency on premises.
- 4). Front of block building to be covered with face brick. *ok*
- 5). Driveways and parking areas to be blacktopped within one year. *?*
- 6). No driveway off Rockfield Road

this Conditional Use Permit is issued for the following described real estate in the Village of Germantown, Washington County, Wis. to wit:

W172 N13186 Division Road-Germantown

update

Owners name James P. Dragich

Property address W172 N13186 Division Road

Fee \$25.00 Date paid June 24, 1976

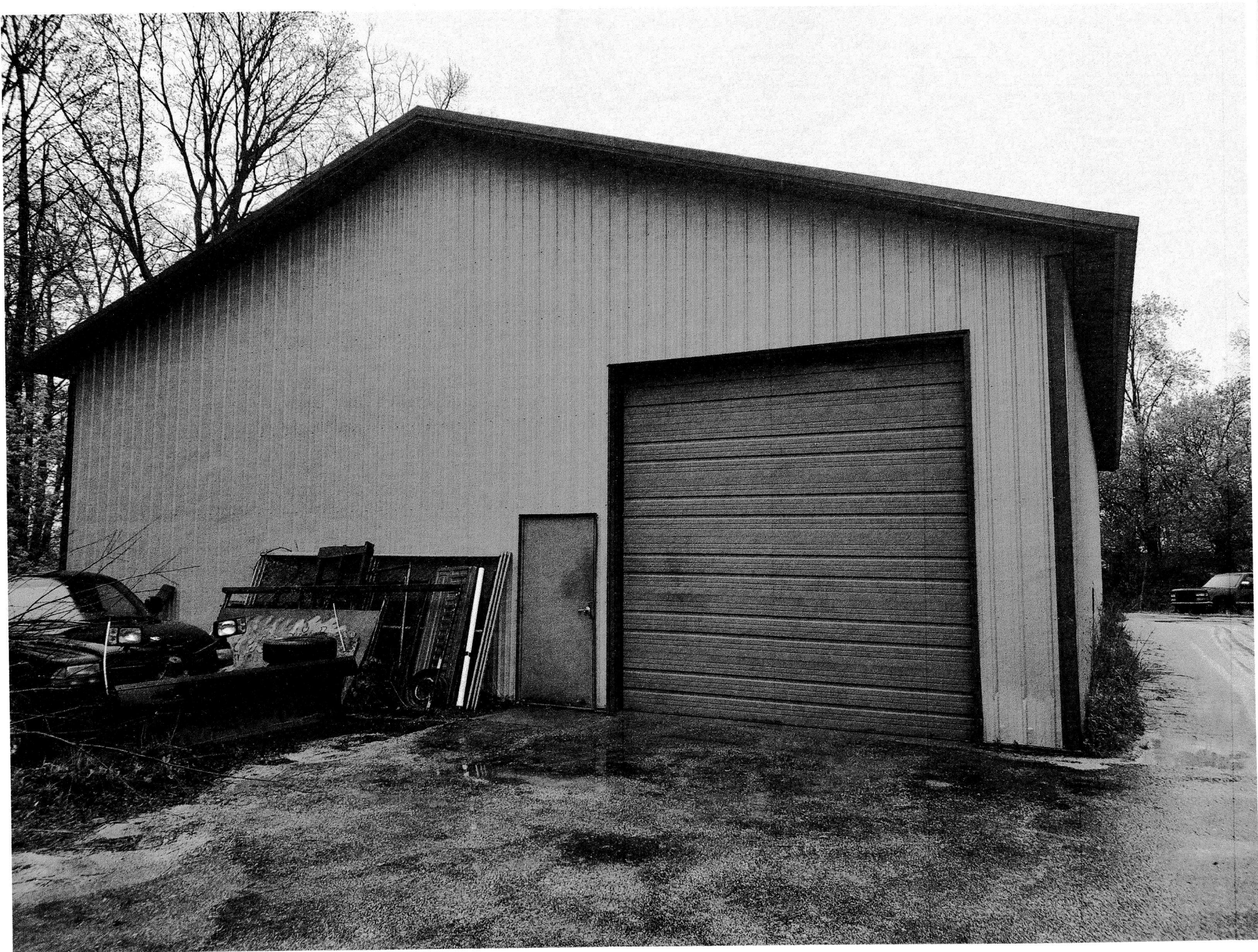
APPROVED

James R. Kautz
Zoning Inspector

DRAGICH AUTO
Sales & Service
AUTO BODY

HOURS: M-F 9-5 - W172 N13186 DIVISION RD - 262.305.6320





BUSINESS OF THE VILLAGE BOARD GERMANTOWN, WI

MEETING DATE: July 6, 2020

AGENDA ITEM: New Business (CONDITIONAL USE PERMIT)

ITEM TITLE: MSI General Corp., Agent for Redstone Land Holdings LLC, Property Owner of Hampel Corporation - W194 N11551 McCormick Drive. Conditional Use Permit (CUP) for 52' High Storage Silos

SUBMITTED BY: Jeffrey W. Retzlaff, Director, Community Development Department

SUMMARY EXPLANATION:

MSI General, agent for the Redstone Land Holding LLC, property owner and the Hampel Corporation, is seeking approval of a conditional use permit and site development for an accessory storage area comprised of up to four (4) 52' storage silos for the existing manufacturing facility located at W194 N11551 McCormick Drive in the Germantown Industrial Park.

The Hampel property is in the Germantown Industrial Park and an M-1: Limited Industrial Zoning District. The maximum height allowance for buildings and accessory structures in the M-1 District is 45 feet. However, there is an allowance for accessory structures, specifically storage silos, taller than 45 feet if a conditional use permit is granted by the Village.

As explained in the CUP application, the 52' tall storage silos are proposed for reasons related to "industry standards", needed capacity and delivery efficiency.

A public hearing of the CUP application and proposed operation was conducted at the June 8 Plan Commission meeting (*see meeting minutes for summary of public comment received*).

PLAN COMMISSION RECOMMENDATIONS:

APPROVE a conditional use permit (CUP) and site development plans for the proposed silo storage facility for the Hampel Corporation facility located at W194 N11551 McCormick Drive subject to seven (7) conditions.

** See Draft CUP for recommended conditions.*

CUP #07-20

Document No.

CONDITIONAL USE PERMIT

Document Title

VILLAGE OF GERMANTOWN, WASHINGTON COUNTY, WISCONSIN
CONDITIONAL USE ZONING PERMIT

Whereas the Applicant:

**Redstone Land Holdings LLC, Property Owner, and
 Hampel Corporation, Tenant/Business Operator**

agrees to comply with applicable Codes and Ordinances of the Village of Germantown, Wisconsin, and further agrees that all work done pursuant to the permission granted herewith will conform with the applications and drawings filed with and approvals granted by officials of the Village for the purpose of obtaining this permit.

Now, therefore, this permit is issued to the Applicant to allow the construction of up to four (4) storage silos over a height of 45 feet on the property located W194 N11551 McCormick Drive pursuant to Section 17.33(3)(i) of the Village Zoning Code.

Name & Return Address:

**Village of Germantown
 P.O. Box 337
 Germantown, WI 53022**

Parcel Identification No:

GTNV 204-953 & 201-993

On the following described property located in the Village of Germantown, Washington County, Wisconsin:

Parcel 1 of Certified Survey Map No. 3984, recorded in the office of the Register of Deeds for Washington County on November 24, 1992, in Volume 25 of Certified Survey Maps, on Pages 248 to 251, Document No. 818700, being a re-division of Parcel 2 of Certified Survey Map No. 3858 and Parcel 2 of Certified Survey Map No. 2129, being a part of the Northeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of Section 20, in Township 9 North, Range 20 East, in the Village of Germantown, County of Washington, State of Wisconsin. 10.82 acres.

W194 N11551 McCormick Drive (Tax Key Number #GTNV 204-953 and 201-993)

Pursuant to the following condition(s):

1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plan set with a date stamped as being received by the Village on June 1, 2020.
2. All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.
3. All technical issues and plan corrections identified by the Public Works Department/Village Engineer in the April 20, 2020 review letter, including final approval of the grading and erosion control plans shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by the Public Works Department prior to issuance of a building permit (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS).

4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.
5. The silos and all associated piping and support structures shall be painted to match or be compatible with the existing building.
6. Operation of the silos shall be monitored with respect to noise and any complaints received by the Village concerning the silo filling & dispensing functions over a one (1) year period from the date of commencing operation. If necessary, the operation and CUP shall be reviewed for potential changes to the list of conditions including potential limits on the hours of operation (potentially 6:00am to 10:00pm only) and/or require other measures necessary to mitigate noise or other impacts as part of an amended conditional use permit.
7. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional uses and activities which cause special problems or harmful effects associated with the permitted uses and activities that were not revealed or anticipated at the time this CUP was granted, or, where conditions imposed by this CUP that were anticipated to mitigate or eliminate harmful effects associated with the uses and activities but are subsequently insufficient to do so, or, for similar cause based upon consideration for the public comfort, safety, and welfare, this conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.

Granted by the Village Board of the Village of Germantown, Washington County, Wisconsin on the _____ day of _____, 2020.

Dean Wolter, Village President

ATTEST:

Deanna B. Braunschweig, WCMC/CMC, Village Clerk

STATE OF WISCONSIN) SS
WASHINGTON COUNTY)

Personally came before me this _____ day of _____, 2020, the above named Dean Wolter, Village President, and Deanna B. Braunschweig, Village Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

{type or print name of Notary on this line}

{signature of Notary on this line}

Notary Public, State of Wisconsin
My Commission Expires: _____

ACCEPTANCE OF TERMS AND CONDITIONS BY OPERATOR

As property owner and business operator, we hereby accept the terms and conditions set forth herein and realize that non-adherence to the terms and conditions as stated herein may result in the revocation of this Permit by the Village of Germantown.

Dated this ____ day of _____, 2020

Type or Print Name on this line

Property Owner (Redstone Land Holdings LLC)

Type or Print Name on this line

Business Operator (Hampel Corporation)

STATE OF WISCONSIN) SS
_____ COUNTY)

Personally came before me this ____ day of _____, 2020, being the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

{type or print name of Notary on this line}

{signature of Notary on this line}

Notary Public, State of Wisconsin
My Commission Expires: _____

activities and relative locations specified in the conditional use permit (CUP) application and supporting documents dated May 18, 2020. The size and relative location of those areas within the property from which said uses and activities are permitted are limited to that presented in the site plan and description submitted with the supporting documents. Days and hours of operation shall be limited to those specified in the CUP application (Monday through Friday 8am to 8pm) and supporting documents submitted to the Village. The Owner/Operator is responsible for reporting any significant changes in the type, intensity, amount or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Planner.

- 2. This business shall operate consistent with the requirements of Section 10.08 Junk and Junked Vehicles of the Village Code.*

MOTION carried unanimously.

Hampel Corporation - W194 N11551 McCormick Drive. The request is for approval of a conditional use permit and site development for an accessory storage area comprised of up to four 52-foot-high storage silos for the manufacturing facility. Planner Retzlaff summarized the proposal.

Public Hearing opened at 6:53 pm.

Chairman Wolter read an email from Megan Foley, W196 N11530 Shadow Wood Drive, into the record. She had several questions and concerns regarding the proposal.

Public Hearing closed at 6:57 pm.

MOTION Baum second Laszewski to Approve the conditional use permit (CUP) and site development plans for the proposed silo storage facility for the Hampel Corporation facility located at W194 N11551 McCormick Drive subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plan set with a date stamped as being received by the Village on June 1, 2020.*
- 2. All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.*
- 3. All technical issues and plan corrections identified by the Public Works Department/Village Engineer in the April 20, 2020 review letter, including final approval of the grading and erosion control plans shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by the Public Works Department prior to issuance of a building permit (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS).*
- 4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.*
- 5. The silos and all associated piping and support structures shall be painted to match or be compatible with the existing building.*
- 6. Operation of the silos shall be monitored with respect to noise and any complaints received by the Village concerning the silo filling & dispensing functions over a one (1) year period from the date of commencing operation. If necessary, the operation and CUP shall be reviewed for potential changes to the list of conditions including potential*

limits on the hours of operation (potentially 6:00am to 10:00pm only) and/or require other measures necessary to mitigate noise or other impacts as part of an amended conditional use permit.

- 7. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional uses and activities which cause special problems or harmful effects associated with the permitted uses and activities that were not revealed or anticipated at the time this CUP was granted, or, where conditions imposed by this CUP that were anticipated to mitigate or eliminate harmful effects associated with the uses and activities but are subsequently insufficient to do so, or, for similar cause based upon consideration for the public comfort, safety, and welfare, this conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.***

Planner Retzlaff stated Hampel Corporation had replied to all Ms. Foley's questions and read their responses. Ms. Foley said she appreciated the time it took to answer the questions. Discussion followed. Planner Retzlaff stated staff is satisfied that concerns for the adjacent residential area have been addressed because the proposed silos location is about as far away as possible from the residential area. He stated Hampel had done a good job of mitigating any impact to the residential area.

Chairman Wolter asked if Hampel was required to report to the EPA or the State. Paul Lorge, Hampel Corporation, stated they are not required to report to the EPA, but they do file regular reports to the DNR regarding water flow on a quarterly basis. Ms. Foley asked if there was anything to be concerned about regarding polluting the water supply in the neighborhood. Chairman Wolter said they had not received any complaints or had been contacted by the DNR.

MOTION carried unanimously.

Menard Inc. - W186 N9754 Appleton Avenue. The property owner has submitted Rezoning, Conditional Use Permit and Site Development and Building Plan applications in support of a proposed storage yard expansion, warehouse addition, building addition and exterior remodeling to the existing store. The Rezoning and Conditional Use Permits were approved at the May 11th Plan Commission meeting and the Site Plan was tabled until revised plans for the shared entry drive were submitted. Planner Retzlaff summarized the proposal.

MOTION Baum second Shadid to Approve the site development and building plans for the proposed storage yard expansion, warehouse addition, building addition & exterior remodeling to the existing Menards home improvement and retail store located at W186 N9754 Appleton Avenue subject to the following conditions:

- 1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the revised Site Plan (sheet CT1) dated May 21, 2020 and building plan set dated as set forth below unless superseded by subsequent plan sheets approved by the Village Planner pursuant to revisions required herein and/or by the Plan Commission:***
 - Landscaping & Lighting Plans dated October 15, 2019***
 - Architecture & Building Elevation Plans dated October 3, 2019***
 - Engineering Site Plan dated February 24, March 5 & May 21, 2020***
- 2. All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond***

CONDITIONAL USE PERMIT (CUP) & SITE PLAN APPLICATION

6/8/20 Plan Commission Meeting

Hampel Corporation/MSI General Inc.

Village Planner Report

Germantown, Wisconsin

Summary

MSI General, agent for the Redstone Land Holding LLC, property owner and the Hampel Corporation, is seeking approval of a conditional use permit and site development for an accessory storage area comprised of up to four (4) 52' storage silos for the existing manufacturing facility located at W194 N11551 McCormick Drive in the Germantown Industrial Park.

Property Location: W194 N11551 McCormick Drive

Applicant/

Property Owners:

Eric Neumann
MSI General
Oconomowoc, WI

Lance Hampel
LANRO Corp
Germantown, WI 53022

Current Zoning: M-1: Limited Industrial

Adjacent Land Uses		Zoning
North	Industrial	M-1
South	Industrial	M-1
East	Industrial	M-1
West	Residential/County Park	Rs-3/I

Location Map



Background

MSI General, agent for the Redstone Land Holding LLC, property owner and the Hampel Corporation, is seeking approval of a conditional use permit and site development for an accessory storage area comprised of up to four (4) 52' storage silos for the existing manufacturing facility located at W194 N11551 McCormick Drive in the Germantown Industrial Park.

Hampel designs, engineers, manufactures (thermoform) and markets heavy-gauge plastic products used in a variety of industrial, lawn & garden, agricultural and portable sanitation equipment for customers all over the world. Hampel's manufacturing facility in Germantown has over 130 employees and operates 24/7 with (3) shifts five days/week.

Proposal: Site Development Plans

As described in the March 30 "Project Details" summary and shown in the site plans, Hampel is proposing to install/construct an accessory silo storage facility near the northeast corner of the building (facing McCormick Drive) with the following features:

- 32'x32' concrete pad w/ a temporary gravel tracking path for use during construction (via internal driveway connection)
- Two (2) 52' high x 12' diameter painted steel storage silos (factory painted to match building w/ 20-year guarantee)
- Piping used to fill the silos to be mounted on "H" frame supports 3' off the ground from the silos along the east side of the building to the existing paved docking area
- Piping used to transfer material into the building to be mounted at the top of the silos and directly into the building

No changes in access to the existing building are proposed; access will continue to be from three (3) existing driveways on McCormick Drive. No changes in parking are proposed. No change is proposed to the existing water and sewer service. No exterior lighting or landscaping is proposed.

Only a small increase in impervious area is expected (1,024 sqft) to a total of 271,464 sqft or 58 percent of the 10.8-acre site (vs. the 80% maximum allowed) leaving 42 percent in green/open space. Storm water run-off from the concrete pad will sheet flow to an existing storm sewer culvert under the driveway before being diverted to the existing regional storm water basin located east of McCormick Drive.

Proposal: Conditional Use Permit (CUP)

The Hampel property is in the Germantown Industrial Park and an M-1: Limited Industrial Zoning District. The maximum height allowance for buildings and accessory structures in the M-1 District is 45 feet. However, there is an allowance for accessory structures, specifically storage silos, taller than 45 feet if a conditional use permit is granted by the Village.

As explained in the CUP application, the 52' tall storage silos are proposed for reasons related to "industry standards", needed capacity and delivery efficiency.

Staff Comments**Planning & Zoning**

Staff's concerns are related to potential noise and appearance. No information is given regarding the process of filling/dispensing product to/from the silos and what, if any, noise may be associated with these activities. Given that the facility operates 24/7 five days a week, it is possible that noise from the silo operations may create a nuisance for the residential area west of the Hampel property. Staff recommends that operation of the silos be monitored in terms of noise complaints that may be received concerning the silo operation over the next year and, if necessary, include specific limits on the hours of operation (potentially 6:00am to 10:00pm only) or require other measures necessary to mitigate any such impacts as part of an amended conditional use permit.

MSI indicates that the silos will be factory painted and guaranteed for 20 years. Because the silos will be hidden for the most part (rising only 19' above the existing building height) due to the existing mature trees that surround the proposed silo compound. However, there's no information about the piping or "H" racking upon which the piping will rest 3' above the ground. Those components should also be painted to match or be hidden.

Fire Department/Police Department

No comments provided.

Public Works Department/Engineering

The Public Works Department has identified a few minor issues and plan corrections (see April 20, 2020 review memo from Public Works Director, Larry Ratayczak) that will need to be addressed in a revised plan set and/or supplemental information submitted for review and approval by the Public Works/Engineering prior to issuance of a building permit.

NOTE: Revised plans addressing these issues were submitted in the revised plan set date stamped received by the Village on June 1, 2020. and are currently being reviewed by staff. We do not anticipate having a revised staff review completed before the June 8 Plan Commission meeting. Therefore, conditional approval is recommended subject to addressing all outstanding issues prior to issuing a building permit.

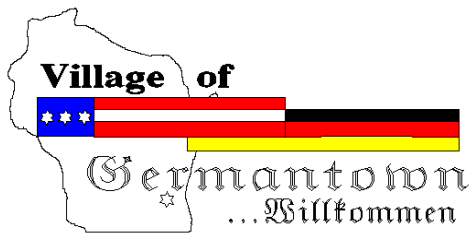
Inspection Services

The Building Inspection Department has indicated that the submission of state-approved plans and the standard \$20,000 occupancy bond will be required prior to issuing a building permit.

VILLAGE STAFF RECOMMENDATION

APPROVE the conditional use permit (CUP) and site development plans for the proposed silo storage facility for the Hampel Corporation facility located at W194 N11551 McCormick Drive subject to the following conditions:

1. This approval is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the site development and building plan set with a date stamped as being received by the Village on June 1, 2020.
2. All landscaping, screening, grading, paving, storm water management, utility and other improvements that are not fire-safety related as shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.
3. All technical issues and plan corrections identified by the Public Works Department/Village Engineer in the April 20, 2020 review letter, including final approval of the grading and erosion control plans shall be addressed and reflected in revised plans and/or supplemental information reviewed and approved by the Public Works Department prior to issuance of a building permit (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS).
4. State approved plans and a \$20,000 occupancy bond are required by the Building Inspection Department as part of the building permit application.
5. The silos and all associated piping and support structures shall be painted to match or be compatible with the existing building.
6. Operation of the silos shall be monitored with respect to noise and any complaints received by the Village concerning the silo filling & dispensing functions over a one (1) year period from the date of commencing operation. If necessary, the operation and CUP shall be reviewed for potential changes to the list of conditions including potential limits on the hours of operation (potentially 6:00am to 10:00pm only) and/or require other measures necessary to mitigate noise or other impacts as part of an amended conditional use permit.
7. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional uses and activities which cause special problems or harmful effects associated with the permitted uses and activities that were not revealed or anticipated at the time this CUP was granted, or, where conditions imposed by this CUP that were anticipated to mitigate or eliminate harmful effects associated with the uses and activities but are subsequently insufficient to do so, or, for similar cause based upon consideration for the public comfort, safety, and welfare, this conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.



Engineering Department Memorandum

To : Jeffrey W. Retzlaff, AICP, Planning Director/Zoning Administrator
From : Lawrence Ratayczak, P.E., Director of Public Works
Date : April 20, 2020
Re : Hampel Corporation

Items Reviewed:

1. Civil Plan Set C1 – C4 (4 pages) Dated: 03-26-20

General Comments:

1. Please respond to each item below. **A written response addressing each item shall be included in your submittal.**
2. The submitted plans have been reviewed for general conformance with State and Village design guidelines. Additional comments could arise as a result of the plan completion and modifications. The items listed below will need to be fully resolved before the Engineering Dept. can recommend a formal approval of the plans and permit for construction.
3. A professional engineer's original seal is to be affixed, signed and dated on the final set of construction plans.
4. Contact Ryan Ehlerding, 262-250-4723 for a utility permit.
5. Please provide a grading plan show how this area will be graded.
6. Please provide an erosion control plan.



Fee must accompany application

- ☐ \$700 Minor Addition
- ☐ \$1,240 Construction <10,000 SF
- ☐ \$2,095 Construction 10,000 SF to 50,000
- ☐ \$3,460 Industrial Construction >50,000 SF
- ☐ \$3,460 Commercial Construction >50,000
- ☐ \$200 Plan Commission Consultation
- ☐ \$125 Fire Department Plan Review

PAID _____ DATE _____

SITE PLAN REVIEW APPLICATION

Pursuant to Section 17.43 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

ERIC J. NEUMANN c/o
MSI GENERAL CORP.
P.O. Box 7
Oconomowoc, WI 53066

Phone (414) 333-6800
E-Mail eric@msigeneral.com

PROPERTY OWNER

Hample Corp c/o
Lance Hample
W194 N11551 Mc Cormick Drive
GERMANTOWN WI 53022
Don Wittmann Main Contact

Phone (262) 255-4540
E-Mail donw@hamplecorp.com

2 PROPERTY ADDRESS

W194 N11551 Mc Cormick Drive

3 NEIGHBORING USES - Specify name and type of use, e.g. Enviro Tech - Industrial, Smith - Residential, etc.

North	South	East	West
<u>Industrial</u>	<u>Industrial</u>	<u>Road, Pond</u>	<u>Residential</u>

4 READ AND INITIAL THE FOLLOWING:

X-N/A I am aware of the Village of Germantown ordinance requiring fire sprinklers in most new construction.

X I understand that all new development is subject to Impact and/or Connection Fees that must be paid before building permits will be issued.

X I understand that an incomplete application will be withdrawn from the Plan Commission agenda and that all resubmissions to the Plan Commission are subject to a new application fee.

5 SIGNATURES - ALL APPLICATION MUST BE SIGNED BY OWNER!

[Signature] 3/30/2000
Applicant Date

[Signature] 3-30-2000
Owner Date



Village of

Germantown
...Willkommen

Fee must accompany application

☒ \$1460 Paid h Date 6-1-20

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Section 17.42 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

1 APPLICANT OR AGENT

L.T. Hampel Corp
W194 N11551 McCormick Drive
Germantown, WI 53022

Phone (262) 255-4540

Fax ()

E-Mail paul@orgee.hampelcorp.com

PROPERTY OWNER

Redstone Land Holding LLC
W194 N11551 McCormick Drive
Germantown, WI 53022

Phone (262) 255-4540

2 TO WHOM SHOULD THE PERMIT BE ISSUED?

L.T. Hampel Corp.

3 PROPERTY ADDRESS

W194 N11551 McCormick Drive, Germantown, WI

TAX KEY NUMBER

GTN/V 204953

4 DESCRIPTION OF EXISTING OPERATION

Briefly describe the use as it exists today, including use, size, number of employees, hours of operation, etc. If this permit involves new construction, describe the current status of the property, e.g. "vacant." Use additional pages as necessary.

see attached

5 DESCRIPTION OF PROPOSED OPERATION

Write the name of the proposed conditional use exactly as it appears in the Municipal Code

Eric to provide?

Describe the proposed use, including size, number of employees, hours of operation and extent of any new construction/alterations.

see attached

6 METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY – REQUIRED

Attach pages as necessary

see attached

7 SUPPORTING DOCUMENTATION:

- ☐ Site Plan and elevations for new construction (can be conceptual)
- ☐ Photos of existing use and/or proposed use operating elsewhere
- ☐ _____
- ☐ _____

8 READ AND INITIAL THE FOLLOWING:

PAC I understand that the Village is under no obligation to issue a Conditional Use Permit and will do so only if the applicant successfully demonstrates that the proposed use is harmonious with the neighborhood and the long range goals of the Village.

PAC I will notify the Village if any aspects of the conditional use changes. I understand that failure to do so may result in the revocation of the CUP.

PAC I understand that a Conditional Use Permit is valid only if the conditions and restrictions of the permit are met. I understand that failure to comply with any aspect of the permit may result in revocation.

PAC I understand that Village Staff is required to post one or more signs along the street frontage of and/or on the property subject of this application that indicate to nearby property owners and the general public that a public hearing of my application will be held before the Village Plan Commission and/or Village Board prior to action being taken on this application; I hereby grant Village Staff permission to enter onto the property for the expressed purpose of installing said sign(s) provided Village Staff is responsible for installing, maintaining and removing said signs in a reasonable manner and timeframe.

9 SIGNATURES – ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Peorzy President 05/29/2020
Applicant L.T. Hampel Corp. Date

James T. Hampel 05/29/2020
Owner Redstone Land Holding LLC Date

L.T. Hampel Corp.
Conditional Use Permit Application Responses
05/21/20

4. Description of Existing Operation

L.T. Hampel Corp. is engaged in the design, manufacture and marketing of plastic products used in industrial equipment, lawn and garden, agricultural and portable sanitation markets. The company sells its products to customers located in North and South America, Europe, Asia, Australia and other parts of the world. The company employs 146 team members throughout the world, of which approximately 130 team members staff and operate the manufacturing plant in Germantown, WI over three shifts operating five days per week.

5. Description of Proposed Operation

a. The request for the conditional use is for relief from M-1 Zoning District, accessory structures and silos over 45 feet in height may be approved with a conditional use per (under Section 17.33(3)(i). Hampel Corp Answer for the 45' Height limitation – Please see attached CUP Application and Back up information. Please note silos cannot be lower than the proposed 52' because a 52' x 12' diameter silo is industry standard size and set up to hold an entire rail car of plastic pellets. This also is the same as 4 semi tankers equals one rail car. A wider silo is not shippable effectively. Smaller Silo would mean partial loads which is costlier and defeats the purpose of the silo's efficiency. This height is also consistent with many other silos currently in the industrial park.

b. Through this conditional use permit, Hampel seeks to vertically integrate the production of extruded plastic sheet; its largest raw material component used in its manufacturing process. This vertical integration will result in the addition of approximately ten (10) full time positions at the Germantown facility. Generally, the extrusion operation hours will mirror the existing plant production hours of 24 hours per day, five days per week and may be expanded to 24 x 7 depending on demand requirements.



Design Build
Since 1957

HAMPEL CORP SILO PROJECT DETAILS

March 30, 2020

GENERAL PROJECT INFORMATION:

1. Construct a Concrete Foundation (buried) 30' x 30' w/ 8' tall chain link fence (Security)
2. Install two 12' Diameter by 52' tall Silos for plastic pellets for Hampel to be able to do their own extruding.
3. Silo pad for engineering reasons (tipping moment) is large enough for 4 silos.
4. Provide piping needed to fill tanks from current driveways (lower to ground pipes on stands +/- 3' off ground
5. Provide piping from top of tank and down to feed into building directly west of silos to feed extruders.
6. Paint silo if needed same color as building.
7. Photos of the area and all of the trees screening we have as well as the grade changes to hide the silos and keep the tops of them as low as we can above the wall height (and below the tree tops).

MSI General

Corporation

P.O. Box 7

Oconomowoc

Wisconsin

53066

262.367.3661

Fax 262.367.7390

www.msigeneral.com



Community Development Department

Jeffrey W. Retzlaff, AICP, Director

Village Planner & Zoning Administrator

N112 W17001 Mequon Road P.O. Box 337

Germantown, WI 53022-0337

Telephone: (262) 250-4735

Website: www.village.germantown.wi.us

FAX: (262) 253-8255

E-mail: jretzlaff@village.germantown.wi.us

May 18, 2020
Eric Neumann
MSI General Corp.
PO Box 7
Oconomowoc, WI 53066

RE: Hampel Corp W194 N11551 McCormick Drive; Silo Project Site Plan Application
Staff Review Comments

Mr. Neumann:

Village Staff has reviewed the application, plan set and supporting materials submitted for the proposed silo project. Below are the outstanding items/issues that need to be addressed. Please provide the requested information, corrections and/or revisions as soon as possible.

Community Development Department

1. In the M-1 Zoning District, accessory structures and silos over 45 feet in height may be approved with a conditional use permit (under Section 17.33(3)(i)). A separate CUP application is required, along with an explanation as to why the silos cannot meet the maximum height allowance of 45 feet. Application form can be obtained from Planning & Zoning Services @ Village Hall.
2. Please describe in detail the process and piping used to fill/feed the silos from the trailers used to off-load the materials into the silos and from the silos into the building. Where will the trailers/containers used to off-load be located? How often will the silos need to be filled?
3. What, if any, noise, dust, odor, vibration or other potential impact may be associated with the process of filling and/or operating the silos?
4. In addition to the pad area, what portion of the existing wooded area (approx. sqft) will need to be cleared to make way for the silo pad, cleared path for installation/construction and future maintenance? Will the silos be constructed in place?

Public Works/Village Engineer

5. Please refer to the separate review memo provided by the Director of Public Works dated April 20, 2020 for additional comments regarding engineering, erosion control, storm water, etc.
6. Need to confirm with Tim Zimmermann, Waste Water Superintendent, that sampling manhole is complete/code compliant.

Fire Department

7. No comment.

When submitting revised plans or additional information, please submit (1) digital plan set and three (3) full-size, hard-copy plan sets set to the Community Development Department. Complete responses and/or information, plan revisions, etc. to the items/issues listed above will help avoid delay in the review and processing of your application.

Respectfully,

Jeffrey W. Retzlaff, AICP
Village Planner & Zoning Administrator

A handwritten signature in blue ink, appearing to read "Jeff Retzlaff", is written over the printed name and title of the signatory.

MSI General & L.T. Hampel Corp.
Silo Project Site Plan Application Staff Review Comments Reply Memo
05/28/20

To: Jeffrey W Retzlaff, AICP, Village Planner and Zoning Administrator

From: Eric J Neumann, Vice President - Sr. Project Executive

Re: Replies to 5/18/2020 Village of Germantown Memo

Jeff,

In response to your memo of 5/18/2020 please see the following replies and requested details;

Community Development Department Items 1-4

1. 45' Height limitation – Please see attached CUP Application and Back up information. Please note silos can not be lower than the proposed 52' because a 52' x 12' diameter silo is industry standard size and set up to hold an entire rail car of plastic pellets. This also is the same as 4 semi tankers equals one rail car. A wider silo is not shippable effectively. Smaller Silo would mean partial loads which is costlier and defeats the purpose of the silo's efficiency.
2. See Site plan showing a 2 to 4 pipe system running from the North edge of the eastern loading dock thru the wooded area and to the tank pad and up the side of each silo. Each pipe is a 4" diameter and would be set on an H frame system that would have the delivery pipes mounted to the horizontal portion of the H. The height of the pipe above ground would be +/-3'. The truck loading side of the piping would be set at mid-point of the tank trailer area. Truck deliveries to fill silo is expected to be 3-4 times a week. All material from silo to the building will be pump from system internal to the building.
3. The trucks have pumps built into the tank system that will pump the pellet to the silo. This pump can be heard and is one of the reasons why placement of the silos on the east side Industrial/Pond Wooded area vs the West (adjacent to Residential) was selected. They are no odors, dust or smells from this operation.
4. See updated site plan that show the access road to the pad area. This will be cut in at +/- 20' and used for construction. Hampel plans on removing the stone road and re planting grass there after construction. Delivery and setting of the silos will be by Crane on the North Driveway most likely in one or two pieces.

MSI General & L.T. Hampel Corp.
Silo Project Site Plan Application Staff Review Comments Reply Memo
05/28/20

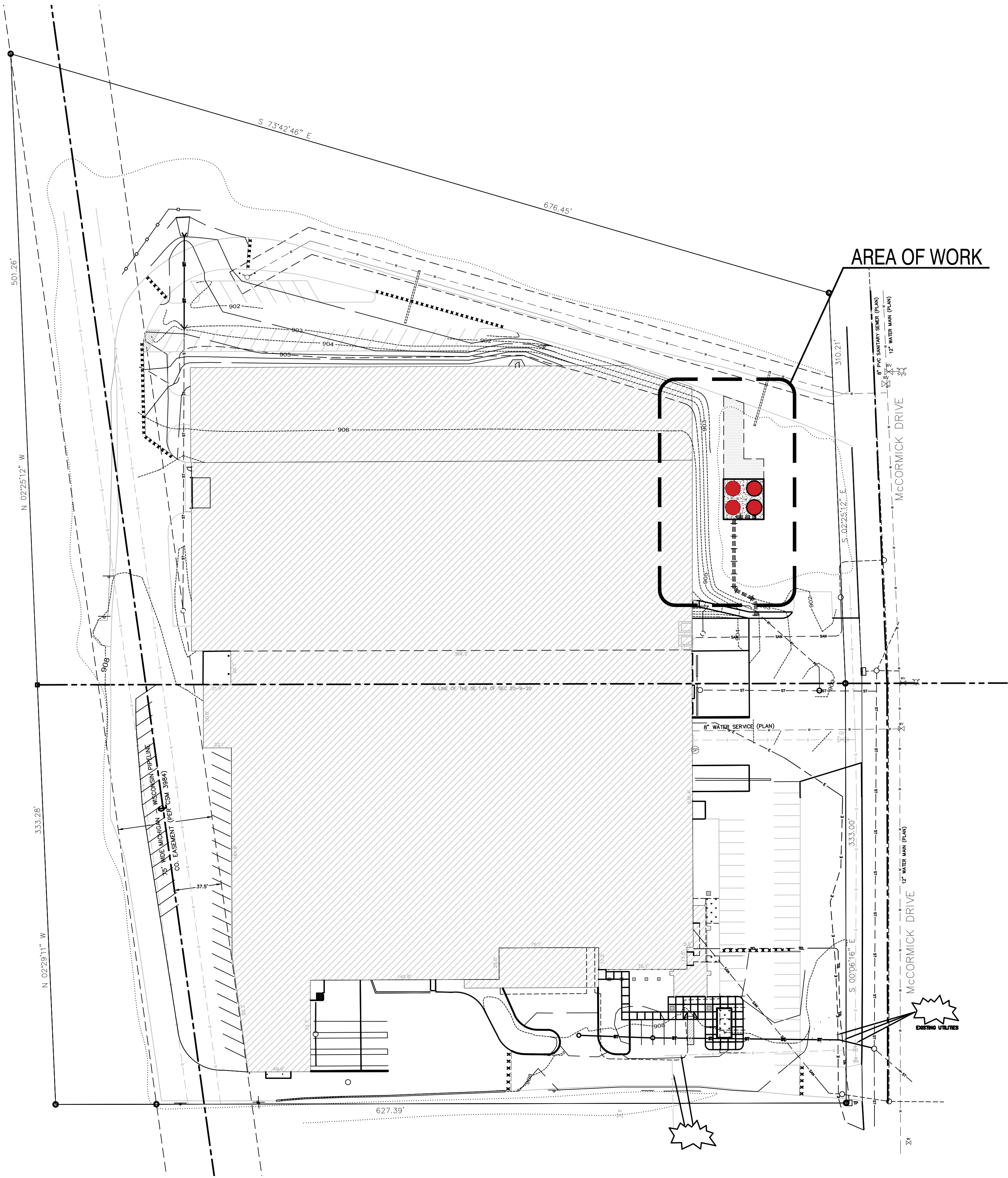
Community Development Department Items 5-6

5. Duly noted and see attached updated Civil plans (these address and acknowledge the 4/20/2020 Memo from Lawrence Ratayczak with Items #1 Reviewed and General Comments 1-6).
6. No Sanitary Connections or use are part of this project. We will confirm with Tom as required.

We trust that these answers and attached plans will satisfy the concerns raised by staff on this project. The need for the Conditional Use Permit is understood and attached as well to this re-submittal. We encourage staff to drive the site to see the proposed location and the logic it makes to place and honestly hide the tanks in that location. We look forward to your Comment and the June 8th Plan Commission meeting for L.T. Hampel Corp. to continue to grow and prosper at its headquarters since the late 70's.

Respectfully,

Eric J Neumann, Vice President – Sr. Project Executive
MSI General Corp.



MSI GENERAL CORPORATION
P.O. BOX. 7
OCONOMOWOC, WI 53066
PHONE: 262-367-3661

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Contract:
State Submittal / Permit:
As-Built:

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PROJECT ADDRESS:

PROJECT NAME
Hampel Corp. Silo
STREET ADDRESS
W194 N11551 McCormick Drive
CITY/ STATE / ZIP
Germantown, WI 53022

ALL WORK TO BE COMPLETED AS SHOWN, AND IN ACCORDANCE WITH THE LATEST EDITION OF THE MSI GENERAL MASTER SPECIFICATION

Architect: Engineer: Reviewed By:

BJZ --

Sheet Title:
OVERALL EXISTING
SITE PLAN
Sheet Number:

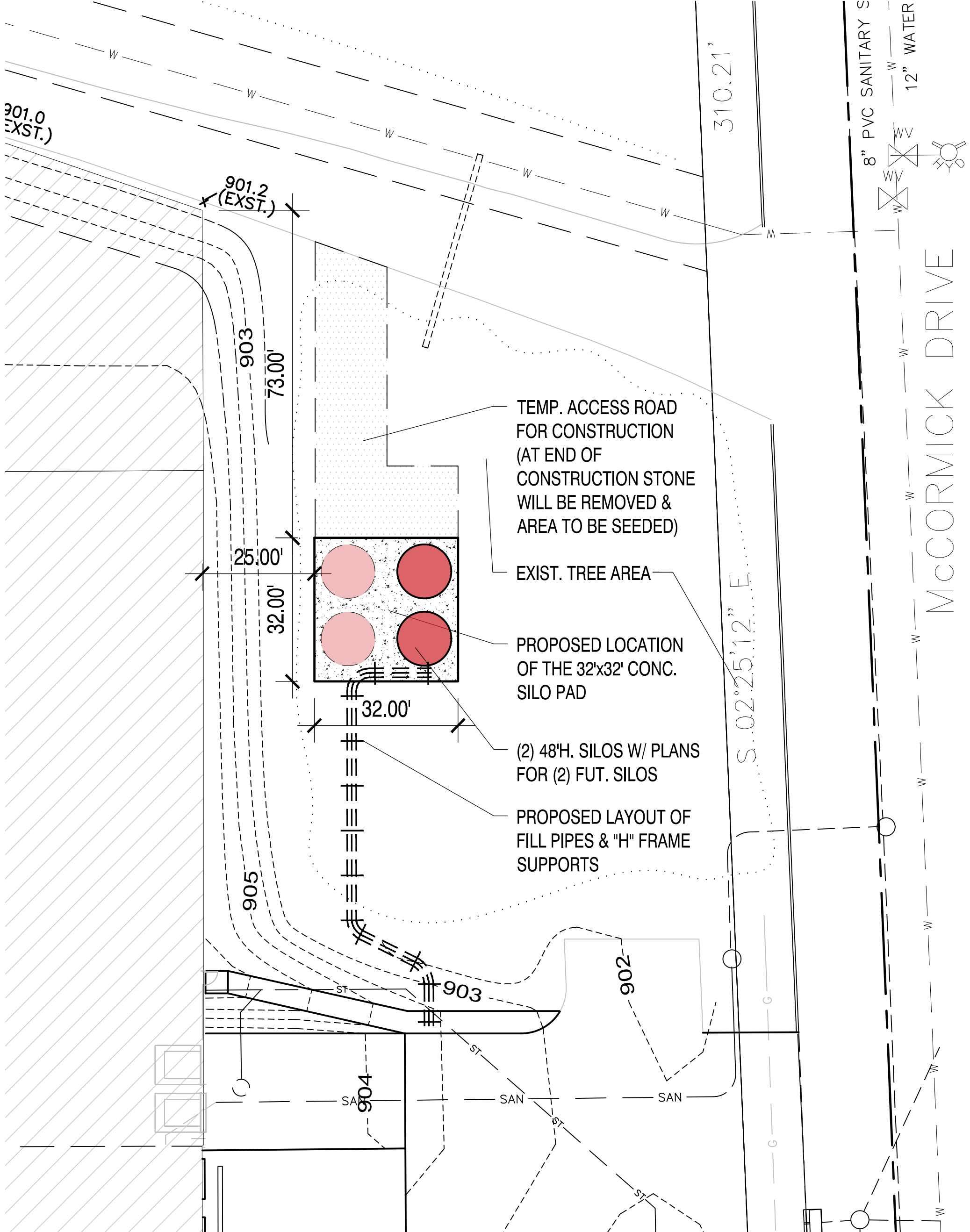
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Project Number: --

S20056



AERIAL SITE PLAN 1" = 20'=0"



SILO SITE PLAN 1" = 20'=0"

SITE PLANS



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MSI GENERAL MASTER SPECIFICATION

Architect: Engineer: Reviewed By:

BJZ --

Sheet Title:

SITE PLANS

Sheet Number:

C-101

Project Number:

S20056

MANAGERS

ENGINEERS

CONTRACTORS

ARCHITECTS

THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO THE WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, THE STANDARD SPECIFICATIONS FOR SEWER & WATER IN WISCONSIN, AND WISCONSIN ADMINISTRATIVE CODE, SPS 380, 382-383, AND THE LOCAL ORDINANCES AND SPECIFICATIONS.

THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.

THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY- EIGHT (48) HOURS PRIOR TO THE START OF CONSTRUCTION.

THE MUNICIPALITY SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF THE PUBLIC PORTIONS OF THE WORK. THE OWNER SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF ALL PRIVATE PORTIONS OF THE WORK.

THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC. FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.

SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGER'S HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS INTENTIONS, AND TO REQUEST FIELD STAKING OF EXISTING UTILITIES.

SILT FENCE AND OTHER EROSION CONTROL FACILITIES MUST BE INSTALLED PRIOR TO CONSTRUCTION OR ANY OTHER LAND DISTURBING ACTIVITY. FOLLOW THE SEQUENCE OF CONSTRUCTION ON THE EROSION CONTROL PLAN FOR MORE DETAILS. INSPECTIONS SHALL BE MADE WEEKLY OR AFTER EVERY RAINFALL OF 0.5" OR MORE. REPAIRS SHALL BE MADE IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL EROSION CONTROL FACILITIES ONCE THE THREAT OF EROSION HAS PASSED WITH THE APPROVAL OF THE GOVERNING AGENCY.

ANY ADJACENT PROPERTIES OR ROAD RIGHT-OF-WAYS WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR.

TRASH AND DEBRIS SHALL BE NOT BE ALLOWED TO ACCUMULATE ON THIS SITE AND THE SITE SHALL BE CLEAN UPON COMPLETION OF WORK.

THE OWNER SHALL HAVE THE RIGHT TO HAVE ALL MATERIALS USED IN CONSTRUCTION TESTED FOR COMPLIANCE WITH THESE SPECIFICATIONS.

THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ALL COMPUTATIONS OF ALL GRADING AND FOR ACTUAL LAND BALANCE, INCLUDING UTILITY TRENCH SPOIL. THE CONTRACTOR SHALL IMPORT OR EXPORT MATERIAL AS NECESSARY TO COMPLETE THE PROJECT. CONTRACTOR SHALL NOTIFY OWNER OF THE NEED TO IMPORT OR Haul OFF SOIL. ON-SITE LOCATIONS SUITABLE FOR BORROW OR FILL MAY BE PRESENT. COORDINATE WITH OWNER.

THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER.

SITE SHALL BE CLEARED TO THE LIMITS SHOWN ON THE PLANS. REMOVE VEGETATION FROM THE SITE. BURNING IS NOT PERMITTED. PROTECT TREES AND OTHER FEATURES FROM DAMAGE WITH FENCING. STOCKPILES SHALL NOT BE LOCATED OVER OR NEARER THAN 25' TO DRAINAGE DITCHES OR CREEKS. ALL STOCKPILES SHALL BE SURROUNDED WITH SILT FENCE.

THE GEOTECHNICAL ENGINEER IS RESPONSIBLE FOR VERIFYING COMPACTED FILL AND FILL PLACEMENT IN THE FIELD. THE GEOTECHNICAL ENGINEER MAY SUPERVISE THESE SPECIFICATIONS IF THERE IS GOOD CAUSE TO DO SO. AN EXPLANATION MUST BE SUBMITTED TO THE ENGINEER IN WRITING BEFORE ANY DEVIATION IS MADE.

IF NO GEOTECHNICAL RECOMMENDATION IS AVAILABLE, THEN THE FOLLOWING SPECIFICATIONS SHALL APPLY. ALL FILL SHALL BE CONSIDERED STRUCTURAL FILL AND SHALL BE PLACED IN ACCORDANCE WITH THE FOLLOWING: THE COMPACTED FILL SUBGRADE SHALL CONSIST OF AND SHALL BE UNDERLAIN BY SUITABLE BEARING MATERIALS, FREE OF ALL ORGANIC, FROZEN OR OTHER DELETERIOUS MATERIAL AND INSPECTED AND APPROVED BY THE RESIDENT GEOTECHNICAL ENGINEER. PREPARATION OF THE SUBGRADE, AFTER STRIPPING, SHALL CONSIST OF PROOF-ROLLING TO DETECT UNSTABLE AREAS THAT MIGHT BE UNDERCUT, AND COMPACTING THE SCARIFIED SURFACE TO THE SAME MINIMUM DENSITY INDICATED BELOW. THE FILL SHALL BE PLACED IN LAYERS NOT EXCEEDING 12" IN THICKNESS. THE MAXIMUM LIQUID LIMIT (ASTM D-2922) SHALL BE 40, AND THE PLASTICITY INDEX (ASTM D-4044) 10. AND 10 RESPECTIVELY. UNLESS SPECIFICALLY TESTED AND FOUND TO HAVE LOW EXPANSIVE PROPERTIES AND APPROVED BY AN EXPERIENCED SOILS ENGINEER, THE TOP TWELVE (12") INCHES OF COMPACTED FILL SHOULD HAVE A MAXIMUM THREE (3") INCH PARTICLE DIAMETER AND ALL UNDERLYING COMPACTED FILL A MAXIMUM SIX (6") INCH PARTICLE DIAMETER UNLESS SPECIFICALLY APPROVED BY AN EXPERIENCED SOILS ENGINEER. ALL FILL MATERIAL MUST BE TESTED AND APPROVED UNDER THE DIRECTION AND SUPERVISION OF AN EXPERIENCED SOILS ENGINEER PRIOR TO PLACEMENT. IF THE FILL IS TO PROVIDE NON-FROST SUSCEPTIBLE CHARACTERISTICS, IT MUST BE CLASSIFIED AS A CLEAN GW, GP, SW, OR SP PER UNITED SOIL CLASSIFICATION SYSTEM. THE MOISTURE CONTENT OF THE FILL SHALL NOT EXCEED 25 PERCENT. THE FILL SHALL BE PLACED IN LAYERS NOT LESS THAN 16 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D-698) WITH THE EXCEPTION TO THE TOP 12 INCHES OF PAVEMENT SUBGRADE WHICH SHALL A MINIMUM IN-SITU DENSITY OF 100 PERCENT OF THE MAXIMUM DRY DENSITY, OR 5 PERCENT HIGHER THAN UNDERLYING FILL MATERIALS. THE MOISTURE CONTENT OF COHESIVE SOIL SHALL NOT VARY BY MORE THAN -10 TO +3 PERCENT AND GRANULAR SOIL +3 PERCENT OF OPTIMUM WHEN PLACED AND COMPACTED OR RECOMPACTED, UNLESS SPECIFICALLY APPROVED BY THE SOILS ENGINEER. IN CONSTRUCTION, THE CONTRACTOR SHALL MAINTAIN THE SUBGRADE AND GRADES SHALL NOT BE LESS THAN 96 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR. UNLESS SPECIFICALLY DESIGNED FOR ROAD OR COMPACTED, BULDOZING OR LIGHTLY TRUCKED VEHICLES ARE TYPICALLY NOT SUITABLE FOR COMPACTED MATERIAL THAT IS TOO WEET TO PERMIT PROPER COMPACTING. COMPACTED MATERIAL MAY BE SPREAD ON THE FILL AND PERMITTED TO DRY, DISC, HARROWING OR PULVERIZER MAY BE NECESSARY TO REDUCE THE MOISTURE CONTENT TO A SATISFACTORY VALUE. AFTER WHICH IT SHALL BE COMPACTED. THE FINISHED SUBGRADE AREAS OF THE SITE SHALL BE COMPACTED TO 100 PERCENT OF THE STANDARD PROCTOR (ASTM D-398) MAXIMUM DENSITY.

NO FILL SHALL BE PLACED ON A WEET OR SOFT SUBGRADE. THE SUBGRADE SHALL BE PROOF-ROLLED AND INSPECTED BY THE GEOTECHNICAL ENGINEER AND THE PLASTICITY INDEX IS PLACED.

SUBGRADE TOLERANCES ARE: $\pm 1"$ FOR LANDSCAPE AREAS AND $\pm 1/2"$ FOR ALL PAVEMENT AND BUILDING AREAS.

TOPSOIL SHALL BE FREE OF DELETERIOUS MATERIALS, ROOTS, OLD VEGETATION, ROCKS OVER 2" DIAMETER AND SHALL NOT BE EXCESSIVELY CLAYEY IN NATURE. NO CLUMPS LARGER THAN 4" ARE ACCEPTABLE. TOPSOIL MAY BE AMENDED AS NEEDED TO PREVENT SAND OR GRAVEL FROM BEING TOO LOOSE WHEN SPREAD.

THE CONTRACTOR SHALL MAINTAIN STABLE EROSION THROUGHOUT CONSTRUCTION. THIS MAY INCLUDE THE EXCAVATION OF TEMPORARY DITCHES OR PUMPING TO ALLEViate WATER PONDING. ANY DETOURING SHALL NOT GO DIRECTLY TO STREAMS, CREEKS, WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS WITHOUT BEING TREATED FIRST. A DIRT BAG OR OTHER DETOURING TREATMENT DEVICE MAY BE USED TO CAPTURE SEDIMENT FROM THE PUMPED WATER.

CONTRACTOR IS ADVISED THAT ALL MUD AND DEBRIS MUST NOT BE DEPOSITED ONTO THE ADJACENT ROADWAYS PER THE REQUIREMENT OF THE MUNICIPALITY OR OTHER APPROPRIATE GOVERNMENT AGENCIES. IN THE EVENT THIS OCCURS, THE ROADWAYS SHALL BE POWER SWEEP IMMEDIATELY AND ALL SEDIMENT REMOVED FROM DOWNSTREAM FACILITIES.

1. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES. IF ANY EXISTING UTILITIES ARE NOT AS SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY FOR POSSIBLE REDESIGN.
2. ALL CONNECTIONS TO EXISTING PIPES AND MANHOLES SHALL BE CORED CONNECTIONS. CONNECTIONS TO WATERMAIN SHALL BE WET TAPPED WITH A STAINLESS STEEP TAPPING SLEEVE.
3. PROPOSED SANITARY SEWER AND INTERNALLY CONNECTED STORM SEWER SHOWN ON THIS PLAN SHALL TERMINATE AT A POINT FIVE (5) FEET FROM THE EXTERIOR BUILDING WALL. THE EXACT LOCATION OF ALL DOWN SPOUS CONNECTIONS SHALL BE PER THE ARCHITECTURAL PLANS.
4. CONTRACTOR SHALL NOT SHUT OFF WATER OR PLUG SANITARY SEWER IN MUNICIPAL LINES WITHOUT PRIOR APPROVAL.
5. MATERIALS FOR STORM SEWER SHALL BE AS FOLLOWS: STORM SEWER PIPE 48" OR LESS SHALL BE HIGH DENSITY POLYETHYLENE (HDPE) CORRUGATED PIPE WITH AN INTEGRALLY FORMED SMOOTH WATERWAY SUCH AS ADS N-12. FOR PIPE 60" OR LESS IN DIAMETER, PVC ASTM D-3034, SDR-26, MAY ALSO BE USED. WHERE SPECIFICALLY REQUIRED, REINFORCED CONCRETE PIPE (RCP), ASTM C-76, CLASS III OR HIGHER, MAY BE USED. TRENCH SECTION SHALL BE CLASS "B" FOR PVC AND HDPE AND CLASS "C" FOR CONCRETE (PER STANDARD SPECIFICATIONS). MANHOLES, INLETS AND CATCH BASINS SHALL BE PRE CAST REINFORCED CONCRETE, ASTM C-478. CASTINGS SHALL BE HEAVY DUTY CAST IRON. AREA DRAINS SHALL BE PER STANDARD SPECIFICATIONS. ALL JOINTS SHALL BE A MINIMUM OF 24" IN DIAMETER. CONNECTIONS TO EXISTING PIPES SHALL BE MADE WITH INSERTA WYE OR EQUIVALENT. LAST (3) THREE JOINTS SHALL BE RESTRAINED WITH RODS.
6. MATERIALS FOR SANITARY SEWER SHALL BE AS FOLLOWS: SANITARY SEWER SHALL BE PVC, ASTM D-3034, SDR-35 WITH RUBBER GASKETED JOINTS, CONFORMING TO ASTM D-3212. TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS), CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTIONS SHALL BE MADE WITH AN INSERTA WYE OR EQUIVALENT. A MINIMUM OF 6" OF COVER IS REQUIRED FOR ALL SANITARY SEWER.
7. MATERIALS FOR WATER SERVICES AND PRIVATE HYDRANTS SHALL BE AS FOLLOWS: WATER SERVICES SHALL BE PVC, HDPE, OR DI AS ALLOWED BY MUNICIPAL CODE. PVC SHALL BE AWWA C151, CLASS 52 (OR AS REQUIRED BY LOCAL CODE). TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTION SHALL BE MADE WITH A WET TAP, CORPORATE STOP AND VALVE BOX PER MUNICIPAL STANDARDS. A MINIMUM OF 6" COVER IS REQUIRED FOR ALL WATERMAIN. VALVES SHALL BE NONRISING STEM, RESILIANT SEATED GATE VALVES COMPLYING WITH AWWA C509 WITH A THREE PIECE CAST IRON VALVE BOX. INLET AND OUTLET TRUST BLOCKS AT ALL BENDS AND TEES. DISINFECT ALL NEW LINES AND OBTAIN SAFE WATER SAMPLE PRIOR TO USE.
8. EXTREME CAUTION MUST BE FOLLOWED REGARDING THE COMPACTION OF ALL UTILITY TRENCHES. MECHANICALLY COMPACTED GRANULAR BACKFILL IS REQUIRED UNDER & WITHIN 5 FEET OF ALL PAVEMENT INCLUDING SIDEWALKS. FLOODING OF BACKFILL MATERIAL IS NOT ALLOWED.
9. TRACER WIRE (NO. 8 SINGLE STRAND COPPER) AND WARNING TAPE SHALL BE INSTALLED ON ALL UTILITIES IN ACCORDANCE WITH THE LOCAL AND STATE CODES. TRACER WIRE SHALL TERMINATE IN A VALVECO TERMINAL BOX AT EACH END.
10. MANDREL TESTING ON SANITARY LINES AND PRESSURE TESTING ON WATERMAIN MAY BE REQUIRED BY THE OWNER OR MUNICIPALITY.
11. UPON COMPLETION OF FINAL PAVING OPERATIONS, THE UTILITY CONTRACTOR SHALL ADJUST ALL MANHOLE AND INLET RIMS AND VALVE BOXES TO FINISHED GRADE.

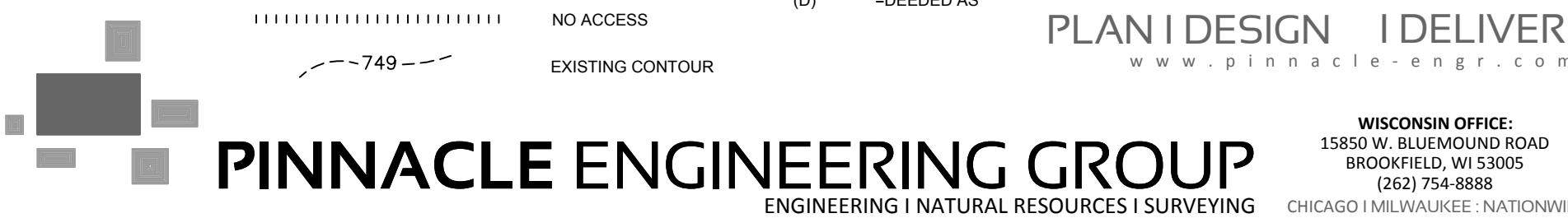
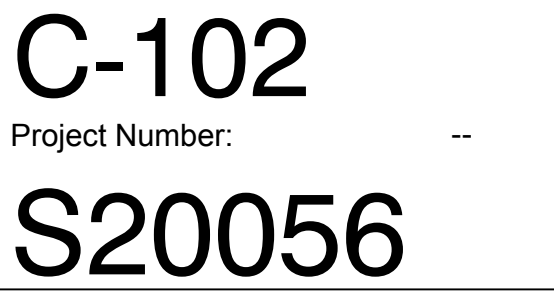
1. AGGREGATES USED IN THE CRUSHED STONE BASE SHALL CONFORM TO THE GRADATION REQUIREMENTS SECTIONS 301.2 AND 305.2.2 OF THE STANDARD SPECIFICATIONS. THICKNESS SHALL BE PER THE DETAIL ON THE PLANS. BASE SHALL BE 1 INCH DIAMETER LIMESTONE TRAFFIC BOND AGGREGATE BASE COURSE UNLESS NOTED OTHERWISE. SUBSTITUTION AND/OR RECYCLED MATERIALS MAY BE ALLOWED WITH APPROVAL FROM THE OWNER.

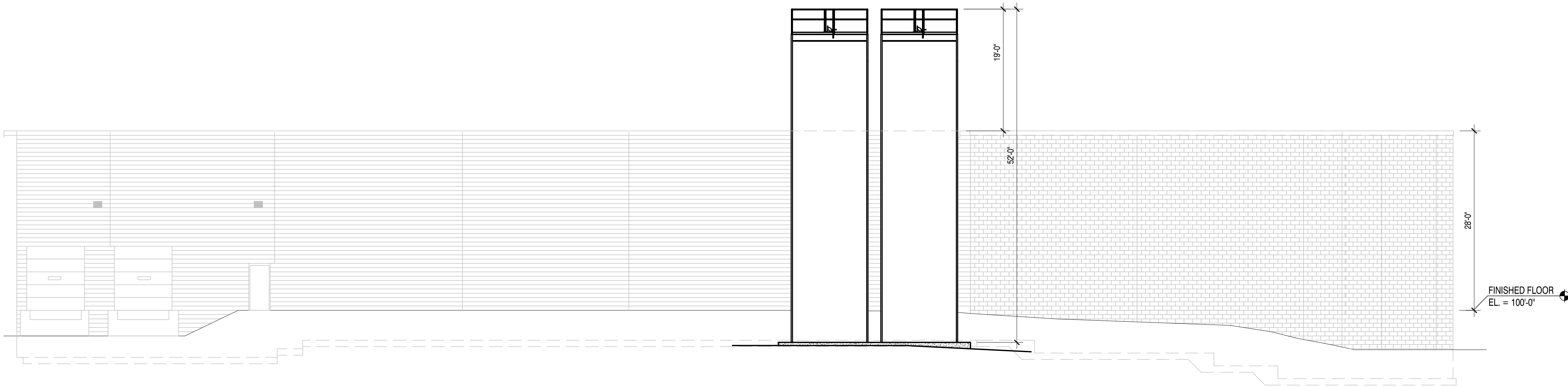
2. SUBGRADE SHALL BE PROOFROLLED AND APPROVED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT OF STONE BASE. EXCAVATE UNSUITABLE AREAS AND REPLACE WITH BREAKER RUN STONE AND RECOMPACT. REFER TO THE GEOTECHNICAL REPORT FOR ANY ADDITIONAL SPECIFICATIONS.

3. EXISTING PAVEMENT SHALL BE SAWCUT IN NEAT STRAIGHT LINES TO FULL DEPTH AT ANY POINT WHERE EXISTING PAVEMENT IS REMOVED. CURB AND WALK SHALL BE REMOVED TO THE NEAREST JOINT. REMOVE PAVEMENT SHALL BE REPLACED WITH THE SAME SPECIFICATION AS EXISTING. MUNICIPAL STANDARDS MAY REQUIRE ADDITIONAL WORK.

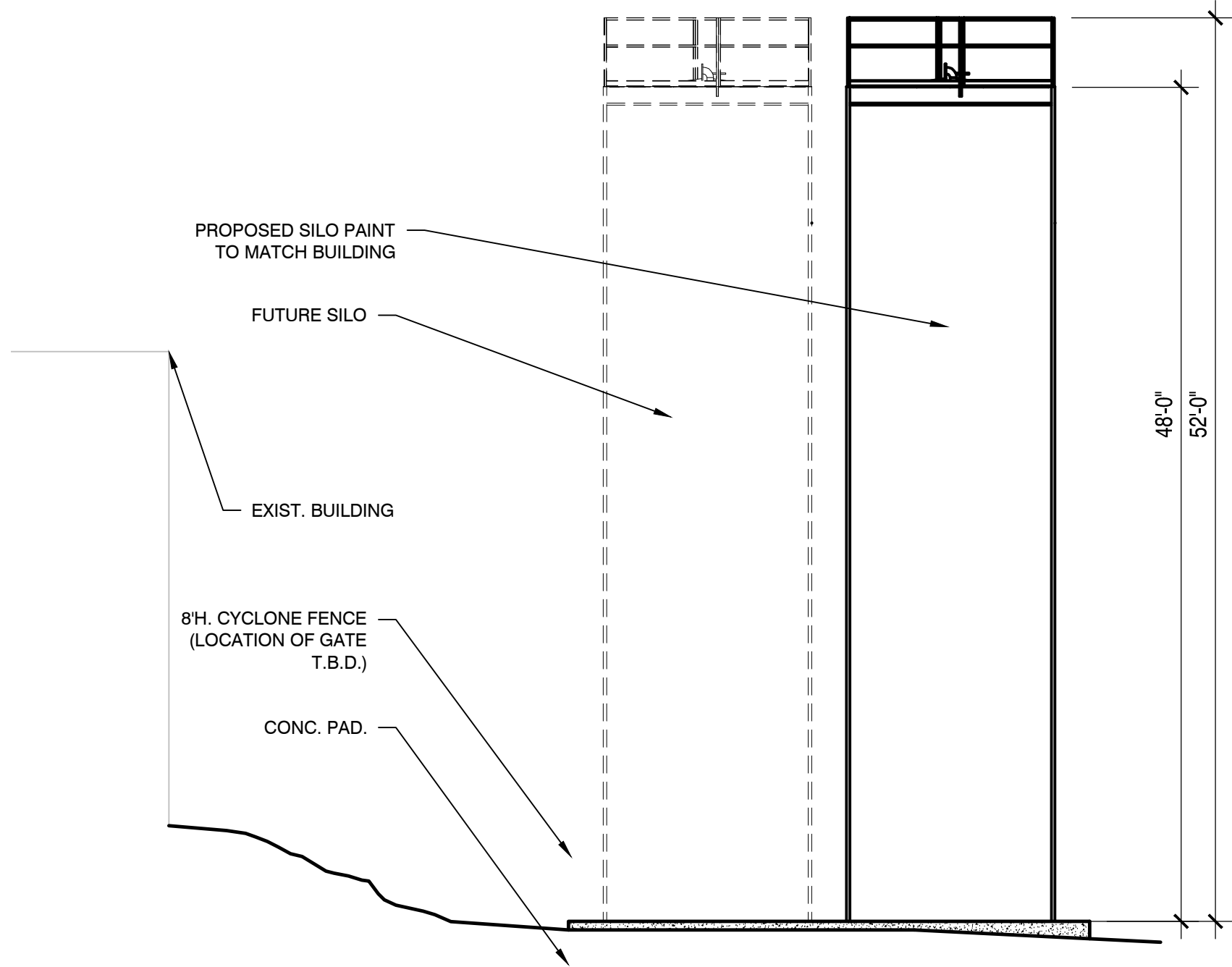
4. ASPHALT FOR PARKING AREAS AND THE PRIVATE ROAD SHALL BE PER THE DETAILS MATERIALS AND PLACEMENT SHALL CONFORM TO THE DOT STANDARD SPECIFICATIONS, SECTION 450 AND 460. LT 58-28 S IS REQUIRED UNLESS NOTED OTHERWISE. A COMMERCIAL GRADE MIX MAY BE SUBSTITUTED ONLY WITH APPROVAL FROM THE OWNER.

5. CONCRETE FOR CURB, DRIVEWAY, WALKS AND NON-FLOOR SLABS SHALL CONFORM TO SECTION 415 OF THE STANDARD SPECIFICATIONS. GRADE A, ASTM C-94, 6 BAG MIX, WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI. JOINTS SHALL BE PER SECTION 415.3.7, 602.3.2.5, AND 601.3.4.5 OF THE STANDARD SPECIFICATIONS. CONSTRUCTION JOINTS SHALL BE SPACED NOT FURTHER THAN 10' FOR PAVEMENT, 10' FOR SIDEWALKS (OR THE WIDTH OF THE WALK), AND 15' FOR CURB. EXPANSION JOINTS SHALL BE SPACED NO MORE THAN 50' FOR PAVEMENT, 300' FOR CURB, AND 300' FOR WALKS. CONCRETE SHALL BE FINISHED PER SECTION 415.3.8 WITH A MEDIUM BROOM TEXTURE. A CURING MEMBRANE IN CONFORMANCE WITH SECTION 415.3.12 IS REQUIRED.





EAST ELEVATION



NORTH ELEVATION



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P.O. BOX. 7
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PHONE: 262-367-3661

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Architect: Engineer: Reviewed By:

BJZ -- -

Sheet Title:

EXTERIOR ELEVATIONS

Sheet Number:

A-201

Project Number:

S20056

MANAGERS

ENGINEERS

CONTRACTORS

ARCHITECTS











**BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: July 1, 2020 & July 6, 2020

AGENDA ITEM: New Business

ITEM TITLE: Reduce Speed Limit-Goldendale Rd

SUBMITTED BY: Lawrence Ratayczak, P.E.- Director of Public Works

SUMMARY EXPLANATION:

Staff is presenting a request to reduce the speed limit on Goldendale Rd from 55 mph to 45 mph. This would be effective from STH 145 to Holy Hill Rd. Goldendale Rd was turned over to the Village from Washington County on May 1, 2020. The speed limit from Holy Hill Rd to Freistadt Rd is 45 mph. Staff is making the request to lower the current speed limit due to the current development which will increase the truck and vehicle traffic in the Rockfield Rd area.

Staff has requested that TADI, Inc review the speed limit and in addition evaluate the need for a by-pass lane in the area of the proposed driveways to the Illings/Dickman development at the SW corner of Rockfield Rd and Goldendale Rd. TADI has performed several traffic studies in this area and has the needed information to offer a recommendation. The letter/report from TADI will be handed out at the meeting.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER ____

NONE

RECOMMENDATION:

Staff recommends that the Public Works & Highway Committee approve the reduction of the current speed limit from 55 mph to 45 mph from STH 145 to Holy Hill Rd and forward with a positive recommendation to the Village Board.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

ORDINANCE NO. 11-2020

AN ORDINANCE TO AMEND § 7.03 OF THE GERMANTOWN MUNICIPAL CODE
SO AS TO SET THE SPEED LIMIT ON GOLDENDALE ROAD
AND TO AMEND THE OFFICIAL TRAFFIC MAP TO REFLECT THE SAME

WHEREAS, Wis. Stat. § 349.11 authorizes municipalities to regulate the speed limit of certain roads within their jurisdiction; and

WHEREAS, the Village Board, having previously adopted § 7.03 of the Municipal Code of Germantown, regulates the maximum allowable speed limit upon the streets and highways within the Village; and

WHEREAS, the Village Board previously adopted an Official Traffic Map dated November 1, 1988 which identifies, among other things, school zones, speed limits and the locations where stopping, standing and parking are prohibited within the Village; and

WHEREAS, the Village recently took over jurisdictional control for Goldendale Road; and

WHEREAS, the regulation of vehicle speed on the streets and highways of the Village promotes the health, safety and welfare of the Community;

NOW, THEREFORE, the Village Board of the Village of Germantown, Wisconsin, do ordain as follows:

SECTION I:

Section 7.03(3)(l) of the Municipal Code of Germantown is hereby amended to read as follows (Note: added text is underlined, deleted text is ~~struck-through~~):

- (l) Goldendale Road ~~(C.T.H. Y)~~, between Mequon Road and ~~the Wisconsin Southern Railroad tracks~~ Freistadt Road.

SECTION II:

Section 7.03(4)(i) is hereby created to read as follows:

- (g) Goldendale Road, between Freistadt Road and Fond du Lac Avenue (STH 145).

SECTION III:

The Official Traffic Map of the Village of Germantown is hereby amended to reflect the prohibitions and modifications specified in Sections I through III.

SECTION IV:

The Director of Public Works is hereby directed and shall erect appropriate traffic signals and markings reflecting the modifications specified in Sections I through II.

SECTION V:

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION VI:

All ordinances or parts of ordinances contravening the terms of this ordinance are hereby to that extent repealed.

SECTION VII:

This ordinance shall take effect and be in full force upon its passage and the day after publication.

Introduced by Trustee:

Adopted: July 6, 2020

Vote: Ayes:

Nays:

Absent:

Dean Wolter, Village President

ATTEST:

Deanna Braunschweig, Village Clerk

Approved as to form:

Brian C. Sajdak, Village Attorney

Published: