

MEETING: AMENDED - REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

DATE & TIME: Wednesday, December 6, 2023 at 5:30 PM

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

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2555 672 0428** Password: **ZNmFyjsD343** which can be accessed by phone at 408-418-9388 or by logging on at:

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mc28ed9f85300bb8f63267a15d2f40b55>

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:** *Chairperson Kaminski, Trustees R. Miller, Hudson and Neureuther.*
- III. **APPROVAL OF MINUTES:**
 - A. PWHC 11/1/23 Minutes for Approval
- IV. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions 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.*
- V. **UNFINISHED BUSINESS**
 - A. Driveway Permit Discussion
- VI. **NEW BUSINESS:**
 - A. Acceptance of Improvements - Glenwood Park
 - B. 5 Year Road Program
 - C. Stormwater Update and Discussion
- VII. **NEXT MEETING DATE:** *Set January meeting date.*
- VIII. **ANNOUNCEMENTS:**
- IX. **ADJOURNMENT:**

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)250-4745 at least 2 days prior to the meeting.

MEETING:	REGULAR MEETING OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE
DATE AND TIME:	Wednesday, November 1, 2023 5:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** Chairperson Kaminski called the meeting to order at 5:30pm.
- II. **ROLL CALL:** Chairman Kaminski and Trustees R.Miller, Hudson and Neureuther are all present.
- III. **APPROVAL OF MINUTES:**
 - A. Special PWHC 10-2-23 Minutes for Approval
 - B. PWHC 10-4-23 Minutes for Approval
- IV. **PUBLIC COMMENT** One resident spoke with comments.
- V. **UNFINISHED BUSINESS**
 - A. Road Work on Manor Court Discussion
Administrator Krelow stated that the Village has been working with the residents of Manor Court to try to resolve this issue. We sent out letters to the 14 residents containing an offer to cover 50% of the cost to remove the asphalt on the driveway approaches and replace it with concrete. So far, we received 3 responses with only 2 of them wanting to be a part of the project. We drafted a 2nd letter that we will send out to all 14 residents stating that this will be their last chance to be a part of the project. As we get additional information, we will bring it back to committee and follow up with a possible contract in Spring. Discussion Only.
- VI. **NEW BUSINESS:**
 - A. Driveway Permit Discussion
Administrator Krelow stated that as we went thru the issue on Manor Court and the problems that were created there, we started looking at the driveway permit itself and the process therein. The driveway permit specifically states that there is an inspection required and concrete is prohibited on the driveway approach. Often the owner isn't aware of what is actually on the permit, as it may have been pulled by a builder or previous owner. We are working on finding ways to improve this process. As we go thru this process you will hear back from us about what we find and we will bring ideas forward.
 - B. Request for payment for ditch reconstruction and replacement of driveway culverts

Resident Dennis Myers brought forth a request for reimbursement for ditch work and culverts on Woodland and Merkel Drive. Administrator Kreklow provided some background on the RASmith study that was done. The area that Dennis is referring to is very flat and therefore there is no flow and they found that the eventual outfall of the drainage system is lower than it should be, so it does not allow for any drainage. Curbs and gutters were the solution they came up with for the issues which the residents didn't want. Dennis would like reimbursement for driveway culverts in the amount of \$12,060 and \$6,700 for ditches. Trustee Hudson is sympathetic but he can't support the Village paying for work done in the ROW without our knowledge and this would set a precedent going forward and that wouldn't be wise. Trustee Miller agreed that this is a precedent that we don't want to set.

Motion: Approve the payment for ditch reconstruction and replacement of driveway culverts as presented

Motioned By: Rick Miller

Seconded By: Phil Hudson

Yes: None

No: Terri Kaminski, Rick Miller, Bill Neureuther, Phil Hudson

Abstain: None

Motion Failed (Yes 0, No 4, Abstained 0)

C. Update from Interim DPW Director / Recruitment of a New DPW Director

The recruitment process closed last week with positive results. There were more than 20 applicants, 8 of those were qualified and we pared that down to 6 candidates that will be brought in next week to interview. On November 9th, we should have someone selected to be your new Director of Public Works.

D. Discussion Regarding Future Tree Planting Projects

Superintendent Anderson stated that this spring this committee asked him to come back with more information and a plan for future tree planting. The last 10 years of planting has been focused on replanting our parks and main thoroughfares, because our focus was on those areas, residential areas were left alone until now. This spring was the first time that we proposed a spring tree planting project on residential roads, which was cause for some criticism. The trees planted were an effort to begin replacing and reestablishing the urban forest lost in that subdivision over the last decade, largely due to the Emerald Ash Borer. Staff has since learned that out of all our vacant planting sites, only 158 sites were where trees existed previously. When you combine those with 139 other vacant sites on village property, we have a total of 297 sites where trees once existed. In a perfect scenario, once caught up, each year staff would recommend that any tree removed in the previous calendar year be replaced in the following years' planting project. The process of closing current sites outlined by staff should be completed in 4-5 planting seasons and will fit within our normal operating forestry budget. Discussion Followed. Superintendent Anderson will continue to bring these projects to this committee and VB to get appropriate approvals moving forward. A letter was received from resident Jennifer Kerr expressing opposition to street tree planting.

E. Street Tree Trimming Project

Three residential areas within the village have been identified to be in need of tree trimming. The focus is to accomplish roadway clearance and maintain the overall health and structure of the village street trees within those areas. An arborist with

credentials from the International Society of Arboriculture will work with the crew periodically and will be on site regularly to perform quality control. Staff has solicited area tree contractors to do the work, and the results are listed below for review:

Crawford Tree & Landscape Services: \$33,314.65

SavATree: \$33,723.75

Proview Outdoor Services: \$33,895.00

M&M Tree Care: \$35,055.00

A New Leaf Tree Service: \$35,555.00

East Outdoor Services: \$41,809.00

First Choice Tree Care, Inc: \$66,475.00

Several residents were in attendance to express their opposition to the tree trimming plan.

Superintendent Anderson stated that the village ordinance gives us the authority to maintain trees within the ROW. He understands that it's difficult as a resident to understand which trees are village property and which are private trees. The village needs to get into a routine trimming rotation, where you take those assets and figure out how many we can get done each year. Discussion Followed.

Staff recommends contracting with Crawford Tree & Landscape Services to trim all street trees as outlined in the bid documents for an amount not to exceed \$33,314.65, and to forward this request to the Village Board with a positive recommendation. If approved, the funds shall be allocated from Parks Street Tree line-item account: 10-553-530-5290.

Motion: Approve with a Dev. Agreement review before proceeding to VB as presented

Motioned By: Rick Miller

Seconded By: Terri Kaminski

Yes: Terri Kaminski, Rick Miller, Bill Neureuther, Phil Hudson

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

F. Stormwater Pond Inspections for MS4 Permit

Administrator Kreklow stated that in July 2023, the Wisconsin Department of Natural Resources (WDNR) issued a letter of non-compliance to the Village regarding the Municipal Separate Storm Sewer (MS4) Permit. The Village requested a proposal from Graef to complete the necessary Stormwater Pond Inspections to adhere to the WDNR MS4 permit requirements. This includes inspection of 22 ponds and completing the reports required by the WDNR.

Staff recommends awarding the contract to Graef of Milwaukee, Wisconsin in an amount not to exceed \$35,000 for Stormwater Pond Inspection and Report Submittals to WDNR for MS4 permit requirements.

Motion: Approve as presented

Motioned By: Phil Hudson

Seconded By: Bill Neureuther

Yes: Terri Kaminski, Rick Miller, Bill Neureuther, Phil Hudson

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

VII. **NEXT MEETING DATE:** The next meeting date was set for December 6th at 5:30pm.

VIII. **ANNOUNCEMENTS:** None.

IX. **ADJOURNMENT:** Chairman Kaminski adjourned the meeting at 7:04pm.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 6, 2023

PLACEMENT: Presentation

ITEM TITLE: Driveway Permit Discussion

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

In response to complaints, Village Public Works staff has two changes to the Driveway Permit. Both changes are to add clarifying language to the permit itself for consistency with the Engineering Department Development Handbook and with the Inspection Section Plan Submittal Requirements.

The first change is the addition of language that reads:

“On new construction for parcels with water service, curb stops shall not be located within 5-feet of the driveway.” This is consistent with the Village of Germantown Development Handbook Section 2.1.2.2.2.

The second change is the addition of language that reads:

“For Driveway Elevation Certification contact the Engineering Department at Village Hall.”

The second change is to address concerns about property owners not filing driveway permits for work in the public right of way. As a result, property owners have constructed or reconstructed driveways with asphalt or concrete that don't match the final road grades. On occasion property owners have done work in the right of way without permits, and some driveways have matched the interim binder grades (first layer of asphalt) but do not match the final top coat grade (second layer of asphalt).

Staff recommends that residents and property owners schedule their driveway work, after the road work is completed, to match into the finished grade.

ATTACHMENT:

1. Exhibit A - 2020-09_Driveway Culvert Permit - Existing
2. Exhibit B - 2022-12-03_Driveway Culvert Permit - Revised
3. Exhibit C - 2023-12-03_UpdateEngrPermitsWebpage
4. Exhibit D - 2023-12-03_UpdatePermitsWebpage
5. Exhibit E - 2023-12-03_UpdateRequirementsWebpage
6. Exhibit F - 2023-12-03_UpdateRequirements

RECOMMENDATION:

Update permit with clarifying language

ACTION BY Committee:

Informational Item

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: September 2020

Date: _____

Permit No. _____ - _____

Fee Schedule: (For Office Use Only)

Zoning Districts Type 1: Rd-2, Rm-1, Rm-2, Rm-3, EH, MHP, I, PD, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, and M-4	\$100.00	____Paid
Zoning Districts Type 2: A-1, A-2, Rs-1, Rs-2, R s-3, Rs-4, Rs-5, Rs-6, and Rs-7	\$ 50.00	____Paid
Paving an existing access (or other minor modifications)	N/C	-

➡ **Zoning Districts Type 1 Requirements:**

- 45 feet maximum width at roadway including flared end sections.
- 40 feet maximum width at the right-of-way.
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and business.

➡ **Zoning Districts Type 2 Requirements:**

- 25 feet maximum width at roadway including flared end sections.
- 12 feet minimum width
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and house.

** See back for driveway detail.*

Check All Applicable Items

- ☐ Driveway Approach
- ☐ Curb Removal & Replacement
- ☐ New Driveway Installation
- ☐ Existing Driveway Reconstruction
- ☐ Driveway Culvert w/ Required Apron End Sections

Note: Driveway culverts are owned by the property owner who is responsible for the care and maintenance of the pipe/flared end walls and maintaining flow thru the culvert.

Location: _____
(Address or Tax Key Number)

Owner : _____ Contractor: _____

Address: _____ Address: _____

Phone No: _____ Phone No: _____

Email: _____ Email: _____

Driveway Approach Width at Property Line: _____ feet

Is Culvert Required: ☐ Yes ☐ No

Driveway / Culvert **Permit**

Terms of Agreement

1. The application shall contain a description of the proposed work in the right-of-way, culvert requirements including size and length, intersection clearances, distances to nearest driveways, and details of the proposed installation. Attach a plat of survey with sketches of buildings on property, driveway, and dimensions to applicable features (property line, driveway width, etc).
2. The Village Engineer may require scale drawings or other information prior to granting a permit.
3. EXPIRATION. Permits for existing driveway reconstruction shall remain valid for 60 days from the date of issuance and permits for new driveway installation shall remain valid for one (1) year from the date of issuance, after which the permit shall expire.
4. Owner/Agent shall call (262)250-4721 to schedule an appointment for inspection two (2) business days before commencing any work.
5. PENALTIES. Persons who violate the terms of the permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
6. The Applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.
7. The Applicant agrees to hold harmless and indemnify the Village of Germantown, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.
8. The Applicant shall call the Diggers Hot Line prior to the commencement of excavation.
9. It shall be the sole responsibility of the Contractor to install and maintain sufficient warning signs and/or barricades to protect the work, workers, and to warn the public. All warning devices shall conform to the Manual on Uniform Traffic Control Devices (latest edition).
10. Culvert size will be determined by the Village Engineer or representative so as to allow for proper drainage.
11. All driveways and culverts will be a minimum of 5 feet from parallel property lines.
12. Slopes forming the sides of the access shall not be steeper than 4 to 1 (25%) or that of the slopes forming the sides of the roadway, whichever is less.
13. Retaining walls are prohibited in the public right-of-way.
14. Pavement of accesses shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter.
15. Should the property owner choose to extend their concrete driveway into the right of way to the edge of the existing road, they do so at their own risk. The Village will not be responsible for any damage to the concrete pavement for any reason (snowplow operations, etc.)

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: September 2020

Also, should the concrete approach need to be removed for any village project in the future, such as drainage, road improvements or utility installations, the approach will be replaced with asphalt.
The Village **will not** replace the approach with concrete pavement.

16. Vertical face curb and gutter (where existing) shall be removed for the new access and replaced with new curb and gutter. At the discretion of the Village Engineer, an approved contractor may be allowed to remove only the curb head on mountable curb by using a machine mounted concrete saw in lieu of removing and replacing the curb and gutter.
17. Existing Village Property including road surfaces, curbs, shoulders, slopes, ditches, and vegetation shall be restored to its original condition by the applicant. The agent/owner shall restore the right-of-way to the satisfaction of the Village Engineer within the permit period

OWNER'S AGREEMENT:

The undersigned hereby agrees to perform the work according to the appropriate specifications and standards on file in the Engineering Department. The applicant also agrees to repair or replace any work that does not conform to said specifications and standards. All work performed under this permit is subject to the provisions in Section 8.03 and Section 17.45 of the Municipal Code of Germantown, Wisconsin.

Owner or Agent: _____ Date: _____
(Signature)

Office Use Only (To Be Completed by the Village of Germantown)

Culvert Specifications

Diameter: _____ inches Type: Round Elliptical Arch

Length: _____ feet

Allowed Pipe Material: Corrugated Metal or Reinforced Concrete Pipe

No plastic or HDPE pipe is allowed for driveways.

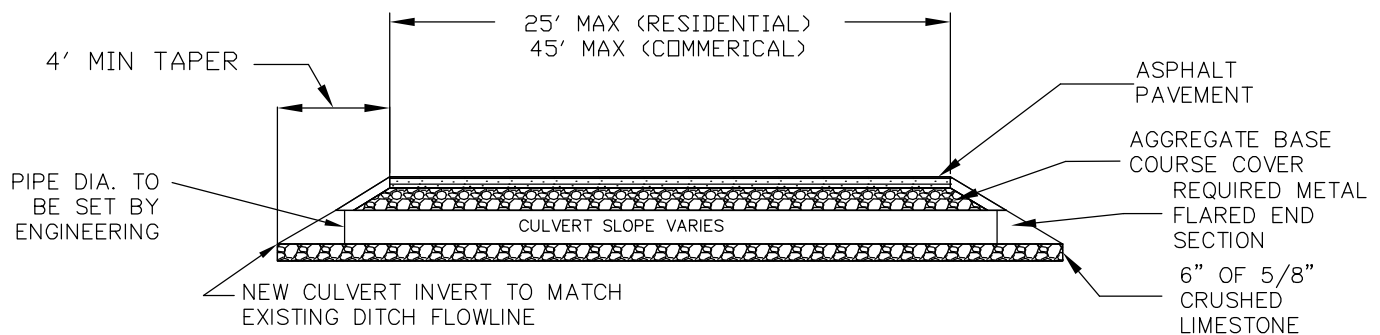
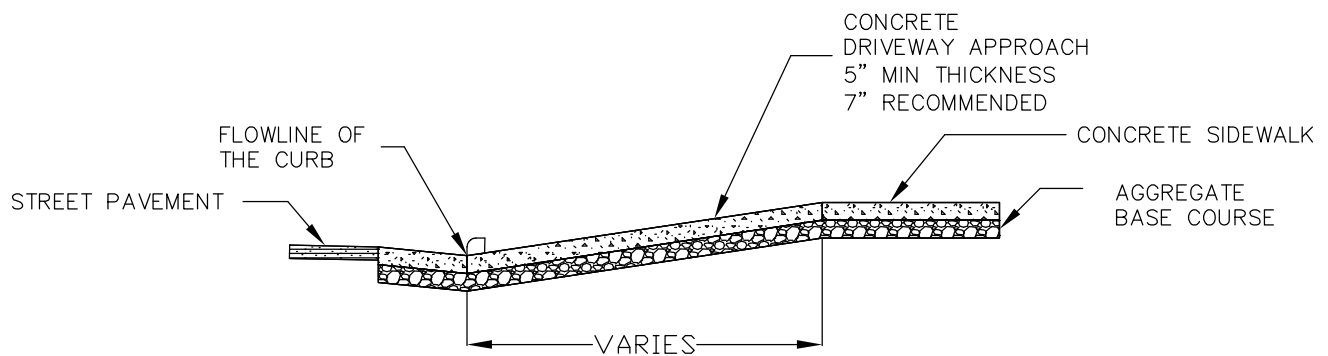
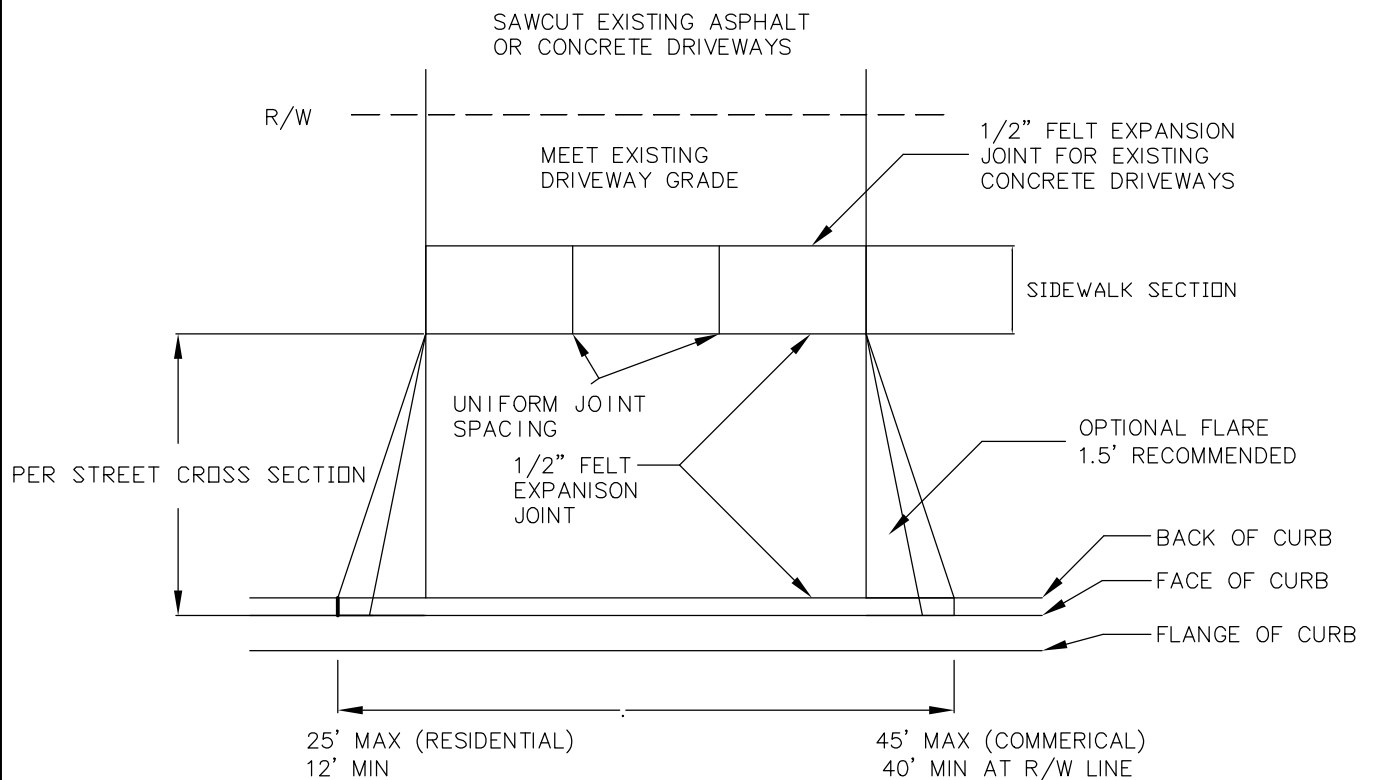
All culverts will have metal flared end sections, of the same diameter attached at both ends of the culvert.

Village Approval

Permission is hereby granted for the above applicant to perform said work in accordance with Germantown specifications and standards. Modification of the curb for the driveway approach must be approved by the Village of Germantown.

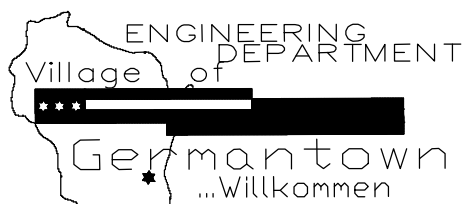
Engineering / D.P.W.
Authorization: _____ Date: _____





CROSS SECTION OF AN OPEN DITCH DRIVEWAY WITH CULVERT

REVISED 9/25/2020
RCB



STANDARD DETAIL DRIVEWAY APPROACH DRIVEWAY CULVERT

N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, WI 53022
Phone: (262) 250-4721
Fax: (262) 253-8255

Driveway / Culvert Permit

Department of Public Works
Engineering Department
Update: **December 2023**

Date: _____

Permit No. _____ - _____

Fee Schedule: (For Office Use Only)

Zoning Districts Type 1: Rd-2, Rm-1, Rm-2, Rm-3, EH, MHP, I, PD, B-1, B-2, B-3, B-4, B-5, M-1, M-2, M-3, and M-4	\$100.00	___ Paid
Zoning Districts Type 2: A-1, A-2, Rs-1, Rs-2, R s-3, Rs-4, Rs-5, Rs-6, and Rs-7	\$ 50.00	___ Paid
Paving an existing access (or other minor modifications)	N/C	-

➡ **Zoning Districts Type 1 Requirements:**

- 45 feet maximum width at roadway including flared end sections.
- 40 feet maximum width at the right-of-way.
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and business.

➡ **Zoning Districts Type 2 Requirements:**

- 25 feet maximum width at roadway including flared end sections.
- 12 feet minimum width
- 5 feet minimum distance from side property line.
- Attach plat of survey showing location of proposed driveway, culvert (if applicable), property lines, and house.

* See back for driveway detail.

Check All Applicable Items

- ☐ Driveway Approach
- ☐ Curb Removal & Replacement
- ☐ New Driveway Installation
- ☐ Existing Driveway Reconstruction
- ☐ Driveway Culvert w/ Required Apron End Sections

Note: Driveway culverts are owned by the property owner who is responsible for the care and maintenance of the pipe/flared end walls and maintaining flow thru the culvert.

Location: _____
(Address or Tax Key Number)

Owner : _____ Contractor: _____

Address: _____ Address: _____

Phone No: _____ Phone No: _____

Email: _____ Email: _____

Driveway Approach Width at Property Line: _____ feet

Is Culvert Required: ☐ Yes ☒ No

Driveway / Culvert **Permit**

Terms of Agreement

1. The application shall contain a description of the proposed work in the right-of-way, culvert requirements including size and length, intersection clearances, distances to nearest driveways, and details of the proposed installation. Attach a plat of survey with sketches of buildings on property, driveway, and dimensions to applicable features (property line, driveway width, etc).
2. The Village Engineer may require scale drawings or other information prior to granting a permit.
3. EXPIRATION. Permits for existing driveway reconstruction shall remain valid for 60 days from the date of issuance and permits for new driveway installation shall remain valid for one (1) year from the date of issuance, after which the permit shall expire.
4. Owner/Agent shall call (262)250-4721 to schedule an appointment for inspection two (2) business days before commencing any work.
5. PENALTIES. Persons who violate the terms of the permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
6. The Applicant is responsible for all cost of materials including culverts related to the construction. The entire cost of installing and maintaining the access is the responsibility of the Owner.
7. The Applicant agrees to hold harmless and indemnify the Village of Germantown, its officers, agents, and employees against any loss or damage for any personal injury or property damage sustained by reason of the exercise of this permit.
8. The Applicant shall call the Diggers Hot Line prior to the commencement of excavation.
9. It shall be the sole responsibility of the Contractor to install and maintain sufficient warning signs and/or barricades to protect the work, workers, and to warn the public. All warning devices shall conform to the Manual on Uniform Traffic Control Devices (latest edition).
10. Culvert size will be determined by the Village Engineer or representative so as to allow for proper drainage.
11. All driveways and culverts will be a minimum of 5 feet from parallel property lines.
12. Slopes forming the sides of the access shall not be steeper than 4 to 1 (25%) or that of the slopes forming the sides of the roadway, whichever is less.
13. Retaining walls are prohibited in the public right-of-way.
14. Pavement of accesses shall consist of blacktop or compacted gravel. Concrete shall not be allowed within the right-of-way except where there is an existing curb and gutter.
15. Should the property owner choose to extend their concrete driveway into the right of way to the edge of the existing road, they do so at their own risk. The Village will not be responsible for any damage to the concrete pavement for any reason (snowplow operations, etc.)

Driveway / Culvert Permit

Also, should the concrete approach need to be removed for any village project in the future, such as drainage, road improvements or utility installations, the approach will be replaced with asphalt.
The Village **will not** replace the approach with concrete pavement.

16. Vertical face curb and gutter (where existing) shall be removed for the new access and replaced with new curb and gutter. At the discretion of the Village Engineer, an approved contractor may be allowed to remove only the curb head on mountable curb by using a machine mounted concrete saw in lieu of removing and replacing the curb and gutter.
17. Existing Village Property including road surfaces, curbs, shoulders, slopes, ditches, and vegetation shall be restored to its original condition by the applicant. The agent/owner shall restore the right-of-way to the satisfaction of the Village Engineer within the permit period.
18. **On new construction for parcels with water service, curb stops shall not be located within 5-feet of the driveway.**
19. **For Driveway Elevation Certification contact the Engineering Department at Village Hall.**

OWNER'S AGREEMENT:

The undersigned hereby agrees to perform the work according to the appropriate specifications and standards on file in the Engineering Department. The applicant also agrees to repair or replace any work that does not conform to said specifications and standards. All work performed under this permit is subject to the provisions in Section 8.03 and Section 17.45 of the Municipal Code of Germantown, Wisconsin.

Owner or Agent: _____ Date: _____
(Signature)

Office Use Only (To Be Completed by the Village of Germantown)

Culvert Specifications

Diameter: _____ inches Type: Round ☐ Elliptical ☐ Arch ☐

Length: _____ feet

Allowed Pipe Material: Corrugated Metal or Reinforced Concrete Pipe

No plastic or HDPE pipe is allowed for driveways.

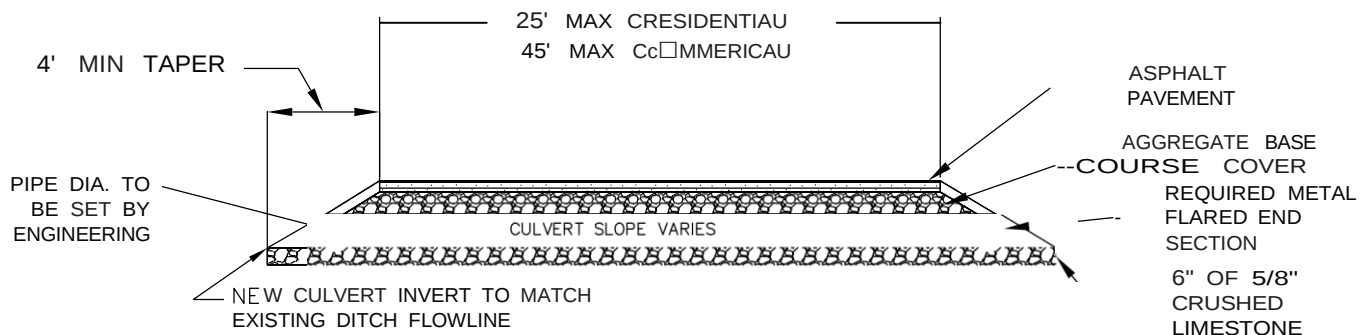
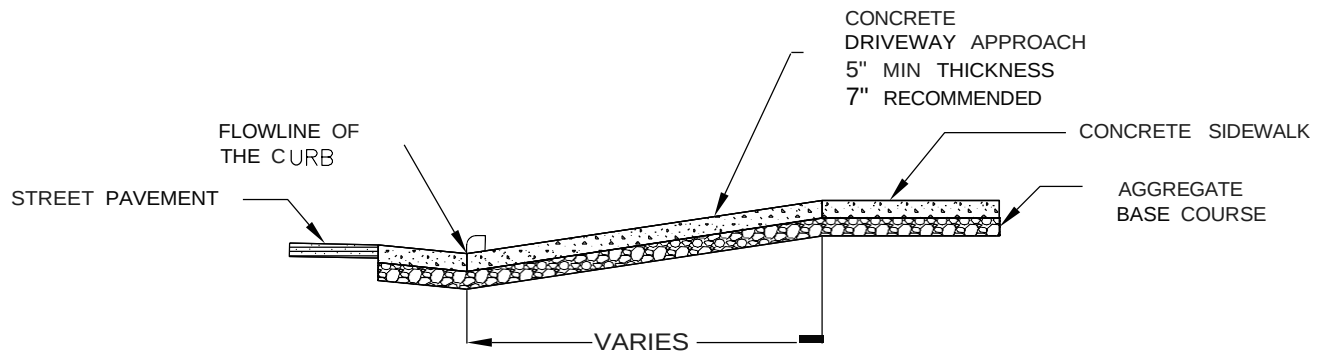
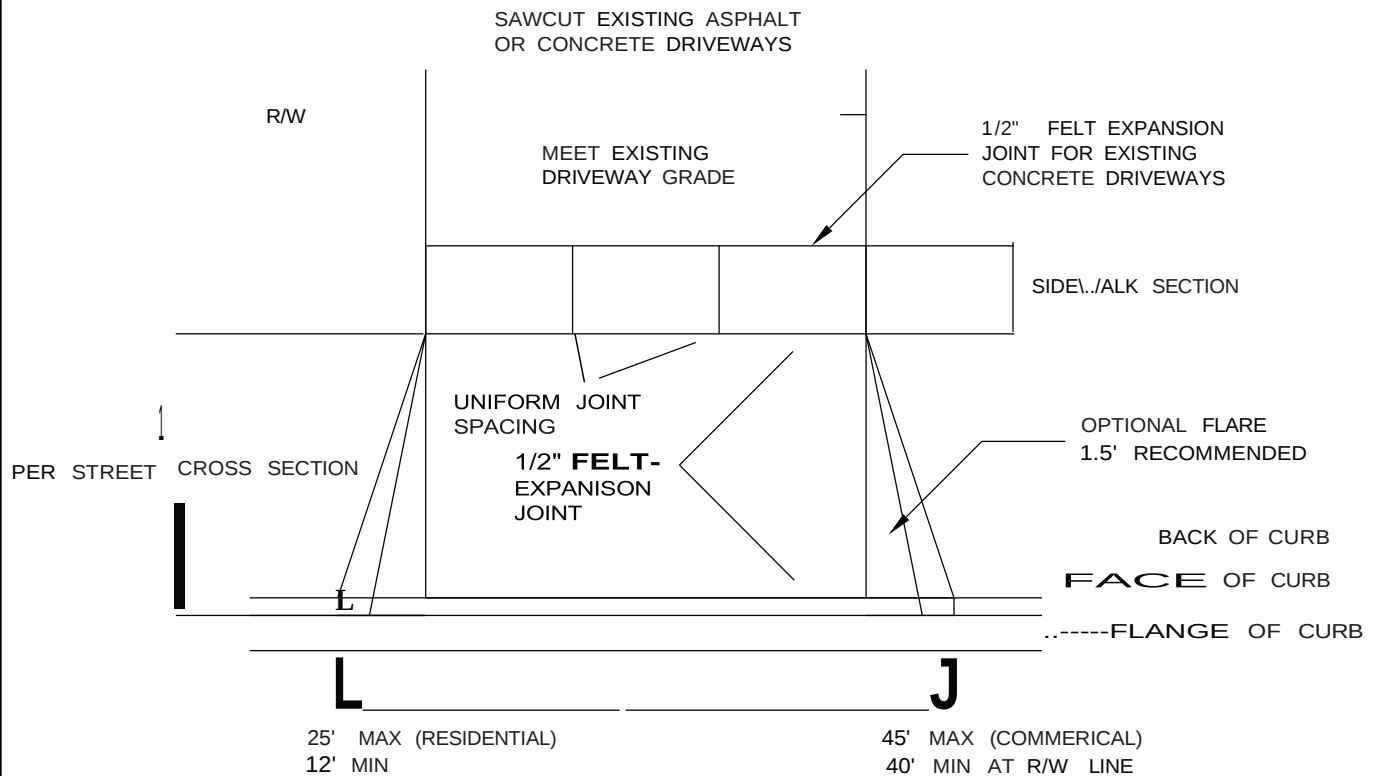
All culverts will have metal flared end sections, of the same diameter attached at both ends of the culvert.

Village Approval

Permission is hereby granted for the above applicant to perform said work in accordance with Germantown specifications and standards. Modification of the curb for the driveway approach must be approved by the Village of Germantown.

Engineering / D.P.W.
Authorization: _____ Date: _____





CROSS SECTION OF AN OPEN DITCH DRIVEWAY WITH CULVERT

RE SED 9/25/2020

RCB

ENGINEERING
no DEPARTMENT
Village
Ger/rrio ntown
I willkorTr1en

STANDARD DETAIL DRIVEWAY APPROACH DRIVEWAY CULVERT

<https://www.germantownwi.gov/177/Permits>

Permits

Work performed by private parties in the Village owned right-of-way requires a permit from the Department of Public Works, which are reviewed and issued by the Engineering Department. Permits are also required for constructing and maintaining stormwater management facilities, such as ponds.

Permit applications can be downloaded through the following links:

- [Driveway Permit Application](#)
- [Utility- Street Excavation Permit Application](#)
- [Stormwater Management Application](#)
- [Blasting Permit](#)
- [Well Permit Application](#)

Submit completed application(s) and fee(s) to the Engineering Department.

Contact Us

Engineering Department

N112 W17001 Mequon Road
Germantown, WI 53022-0337

Ph: 262-250-4721
Fx: 262-253-8255

Hours

Monday - Friday
8 a.m. - 4:30 p.m.

[Staff Directory](#)

Permit Applications or Forms

- Affidavit of Plumbing Testing
- Board of Zoning Appeals Application
- Building Permit
- Compliance Statement
- Driveway Permit
- DSPS Online Building Permit System
- Electrical Permit
- Erosion Control
- Fire Department Inspection Application
- Holding Tank Agreement
- HVAC Permit
- Makeup and Combustion Air
- Plumbing Permit
- Sewer & Water Calculation Form
- Yard Grade Adjustment Application Form

Contact Us

Office of Community Development

N112 W17001 Mequon Road
Germantown, WI 53022

Ph: 262-346-4460
[Email](#)

Inspection Office Staff Hours

Monday-Friday
8:00am to 4:30pm

Building Inspector Office Hours (to talk to an Inspector)

Monday - Friday
8:00am to 10:00am

*All Inspections must be scheduled before 4:00pm for next day inspections.

[Staff Directory.](#)

Quick Links

- [Wisconsin DSPS Administrative Codes](#)

FAQs

- [Does the village require a Certificate of Compliance before the transfer of property ownership?](#)
- [Can I pay for a permit with a credit card?](#)
- [What are Building Inspection Services?](#)

Select Language ▼

<https://www.germantownwi.gov/122/New-One-Two-Family>

New One & Two Family

Permit & Inspection Fees

Final Yard Grade Adjustment

Grading & Landscaping

Inspections

Public Safety Numbers

Requirements

UDC Wall Bracing Provisions

Impact Fees

Contact Us

Office of Community
Development

N112 W17001 Mequon Road
Germantown, WI 53022

Ph: 262-346-4460

[Email](#)

Inspection Office Staff Hours

Monday-Friday
8:00am to 4:30pm

Building Inspector Office Hours (to talk to an Inspector)

Monday - Friday
8:00am to 10:00am

*All Inspections must be
scheduled before 4:00pm for
next day inspections.

REQUIREMENTS

When applying for a permit for a new one or two family residence you will need the following:

- A complete set of building plans with elevations and materials cross section.
- Energy worksheets completed by heating contractor.
- Lot survey with house staked out and dimensions; front, side and rear setbacks; driveway location & elevations to our datum.
- Architectural approval is required in most subdivisions.
- If applicable, a sanitary permit must be obtained from Washington County Planning & Parks Department (262) 335-4445.
- Approved driveway permit from the Engineering Department prior to the issuance of a building permit. **On new construction, curb stop shall not be located within 5 feet of the driveway (VGT Development Handbook, Sec. 2.1.2.2.2)**
- State of Wisconsin UDC permit application completed including all contractor information and license/certification numbers.
- Completed erosion control permit application.

Upon application, three sets of plans must be submitted with five copies of the survey and two energy worksheets. Roof, siding and trim colors must be noted on plans. There is no application fee due at the time of submittal. Plumbing and electrical permits will be taken out by licensed contractors at a later date.

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 6, 2023

PLACEMENT: Action Item

ITEM TITLE: Acceptance of Improvements - Glenwood Park

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

MJ Construction was awarded the contract for sanitary sewer and watermain relay in the Glenwood Park neighborhood. Both the Sewer Utility and Water Utility have inspected the new pipes and find them to be acceptable. Restoration of turf area and final lift of asphalt will be completed in spring of 2024 when weather and growing conditions allow.

ATTACHMENT:

RECOMMENDATION:

It is the Sewer Utility and Water Utility's recommendation to accept the improvements as constructed by MJ Construction, and begin the 1-year warranty period.

ACTION BY Committee:

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

MEETING DATE: December 6, 2023

PLACEMENT: Action Item

ITEM TITLE: 5 Year Road Program

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

Staff is presenting the Updated 5 Year Paving Program for discussion.

The Annual Program summary for each of the next 5 years is attached.

ATTACHMENT:

1. 5 Year Road Program (2024-2028)

RECOMMENDATION:

Staff requests the Public Works and Highways Committee recommend to the Village Board the adoption of the 5 Year Road Program.

ACTION BY Committee:

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

2024						
Road	Begin Termini	End Termini	Road Length (LF)	2023 Paser Rating	Estimated Cost	Comments
Beech Dr	Termini	Hickory Dr	2900	2	\$849,060	Willow Creek Heights Reconstruction of all roads and cross culvert replacements
Birch Ln	Termini	Hickory Dr	420	3		
Hickory Dr	Birch Ln	Beech Dr	2480	2		
Laurel Ct	Termini	Beech Dr	260	3		
Oak Ct	Oak Ln	Termini	370	3		
Oak Ln	Willow Creek Rd	Beech Dr	950	3		
Poplar Ln	Oak Ln	Beech Dr	630	4		
Hilbert Ln	Sylvan Cir	Termini	1350	3	\$116,100	Mill 2" Pave 2", some full depth at Sylvan Will receive \$62k reimbursement thru LRIP Funding
School Rd	Pilgrim Rd	Butternut Rd	1000	3	\$413,400	Remainder of Glenwood area + PPII Ph 1
Shagbark Rd	Butternut Rd	Glenwood Rd	900	3		
Glenwood Rd	Shagbark Rd	Concord Rd	300	3		
Butternut Rd	School Rd	Termini	1700	4		
Squire Dr	Mequon Rd	Main St	2600	4	\$223,600	Mill and Resurface
Total Base Bid:					\$1,602,160	Additional roads from the next 2 years may be included as Alternates
W/ LRIP Reimbursement					\$1,540,160	

2025						
Road	Begin Termini	End Termini	Road Length (LF)	2023 Paser Rating	Estimated Cost	Comments
Division Road	Mequon Rd	Wendy Ln	9100	3	\$325,000	Mill and Overlay, Mainline Only, No other improvements
Maple Road	Lannon Rd	I41 Bridge	2750	3	\$609,000	Mill and Overlay Only
Maple Road	I41 Bridge	Appleton Ave	4250	3		
Heritage Hills Pky.	Lincoln Dr.	South Loop	3300	3	\$374,100	Heritage Hills Mill 2" & Repave 2"
Heritage Hills Cul-de-sacs			1000	3		
Wagon Tr	Carriage Ave	Donges Bay Rd	2675	3	\$265,350	Mill and Overlay
Creek Terrace	Wagon Tr	Termini	375	3		
Total Base Bid:					\$1,573,450	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

2026						
Road	Begin Termini	End Termini	Road Length (LF)	2023 Paser Rating	Estimated Cost	Comments
Heritage Hills Pky.	Lincoln Dr.	South Loop	4000	3	\$440,000	Heritage Hills Mill 2" & Repave 2"
Heritage Hills Cul-de-sacs			1000	3		
Heritage Pkwy	Bell Aire Ln	Drainageway	1700	3	\$149,600	POSSIBLE LRIP ROAD
Lincoln Dr	Bell Aire Ln	Termini	2200	4	\$347,600	Heritage Hills North Investigate further for a mill and overlay
Harrison Ave	Monroe Ct	Termini	850	4		
Monroe Ct	Termini	Termini	900	4		
Sylvan	Pilgrim Rd	Montgomery Dr	850	3	\$282,480	Montgomery Square/Catie Vista Mill 2" & Repave 2"
Montgomery	Sylvan Cir	Mequon Rd	1450	3		
Francesce	Sylvan Cir	Pilgrim Rd	520	3		
Francesce	Pilgrim Rd	Termini	390	3		
Roger Dr	Termini	Donges Bay Rd	1250	3	\$268,400	Donges Bay Village Mill 2" & Repave 2"
Regency Way	North	South	1800	3		
				TOTAL:	\$1,488,080	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

2027						
Road	Begin Termini	End Termini	Road Length (LF)	2023 Paser Rating	Estimated Cost	Comments
Mequon Rd.	Hilltop Dr	Meeker Ln	2650	3	\$283,550	Reconstruct and repave
Santa Fe Drive	Wagon Trail	Council Bluffs Drive	2450	3/4	\$518,069.00	Park View Hills Mill 2" & Repave 2" ***
Apache Court	Santa Fe Drive	Termini	368	4		
Indianwood Drive	Santa Fe Drive	Termini	720	4		
Cherokee Court	Santa Fe Drive	Termini	372	4		
Commanche Court	Santa Fe Drive	Termini	386	4		
Shoshone Court	Council Bluffs Drive	Termini	250	4		
Pawnee Court	Council Bluffs Drive	Termini	325	4		
Council Bluffs Drive	Santa Fe Drive	Pilgrim Road	950	4		
Division Road	Main St	Cove Ct	1000	3	\$88,000.00	50% Full depth 50% mill and overlay between Main and Mequon
Division Road	Cove Ct	Mequon Rd	1500	3	\$162,000.00	
Esquire Court	Western Ave	Termini	1200	3	\$489,500.00	Mill and Overlay, may need some base patching along curb in areas
Kings Way	Western Ave	Esquire Ct	2000	3		
Kings Ct	Kings Way	Termini	300	3		
Queens Court	North Termini	South Termini	500	3		
Western Avenue	Mequon Rd	Hawthorne Dr	1500	3		
TOTAL:					\$1,541,119	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

2028						
Road	Begin Termini	End Termini	Road Length (LF)	2023 PASER	Estimated Cost	Comments
Sunny View Ave	Robertts Dr	Williams Dr	920	3	\$584,820.00	Pleasant View Reconstruct and repave
Daniels Dr	Roberts Dr	N of Williams Dr	1110	3		
Kurt Drive	Roberts Drive	Termini	1115	3		
Williams Drive	Pilgrim Rd	Kurt Dr	1120	3		
Roberts Dr	Sunny View	Valley Dr	1150	3		
McCormick Road	Friestadt Rd	Mequon Rd	5280	3	\$580,800.00	Reconstruct, upgrade concrete? Start of several year program w/ utility coordination
Mohawk Dr	Donges Bay Rd	Council Bluffs Dr	1500	3	\$361,880	Yorktowne South Reconstruct and repave
Founders Ln	Termini	Mohawk Dr	460	4		
Yorktowne Ln	Termini	Mohawk Dr	640	4		
Flintlock Tr	Termini	Mohawk Dr	720	4		
Total Base:					\$1,527,500	Additional roads from the next 2 years and any roads not completed from the previous year may be included as Alternates

BUSINESS OF THE PUBLIC WORKS & HIGHWAYS COMMITTEE

MEETING DATE: December 6, 2023

PLACEMENT: Presentation

ITEM TITLE: Stormwater Update and Discussion

SUBMITTED BY: Kevin Driscoll, Village Engineer

SUMMARY EXPLANATION:

In response to the Municipal Separate Storm Sewer System (MS4) notification letter from the Wisconsin Department of Natural Resources (WDNR), Village staff received approval from the Village Board to contract with the consultant firm Graef for inspections of Village-owned ponds. These inspections have been completed. The associated findings and any costs estimates associated with maintenance and repair are anticipated for review in 2024, and potentially for inclusion as part of the 2025 budget.

In addition to the Village-owned ponds, the MS4 permit also requires certification of privately owned ponds. An outreach letter was drafted for a reminder/notification to private property owners that stormwater ponds on their private property are required to have certification for municipal compliance with WDNR requirements.

ATTACHMENT:

1. 12-06_Inspection and Certification Outreach letter

RECOMMENDATION:

Discuss outreach letter reminding property owners of pond inspection and maintenance requirements, including storm water management certification.

ACTION BY Committee:

Discuss outreach letter notifying property owners of pond inspection and maintenance requirements, including storm water management certification.



Engineering Department
N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, Wisconsin 53022-0337
Phone: (262) 250-4721
FAX: (262) 253-8255

December 6, 2023

Property Owner
Address
Germantown, WI 53022

Subject: Stormwater Pond Certification
Tax Parcel: GTNV_<ID>

Dear Property Owner,

This letter is a reminder that the stormwater pond on your property requires an annual inspection and certification to verify it is operating and functioning as designed for the Village stormwater management system. For your use in 2024, please see enclosed: an inspection template and a stormwater management agreement template. Plan to complete and return by July 31, 2024, in the event you have not already filed these with the Village of Germantown Engineering Department for the stormwater pond on your property.

These forms can also be accessed online at <https://www.germantownwi.gov/180/Stormwater>. Your pond certification contributes to the compliance with the WDNR under the the Village's general permit (WPDES #WI-S065404-1.)

If you have any questions about completing an inspection of the stormwater pond on your property and/or questions about a stormwater management agreement for the pond on your property, please review the Village webpage <https://www.germantownwi.gov/181/Development-Requirements> and follow up with the Engineering Department at (262) 250-4721 or send an email to engineering@germantownwi.gov prior to July 31, 2024.

Thank you for your consideration for maintaining the stormwater management systems in the Village of Germantown.

Sincerely,

Kevin R. Driscoll, P.E.
Village Engineer