

VILLAGE BOARD AGENDA
MONDAY, SEPTEMBER 25, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Meyers

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve Village Board minutes of September 11, 2017.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for an Operator's (Bartender) Licenses with a term ending June 30, 2018.
 - b. Consideration of an application for street use permit for Arrowhead High School for a Homecoming Parade on October 1.

Item referred from the September 18, 2017 Plan Commission meeting

4. Consideration of a request for a Conditional Use for operation of a Bed & Breakfast for Steven & Elisa Filipp, 450 Park Ct.

Other Items referred from the Plan Commission

5. Items related to a request to construct a storage building located at Hartland Meadows Retirement Apartments, 357 Cottonwood Ave.
 - a. **CONTINUATION OF PUBLIC HEARING** related to an amendment to the PUD agreement
 - b. Consideration of a motion to approve amendment to the PUD agreement and related site and building plans
6. Items related to amendments to the Official Zoning Map to rezone properties to RM-1 Multiple-Family Residential District.
 - a. **PUBLIC HEARING** to review a proposed rezoning of the Summit Lake Apartment complex and certain properties located on Hill Court and Hill Street
 - b. Consideration of adoption on Third Reading of Bill for an Ordinance No. 08/28/17-01 "An Ordinance to Amend the Official Zoning Map to rezone properties to RM-1 Multiple-Family Residential District".

VILLAGE BOARD AGENDA
MONDAY, SEPTEMBER 25, 2017
7:00 PM
PAGE 2

Other Items for Consideration

7. Consideration of the Second Reading of Bill for an Ordinance No. 09/11/2017 “An Ordinance to Amend Chapter 76 of the Village Of Hartland Municipal Code Pertaining Stormwater Management”.
8. Consideration of a motion to approve the “Waukesha County Data Processing Services Property Tax Assessment and Billing” contract.
9. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
10. Adjourn.

David E. Cox, Village Administrator

Notice: Please note that 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, contact Darlene Igl, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible.

MEMORANDUM

TO: President and Board of Trustees
FROM: David E. Cox, Village Administrator
DATE: September 22, 2017
SUBJECT: Agenda Information



The following information relates to the upcoming Village Board meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

Item 4 Related to a Conditional Use Permit for a Bed and Breakfast.

Background: The Village Board is being asked to consider the issuance of a Conditional Use Permit (CUP) to allow the single family house at 450 Park Court to be used as a Bed and Breakfast. Use of a property for this purpose is specifically discussed in the Village Code as a Conditional Use. In accordance with the Village Code, the Plan Commission has reviewed this request, held the required public hearing on the matter and has recommended issuance of the Conditional Use Permit as shown in the draft document under consideration. After consideration, the Plan Commission added a provision to the draft CUP to indicate that the CUP would terminate if the activity at the property no longer required a license from the State. In follow up to that requirement and as an aid to enforcing that provision, staff is recommending the addition of language under No. 4 of the conditions to indicate that the Grantee must maintain the licenses and annually provide copies to the Village.

Recommendation: Approve the Conditional Use Permit with the added language and any conditions of the Village Board.

Item 5 Related to the Hartland Meadows PUD amendment.

Background: As the Board will recall, this item and its related public hearing was continued to this meeting to allow the public an opportunity to react to a revision in the proposed plan. As a reminder, the Plan Commission considered and recommended approval of the revised site plan for the proposed storage building on the property, which is located on a portion of the site originally intended for outdoor recreation. The Village Board is asked to complete the public hearing and to consider the site and building plans and the related Amendment No. 1 to the original PUD Agreement.

Recommendation: Approve the Amendment and the related site and building plans.

Item 6 Related to amending zoning for the Summit Lake area.

Background: As a reminder, this matter involves correcting an error that seems to have occurred during the last Village-wide zoning update at which time the properties in question were mis-zoned to the RM-3 Condominium Multi-Family District. The action under consideration will return the zoning for all of the apartment properties to the RM-1 Multi-Family District, which was the previous category and is the correct category for these uses. The Village Board is asked to take testimony at the public hearing and to consider the ordinance on third reading.

Recommendation: Approve the Zoning Amendment Ordinance.

Item 7 Related to a revision to the Storm Water regulations.

Background: The Village Board is being asked to consider an update to Chapter 76 of the Village Code, which enumerates the various local regulations related to storm water control and treatment and erosion control. As the Board may recall, this ordinance was completely overhauled last year in response to significant changes in the Village's performance obligations for the overall treatment of storm water before it enters the Bark River or other final receiving waters. The new updates involve the inclusion of new performance standards and the addition of new and revised technical and design standards for construction of storm water management facilities. The ordinance has been revised as staff and the Village Attorney have clarified and improved the language. Some further review is necessary so the Board is asked to give consideration and hold the item until the next meeting for final action.

Recommendation: Review the changes and provide for the second reading of the ordinance. Take no other action.

Item 8 Related to an agreement with Waukesha County for Data Services

Background: As Finance Director Bailey's memo indicates, the Village Board is asked to consider an agreement with Waukesha County to provide the data processing, maintenance and property tax bill production and mailing for the Village. As the Board will recall, the Village contracts with the County to undertake the task of sending tax bills to our residents as a means to gain the efficiencies available at the County since they provide this service county-wide.

Recommendation: Approve the Agreement with Waukesha County.

VILLAGE BOARD MINUTES
MONDAY, SEPTEMBER 11, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Chiefs Dean and Bagin

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, Wallschlager, President Pfannerstill

Others: Administrator Cox, DPW Director Einweck, Police Chief Bagin, Fire Chief Dean, Finance Director Bailey, Clerk Igl, Pat Endter

Chiefs Dean and Bagin provided comments in observance of the anniversary of September 11 and led the group in a moment of silence. President Pfannerstill thanked those in public safety professions for their service.

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Motion (Meyers/Wallschlager) to approve Village Board minutes of August 28, 2017. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$1,230,738.62. Motion carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Landwehr/Wallschlager) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (7-0).
 - b. Motion (Meyers/Stevens) to approve an application for a fireworks permit for Lake Country Lutheran High School. Carried (7-0).
4. Consideration of First Reading of Bill for an Ordinance No. 09/11/2017 "An Ordinance To Amend Chapter 76 Of The Village Of Hartland Municipal Code Pertaining Stormwater Management".

DPW Director Einweck stated that a number of projects intended to reduce phosphorous and total suspended solids are included in the Capital Improvement Plan in an attempt to meet the intent of the state's requirements. He stated that the Village is trying to be cost effective by planning projects that will result in significant reductions.

Administrator Cox stated that there are three components in dealing with storm water. There is the wastewater treatment plant, storm water treatment facilities such as storm ponds and this piece which relates to development of land in the Village. The ordinance provides the rules and regulations that property owners have to adhere to as they develop their land. Technical standards are being added into the ordinance so that they are clear and enforceable. The Village wants property owners to install the proper facilities so that water leaving their site is as clean as it can be before getting into the rest of the storm water conveyance system and the Bark River.

DPW Director Einweck stated that the Village Board had approved storm water ordinance changes last year. He stated that this phase combines the two separate documents in place previously one ordinance that will include the technical standards. He stated that the Village Attorney is in the process of reviewing the document. Any suggested modifications will be included in the document for the second reading.

5. Consideration of the Second Reading of Bill for an Ordinance No. 08/28/17-01 "An Ordinance to Amend the Official Zoning Map to rezone properties to RM-1 Multiple-Family Residential District".

There have been no changes made and no comments have been received.

6. Consideration of a motion to approve Resolution No. 09/11/2017 "A Resolution Pledging That The Village Board Of The Village Of Hartland Will Expend Funds Necessary For The Hartland Public Library To Exempt The Village From The Waukesha County Library Levy".

Administrator Cox was asked to explain how the library collects taxes. He stated that all residents of the County are taxed for libraries. If a municipality chooses to have its own library, in order to exempt their residents from the county tax and levy their own tax, they have to adopt this resolution. The resolution provides that the municipality is going to tax our own residents at least as much as the county would. It was asked why a municipality would tax at a higher rate. Administrator Cox stated that the basic minimum is required but the municipality can choose to levy more than that to support their library and have a more extensive collection and a better served library. He stated that the Village has chosen for a long time to levy beyond what is required to support the library. The taxes that are collected for libraries by the County are pooled and then a certain portion of those taxes are distributed to the local library based on the use of that library by non-residents. The funds are to be used for library operations. It was stated that approximately \$230,000 are budgeted in 2018 for county library aid.

Motion (Meyers/Compton) to approve Resolution No. 09/11/2017 "A Resolution Pledging That The Village Board Of The Village Of Hartland Will Expend Funds Necessary For The Hartland Public Library To Exempt The Village From The Waukesha County Library Levy". Carried (7-0).

7. Consideration of a motion to approve a request to extend operation of the Beer Garden in Nixon Park for the weekend of September 16 and 17 only.

VILLAGE BOARD MINUTES
MONDAY, SEPTEMBER 11, 2017
7:00 PM
PAGE 3

Pat Endter, Endter's Sports Grill, requested an extension for operation of the Beer Garden for the weekend of Sept. 16 and 17 as it is the official start of Oktoberfest and all other festivals in Hartland are done. The beer garden will be open from noon to 7:00 p.m. on those days. Motion (Swenson/Meyers) to extend operation of the Beer Garden in Nixon Park for the weekend of September 16 and 17 only. Carried (7-0).

8. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

Finance Director Bailey reminded the board of the September 20th public budget meeting beginning at 5:00 p.m.

Chief Dean stated that the pancake breakfast is scheduled for Saturday, October 7. Flight for Life is scheduled to arrive between 10:30 am and noon.

Trustee Wallschlager stated that the Buddy Walk is scheduled for October 8.

9. Motion (Compton/Wallschlager) to adjourn at 7:44 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: September 22, 2017

RE: Voucher List

Attached is the voucher list for the September 25 Village Board meeting.

September 25, 2017 Checks: \$ 324,475.86

Total amount to be approved: \$ 324,475.86

VILLAGE OF HARTLAND
VOUCHER LIST - SEPTEMBER 25, 2017

09/22/17 7:42 AM

Page 1

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	SEPT FEES	\$77,017.25
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER IRA 09/08 AND 09/22	\$60.50
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	ERIN BERGET & ADAM WEIL	OCC/470 PARK CT	\$1,500.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	SEPT DUES	\$394.00
G 403-31846 HERAEUS ELECTRO-NITE	RUEKERT & MIELKE	HAEREUS SITE PLAN/SUBMITTAL REVIEW	\$240.00
G 403-31858 HAWKS HAVEN	VON BRIESEN & ROPER	AUG LEGAL SERVICES	\$1,241.00
EXPENSE Descr			\$80,452.75
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EPINEPHRINE	\$33.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE & RESCUE	AUG INTERCEPTS	\$425.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	MUELLER, ANDREW	REPAIR PAGER	\$135.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	QUEST LAB/BODWAY	\$43.00
E 101-52300-800 CAPITAL OUTLAY	RAMAKER & ASSOCIATES INC	FIRE INSPECTION SOFTWARE	\$4,250.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA MEMORIAL HOSPITAL	SUPPLY PURCHASE	\$144.00
EXPENSE Descr AMBULANCE			\$5,030.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	COTTONWOOD INVESTMENTS LLC	HNNO REIMBURSEMENT	\$15.00
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER IRA 09/08 AND 09/22	\$60.50
E 804-56700-715 STREETScape PROGRAM	PATIO PETALS	PLANTER/BP CORNER	\$320.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$395.50
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-440 RECYCLING	SAFETY-KLEEN SYSTEMS INC	RECYCLE OIL FILTERS	\$90.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$90.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	SEPT ADMN SERVICES	\$169.08
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$24.84
E 101-51500-510 INSURANCES	R&R INSURANCE SERVICES INC	WORKERS COMP	\$47,541.00
EXPENSE Descr FINANCIAL ADMINISTRATION			\$47,734.92
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	SCBAS MALE HANSEN PLUG	\$400.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ALERT-ALL	FIRE PREVENTION WEEK MATERIAL	\$4,032.50
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	BRACKETS/SHELVES/SCREWS	\$53.36
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	MASONARY BIT	\$2.40
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$20.64
E 101-52200-255 BLDGS/GROUNDS	SUPERIOR CHEMICAL CORP	JANITORIAL SUPPLIES	\$106.62

Account Descr	Search Name	Comments	Amount
EXPENSE Descr FIRE PROTECTION			\$4,615.52
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	DOUSMAN TRANSPORT	STAFF OUTING/BREWER GAME	\$278.93
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	NOTICE OF PUBLIC HEARINGS	\$86.46
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$6.88
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLY	\$7.58
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	AUG LEGAL SERVICES	\$1,800.80
EXPENSE Descr GENERAL ADMINISTRATION			\$2,180.65
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	LAKE COUNTRY LUTHERAN PROPOSED DEVELOPMENT	\$1,895.50
EXPENSE Descr INSPECTION			\$1,895.50
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FOX VALLEY TECHNICAL COLLEGE	P.I.T. TRAINING/GREENWOOD	\$75.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FOX VALLEY TECHNICAL COLLEGE	P.I.T. TRAINING/T BAGIN	\$75.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	OIL CHANGE/TIRE ROTATION SQ 9	\$71.17
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	AUG USER FEE	\$133.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW KOHL	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW BRAZELTON	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW FLEMING	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW BROGLI	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	QUEST LAB/BERG	\$43.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	TSHIRTS/SOCKS/PANTS	\$273.59
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	VEST/EMROIDERED SOBONIAK	\$94.43
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	UNIFORM ITMS/SOBONIAK	\$96.96
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	ULTRASONIC SOLUTION	\$138.98
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (51.5)	AUG PRISONER HOUSING	\$190.90
EXPENSE Descr LAW ENFORCEMENT			\$1,332.03
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$100.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$54.92
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$31.15
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT AUDIOBOOK	\$52.49
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$90.41
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$343.19
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$63.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK/LARGE PRINT	\$58.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOKS/LARGE PRINTS	\$250.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK/LARGE PRINT	\$116.25
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$161.20

Account Descr	Search Name	Comments	Amount
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT ELECTRIC	\$2,178.13
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	AUG GAS SERVICE	\$47.92
E 101-55110-310 BOOKS & MATERIALS	WESTON WOODS STUDIOS	CHILDRENS AUDIOBOOK/BOOK KIT	\$26.96
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	COMMERCIAL CONTRACT	\$50.00
EXPENSE Descr LIBRARY			\$3,625.37
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	BARKING DOG INTERPRETIVE	STORYWALK FRAMES	\$4,289.60
E 205-59100-305 EXPENSES-OTHER	DILLETT MECHANICAL SERVICE	NEW COMPRESSOR/LIQUID LINE FILTER	\$1,747.76
EXPENSE Descr LIBRARY SPEC EXPENSE			\$6,037.36
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$112.27
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	WOOD STAIN	\$12.56
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$199.00
E 101-51600-255 BLDGS/GROUNDS	RINDERLE DOOR CO	DOOR/GARAGE ROOM	\$3,565.08
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT ELECTRIC	\$1,580.86
EXPENSE Descr MUNICIPAL BUILDING			\$5,469.77
EXPENSE Descr PARKS			
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	FRONTIER FS MAPLETON	FIELD MARKING CHALK	\$307.20
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GERBER LEISURE PRODUCTS	PLAYGROUND CHIPS	\$2,450.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PREMIER BLASTING LLC	REMOVE GRAFFITTI/PENBROOK PARK SHELTER	\$75.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	THE BEE GUY LLC	BEEES/WARMING SHED	\$165.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	TRINITY ECO SOLUTIONS	CLEANER/GARBAGE BAGS	\$325.45
EXPENSE Descr PARKS			\$3,322.65
EXPENSE Descr PINEVIEW CT			
E 401-70420-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	2017 PAVING/UTILITIES CONSTRUCTION SERVICES	\$600.00
EXPENSE Descr PINEVIEW CT			\$600.00
EXPENSE Descr PONDEROSA DR			
E 401-70425-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	2017 PAVING/UTILITIES CONSTRUCTION SERVICES	\$13,084.08
EXPENSE Descr PONDEROSA DR			\$13,084.08
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR GUN	\$17.79
E 101-53000-420 STORM SEWER	BIEBELS TRUE VALUE	COUPLING	\$0.71
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	CHAIN SAW BLADE/KEY CHAINS	\$135.91
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	BATTERIES	\$10.09
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	NUTS/BOLTS	\$2.16
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	STUMP GRINDER TEETH	\$522.67
E 101-53000-420 STORM SEWER	COUNTY MATERIALS CORP	SEALS	\$264.00

Account Descr	Search Name	Comments	Amount
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	GAPPA SECURITY SOLUTIONS	DOOR LOCK	\$249.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	KANO LABORATORIES, INC.	OIL	\$162.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	WASHERS/DEGREASER/NUTS/BOLTS	\$852.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	KRIETE GROUP	INSPECTION/EMISSIONS CHECK	\$374.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	NJ TOOLS LLC	PULLER SET FOR PULLEYS AND GEARS	\$864.75
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$46.47
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$333.75
E 101-53000-410 STREETS GEN MAINT	OKAUCHEE REDI-MIX INC	CONCRETE	\$511.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	EARPLUGS/GLOVES	\$184.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRE BOOT/LEAF VAC TIRES	\$1,013.30
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	QUEST COLL/ELFTMAN	\$56.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	QUEST COLL/WICHROWSKI	\$56.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	CAP SCREW/BALL BEARING/WASHER/V BELT	\$401.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	WASHERS	\$7.24
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CIP BUDGET UPDATES 2019	\$931.50
E 101-53000-420 STORM SEWER	RUEKERT & MIELKE	DNR GRANT REIMBURSEMENT	\$34.25
E 101-53000-420 STORM SEWER	RUEKERT & MIELKE	REVIEW VILLAGE STROM WATER ORDINANCE UPDATE	\$102.75
E 101-53000-420 STORM SEWER	RUEKERT & MIELKE	520 OAKWOOD DRIVE DRAINAGE ISSUE	\$534.50
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 08/15	\$116.40
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 08/22	\$96.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 08/15	\$14.85
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 08/29	\$127.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 09/05	\$100.15
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	TRINITY ECO SOLUTIONS	CLEANER/GARBAGE BAGS	\$100.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JULY-AUG ST LIGHTING	\$8,709.72
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	SANDING DISKS	\$124.16
E 101-53000-420 STORM SEWER	WOLF PAVING CO INC	ASPHALT	\$85.04
EXPENSE Descr PUBLIC WORKS			\$17,144.69
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-303 SUMMER REC EXPENSES	A TOUCH OF GLAZE	ACTIVITY/SUMMER CAMP	\$288.50
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AMERICAN LITHO	2017 FALL PROGRAM GUIDE	\$4,132.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	BIEBELS TRUE VALUE	WRENCHES	\$10.75
E 101-55300-312 SPLASHPAD EXPENSES	COMMERCIAL RECREATION SPECIALI	PRESS AND PLAY SWITCH KIT/REBUILD KITS FOR FRO	\$425.00
E 101-55300-303 SUMMER REC EXPENSES	DOUSMAN TRANSPORT	SUMMER CAMP TRIPS	\$4,179.57
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLY	\$18.07
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OSBORNE, SHEILA RAE	LOOKING BETTER FOR LESS	\$120.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$9,173.89
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	AUGUST SERVICES	\$33,860.59
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$33,860.59

Account Descr	Search Name	Comments	Amount
EXPENSE Descr SEWER SERVICE			
E 204-53610-297 FWW LIFT STATION OPERATING	BIEBELS TRUE VALUE	HOOK/SNAP LINK/EXT CORD	\$85.57
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	COUNTY MATERIALS CORP	SEALS	\$264.00
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	SEPT FEES	\$71,823.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	SEPT ADMN SERVICES	\$26.02
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CIP BUDGET UPDATES 2019	\$931.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SYSTEM WIDE METERING PROGRAM	\$1,114.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MARY HILL ROADWAY INSPECTION	\$998.00
EXPENSE Descr SEWER SERVICE			<u>\$75,242.22</u>
EXPENSE Descr THORNBUSH CR			
E 401-70430-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	2017 PAVING/UTILITIES CONSTRUCTION SERVICES	\$5,000.00
EXPENSE Descr THORNBUSH CR			<u>\$5,000.00</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	AUGUST BEACON HOSTING	\$151.10
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	WIRING PARTS	\$9.61
E 620-53700-652 MAINTENANCE OF SERVICES	BIEBELS TRUE VALUE	EXTRACTION TOOL FOR CURB STOPS	\$6.74
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	BROOM/DUST PAN/FLY STICKS	\$23.06
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	SEPT ADMN SERVICES	\$65.03
E 620-53700-654 MAINTENANCE OF HYDRANTS	FERGUSON WATERWORKS	HYDRANT GREASE	\$140.00
E 620-53700-923 OUTSIDE SERVICES	JOURNAL COMMUNITY PUBL	NOTICE OF HYDRANT FLUSHING	\$36.40
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHEMICALS FOR WATER	\$2,095.65
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	WINDRUSH STORAGE TANK/PUMP CONTROL ISSUE	\$43.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	REVIEW LEAD PAINT ISSUE	\$34.25
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	CIP BUDGET UPDATE 2019	\$931.50
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SCADA SERVICE	\$1,825.26
E 620-53700-930 MISC GENERAL EXPENSES	TRI-COUNTY WATERWORKS ASSOC	MEETING FELKNER/ELFTMAN	\$20.00
E 620-53700-933 TRANSPORTATION EXPENSES	VAN HORN FORD	BRAKE PADS	\$89.40
E 620-53700-933 TRANSPORTATION EXPENSES	VAN HORN FORD	BRAKE PADS	\$85.86
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JULY-AUG #3 PUMPHOUSE	\$1,306.51
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	MUNICIPAL WATERWORKS OPERAOTR CERTIFICATION	\$50.00
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	MUNICIPAL WATERWORKS OPERAOTR CERTIFICATION	\$75.00
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	MUNICIPAL WATERWORKS OPERAOTR CERTIFICATION	\$50.00
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	MUNICIPAL WATERWORKS OPERAOTR CERTIFICATION	\$50.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	MUNICIPAL WATER OPERATOR/JUNGBLUTH	\$100.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	MUNICIPAL WATER OPERATOR/ARK	\$100.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	MUNICIPAL WATER OPERATOR/BAHR	\$100.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WATER SYSTEMS OPERATIONS/BAHR	\$400.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WATER SYSTEMS OPERATIONS/ARK	\$400.00
EXPENSE Descr WATER UTILITY			<u>\$8,188.37</u>

Account Descr	Search Name	Comments	Amount
			\$324,475.86

VILLAGE OF HARTLAND
LICENSES AND PERMITS
SEPTEMBER 25, 2017

Bartender (Operator's) License – expires June 30, 2018

Zarkice Keante Ewing
Jordan Stellflue

The Police Chief and Village Clerk recommend approval of the licenses listed above. The applicants have successfully completed the Responsible Beverage Servers Course.

Street Use Permit

Applicant: Arrowhead High School
Event: Homecoming Parade
Date: Sunday, October 1, 2017
Time: 3:45 p.m. to 5:00 p.m.



Date: 9/12/17
Rec #: 187630-17618

**STREET USE PERMIT
APPLICATION
FOR LARGE SCALE EVENTS**

(Three (3) or more City Blocks, or More than 1,200 Feet)

**APPLICATION MUST BE RECEIVED AT THE ADMINISTRATIVE OFFICES AT LEAST 30 DAYS IN
ADVANCE OF THE DATE OF THE EVENT**

\$50.00 FEE

Nonrefundable application fee is required at time of filing

Sponsoring Agency (if applicable) Arrowhead High School
Street Address 700 North Ave, Hartland WI 53029
Web Page and/or e-mail address arrowheadschooils.org
Phone No. 262-369-3611 **Fax No.** _____

Contact Person Tamara Varsos
Street Address (if different than above) _____
E-mail Address Varsos@arrowheadschooils.org
Phone No. 262-369-3611 **Fax No.** 262-367-4693
ext. 3145

Street name and block numbers (attach map and diagram)
Church Street Co Rd E
Ecapiitol Dr.

Date(s) of Closure/Use Sun Oct. 1st **Rain Date?** Fri Oct 6th
Hours of Closure/Use 3:45 PM - 5 PM **Estimated Attendance** _____

Describe Event (include time table indicating hours of set up and tear down if applicable)
Homecoming Parade 3:45 pm meet time
to line) parade participants at Church St.
4:30 - 5:00 PM parade time.

Additional permits are required for the following activities - applications available at the Village Administrative office:

Sale of beer and/or wine - Class "B" Picnic Beer/Wine License \$10

Signature of Applicant Tamara Varsos **Date** 9/7/17
(Falsification of information will result in denial of permit)

**IMPORTANT! - PLEASE ATTACH CERTIFICATE OF INSURANCE
WITH VILLAGE OF HARTLAND LISTED AS AN ADDITIONAL INSURED**

**Return completed application and \$50 application fee to:
Village of Hartland, 210 Cottonwood Avenue, Hartland, WI 53029
(Phone 262-367-2714)**

OVER →

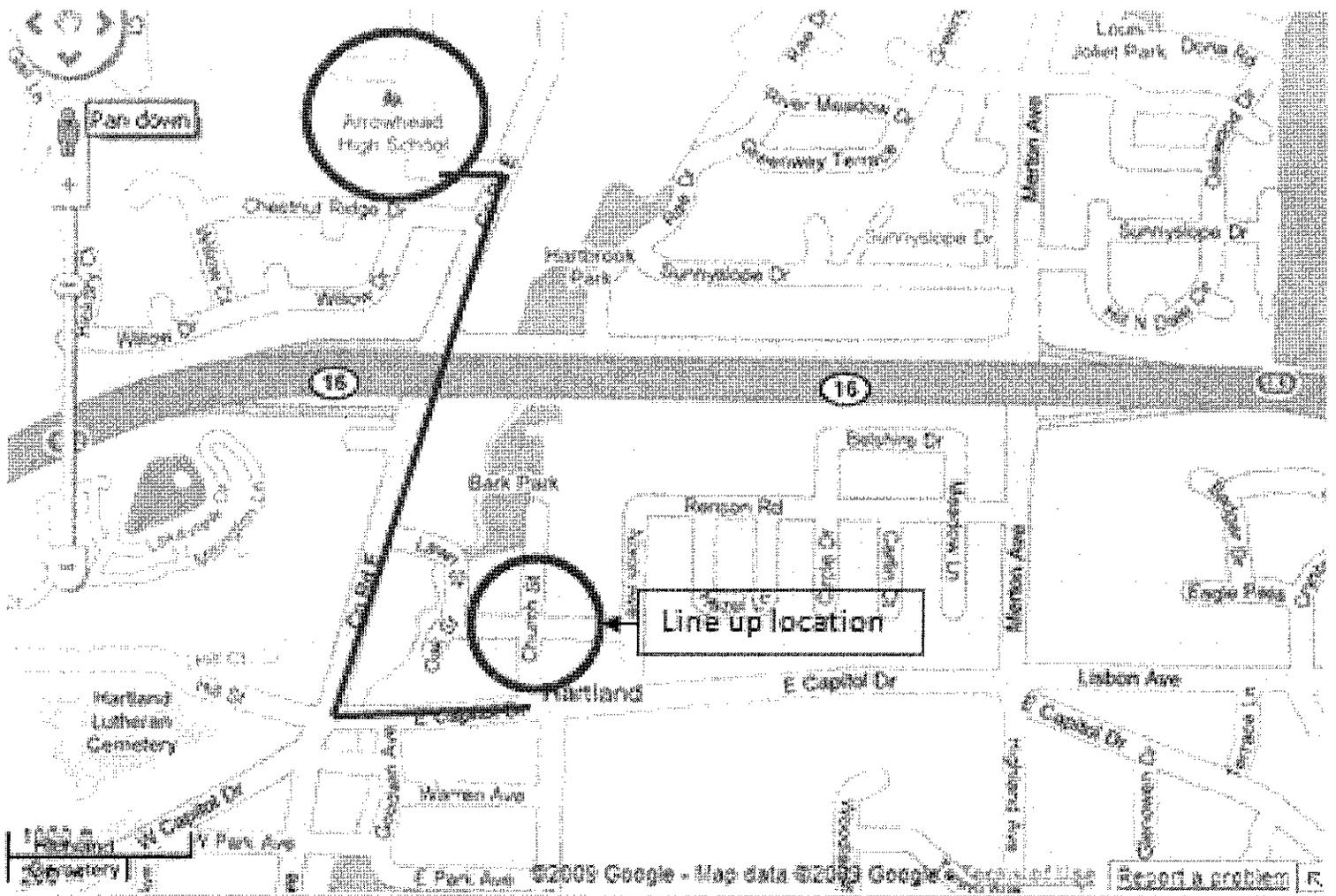
Line-Up → 4:00

Parade Starts → 4:30

Parade Route: Follow E Capitol Drive west to Co Rd E (aka North Ave). Turn right onto North Ave. Follow north to Arrowhead High School.

ALL FLOATS MUST HAVE AN APPROVED ADULT ADVISOR/SPONSOR WHO IS RESPONSIBLE FOR THE FLOAT AND MUST ACCOMPANY THE FLOAT FOR THE ENTIRE DURATION OF THE PARADE

PARADE ROUTE



CERTIFICATE OF INSURANCE

COPY

ISSUE DATE: 9/13/2017

AEGIS CORPORATION
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 391-1116
FAX: (262) 783-6091

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED:
Arrowhead Union High School
700 North Avenue
Hartland, WI 53029

COMPANIES AFFORDING COVERAGE

COMPANY
LETTER A

COMMUNITY INSURANCE CORPORATION

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
A	LIABILITY GENERAL LIABILITY SCHOOL BOARD E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	SGL22014-17	7/1/2017	7/1/2018	\$8,000,000 EACH OCCURRENCE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEM

Certificate Holder is named as an Additional Insured with regard only to the Homecoming Parade held on 10/1/2017.

CERTIFICATE HOLDER:

The Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

AUTHORIZED REPRESENTATIVE

Lori Heacock

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CONDITIONAL USE PERMIT
**[Bed and Breakfast Establishment
450 Park Court]**
Document Title

Document Number

THIS CONDITIONAL USE PERMIT is hereby granted this 25th day of September, 2017, by the Village of Hartland (hereinafter Village) to Steven J and Elisa D Filipp, owners (collectively hereinafter “Grantee”), for the operation of a **bed and breakfast establishment** at the property located at 450 Park Court.

RECITALS

WHEREAS, Grantee has applied for a conditional use permit (the “CUP”) pursuant to Sections 46-847 of the Village of Hartland Code of Ordinances for the operation of a bed and breakfast establishment at the property located at 450 Park Court, Hartland, Wisconsin, (the “Property”) more specifically described as:

Tax Key No. HAV 0726146

Legal Description: Lot 13 of the Sanctuary of Hartland subdivision and an undivided interest in Outlots 1, 3, 4 and 6 all part of the Northwest Quarter, the Northeast Quarter and the Southwest Quarter of the Northwest Quarter of Section 2, Township 7 North, Range 18 East in the Village of Hartland, Waukesha County, Wisconsin.

**Owned by Steven J and Elisa D Filipp
450 Park Court
Hartland WI 53029**

Recording Area

Drafted By and Return Address
David Cox
Village of Hartland
210 Cottonwood Ave.
Hartland, WI 53029

Parcel Identification Number

HAV 0726146

WHEREAS, the Property is located in the RS-4 Zoning District; and

WHEREAS, Section 46-294 of the Village of Hartland Code of Ordinances provides that bed and breakfast establishments in the RS-4 Zoning District are conditional uses; and

WHEREAS, Applicant has submitted all information as required under Section 46-847 of the Village of Hartland Code of Ordinances and the Plan of Operation for the existing and expanded facility along with any clarifications attached hereto as Exhibit A; and

WHEREAS, the Village Plan Commission reviewed the subject CUP application and Plan of Operation for the existing and expanded facility and held a Public Hearing on September 18, 2017 pursuant to Section 46-848 of the Village of Hartland Code of Ordinances and

recommended the following conditions of approval necessary to fulfill the purpose and intent of the Village Code of Ordinances:

1. Operation of the bed and breakfast establishment use consistent with the applicant's submissions and statements at public meetings except as modified by this Conditional Use Permit or directives of the Plan Commission or Village Board,
2. Operation of the bed and breakfast establishment shall remain at all times compliant with State and local regulations,
3. Operation of the bed and breakfast establishment shall remain secondary to and is conditioned upon occupancy of the residential structure by the Grantee,
4. Off street parking shall include not less than four spaces as defined in the Village Code including two spaces inside the residential garage on the site and two spaces on the driveway for the property,
5. No on street parking shall be allowed in connection with this Conditional Use Permit,
6. Within 45 days of the initial issuance of this Conditional Use Permit, screening between the required off street parking spaces and adjacent residential uses consisting of a solid fence not less than six (6) feet in height or comparable materials or products that will achieve the same level of screening shall be installed and maintained,
7. Any outdoor uses by occupants of the property shall be quiet after 10:00pm and no outdoor uses after 12:00am,
8. Use of the two lower level rooms for temporary occupancy with a maximum number of guests of four (4),
9. Use of the bed and breakfast establishment for special gatherings or uses other than the lodging of guests is prohibited,
10. Timely payment by the Grantee of all applicable taxes and fees to the appropriate body,
11. Meet and maintain compliance with all requirements of the Village Code including, but not limited to, maintenance of a registry and maximum stay lengths of 14 days,
12. Signage on the site may only be added upon Plan Commission/Architectural Board review and approval,
13. Refuse and recycling services shall be provided to guests of the bed and breakfast establishment and containers for the collection of this material shall be contained inside of a structure or otherwise screened from public view; and

WHEREAS, the Village Board of Trustees has considered the Plan Commission's recommendations and has determined that the proposed conditional use is in accordance with the purpose and intent of Chapter 46 of the Village Code of Ordinances and is found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.

NOW THEREFORE, the Village Board of Trustees hereby approves the issuance of this conditional use permit to Steven J and Elisa D Filipp, 450 Park Court, Hartland, Wisconsin, 53029 for the operation of a bed and breakfast establishment at the Property, which conditional use permit shall be subject to the following conditions:

1. The conditional use permit granted hereunder is for the sole benefit of Steven J and Elisa D Filipp.

2. The business activities permitted hereunder are limited to the bed and breakfast establishment.
3. All business activities conducted on the Property shall conform to this CUP and the approved Plan of Operation and the Village of Hartland Code of Ordinances. The approved Plan of Operation is attached hereto and incorporated herein.
4. Grantee shall maintain all licenses as required and copies thereof shall be provided to the Village within 30 days of their receipt by Grantee.
5. The foregoing recommended conditions of the Plan Commission are hereby included by reference as if set forth herein.
6. Changes subsequent to the initial issuance of this CUP shall require an amendment to this CUP.
7. This CUP shall terminate upon the occurrence of any of the following:
 - a. Grantee failing to conduct business at the Property in substantial conformity with this CUP or the approved Plan of Operation; or
 - b. Cessation of the operations permitted under this CUP; or
 - c. Revocation in accordance with the Village Code; or
 - d. Failure by the Grantee to make application to the Village for the required annual review not less than 60 days prior to each anniversary of the initial issuance of the CUP; or
 - e. Business conducted on the Property pursuant to this CUP is no longer subject to a license issued pursuant to Chapter 97 of the Wisconsin Statutes
8. The operation of the bed and breakfast establishment shall be reviewed by the Village at least annually by the anniversary date of the initial issuance to ascertain whether all conditions of this Conditional Use Permit are being met.
9. Notwithstanding the forgoing, this CUP is issued to Steven J and Elisa D Filipp and shall not be transferable to another party or location and shall expire or terminate as indicated above in paragraph 6 including cessation of operation by Steven J and Elisa D Filipp.

This conditional use permit is hereby issued this 25th day of September, 2017 subject to the conditions provided herein.

VILLAGE OF HARTLAND

 Jeffery Pfannerstill, Village President

[VILLAGE SEAL]

 Darlene Igl, MMC/WCPC, Village Clerk

EXHIBIT A

PLAN OF OPERATION AND CLARIFICATIONS

Occasional Use Permit Application

Steve & Elisa Filipp
450 Park Court
Sanctuary of Hartland Neighborhood

Steve and Elisa Filipp are applying for a Bed & Breakfast (B&B) occasional use permit from the Village of Hartland. All requirements for ordinance 46-867 requirements are being met.

- ✓ Bed & Breakfast of four or fewer rooms for rent
- ✓ Single-family residential district
- ✓ Wisconsin HFS 197 health and safety
- ✓ Guest registry
- ✓ Guest occupancy no longer than 14 days
- ✓ Off-street parking
- ✓ Signage (N/A)
- ✓ Address numbering
- ✓ Special gathering prohibited
- ✓ Screening of refuse containers

Furthermore, The Filipp B&B will have no impact on public safety or home values in the neighborhood and fulfills an unmet lodging need in the Hartland community while contributing to Hartland and Lake Country tourism.

B&B USING ALL REASONABLE MEANS TO MITIGATE PUBLIC SAFETY RISKS

We take our hosting seriously and are operating responsibly. We are also trustworthy parents and professionals with good judgment. Outlined below is a list of the ways we are reasonably mitigating risk to public safety including our own:

Bookings only to guests with verified identities. To verify your identity on Airbnb, users must upload a government issued-ID. (national ID, driver's license, passport, visa) We do not accept bookings from Airbnb users without a verified identity. (see appendix for details)

Airbnb conducts background checks. Airbnb uses the full name and date of birth of its members to check certain databases of public state and county criminal records, as well as state and national sex offender registries for criminal convictions and sex offender registrations. They also check the [OFAC list](#) (which includes terrorist designations) for all users that transact on the platform. Background checks are conducted by approved background check providers. Airbnb ensures our guests have clean backgrounds. (see appendix for details)

Hosts communicate and require information from guests. Prior to a booking, we communicate with our guests to learn the intent of their visit. After booking and prior to arrival, we communicate our house rules and confirm arrival and check in details.

Guests are greeted by hosts. We arrange to greet our guests upon arrival to get a quick read on their character and to ensure they understand the house rules. As hosts, we have full control over who we let into our home.

House rules designed to deter unwanted behavior. All guests when booking must agree to our [house rules](#), which comply with ordinance requirements for noise and safety.

- No smoking
- Not suitable for pets
- No parties or events
- Not safe or suitable for children (0-12 years)
- Check in time is 4PM - 10PM
- Check-out at 11AM
- Shoes off at door.
- Quiet time 11pm to 6am

Guests are educated, well-traveled, responsible adults. Our experience and the experience of several other hosts in the Lake Country area has been very positive. Guests are friendly, trusting, and lawful people. Many are highly educated, working professionals who prefer the comforts of private hospitality rather than a cold, run-down hotel room. Typical guests hold these types of job titles - college professor, paralegal, commercial pilot, managing partner, salesperson, product manager, service manager, retirees, supply chain analyst, and realtor.

Delafield Host (5 star rating): “As a relatively new Airbnb host myself, I have found the experience to be very positive and have had the opportunity to meet many gracious and courteous guests. I have not had any negative experiences yet as a host, nor have I experienced or heard of any concerns from neighbors.”

Nashotah Host (5 star rating): “We are a Waukesha County Licensed Tourist Rooming House. We pay our taxes claiming all income and now Airbnb is collecting and paying additional taxes for the state. We decided to join the sharing community as we have the unused space in our home. We also liked the idea of meeting people, sharing or home. We consider ourselves somewhat of world travelers having lived in Asia, Europe and South America when we were younger.

We have been hosting since June 2012. We have hosted a total of 73 guest stays since then with only one minor issue. A guest wanted to extend their stay but offered us cash and we wanted them to pay via Airbnb so the transaction is recorded. We were unable to accommodate her request as she failed to extend her stay via airbnb in a timely manner and we had to ask her to leave.

We have experienced a fairly diverse group of guests who have been traveling to the Lake Country area for weddings, family reunions, class reunions, grandparents visiting kids and grandkids, business travel and student interns. They all have been very respectful of our home and our house rules. Our guests have been as young as 21 and as mature as a wonderful spite California woman in her upper 80s visiting her sister she had not seen in over 10 years. At least 5 of our guests have returned for multiple visits – grandparents, student intern and a inland lake sailor. Our guests have been worldly, well traveled, and respectful looking for a little different experience than the generic cookie cutter hotel experience.”

Nightly rate above market average. We have intentionally set our pricing above market value to target guests that are willing to pay for a quality experience, which we believe to be an indicator of good character.

Booking requires \$500 security deposit. In addition to a higher nightly rate, we also require our guests to agree to a security deposit. Again, this is to target guests who will respect us and our house rules. Guests who agree to this demonstrate good character.

Hosts are never away overnight while guests stay. To ensure the safety of our home and the neighborhood, we do not accept guests when we are away from home overnight. We travel a fair amount both personally and professionally so the number of guest stays is limited throughout the year.

B&B DOES NOT POSE FORESEEABLE RISK TO CHILDREN

Issuing a B&B permit does not pose foreseeable risk to the children or residents in the neighborhood. We are acting in good faith, using reasonable safeguards to operate responsibly. In fact, the level of safeguards (verified identities, background checks, etc.) applied to our guests is much higher than for others who regularly enter the neighborhood, such as babysitters, nannies, lawn service personnel, construction workers, delivery personnel, religious and/or political solicitors and the numerous strangers who walk through our neighborhood every day to reach the village center.

Using the logic that our Airbnb guests pose a risk to the children in the neighborhood would mean that everyone who enters, visits or lives in our neighborhood is a risk as well, including the current residents themselves along with their friends and family. Have all their identities been verified? Have their backgrounds been checked?

Parents manage all types of risks. As parents of young children once ourselves, we know that protecting children is paramount. Yet, blocking one permit or living in a middle class neighborhood doesn't mean all foreseeable risks will be eliminated.

We have lived in Wisconsin for nearly 20 years. Most of those years as residents in a middle class neighborhood in the City of Fitchburg with highly ranked public schools. We lived on a cul-de-sac adjacent to an elementary and middle school. The neighborhood was filled with friendly neighbors and plenty of kids. Yet, there were all types of known and unknown threats to our children's safety in and around the neighborhood, traffic at school drop off/pick up, strangers and older kids playing in the school yard, coaches and families at their extra curricular activities and ultimately the friends they chose as they got older.

As parents, we protected our children by raising them to understand their boundaries, know right from wrong, trust their instincts and hold them accountable for their behavior. Focusing on what we could control paid off as we now have three successful, responsible adult children.

Hosts are professionals with long careers. Both Elisa and Steve hold college degrees and practice good judgement and use reasonable means to minimize risk everyday in their professional lives. Steve has worked in engineering for power and energy companies most of his career. He currently manages large-scale energy management projects in and outside the country. Elisa has had a long career as a marketing leader with global technology companies responsible for strategy and managing multi-million dollar budgets. She's currently the CMO at a nearby manufacturer.

B&B WILL HAVE NO FORESEEABLE IMPACT ON HOME VALUES IN NEIGHBORHOOD

Hosts are responsible taxpayers with a high valued home in the neighborhood. Hosting occasional guests will not impact our home value or the value of homes in the neighborhood. We have added to the home market value of the community by building one of the higher-end homes in the Sanctuary neighborhood in terms of design, size, quality and finishes. Our curb appeal was enhanced by investing in quality hardscaping and landscaping and it is kept well groomed and maintained.

We have received several compliments from Hartland residents and bypassers stating we set the bar high for the neighborhood. We have had random people stop in their cars taking photos of our home and a few designers asked for our home colors and to see our interior design as examples for their clients!

There are no restrictions for occasional B&B use in our Declaration of Restrictions & HOA agreement. Should the HOA board and members agree to change the bylaws, we are protected by the U.S. Constitution's ex post facto law, meaning we cannot be held to new B&B restrictions added to the bylaws.

All applicable taxes are collected and paid directly to state and the local community.

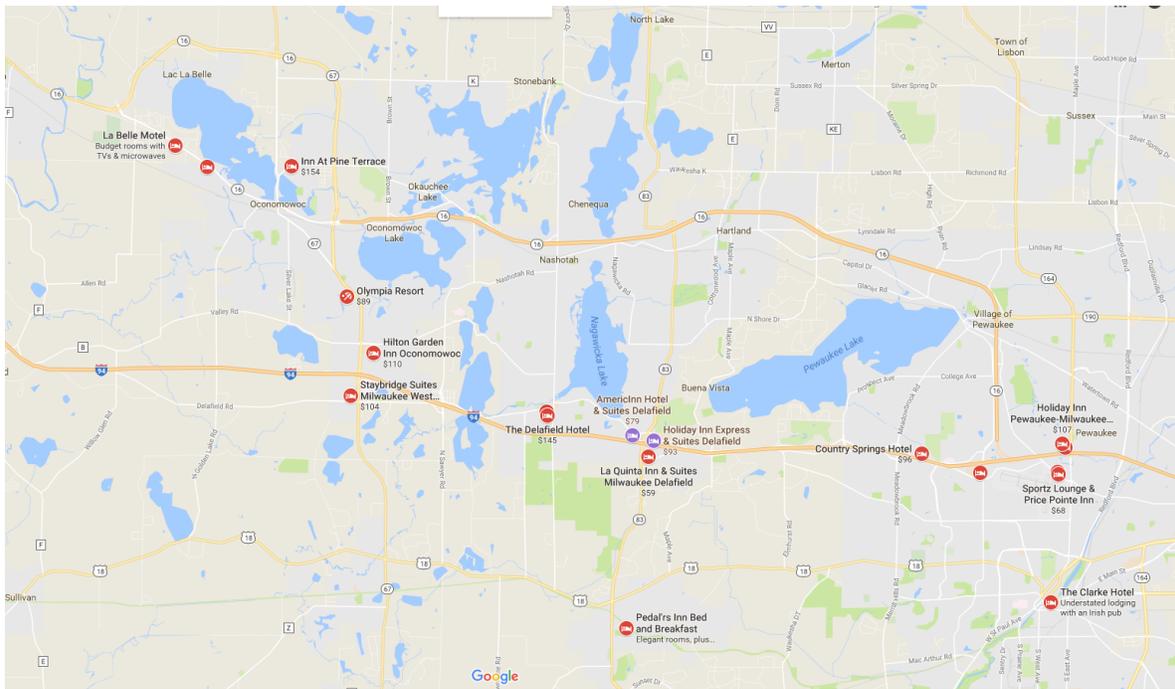
Airbnb [collects and remits](#) the following tax(es) on behalf of Airbnb hosts with listings in Wisconsin State. Wisconsin is one of 21 states who have struck tax collection deals with Airbnb. Our state has 3,300 active hosts in 410 different cities, town and villages who booked 105,000 guest arrivals here last year, up 164% from 2015.

- Sales Tax
- County Taxes
- Local Exposition Tax
- Basic Room Tax
- Additional Room Tax
- Premier Resort Area Tax
- Baseball Stadium Tax

B&B FILLS UNMET LODGING NEED TO HARTLAND COMMUNITY

Issuing us a B&B permit fills an unmet need in the community and provides goodwill for all residents of Hartland. There are several hotels, motels or bed & breakfast establishments in the Lake Country area. As the below map shows, there are hotels in Oconomowoc, Delafield and Pewaukee mostly along the I-94 corridor, however, there is a clear gap in lodging options in and around the Village of Hartland. Therefore, when residents have family or friends visit for graduations, weddings, reunions or special family events, they must stay several miles away. This is inconvenient and often provides a lower quality lodging experience than residents want to recommend to their families. This is especially true for senior citizens.

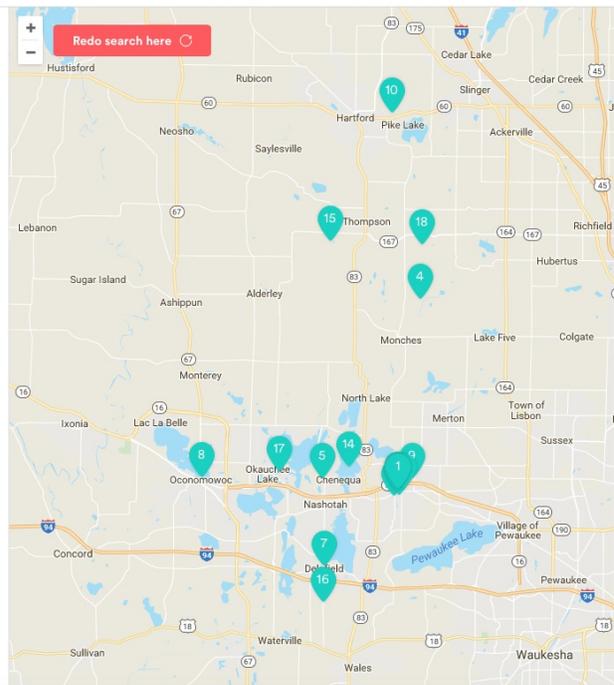
Our B&B is in a custom-designed and built home with high-quality furnishings, which we feel the residents of Hartland would be more comfortable recommending to their family members while visiting Hartland.



B&B CONTRIBUTES TO HARTLAND AND LAKE COUNTRY TOURISM

When visitors stay in Hartland, B&B hosts highly recommend the restaurants in the village and local points of interest throughout the Lake Country area. The reason that visitors look for lodging in Hartland and the Lake Country area is to participate in local events such as national sports camps, dancing conventions, air shows, hiking the Ice Age Trail and more. Here is a snapshot of Airbnb guidebooks that point guests directly to these local businesses.

<p>#1</p> <p>Zesti</p> <p>Restaurants Restaurants</p> <p>130 E Capitol Dr · Map · Hours · Website</p> <p>3 local Airbnb hosts recommend</p>
<p>#2</p> <p>Palmer's Steakhouse</p> <p>Bars Bars</p> <p>\$\$\$ · 122 E Capitol Dr · Map · Hours · Website</p> <p>2 local Airbnb hosts recommend</p>
<p>#3</p> <p>Beer Snobs Ale & Eats</p> <p>Bars Bars</p> <p>122 Cottonwood Ave · Map · Hours · Website</p> <p>2 local Airbnb hosts recommend</p>



How does providing identification on Airbnb work?

Verifying some information about guests and hosts on Airbnb helps make our community a safer place for everyone. That's why, in addition to requiring a profile photo, confirmed phone number, and confirmed email address, we'll also ask you to provide an official ID.

- How it works
- When you'll need to provide ID
- What gets shared with your host
- Privacy
- Updating or removing your photos
- Other ways your ID info is used
- About photo matching

How it works

When you're asked to provide ID, you'll need to:

- Add a profile picture if you don't have one already.
- Take a photo of your government-issued ID (ex: passport, driver's license, national ID, or visa). If you take a photo of your passport, make sure you include the numbers located at the bottom of the page.
- Take a photo of yourself. This needs to be a live photo taken during this process.

The photo you take of yourself must match your photo on your government ID, and your ID must appear to be valid. If your photos don't match, you're under 18, or your ID doesn't appear to be valid, you won't be able to book a reservation on Airbnb. Any reservations you've already booked will be canceled.

Completing this process isn't an endorsement of any host or guest, a guarantee of someone's identity, or that interacting with them will be safe. Always use your own best judgment, and follow our safety tips for guests (</help/article/241>) and hosts (</help/article/231>).

If you don't have a camera

If you don't have a way to take a photo of yourself, borrow a camera from a friend or try using a webcam at a shared computer, such as a library.

When you'll need to provide ID

Airbnb may ask you to provide ID for several reasons, including if you plan to book a reservation or if a host requires that a guest provides ID before booking their place.

If a host requires you to provide ID, only the guest making the booking will be required to provide ID, and you'll need to complete the process before your booking is confirmed. If you need to come back later, go to airbnb.com/verify and pick up where you left off.

What gets shared with your host

If you're a guest and you're asked to provide ID, your host will see:

- Your profile name and photo.
- Whether you've successfully completed this process.
- The full name on your government ID and whether you're over or under 25 years old.

If you're asked to take a photo of yourself, that photo won't be shared with hosts. No other personal information you provide or other details from your ID will be shared with your host.

The name on your ID won't replace the name on your profile. Instead, hosts will see both the name you entered on your profile and the name on your ID. The photo you take of yourself to match your ID won't replace your profile picture.

Privacy

We take privacy seriously. The information you provide during this process is governed by our Privacy Policy (/terms/privacy_policy) and sent to us and our third-party partners using SSL—the same secure encryption that websites use to transmit credit card numbers. Our third-party partners handle this info according to our Privacy Policy.

Updating or removing your photos

90 days after you complete your most recent booking, you can remove your government ID photo by visiting your Edit Profile (</users/edit>) page. If you remove your ID photo, any upcoming reservations will be canceled.

Other ways your ID info is used

Where permitted by applicable law, we may also provide information from your government ID, such as your full name and date of birth, to our service providers to run checks against public records for criminal convictions and sex offender registrations. For now, these checks are limited to users in the United States about whom we have adequate identifying information, such as the user's full name and date of birth.

While we believe these checks help us deter fraud and misuse of our services, they don't guarantee that interactions with people who book through Airbnb will be safe or problem-free. Please carefully review our notice about the limitations of background and registered sex offender checks (</help/article/1308>).

About photo matching

Photo matching may provide some useful info, but no facial matching process is always accurate. The effectiveness of a comparison of facial features can vary greatly based on the skill and judgment of the reviewer, the accuracy of the software used, the quality and resolution of the photos, and whether there are significant changes in a person's appearance between the two photos (ex: change in age, change in weight, different outfit). As a result, this process may sometimes "match" photos that are not in fact of the same person, or fail to match photos that are of the same person. Fraudulent users may circumvent even the most sophisticated and diligent efforts to match photos submitted for comparison.

We don't make any guarantee or representation about the accuracy or effectiveness of photo matching results. You shouldn't rely on completion of the photo matching process as a guarantee of someone's identity, or a guarantee that they're someone you can safely interact with.

Does Airbnb perform background checks on members?

If we have enough information (usually at least the user's first and last name plus date of birth) to identify a guest or host who lives in the United States, we check certain databases of public state and county criminal records, as well as state and national sex offender registries for criminal convictions and sex offender registrations. If we have enough information (usually at least the user's first and last name plus date of birth) to identify a guest or host who lives outside the United States, we may, to the extent permitted by applicable laws and to the extent available, obtain the local version of background or registered sex offender checks.

We also check the OFAC list (<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) (which includes terrorist designations) for all users that transact on the platform. Background checks are conducted for us by our approved background check providers.

Although background checks may help identify past criminal conduct where records are available, background checks don't always identify a person's past crimes or other red flags, they are never a guarantee that a person won't break the law in the future. Due to the way certain databases are maintained, there may be gaps in the coverage provided by public records searches, and the online databases may be only updated periodically by local governments which we do not control or direct. Results of these database checks may not reveal or include include recent criminal record activity.

No background check should ever be relied upon as the sole indicator of suitability. You should always exercise your own judgment about whom to interact with and follow other sensible safety tips.

How does Airbnb conduct background checks?

As discussed above, we currently check certain databases of public state and county criminal records, as well as state and national sex offender registries on U.S.-based guests and hosts where we have at least an accurate first and last name plus date of birth. If we have that information, we submit it to one of our approved background check providers, which checks the user's identity against public records of convictions and sex offender registries.

If we have enough information (usually at least the user's first and last name plus date of birth, and government-issued ID number where applicable) to identify a guest or host who lives outside the United States, we may, to the extent permitted by applicable laws and to the extent available, obtain the local version of background or registered sex offender checks. To the extent we do this outside the United States, we will use one of our approved vendors, which checks the user's identity against available local databases.

We also check the OFAC list (<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) (which includes terrorist designations) for all users that transact on the platform.

What are some of the limitations of these background checks?

Although background checks may help us identify past criminal conduct where records are available, they have several limitations, and do not guarantee that all past criminal conduct has been identified or that a person won't break the law in the future. For example:

A. The scope of our search is limited

We only run these checks on U.S.-based guests and hosts when we have at least the user's first and last name plus date of birth. We do not have these identifiers for all hosts and guests and therefore cannot guarantee that we have conducted a check on every host or guest. In addition, we are not conducting these checks on additional guests staying with the guest who books an accommodation. In this case, only the guest who books that accommodation will be checked as part of that booking, when we have the necessary information.

Even where we have the necessary information, these checks only work where the users have accurately given us their full, correct legal name and date of birth. Likewise, we cannot guarantee that users who provided us full information gave us information that is accurate or belongs to them.

While we aim to refresh these checks periodically for active users, we may conduct these checks only once per user, and a check may have been conducted months before your interaction with the user.

In addition, for users who live in the United States, we do not always check every state and county courthouse records and other criminal registries or other public databases (such as but not limited to Moving Violation Reports (MVRs) and Driving Records). It's important to know that the criminal record information searched and reported for each type of check varies by state, and sometimes county, due to variations in state laws and state and county criminal record reporting systems.

Lastly, because of differences in foreign laws, language, and the manner in which foreign records are maintained and reported, we may not run background checks on users located outside the United States, and even if we do, the scope and accuracy of coverage may vary.

B. Search results may be incomplete

The databases we check are not necessarily complete, and may not include records of prior criminal conduct. For example, not all criminal records are public in all states, not all criminal records are captured by the databases we check, and convictions and records of crimes committed outside the country where the background check is conducted may not be included. Also, as determined by applicable law, public records databases may be limited to records of conduct that took place a certain number of years prior to the date of the check (for example, the prior seven years in certain U.S. states). We cannot guarantee that the limited background checks we conduct will identify all past criminal convictions or sex offender registrations by a guest or host. Therefore, you should not rely on another user's completion of a background check as a guarantee that the user has no criminal background or other red flags.

Finally, criminals may circumvent even the most sophisticated database or search technology.

C. Search results do not guarantee safety

In sum, while we hope these user vetting tools will be useful to help protect our community, they don't always identify a person's past crimes or other red flags, cannot guarantee that a person won't break the law in the future, and are never a guarantee of safety or that a host or guest who has completed a background check is safe or safer than any unknown person you may meet in any other way.

You should also not rely on background checks as a replacement for exercising your own judgment about whom to interact with or as a replacement for following sensible safety tips.

What are the crimes for which you remove users from the platform?

We will remove users if our checks show convictions for the following:

- A violent crime
- Certain sexual offenses, including serious sex offenses and prostitution
- Felony drug-related offense
- Certain fraud and dishonesty offenses, including identity theft
- Certain theft offenses
- Offenses involving certain types of property damage
- Certain invasion of privacy offenses

What safety tips should I follow when interacting with a host or guest?

- Get to know your host or guest when confirming - and before the start of - their trip or experience via our Platform. We provide various tools to enable you to do so, including reviews from other members, Verified ID or other identity process, on-platform member messaging that lets you message the host or guest while anonymizing your real email address for additional privacy and account security, and reservation requirements that hosts can set for their guests.
- Protect your finances by paying only through Airbnb's secure payments platform and by protecting the

HARTLAND MEADOWS
PLANNED UNIT DEVELOPMENT AGREEMENT
AMENDMENT NO.1

This Hartland Meadows Planned Unit Development Agreement Amendment No.1 dated September 25, 2017 ("Amendment No.1") is entered into as of this ____ day of September 2017 by and between the Village of Hartland ("Village") and Hartland Meadows Retirement Apartments, LLC ("Owner"). The Village and Owner shall be collectively referred to as the "Parties".

RECITALS

- A. The Village and Owner's predecessor entered into a Planned Unit Development Agreement dated October 8, 1997 ("Agreement"), which Agreement described the approved development plan for the Hartland Meadows senior apartments located at 357 Cottonwood Avenue and legally described as Lot 1 of Certified Survey Map #8341 being a portion of the Northeast quarter of Section 3, Township 7 North, Range 18 East in the Village of Hartland, Waukesha County, Wisconsin ("Site").
- B. Owner is the successor to the original Developer and acknowledges that it is bound by all the terms and conditions of the Agreement.
- C. The Agreement authorized the development of the Site as a two story, fifty two unit apartment building for senior residential occupancy with certain other approved uses within the Site as required in the Section I B 1 as shown in Exhibits 1, 2, 3, 4, 5, and 6 attached to the Agreement, whose original Exhibit 1 is attached hereto as Exhibit A.
- D. The Owner has requested certain modifications of the Agreement to allow the construction of a storage garage on the site.
- E. The Hartland Plan Commission has recommended and the Village Board has determined that certain modifications to the Agreement are appropriate. The Parties desire to set forth those modifications in this Amendment No.1 and to thereby amend the Agreement with this Amendment No. 1 effective upon the full execution and recording with the Waukesha County Register of Deeds.

NOW, THEREFORE, the Village and Owner in consideration of the Terms and Conditions contained in the Agreement, this Amendment No.1 and for other good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

- A. The above recitals are hereby made a part of and fully incorporated in this Amendment No. 1.
- B. Exhibit 1 of the Agreement is hereby deleted and replaced by Exhibit B attached hereto in order to show that the "Recreation Area" as previously shown is substituted for and replaced by a proposed storage building and access driveway. Any other references to "recreation area" within the Agreement are hereby deleted.
- C. Owner is hereby authorized to construct a storage building in substantial conformity with the plans attached hereto as Exhibit C, which Exhibit C shall become part of and shall be attached to the Agreement as Exhibit 16
- D. Section I B 1 of the Agreement shall be stricken and amended and restated in its entirety as follows: "To construct and install all private improvements and structures (i.e. those not intended to be dedicated to the Village) in accordance with Exhibits 1, 2, 3, 4, 5, 6, and 16. Although said structures and improvements will not be dedicated to the Village, the completion of these structures and improvements in compliance with said exhibits and within the time stated in Section IV constitute material terms of this Agreement."
- E. In the event that the proposed storage building and access driveway shown on Exhibit C are not fully constructed and installed on or before May 1, 2018 this Amendment No. 1 shall be null and void and all of the provisions of the Agreement which are the subject of this Amendment No.1 shall remain in full force and effect.
- F. All other provisions of the Agreement shall remain unchanged and in full force.
- G. This Amendment No. 1 shall be recorded by the Village Clerk upon full execution by the Parties and upon the payment by Owner of all costs and recording and other fees incurred by the Village.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of the _____ day of September 2017.

VILLAGE: VILLAGE OF HARTLAND

OWNER: HARTLAND MEADOWS
RETIREMENT APARTMENTS, LLC

By: _____

Name: Jeffrey Pfannerstill, Village President

By: _____

Name: Byron Didenko

Attest: _____

Name: Darlene Igl, Village Clerk

Title: _____

STATE OF WISCONSIN)

) SS

WAUKESHA COUNTY)

Personally came before me this _____ day of _____, 2017, the above named Jeffrey Pfannerstill and Darlene Igl, the Village President and the Village Clerk of the Village of Hartland, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

My commission _____

STATE OF WISCONSIN)

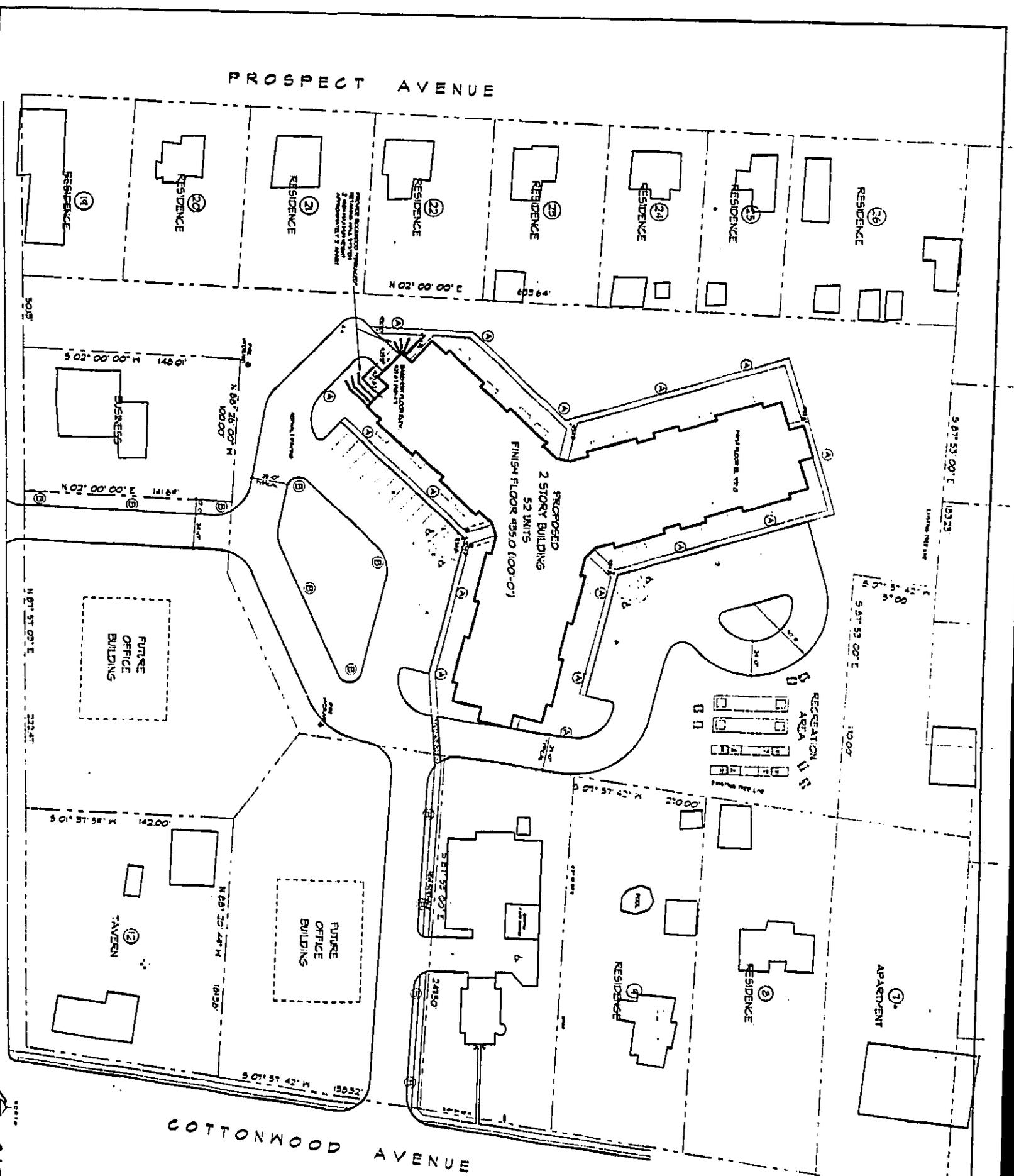
) SS

WAUKESHA COUNTY)

Personally came before me this _____ day of _____, 2017, the above named Byron Didenko, on behalf of Hartland Meadows Retirement Apartments, LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin

My commission _____



PAMPLING AVENUE

PROSPECT AVENUE

COTTONWOOD AVENUE

SITE PLAN
1" = 50'-0"

- SHEET INDEX**
- C1 SITE PLAN
 - LI LANDSCAPE PLAN
 - A1 ELEVATIONS
 - A2 BASEMENT PLAN
 - A3 FIRST FLOOR PLAN
 - A4 SECOND FLOOR PLAN
 - A5 DETAILED UNIT PLANS
 - A6 FIRST FLOOR CORE PLAN
 - A7 SECOND FLOOR CORE PLAN
 - A8 FIRST FLOOR CEILING PLAN
 - A9 SECOND FLOOR CEILING PLAN
 - A10 SCHEDULES
 - A11 INTERIOR ELEVATIONS, WALL TREATMENTS
 - A12 WALL SECTIONS
 - A13 WALL SECTIONS
 - A14 WALL SECTIONS
 - A15 STAIR ELEVATOR SECTIONS
 - A16 BUILDING SECTIONS
 - A17 DETAILS
 - S1 FOUNDATION PLAN
 - S2 FIRST FLOOR PRECAST PLAN
 - S3 SECOND FLOOR FRAMING PLAN
 - S4 ROOF FRAMING PLAN

- SITE LIGHTING SCHEDULE**
- A 35W HPS TYPE D16
 - B 70W HPS AREA LIGHT OFF ON TO POLE TYPE D15

- BUILDING INFORMATION**
- CONSTRUCTION TYPE 1
WOOD FRAME PROTECTED
- 2228 SF. BASEMENT
 - 2409 SF. FIRST FLOOR
 - 2405 SF. SECOND FLOOR
 - 60423 SF. TOTAL
- BUILDING FULLY SPRINKLERED - NFPA 15

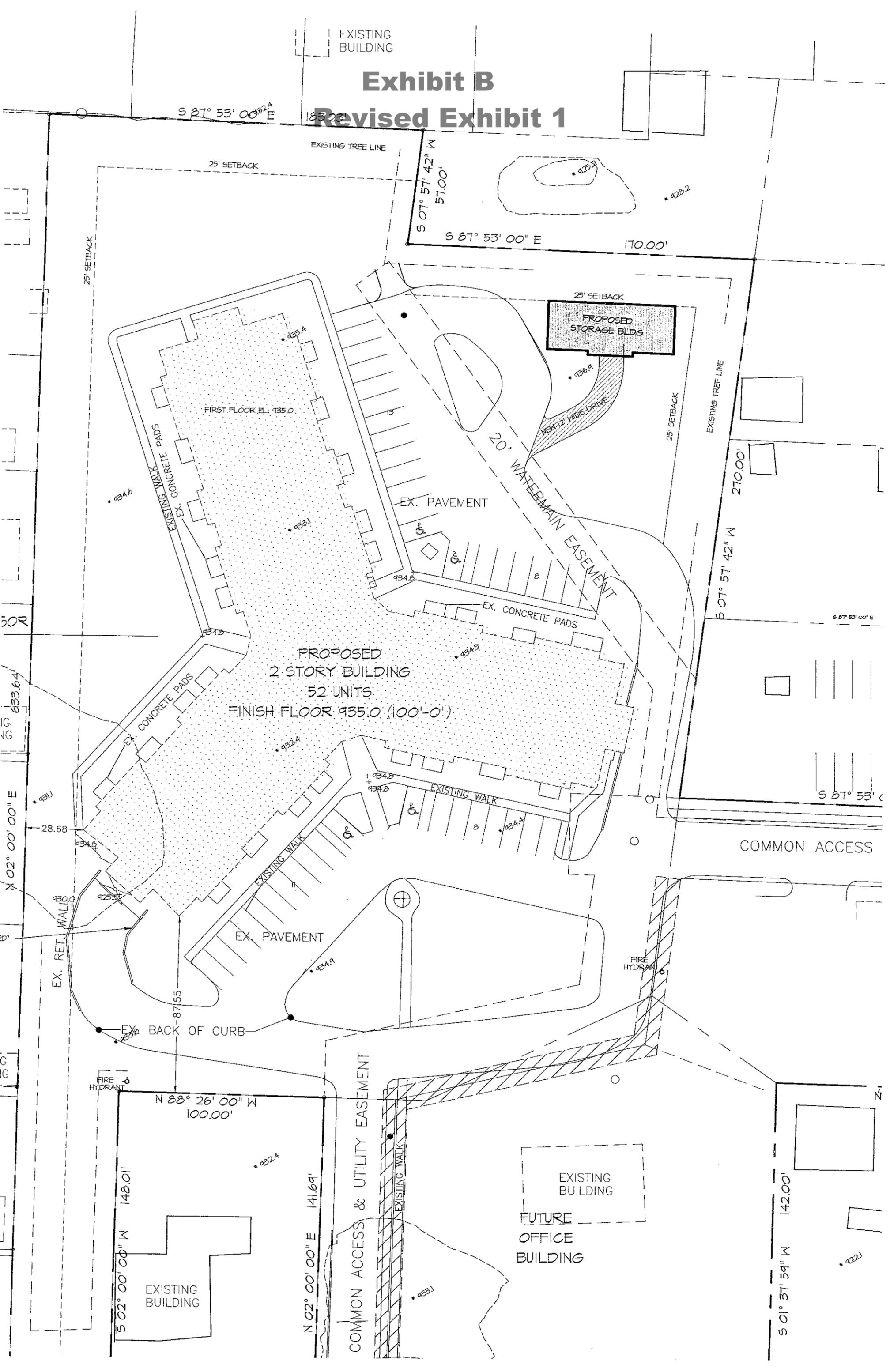
EXHIBIT 1

<p>HARTLAND MEADOWS 52 UNIT ELDERLY APARTMENTS COTTONWOOD AT PAMPLING • HARTLAND, WISCONSIN</p> <p>SITE PLAN</p>	<p>DEVELOPER: HANS BRYTE 1608 MORELAND BLVD BROOKFIELD, WISCONSIN 53005 Phone: (414) 870-0666 • FAX: (414) 870-9796</p>	<p>TDI ASSOCIATES, INC. ARCHITECTURAL ENGINEERS, PLANNERS 1285 SUNNYSIDE ROAD Pewaukee, WI 53072 (414) 931-3888</p>
--	---	--

EXISTING BUILDING

Exhibit B

Revised Exhibit 1



S 87° 53' 00" E 183.23'

S 07° 57' 42" W 57.00'

S 87° 53' 00" E 170.00'

170.00'

25' SETBACK

EXISTING TREE LINE

25' SETBACK

PROPOSED STORAGE BLDG

FIRST FLOOR EL. 935.0

EXISTING WALK

EX. PAVEMENT

20' WATERMAIN EASEMENT

25' SETBACK

EXISTING TREE LINE

270.00'

S 07° 57' 42" W

S 87° 53' 00" E

S 87° 53' 00" E

COMMON ACCESS

N 02° 00' 00" E 633.64'

PROPOSED 2 STORY BUILDING 52 UNITS
FINISH FLOOR 935.0 (100'-0")

EX. CONCRETE PADS

EX. CONCRETE PADS

EXISTING WALK

EX. PAVEMENT

FIRE HYDRANT

EX. BACK OF CURB

FIRE HYDRANT

N 88° 26' 00" W 100.00'

EXISTING BUILDING

COMMON ACCESS & UTILITY EASEMENT

EXISTING WALK

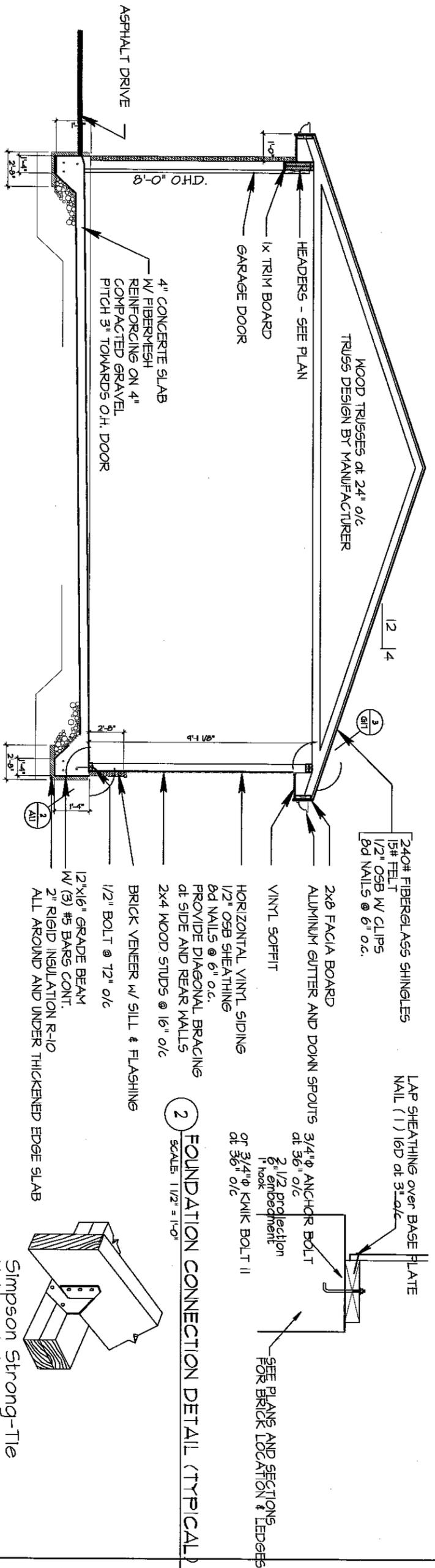
EXISTING BUILDING

FUTURE OFFICE BUILDING

S 01° 37' 59" W 142.00'

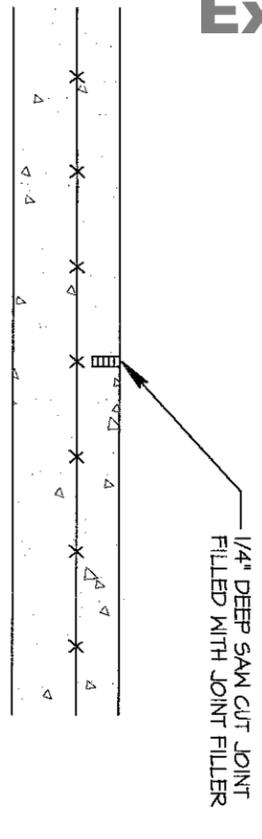
922.1

Exhibit 16



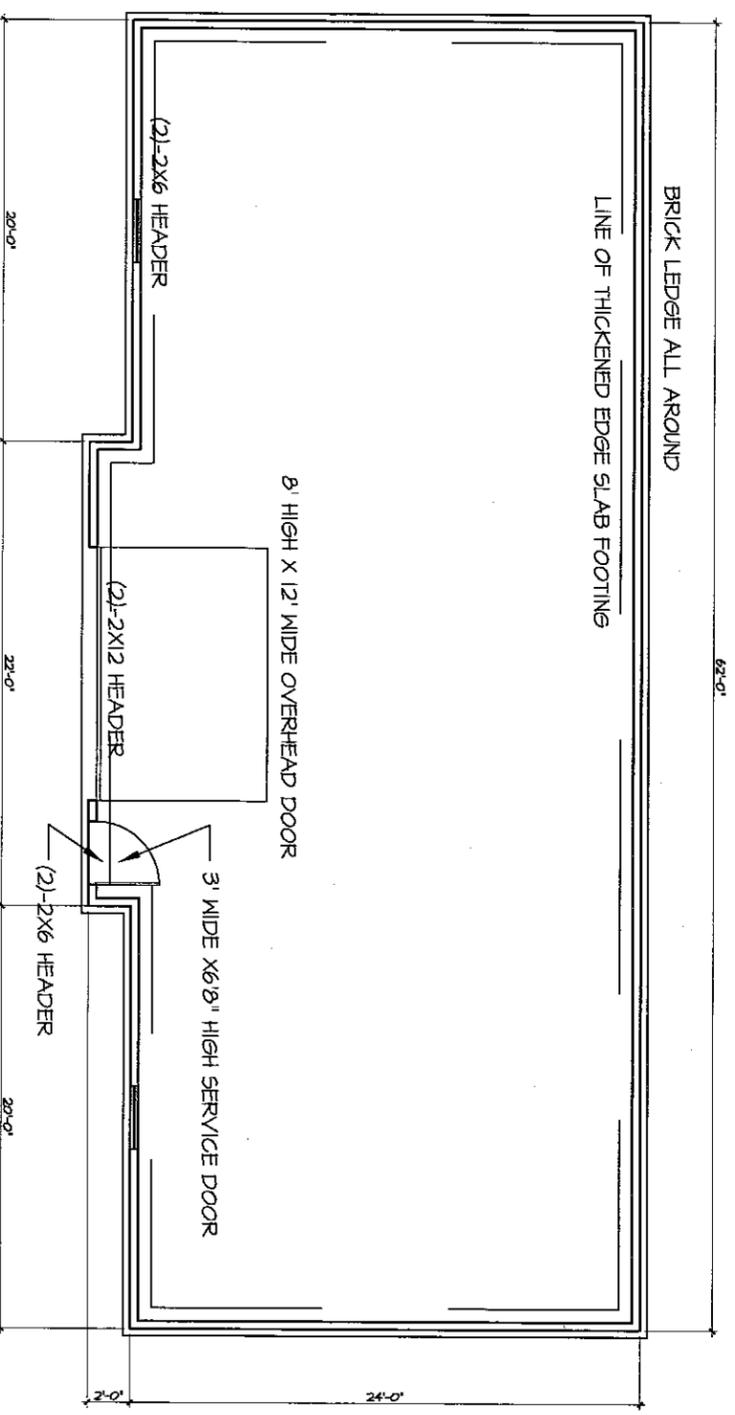
1 GARAGE SECTION
1/4" = 1'-0"

3 TYPICAL TRUSS TO WALL CONNECTION
1" = 1'-0"



4 TYPICAL CONTROL JOINT
1" = 1'-0"

NOTE: SAW CUT JOINT AS SOON AS POSSIBLE WITHOUT RAVELLING CONCRETE (WITHIN 8 HOURS OF POUR)



5 FLOOR PLAN
1/4" = 1'-0"

TDI ASSOCIATES, INC.
ARCHITECTURE, ENGINEERING, PLANNING
N8 W2330 JOHNSON DRIVE, SUITE B4
WAUKESHA, WISCONSIN 53186
PHONE 262-409-2330 FAX 262-409-2531

HARTLAND MEADOWS STORAGE BUILDING
357 COTTONWOOD AVENUE
VILLAGE OF HARTLAND, WISCONSIN 53029

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Sheet Title
ELEVATIONS

Issued For: _____ Date: _____

Date: 06-19-17

Job No.: 17-194,000

Drawn By: RBM

Sheet No. _____

A2.1



PD.# 185866
6-22-17
\$300

ADMINISTRATION
210 COTTONWOOD AVENUE
HARTLAND, WI 53029
PHONE (262) 367-2714
FAX (262) 367-2430

**APPLICATION FOR
PLAN COMMISSION**

\$300 PLAN REVIEW FEE DUE AT TIME OF APPLICATION

Project Description STORAGE Building			
Proposed Use STORAGE		No. of Employees 2	
Project Location 357 COTTONWOOD AVENUE - VILLAGE OF HARTLAND			
Project Name HARTLAND MEADOWS STORAGE BUILDING			
Owner BYRON & NAUCY Dideenko		Phone 262 6462169 cell 262 3060310	
Address W320 W1161 Botten Out Ridge Ct		City DELAFIELD	State WI Zip 53018
Engineer/Architect TDI ASSOCIATES		Phone 262 4092534	FAX 262 4092534
Address 18422350 JOHN SAK DR		City WAUKESHA	State WI Zip
Contact Person BOB WILLIAMS	Phone 262-4092534	FAX	E-mail BOB.W@tdiael.com

The Plan Commission meets on the third Monday of the Month at 7:00 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

Four (4) sets of bound site plans and ten (10) sets of reduced site plans (11" x 17") copy must be submitted showing the following existing and proposed information:

- > Complete dimensions (lot, building, setbacks, parking, drives, etc.)
- > Scale and north arrow
- > All structures (include building elevations and height)
- > Drainage and grades (include design calculations for drainage)
- > Storm Water Management Plan
- > Utilities and easements (sewer, water, storm etc.)
- > Calculation of lot coverage
- > Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
- > Grading and erosion control
- > Landscaping, including a Tree Protection Plan
- > Exterior lighting details
- > Exterior HVAC equipment location
- > Dumpster location (screening required)
- > Street right-of-way
- > Miscellaneous, 100 year floodplain, wetland boundary, environmental corridor

Additional information may be requested by the Plan Commission or Staff.

Date Applied 6-22-17	Date of Meeting:	Return Comments by:
-----------------------------	------------------	---------------------

**Village of Hartland
Professional Services Reimbursement Form**

The Village of Hartland has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such services is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that the Village may pass on other certain fees, costs, and charges which will be the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to this Agreement between the Village and, The responsible party listed below, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of activities incurred by the responsible party, whether at our request or at the request of the Village, we shall be responsible for the fees and expenses incurred by the Village. In addition, we have been advised that certain other fees, costs, and charges will be our responsibility.

Responsible Party Name, Mailing Address, Signature and Date:

- A. BYRON DIDEKTO Byron Didekto June 21 2017
 Printed Name Signature Date
- B. W320 W1101
Butter Nut Ridge Ct DEAFIELD WI 53018
 Street City State Zip
- C. Phone 262 26462169 Fax: 262 6462169 E-Mail bdidekto@yoo400.com
 Cell 262 3666310

Property Owner Name, Mailing Address, Signature & Date:

- A. BYRON DIDEKTO Byron Didekto June 21 2017
 Printed Name Signature Date
- B. W320 W1101
Butter Nut Ridge Ct DEAFIELD WI 53018
 Street City State Zip
- C. Phone 262 26462169 Fax: 262 6462169 E-Mail bdidekto@yoo400.com
 Cell 262 3666310

Village Official Accepting Form & Date _____

INTERNAL USE ONLY

Amount Due: \$ _____ Check #: _____ Date Paid: ___/___/___ Rec'd By: _____

Plan Commission Project Number: _____

VILLAGE OF HARTLAND

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
OF THE VILLAGE OF HARTLAND**

WHEREAS, The Village of Hartland has received a request to consider the rezoning of the Summit Lake Apartment complex, with addresses on Windcrest Lane, Hillside Lane, Millington Drive, Lakeview Drive, and Millington Lane, and the properties located at 197, 166, 180, 208 and 224 Hill Court and 250, 302, 310 and 346 Hill Street from RM-3 Condominium Multiple-Family Residential District and the property at 420 Hill Street from a combination of RS-4 Single Family Residential District and RM-3 Condominium Multiple-Family Residential District to RM-1 Multiple-Family Residential District in order to accurately reflect the historic and current use of the properties; and

WHEREAS, The Village of Hartland Plan Commission has considered the request and has recommended approval of the request and finds that the use of the properties is consistent with the intended land use as described in *The Village of Hartland Comprehensive Development Plan: 2035* and that such it is necessary and desirable to amend the zoning of this property as noted above; and

WHEREAS, The Village Board of Trustees conducted a Public Hearing regarding this proposed change on September 25, 2017.

NOW THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

Section 1: The Village of Hartland Zoning Map is hereby amended to rezone the following properties located as indicated above including Parcels HAV0424966018, HAV0424996019, HAV0729976001, HAV0424994004, HAV0424994005, HAV0424991, HAV0424992, HAV0424994003, HAV0424994002, HAV0424994001, HAV0424995 and HAV0423983 from RM-3 Condominium Multiple-Family Residential District and RS-4 Single Family Residential District to RM-1 Multiple-Family Residential District as shown on the attached Exhibit 1 to this Zoning Map Ordinance.

Section 2: Such rezoning shall have no affect or impact on the pre-existing PUD zoning or PUD agreement in place related parcels HAV0424966018 and HAV0424996019, which PUD zoning and agreement shall remain in full effect.

Section 3: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

Section 4: This Ordinance shall take effect and be in full force after adoption and proper publication.

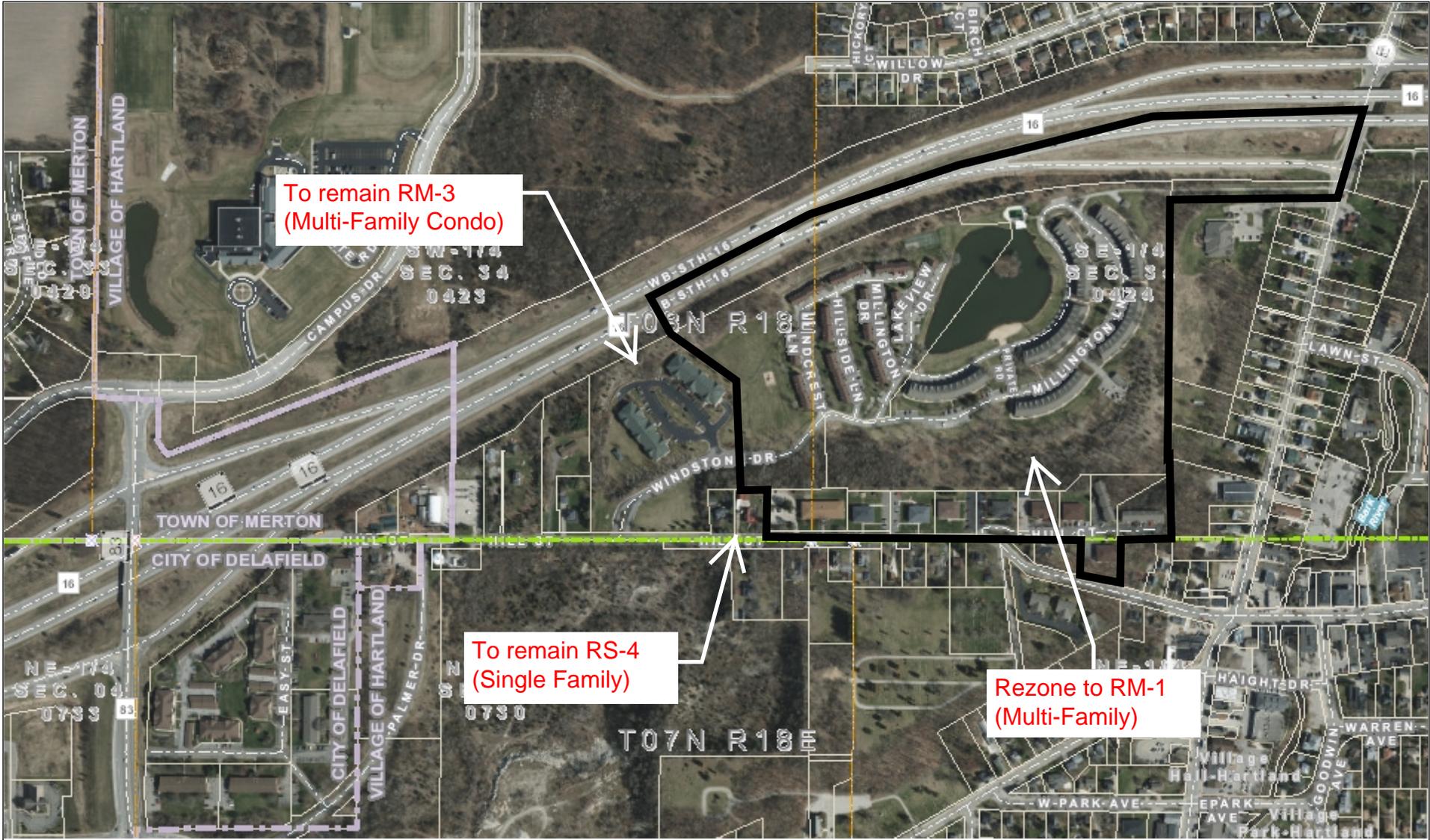
Adopted this _____ day of _____, 2017.

VILLAGE OF HARTLAND

ATTEST:

By: _____
Jeffrey Pfannerstill, Village President

Darlene Igl, MMC, WCPC, Village Clerk



Village of Hartland



Village of Hartland
 210 Cottonwood Ave
 Hartland, WI 53029
 262-367-2714

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 526'

Print Date: 8/16/2017

VILLAGE OF HARTLAND
ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 76
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE
PERTAINING TO STORMWATER MANAGEMENT

THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

Section 1: Chapter 76 of the Village of Hartland Municipal Code of Ordinances pertaining to Stormwater Management is hereby repealed in its entirety and replaced with the following.

ARTICLE I. - IN GENERAL

Sec. 76-1. - Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adequate sod, or self-sustaining vegetative cover means maintenance of sufficient vegetation types and densities such that the physical integrity of the streambank or lakeshore is preserved. Self-sustaining vegetative cover includes grasses, forbs, sedges and duff layers of fallen leaves and woody debris.

Administering authority means a governmental employee, or a regional planning commission empowered under Wis. Stats. § 62.234 that is designated by the village.

Agricultural facilities and practices has the meaning given in Wis. Stats. § 281.16 (1).

Atlas 14 means the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 Precipitation-Frequency Atlas of the United States, Volume 8 (Midwestern States), published in 2013 or any subsequently published edition.

Average annual rainfall means a typical calendar year of precipitation, but excluding snow, as determined by the Wisconsin Department of Natural Resources for users of models such as WINSLAMM, P8 or equivalent methodology. The average annual rainfall is chosen from a department publication for the location closest to the Village.

~~*Average annual rainfall* means a calendar year of precipitation, excluding snow, which is considered typical.~~

Best management practice or BMP means structural or non-structural measures, practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state.

Business day means a day the office of the ~~d~~Director of ~~p~~Public ~~w~~Works/~~building inspector/village engineer~~ is routinely and customarily open for business.

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Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit.

Connected imperviousness means an impervious surface that is directly connected to a separate storm sewer or water of the state via an impervious flow path.

Construction site means an area upon which one or more land disturbing construction activities occur, including areas that are part of a larger common plan of development or sale where multiple separate and distinct land disturbing construction activities may be taking place at different times on different schedules but under ~~one~~ an approved plan.

Design storm means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall.

Development means residential, commercial, industrial or institutional land uses and associated roads with access to municipal sewer and water services.

Director of public works means the Village of Hartland Director of Public Works or designee.

Division of land means either a subdivision or minor land division, as defined by chapter 50, Land subdivision.

Effective infiltration area means the area of the infiltration system that is used to infiltrate runoff and does not include the area used for site access, berms or pretreatment.

Erosion means the process by which the land's surface is worn away by the action of wind, water, ice or gravity.

Erosion and sediment control plan means a comprehensive plan developed to address pollution caused by erosion and sedimentation of soil particles or rock fragments during construction.

Exceptional resource waters means waters listed in § NR 102.11, Wis. Adm. Code.

Extraterritorial jurisdiction means extraterritorial plat approval jurisdiction as defined by section 50-2 of the Village of Hartland Land Subdivision Ordinance.

Filtering layer means soil that has at least a 3-foot deep layer with at least 20 percent fines; or at least a 5-foot deep layer with at least 10 percent fines; or an engineered soil with an equivalent level of protection as determined by the regulatory authority for the site.

Final stabilization means that all land disturbing construction activities at the construction site have been completed and that a uniform perennial vegetative cover has been established, with a density of at least 70 percent of the cover, for the unpaved areas and areas not covered by permanent structures, or employment of equivalent permanent stabilization measures.

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Financial guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees such as a cash deposit submitted to the ~~d~~Director of ~~p~~Public ~~w~~Works by the responsible party to assure that requirements of the article are carried out in compliance with the stormwater management plan.

Governing body means the ~~v~~Village ~~b~~Board of ~~t~~Trustees.

Illicit connection means any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether ~~said~~ such drain or connection had been allowed, permitted, or approved by a government agency, prior to the adoption of this article.

Impervious surface means an area that releases as runoff all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways, ~~gravel or~~ paved parking lots and streets are examples of areas that typically are impervious.

In-fill area means an undeveloped area of land located within an existing development.

Infiltration means the entry of precipitation or runoff into or through the soil.

Infiltration system means a device or practice such as a basin, trench, rain garden or swale designed specifically to encourage infiltration, but does not include natural infiltration in pervious surfaces such as lawns, redirecting of rooftop downspouts onto lawns or minimal infiltration from practices, such as swales or road side channels designed for conveyance and pollutant removal only.

Karst feature means an area or geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets.

Land development activity means any construction related activity that results in the addition or replacement of impervious surfaces such as rooftops, roads, parking lots, and other structures. Measurement of areas impacted by land development activity includes areas that are part of a larger common plan of development or sale where multiple separate and distinct land disturbing construction activities may be taking place at different times on different schedules but under one plan.

Land disturbing construction activity means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land disturbing construction activity includes activities such as clearing and grubbing, demolition, excavating, pit trench dewatering, filling, grading and other similar activities.

142 *Maintenance agreement* means a legal document that provides for long-term ~~maintenance~~
143 performance and upkeep of stormwater management practices.

144
145 *MEP or maximum extent practicable* means a level of implementing best management
146 practices in order to achieve a performance standard specified in this chapter which takes into
147 account the best available technology, cost effectiveness and other competing issues such as
148 human safety and welfare, endangered and threatened resources, historic properties and geographic
149 features. MEP allows flexibility in the way to meet the performance standards and may vary based
150 on ~~the~~ applicable performance standard and site conditions.

151
152 *New development* means development resulting from the conversion of previously
153 undeveloped land or agricultural land uses.

154
155 *NRCS MSE3 distribution* means a specific precipitation distribution developed by the United
156 States Department of Agriculture, Natural Resources Conservation Service, using precipitation
157 data from Atlas 14.

158
159 *Off-site* means located outside the property boundary described in the permit application.

160
161 *On-site* means located within the property boundary described in the permit application.

162
163 *Ordinary high-water mark* has the meaning given in Wis. Admin. Code § NR 115.03(6).

164
165 *Outstanding resource waters* means waters listed in Wis. Admin. Code § NR 102.10.

166
167 *Percent fines* means the percentage of a given sample of soil, which passes through a #200
168 sieve.

169
170 *Performance standard* means a narrative or and objective, measurable number specifying the
171 minimum acceptable outcome for a facility or practice.

172
173 *Permit* means a written authorization issued by the ~~d~~Director of ~~p~~Public ~~w~~Works, building
174 inspector, village engineer to an applicant to conduct land disturbing construction activity or to
175 discharge post-construction runoff to waters of the state.

176
177 *Permit administration fee* means a sum of money paid to the ~~{administering authority}~~ Village
178 of Hartland by the permit applicant for the purpose of recouping ~~the~~ expenses incurred by the
179 authority in administering the permit.

180
181 *Person* means any individual, association, organization, partnership, firm, corporation,
182 Limited Liability Company or other entity recognized by law and acting either as the owner or as
183 the owner's agent.

184 *Pervious surface* means an area that releases as runoff a small portion of the precipitation that
185 falls on it. Lawns, gardens, parks, forests or other similar vegetated areas are examples of surfaces
186 that typically are pervious.

188 *Pollutant* has the meaning given in Wis. Stat. § 283.01(13).

189

190 *Pollution* has the meaning given in Wis. Stat. § 281.01(10).

191

192 *Post-construction site* means a construction site following the completion of land disturbing
193 construction activity and final site stabilization.

194

195 *Pre-development condition* means the extent and distribution of land cover types present
196 before the initiation of land disturbing construction activity, assuming that all land uses prior to
197 development activity are managed in an environmentally sound manner.

198

199 *Preventive action limit* has the meaning given in Wis. Admin. Code § NR 140.05(17).

200

201 *Protective area* means an area of land that commences at the top of the channel of lakes, streams
202 and rivers, or at the delineated boundary of wetlands, and that is the greatest of those widths, as
203 measured horizontally from the top of the channel or delineated wetland boundary to the closest
204 impervious surface.

205

206 *Redevelopment* means areas where development is replacing ~~older~~ existing development.

207

208 *Responsible party* means a landowner or any entity holding fee title, an easement or other
209 interest in the property, which allows the person to undertake land disturbing construction activity
210 or ~~maintenance~~ implementation of storm water BMPs on the property.

211

212 *Runoff* means stormwater or precipitation including rain, snow or ice melt or similar water
213 that moves on the land surface via sheet or channelized flow.

214

215 *Sediment* means settleable solid material that is transported by runoff, suspended within
216 runoff or deposited by runoff away from its original location.

217

218 *Separate storm sewer* means a conveyance or system of conveyances including roads with
219 drainage systems, streets, catch basins, curbs, gutters, ditches, culverts, constructed channels or
220 storm drains, which meets all of the following criteria:

221

222 (1) Is designed or used for collecting water or conveying runoff.

223 (2) Is not part of a combined sewer system.

224 (3) Is not draining to a stormwater treatment device or system.

225 (4) Discharges directly or indirectly to waters of the state.

226

227 *Silviculture activity* means activities including tree nursery operations, tree harvesting
228 operations, reforestation, tree thinning, prescribed burning, and pest and fire control. Clearing and
229 grubbing of an area of a construction site is not a silviculture activity.

230

231 *Site* means the entire area included in the legal description of the land on which the land
232 disturbing construction activity occurred or is proposed ~~is~~ under the permit application.

233

234 *Stop work order* means an order issued by the ~~d~~Director of ~~p~~Public ~~w~~Works, or building
235 inspector/~~village engineer~~ that requires all construction activity on the site be stopped.

236
237 *Storm drain system* means publicly-owned facilities by which stormwater is collected and/or
238 conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters,
239 curbs, inlets, piped storm drains, culverts, pumping facilities, retention and detention basins,
240 natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

241
242 *Stormwater management plan* means a comprehensive plan designed to reduce the discharge
243 of pollutants from stormwater after the site has under gone final stabilization following completion
244 of the construction activity.

245
246 *Stormwater management system plan* is a comprehensive plan designed to influence or to
247 reduce the discharge of runoff and pollutants from hydrologic units on a regional or municipal
248 scale.

249
250 *Technical standard* means a document that specifies design, predicted performance and
251 operation and maintenance specifications for a material, device or method.

252
253 *Top of the channel* means an edge, or point on the landscape, landward from the ordinary
254 high-~~water~~ mark of a surface water of the state, where the slope of the land begins to be less than
255 12 percent continually for at least 50 feet. If the slope of the land is 12 percent or less continually
256 for the initial 50 feet, landward from the ordinary ~~high-water~~high-water mark, the top of the
257 channel is the ordinary ~~high-water~~high-water mark.

258
259 Total maximum daily load or TMDL means the amount of pollutants specified as a function of one
260 or more water quality parameters, that can be discharged per day in-to a water quality limited segment
261 and still ensure attainment of ~~thean~~ -applicable water quality standard.

262
263 TP-40 means Technical Paper No. 40, Rainfall Frequency Atlas of the United States, published in
264 1961.

265
266 Transportation facility means a highway, a railroad, a public mass transit facility, a public-use
267 airport, a public trail or any other public work for transportation purposes such as harbor
268 improvements under s. 85.095 (1)(b), Wis. Stats. "Transportation facility" does not include
269 building sites for the construction of public buildings and buildings that are places of employment
270 that are regulated by the Wisconsin Department of Natural Resources pursuant to s. 281.33, Wis.
271 Stats.

272
273 TSS means total suspended solids.

274
275 *TR-55* means the United States Department of Agriculture, Natural Resources Conservation
276 Service (previously Soil Conservation Service), Urban Hydrology for Small Watersheds, Second
277 Edition, Technical Release 55, June, 1986.

278
279 *Type II distribution* means a rainfall type curve as established in the "United States

280 Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973". The
281 Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.
282

283 *Waters of the state* has the meaning given in Wis. Stats. § 281.01 (18).
284
285

286 **Sec. 76-2. - Authority.**
287

288 (a) This article is adopted by the Village of Hartland under the authority granted by Wis.
289 Stats. § 61.354. This article supersedes all provisions of an ordinance previously enacted under
290 Wis. Stats. § 61.35 that relate to stormwater management regulations. Except as otherwise
291 specified in Wis. Stats. § 61.354, Wis. Stats. § 61.35 applies to this article and to any amendments
292 to this article.
293

294 (b) The provisions of this article are deemed not to limit any other lawful regulatory powers
295 of the same governing body.
296

297 (c) The Village of Hartland hereby designates the ~~e~~Director of ~~p~~Public ~~w~~Works~~^~~, ~~its~~ village
298 engineer~~^~~ and its building inspector, or their respective designees, to administer and enforce the
299 provisions of this article.
300

301 (d) The requirements of this article do not pre-empt more stringent stormwater management
302 requirements that may be imposed by any of the following:
303

304 (1) Wisconsin Department of Natural Resources administrative rules, permits or
305 approvals including those authorized under Wis. Stats. §§ 281.16 and 283.33 or any amendments
306 thereto.
307

308 (2) Targeted non-agricultural performance standards promulgated in rules by the
309 Wisconsin Department of Natural Resources under § NR 151.004, Wis. Adm. Code.
310

311 **Sec. 76-3. - Findings of fact.**
312

313 The Village of Hartland finds that uncontrolled, post-construction runoff has a significant impact
314 upon water resources and the health, safety and general welfare of the community and diminishes
315 the public enjoyment and use of natural resources. Specifically, uncontrolled post-construction
316 runoff can:
317

318 (1) Degrade physical stream habitat by increasing stream bank erosion, increasing
319 streambed scour, diminishing groundwater recharge, diminishing stream base flows and increasing
320 stream temperature.
321

322 (2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational and
323 water supply uses by increasing pollutant loading of sediment, suspended solids, nutrients, heavy
324 metals, bacteria, pathogens and other urban pollutants.
325

326 (3) Alter wetland communities by changing wetland hydrology and by increasing pollutant
327 loads.

328
329 (4) Reduce the quality of groundwater by increasing pollutant loading.

330
331 (5) Threaten public health, safety, property and general welfare by overtaxing storm sewers,
332 drainage ways, and other minor drainage facilities.

333
334 (6) Threaten public health, safety, property and general welfare by increasing major flood
335 peaks and volumes.

336
337 (7) Undermine floodplain management efforts by increasing the incidence and levels of
338 flooding.

339
340 **Sec. 76-4. - Purpose and intent.**

341
342 (a) Purpose. The general purpose of this article is to establish long-term, post- construction
343 runoff management requirements that will diminish the threats to public health, safety, welfare and
344 the aquatic environment. Specific purposes are to:

345
346 (1) Further the maintenance of safe and healthful conditions.

347
348 (2) Prevent and control the adverse effects of stormwater; prevent and control soil
349 erosion; prevent and control water pollution; protect spawning grounds, fish and aquatic life;
350 control building sites, placement of structures and land uses; preserve ground cover and scenic
351 beauty; and promote sound economic growth.

352
353 (3) Control exceedance of the safe capacity of existing drainage facilities and
354 receiving water bodies; prevent undue channel erosion; control increases in the scouring and
355 transportation of particulate matter; and prevent conditions that endanger downstream property.

356
357 (4) Minimize the amount of pollutants discharged from the separate storm sewer to
358 protect the waters of the state.

359
360 (5) Limit nonpoint runoff pollution in order to achieve water quality standards.

361
362 (b) Intent. It is the intent of the Village of Hartland that this article regulates post-
363 construction stormwater discharges to waters of the state. This article may be applied on a site-by-
364 site basis. The Village of Hartland recognizes, however, that the preferred method of achieving the
365 stormwater performance standards set forth in this article is through the preparation and
366 implementation of comprehensive, systems-level stormwater management plans that cover
367 hydrologic units, such as watersheds, on a municipal and regional scale. Such plans may prescribe
368 stormwater devices, practices or systems, any of which may be designed to treat runoff from more
369 than one site prior to discharge from the site(s). Where such plans are in conformance with the
370 performance standards developed under Wis. Stats. § 281.16 for regional stormwater management
371 measures and have been approved by the Village of Hartland, it is the intent of this article that the

372 approved plan be used to identify post-construction management measures acceptable for the
373 community.

374
375 **Sec. 76-5. - Applicability and jurisdiction.**

376
377 (a) Applicability.

378 (1) Where not otherwise limited by law, this article_ applies to land development
379 activity that results in 10,000 square feet ~~one~~ or more ~~acres~~ of land disturbing construction activity.

380
381 (2) A site that meets any of the criteria in this paragraph is exempt from the
382 requirements of this article:

383
384 a. Land disturbing construction activity that includes the construction of a one
385 or two family residential site less than one acre and is otherwise regulated by the Wisconsin
386 Department of Safety and Professional Services.

387
388 ab. A site having less than ten percent impervious area based on complete
389 development of the post-construction site, provided the cumulative area of all parking lots and
390 rooftops is less than one acre. ~~However~~However, the exemption of this paragraph does not include
391 exemption from the protective area standard of this article.

392
393 cb. Nonpoint discharges from agricultural facilities and practices conducted 50
394 or more feet from any navigable stream or waterway.

395
396 de. Nonpoint discharges from silviculture activities conducted 50 or more feet
397 from any navigable stream or waterway.

398
399 e. Routine maintenance for project sites under 5 acres of land disturbance if
400 performed to maintain the original line and grade, hydraulic capacity or original purpose of the
401 facility.

402
403 df. Underground utility construction such as but not limited to water, sewer and
404 other lines. This exemption does not apply to the construction of any above ground structures
405 associated with utility construction.

406
407 (3) Notwithstanding the applicability requirements in paragraph (a) this article applies
408 to land development activity of any size that, in the opinion of the ~~d~~Director of ~~p~~Public ~~w~~Works,
409 village engineer, or building inspector, is likely to result in runoff that exceeds the safe capacity of
410 the existing drainage facilities or receiving body of water, that causes undue channel erosion, that
411 increases water pollution by scouring or the transportation of particulate matter or that endangers
412 property or public safety.

413
414 (b) Jurisdiction. This article applies to land development activities within the boundaries
415 and jurisdiction of the Village of Hartland, as well as the division of land in the village's
416 extraterritorial jurisdiction.

417

418 (c) Exclusions. This article is not applicable to activities conducted by a state agency, as
419 defined under s. 227.01 (1), Wis. Stats., but also including the office of district attorney, excludes
420 any governmental unit which is subject to the state plan promulgated or a memorandum of
421 understanding entered into under s. 281.33 (2), Wis. Stats.

422
423 **Sec. 76-6. - Technical standards and design methods.**

424
425 All drainage facilities and practices required to comply with this article shall incorporate technical
426 standards and design methods specified in the document “Village of Hartland Erosion Control and
427 Stormwater Management Requirements”, maintained and periodically updated by the ~~d~~Director of
428 ~~p~~Public ~~w~~Works/ ~~or~~ village engineer. Where not superseded by stricter requirements in Village of
429 Hartland Erosion Control and Stormwater Management Requirements, the following standards are
430 also incorporated by reference:

431
432 (1) Design guidance and technical standards identified or developed by the Wisconsin
433 Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code or the
434 current state runoff program administrative codes.

435
436 (2) Other technical standards not identified or developed in subsection (1), may be used
437 provided that the methods have been approved by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village~~
438 ~~engineer~~.

439
440 **Sec. 76-7. - Performance standards.**

441
442 (a) *Responsible party.* The entity holding fee title to the property shall be responsible for
443 either developing and implementing a stormwater management plan, or causing such plan to be
444 developed and implemented through contract or other agreement. This plan shall be developed in
445 accordance with section 76-8, which incorporates the requirements of this section.

446
447 (b) *Plan.* A written plan shall be developed in accordance with section 76-8 and
448 implemented for applicable land development activities.

449
450 (c) REQUIREMENTS. The plan required under ~~par. (b)~~sec. 76-7(b) shall include the following:

451
452 (1) POLLUTANT CONTROL. BMPs shall be designed, installed and maintained to
453 control total suspended solids and phosphorus carried in runoff from the post-construction site as
454 follows:

455
456 (a) BMPs shall be designed in accordance with Table 1 or to the maximum
457 extent practicable as provided in ~~par.~~sec. 76-7-(b). The design shall be based on an average annual
458 rainfall, as compared to no runoff management controls.

459
460 **Table 1: Pollutant Reduction Standards**

<u>Development Type</u>	<u>TSSotal Suspended Solids Reduction</u>	<u>Phosphorus</u>
<u>New Development</u>	<u>80%</u>	<u>30%</u>

<u>In-fill development</u>	<u>80%</u>	<u>30%</u>
<u>Redevelopment</u>	<u>60% of load from parking areas and roads</u>	<u>30%</u>

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(a)(b) Maximum Extent Practicable. If the design cannot meet a total suspended solids or phosphorus reduction performance standard of Table 1, the storm water management plan shall include a written, site-specific explanation of why the total suspended solids or phosphorus reduction performance standard cannot be met and why the pollutant loads will be reduced only to the maximum extent practicable.

(b)(c) Off-Site Drainage. When designing BMPs, runoff draining to the BMP from off-site shall be taken into account in determining the treatment efficiency of the practice. Any impact on the efficiency shall be compensated for by increasing the size of the BMP accordingly.

(2) PEAK DISCHARGE.

(a) Unless otherwise provided for in this section, all land development activities subject to this section shall establish on-site management practices to control peak flow rates of storm water discharged from the site. On site management practices shall be used to meet the following minimum performance standards:

(1) The peak flow rates of storm water runoff from the development shall not exceed those calculated for the series of design storms specified in 76-7(c)(2)(a)(2) occurring under development conditions specified in 76-7(c)(2)(a)(4). Discharge velocities must be non-erosive to discharge locations, outfall channels, and receiving streams. Safe overland conveyance must be provided for discharges from the development.

(2) The storm water management facilities shall contain sufficient storage to contain the runoff from the 100-year, 24-hour rainfall event under developed conditions, while utilizing a peak discharge rate from the developed site which does not exceed the peak runoff rate from the site for a 10-year, 24-hour rainfall event under pre-development conditions.

(3) By design, BMPs shall be employed to maintain or reduce the 10-year, 24-hour post-construction peak runoff discharge rates to the 2-year, 24-hour pre-development peak runoff discharge rate.

(4) Pre-development conditions shall assume “good hydrologic conditions” for appropriate land covers as identified in TR-55 or an equivalent methodology. The meaning of “hydrologic soil group” and “runoff curve number” are as determined in TR-55. However, when predevelopment land cover is woodland, grassland, or cropland, rather than using TR-55 values for these land use types, the runoff curve numbers in Table 2 shall be used. Peak discharges shall be calculated using TR-55 runoff curve number methodology, Atlas 14 precipitation depths, and the appropriate NRCS Wisconsin MSE3 precipitation distribution. On a case-by-case basis, the ~~dDirector of pPublic wWorks/village engineer~~ may allow the use of TP-40 precipitation depths and the Type II distribution.

Table 2 – Maximum Pre-Development Runoff Curve Numbers

Hydrologic Soil Group	A	B	C	D
Woodland Curve Number	30	55	70	77
Grassland Curve Number	39	61	71	78
Cropland Curve Number	55	69	78	83

(b). This subsection of the article does not apply to any of the following:

(1) A redevelopment post-construction site.

(2) An in-fill development area less than 1 acre.

(3) INFILTRATION. BMPs shall be designed, installed, and maintained to infiltrate runoff to the maximum extent practicable in accordance with the following, except as provided in ~~pars.secs.~~ (3) (f) through (i).

(a) Low Imperviousness. For development up to 40 percent connected imperviousness, such as parks, cemeteries, and low density residential development, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 90 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than one percent of the post-construction site is required as an effective infiltration area.

(b) Moderate imperviousness. For development with more than 40 percent and up to 80 percent connected imperviousness, such as medium and high density residential, multi-family development, industrial and institutional development, and office parks, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 75 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 2 percent of the post-construction site is required as an effective infiltration area.

(c) High Imperviousness. For development with more than 80 percent connected imperviousness, such as commercial strip malls, shopping centers, and commercial downtowns, infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 60 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 2 percent of the post-construction site is required as an effective infiltration area.

(d) Pre-development condition shall be the same as in Table 2 of the Peak Discharge section of this article.

(e) Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with par. (k). Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales or filter strips.

546
547 (f) Exclusions. Runoff from the following areas may not be infiltrated and do not
548 qualify as contributing to meeting the requirements of this section unless demonstrated to meet the
549 conditions of par.sec. (3) (k):

550
551 (1) Areas associated with tier 1 industrial facilities identified in s. NR
552 216.21(2)(a), Wis. Adm. Code, including storage, loading, rooftop and parking.

553
554 (2) Storage and loading areas of tier 2 industrial facilities identified in s.
555 NR 216.21(2)(b), Wis. Adm. Code.

556
557 (3) Fueling and vehicle maintenance areas. Runoff from rooftops of
558 fueling and vehicle maintenance areas may be infiltrated with the concurrence of the regulatory
559 authorities.

560
561 (g) Location of Practices. Infiltration practices may not be located in the
562 following areas:

563
564 (1) Areas within 1000 feet upgradient or within 100 feet
565 downgradient of direct conduits to groundwater.

566
567 (2) Areas within 400 feet of a community water system well as
568 specified in s. NR 811.12(5)(d), Wis. Adm. Code, or within the separation distances listed in s. NR
569 812.08, Wis. Adm. Code, for any private well or non-community well for runoff infiltrated from
570 commercial (including multi-family residential), industrial and institutional land uses or regional
571 devices for one and two family residential development.

572
573 (3) Areas where contaminants of concern, as defined in s. NR
574 720.03(2), Wis. Adm. Code are present in the soil through which infiltration will occur.

575
576 (h) Separation Distances.

577
578 (1) Infiltration practices shall be located so that the characteristics of the
579 soil and the separation distance between the bottom of the infiltration system and the elevation of
580 seasonal high groundwater or the top of bedrock are in accordance with Table 3:

581
582 **Table 3. Separation Distances and Soil Characteristics**

<u>Source Area</u>	<u>Separation Distance</u>	<u>Soil Characteristics</u>
<u>Industrial, Commercial, Institutional Parking Lots and Roads</u>	<u>5 feet or more</u>	<u>Filtering Layer</u>
<u>Residential Arterial Roads</u>	<u>5 feet or more</u>	<u>Filtering Layer</u>
<u>Roofs Draining to Subsurface Infiltration Practices</u>	<u>1 foot or more</u>	<u>Native or Engineered Soil with Particle Finer than Coarse Sand</u>

<u>Roofs Draining to Surface Infiltration Practices</u>	<u>Not Applicable</u>	<u>Not Applicable</u>
<u>All Other Impervious Source Areas</u>	<u>3 feet or more</u>	<u>Filtering Layer</u>

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(1)(2) Notwithstanding ~~par.sec. (3) (h).~~, applicable requirements for injection wells classified under ch. NR 815, Wis. Adm. Code, shall be followed.

(i) Exemptions. Runoff from the following areas may be credited towards meeting the requirements when infiltrated, but the decision to infiltrate under these conditions is optional:

(1) Areas where the infiltration rate of the soil measured at the proposed bottom of the infiltration system is less than 0.6 inches/hour using a scientifically credible field test method.

(2) Areas where the least permeable soil horizon ~~to~~is 5 feet below the proposed bottom of the infiltration system using the U.S. Department of Agriculture method of soils analysis is one of the following: sandy clay loam, clay loam, silty clay loam, sandy clay, silty clay, or clay.

(3) Parking areas and access roads less than 5,000 square feet for commercial development.

(4) Parking areas and access roads less than 5,000 square feet for industrial development ~~are~~ not subject to the prohibitions/exclusions under ~~subd.sec. (3) (f).~~

(5) Redevelopment post-construction sites except as provided under ~~Section 7(C)sec. 76-7(c)(7)(c).~~

(6) In-fill development areas less than 1 acre.

(7) Roads in commercial, industrial and institutional land uses, and arterial residential roads.

-(j) Where alternate uses of runoff are employed, such as for toilet flushing, laundry or irrigation, such alternate use shall be given equal credit toward the infiltration volume required by this section.

-(k) Groundwater Standards.

(1) Infiltration systems designed in accordance with this section shall, to the extent technically and economically feasible, minimize the level of pollutants in filtration to groundwater and shall ~~maintain~~be in compliance with the preventive action limit at a point of standards application in accordance with ch. NR 140. However, if site specific information indicates that compliance with a preventive action limit is not achievable, the infiltration BMP may not be installed or shall be modified to prevent infiltration to the maximum extent practicable.

625
626 (2) Notwithstanding ~~par.sec. 3 (k)~~ (1), the discharge from BMPs shall
627 remain below the enforcement standard at the point of standards application.
628

629 (1) Maximum Extent Practicable. Where the conditions of ~~subd.sec. (3) (f)~~
630 through (i) limit or restrict the use of infiltration practices, the infiltration performance standard of
631 ~~Section-sec. 76-7(c)(3)~~ shall be met to the maximum extent practicable.
632

633 (4) PROTECTIVE AREAS.
634

635 (a) “Protective area” means an area of land that commences at the top of the
636 channel of lakes, streams and rivers, or at the delineated boundary of wetlands, and that is the
637 greatest of the following widths, as measured horizontally from the top of the channel or delineated
638 wetland boundary to the closest impervious surface. However, in this ~~paragraph~~section,
639 “protective area” does not include any area of land adjacent to any stream enclosed within a pipe
640 or culvert, such that runoff cannot enter the enclosure at ~~this-such~~ location.
641

642 (1) For outstanding resource waters and exceptional resource waters,
643 75 feet.
644

645 (2) For perennial and intermittent streams identified on a United States
646 Geological Survey 7.5-minute series topographic map, or a county soil survey map, whichever is more
647 current, 50 feet.
648

649 (3) For lakes, 50 feet.
650

651 (4) For wetlands not subject to par. (5) or (6), 50 feet.
652

653 (5) For highly susceptible wetlands, 75 feet. Highly susceptible
654 wetlands include the following types: calcareous fens, sedge meadows, open and coniferous bogs,
655 low prairies, coniferous swamps, lowland hardwood swamps and ephemeral ponds.
656

657 (6) For less susceptible wetlands, 10 percent of the average wetland
658 width, but no less than 10 feet nor more than 30 feet. Less susceptible wetlands include degraded
659 wetlands dominated by invasive species such as reed canary grass, cultivated hydric soils; and any
660 gravel pits, or dredged material or fill material disposal sites that take on the attributes of a wetland.
661

662 (7) In ~~par.sec. (4) (a)~~ (4) through (6), determinations of the extent of
663 the protective area adjacent to wetlands shall be made on the basis of the sensitivity and runoff
664 susceptibility of the wetland in accordance with the standards and criteria in s. NR 103.03, Wis.
665 Adm. Code. 9
666

667 (8) Wetland boundary delineations shall be made in accordance with s.
668 NR 103.08(1m), Wis. Adm. Code. This paragraph does not apply to wetlands that have been
669 completely filled in accordance with all applicable state and federal regulations. The protective area
670 for wetlands that have been partially filled in accordance with all applicable state and federal

671 regulations shall be measured from the wetland boundary delineation after fill has been placed.
672 Where there is a legally authorized wetland fill, the protective area standard need not be met in that
673 location.

674
675 (9) For concentrated flow channels with drainage areas greater than 130
676 acres, 10 feet.

677
678 (10) Notwithstanding ~~par.sec. (4) (a) (1) to (9)~~, the greatest protective
679 area width shall apply where rivers, streams, lakes and wetlands are contiguous.

680
681 (b) This paragraph applies to post-construction sites located within a ~~p~~Protective
682 area, except those areas exempted pursuant to ~~par.sec. (4) (d)~~.

683
684 (c) The following requirements shall be met:

685
686 (1) Impervious surfaces shall be kept out of the ~~p~~Protective area
687 entirely or to the maximum extent practicable. If there is no practical alternative to locating an
688 impervious surface in the ~~p~~Protective area, the storm water management plan shall contain a written
689 site-specific explanation.

690
691 (2) Where land disturbing construction activity occurs within a
692 ~~p~~Protective area, and where no impervious surface is present, adequate sod or self-sustaining
693 vegetative cover of 70% or greater shall be established and maintained. The adequate sod or self-
694 sustaining vegetative cover shall be sufficient to provide for bank stability, maintenance of fish habitat
695 and filtering of pollutants from upslope overland flow areas under sheet flow conditions. Non-
696 vegetative materials, such as rock riprap, may be employed on the bank as necessary to prevent
697 erosion, such as on steep slopes or where high velocity flows occur.

698
699 (3) Best management practices such as filter strips, swales, or wet
700 detention basins, that are designed to control pollutants from non-point sources may be located in the
701 ~~p~~Protective area.

702
703 (d) This paragraph does not apply to:

704
705 (1) In-fill development areas less than 1 acre.

706
707 (2) Structures that cross or access surface waters such as boat landings,
708 bridges and culverts.

709
710 (3) Structures constructed in accordance with s. 59.692(1v), Wis. Stats.

711
712 (4) Areas of post-construction sites from which runoff does not enter the
713 surface water, including wetlands, without first being treated by a BMP to meet the local ordinance
714 requirements for total suspended solids and peak flow reduction, except to the extent that vegetative
715 ground cover is necessary to maintain bank stability.

717 (5) FUELING AND VEHICLE MAINTENANCE AREAS. Fueling and vehicle
718 maintenance areas shall, to the maximum extent practicable, have BMPs designed, installed and
719 maintained to reduce petroleum within runoff, such that the runoff that enters waters of the state
720 contains no visible petroleum sheen.

721
722 (6) SITE DRAINAGE. Measures shall be implemented to ensure proper site drainage,
723 prevent property damage and protect public health and safety, including the following minimum
724 requirements;

725
726 (a) Drainage Easement. Perpetual drainage easements or other deed restrictions
727 shall be recorded on the property to preserve major storm water flow paths and permanent storm
728 water BMP locations. Covenants in these areas shall not allow buildings or of other structures and
729 shall prevent any grading, filling or other activities that interrupt or obstruct flows in any way.
730 Covenants shall also specify maintenance responsibilities and authorities in accordance with Section
731 10.

732
733 (b) Site Grading. Site grading shall ensure positive flows away from all
734 buildings, roads, driveways and septic systems, be coordinated with the general storm water
735 drainage patterns for the area, and minimize adverse impacts on adjacent properties.

736
737 (c) Street Drainage. All street drainage shall be designed to prevent
738 concentrated flows from crossing the traffic lanes to the maximum extent practicable. Design flow
739 depths at the road centerline for on-street drainage shall not exceed 6 inches during the peak flows
740 generated by the 100-year, 24-hour design storm, using planned land use conditions for the entire
741 contributing watershed area.

742
743 (d) Bridges and Cross-Culverts. All new or modified bridges and cross-
744 culverts shall comply with applicable design standards and regulations, facilitate fish passage and
745 prevent increased flooding or channel erosion upstream or downstream from the structure. All
746 bridges and cross-culverts on collector and arterial roadways shall be designed to convey the 100-
747 year, 24-hour design storm. All bridges and cross-culverts on local roadways shall be designed to
748 convey 10-year, 24-hour design storm, while providing an overland flow path that does not impact
749 any structures for the 100-year, 24-hour design storm. A floodplain analysis shall be required for
750 all developments impacting a navigable waterway. This analysis must demonstrate no adverse
751 offsite impacts, in accordance with State and Federal regulations and may require larger structures
752 than those specified above. Design flow depths at the road centerline for all crossings shall not
753 exceed 6 inches during peak flows generated by the 100-year, 24-hour design storm, using planned
754 land use conditions for the entire contributing watershed area. All predevelopment run-off storage
755 areas within the flow path upstream of bridges and cross-culverts shall be preserved and designated
756 as drainage easements, unless compensatory storage is provided and accounted for in modeling.
757 As-built documentation shall be submitted for all new or modified structures that are located within
758 a mapped floodplain or that the ~~d~~Director of ~~p~~Public ~~w~~Works~~l~~, or village engineer determines to
759 be necessary to maintain floodplain modeling for the applicable watershed.

761 (e) Subsurface Drainage. To avoid property and other damages from
762 groundwater, all buildings planned for human occupation on a regular basis shall meet all of the
763 following:

764
765 (1) Basement floor surfaces shall be built a minimum of one foot above
766 the highest groundwater table elevation, as documented in the submitted soil evaluations provided
767 by the responsible party. On sloped sites, basements may be allowed partially below the highest
768 groundwater table only on the upslope side if they meet this article’s drainage system standards
769 for design, discharge, engineering oversight, and long-term maintenance. For these sites, the 1-
770 foot groundwater separation will be enforced at the furthest downslope point of the basement.

771
772 (2) Avoid hydric soils as much as possible.

773
774 (3) The ~~dDirector of pPublic wWorks/village engineer~~ shall be notified
775 of any drain tiles that are uncovered during construction, which the Village may require to be
776 restored or connected to other drainage systems.

777
778 (4) No discharge of groundwater from tile lines, sump pumps or other
779 means shall be allowed onto another person’s land or any public space without the written approval
780 of the ~~dDirector of pPublic wWorks/village engineer~~ and the property owner.

781
782 (f) Open Channels. All open channel drainage systems shall at a minimum be
783 designed to carry the peak flows from a 100-year, 24-hour design storm using planned land use
784 for the entire contributing watershed area. Side slopes shall be no steeper than 4h:1v unless
785 otherwise approved by the ~~dDirector of pPublic wWorks/village engineer~~ for unique site
786 conditions. Water surface elevations for the 100-year, 24-hour design storm shall be calculated for
787 all existing and proposed open channels.

788
789 (g) Storm Sewers. All storm sewers shall be designed to convey the 10-year,
790 24-hour design storm while providing an overland flow path that does not impact any structures
791 for the 100-year, 24-hour design storm, unless otherwise allowed by the ~~dDirector of pPublic~~
792 ~~wWorks~~, or village engineer.

793
794 (h) Changes to storm water discharges. For sites where the ~~dDirector of pPublic~~
795 ~~wWorks~~, or village engineer determines the post-development storm water discharge flow paths
796 will be significantly different than pre-development conditions, or where proposed storm water
797 discharges may otherwise have a significant negative impact on downstream property owner(s),
798 the ~~dDirector of pPublic wWorks/village engineer~~ may require the applicant to submit written
799 authorization, record a drainage easement, or complete other legal arrangements with the affected
800 property owner(s) prior to permit issuance.

801
802 (i) Structure Protection and Safety. Flows generated by the 100-year, 24-hour
803 design storm under the planned land use conditions may exceed the design capacity of conveyance
804 systems, but shall not come in contact with any buildings. For buildings designed for human
805 occupation on a regular basis, the following additional requirements shall apply:
806

807 (1) The lowest elevation of the structure that is exposed to the ground
808 surface shall be a minimum of 2 feet above the maximum water surface elevation produced by the
809 100-year, 24-hour design storm, including flows through any storm water BMP that may
810 temporarily or permanently store water at a depth of greater than one foot; and

811
812 (2) The structure shall be setback at least 50 feet from any storm water
813 BMP that may temporarily or permanently store water at a depth of greater than one foot, including
814 any internally drained area with a significant contributing watershed and/or limited runoff storage
815 capacity, as determined by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~. Setback distance
816 shall be measured from the closest edge of water at the elevation produced by the 100-year, 24-
817 hour design storm. The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ may exempt existing
818 structures and structures with no basement from this requirement if the ~~d~~Director of ~~p~~Public
819 ~~w~~Works/~~village engineer~~ determines other site risks are minimal based on soil and site conditions.

820
821 (7) SWALE TREATMENT FOR TRANSPORTATION FACILITIES.

822
823 (a) Applicability. Except as provided in ~~par.sec. (7) (b).~~, transportation
824 facilities that use swales for runoff conveyance and pollutant removal meet all of the water quality
825 requirements of this section, if the swales are designed to the maximum extent practicable to do all
826 of the following:

827
828 (1) Be vegetated. However, where appropriate, non-vegetative
829 measures may be employed to prevent erosion or provide for runoff treatment, such as rock riprap
830 stabilization or check dams.

831
832 (2) Swales shall comply with the current version at the time of
833 application of the Wisconsin Department of Natural Resources Technical Standard 1005
834 “Vegetated Infiltration Swales”. Transportation facility swale treatment does not have to comply
835 with other sections of technical standard 1005.

836
837 (b) Exemptions. The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ may,
838 consistent with water quality standards, require that other provisions be met on a transportation
839 facility with an average daily travel of vehicles greater than 2,500 and where the initial surface
840 water of the state that the runoff directly enters is any of the following:

841
842 (1) An outstanding resource water.

843 (2) An exceptional resource water.

844 ~~(1)~~(3) Waters listed in s. 303(d) of the federal ~~e~~Clean ~~w~~Water ~~a~~Act that are
845 identified as impaired in whole or in part, due to nonpoint source
846 impacts.

847 ~~(2)~~(4) Waters where targeted performance standards are developed under s.
848 NR 151.004, Wis. Adm. Code, to meet water quality standards.

849
850 ~~(b)~~(c) The transportation facility authority shall contact the ~~d~~Director of ~~p~~Public
851 ~~w~~Works/~~village engineer~~ to determine if additional BMPs beyond a water quality swale are needed
852 under this subsection.

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(D) GENERAL CONSIDERATIONS FOR ON-SITE AND OFF-SITE STORM WATER MANAGEMENT MEASURES. The following considerations shall be observed in managing runoff:

(1) Natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas shall be preserved and used, to the extent possible, to meet the requirements of this section.

(2) Emergency overland flow for all storm water facilities shall be provided to prevent exceeding the safe capacity of downstream drainage facilities and prevent endangerment of downstream property or public safety.

~~(0)~~(3) Unless deemed not possible by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~, storm water facilities shall be located on outlots with direct access to adjacent public streets.

(E) LOCATION AND REGIONAL TREATMENT OPTION.

(1) BMPs may be located on-site or off-site as part of a regional storm water device, practice or system, but shall be in accordance with s. NR 151.003, Wis. Adm. Code.

(2) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ may approve off-site management measures provided that all of the following conditions are met:

(a) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ determines that the post-construction runoff is covered by a storm water management system plan that is approved by the Village of Hartland and that contains management requirements consistent with the purpose and intent of this article.

(b) The off-site facility meets all of the following conditions:

(1) The facility is in place.

(2) The facility is designed and adequately sized to provide a level of storm water control equal to or greater than that which would be afforded by on-site practices meeting the performance standards of this ~~article~~.

(3) The facility has a legally obligated entity responsible for its long-term operation and maintenance.

(4) Where a regional treatment option exists such that the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ exempts the applicant from all or part of the minimum on-site storm water management requirements, the applicant shall be required to pay a fee in an amount determined by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~. In determining the fee for post-construction runoff, the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ shall consider an equitable

898 distribution of the cost for land, engineering design, construction, and maintenance of the regional
899 treatment option.

900 ~~Stormwater management performance standards. All drainage facilities and practices required to~~
901 ~~comply with this article shall meet performance standards specified in the document Village of~~
902 ~~Hartland Erosion Control and Stormwater Management Requirements, maintained and~~
903 ~~periodically updated by the director of public works/village engineer.~~

904 ~~(d) Location and regional treatment option:~~

905 ~~_____ (1) Stormwater management facilities required to meet this article may be located on-~~
906 ~~site or off site as part of a stormwater device, practice or system.~~

907 ~~_____ (2) The director of public works/village engineer may approve off-site management~~
908 ~~measures provided that all of the following conditions are met:~~

909 ~~_____ a. The director of public works/village engineer determines that the post-~~
910 ~~construction runoff is covered by a stormwater management system plan that is approved by~~
911 ~~Village of Hartland and that contains management requirements consistent with the purpose and~~
912 ~~intent of this article.~~

913 ~~_____ b. The off-site facility meets all of the following conditions:~~

914 ~~_____ 1. The facility will be in place before the need for the facility arises as a~~
915 ~~result of on-site construction activities.~~

916 ~~_____ 2. The facility is designed and adequately sized to provide a level of~~
917 ~~stormwater control equal to or greater than that which would be afforded by on-site practices~~
918 ~~meeting the performance standards of this article.~~

919 ~~_____ 3. The facility has a legally obligated entity responsible for its long-term~~
920 ~~operation and maintenance.~~

921 ~~_____ 4. Where a regional stormwater management option exists such that~~
922 ~~the director of public works/village engineer may exempt the applicant from all or part of the~~
923 ~~minimum on-site stormwater management requirements, the applicant shall be required to pay a~~
924 ~~fee in an amount determined by the director of public works/village engineer. In determining the~~
925 ~~fee for post construction runoff, the director of public works/village engineer shall consider an~~
926 ~~equitable distribution of the cost for land, engineering design, construction, and maintenance of~~
927 ~~the regional treatment option.~~

928
929 ~~_____ (f)fe Alternate requirements. The dDirector of pPublic wWorks/village engineer~~
930 ~~may establish alternative stormwater management requirements to those set forth in the village's~~
931 ~~erosion control and stormwater management requirements, if the dDirector of pPublic~~
932 ~~wWorks/village engineer determines that an added level of protection is needed for to address~~
933 ~~downstream stormwater management issues; or that extraordinary hardships or practical~~
934 ~~difficulties may result from strict compliance with these regulations. Exceptions or waivers to~~
935 ~~stormwater management requirements set forth in this article and the village's erosion control and~~
936 ~~stormwater management requirements shall be considered in accordance with section 76-12.~~

937
938 **Sec. 76-8. - Permitting requirements, procedures, and fees.**

939
940 (a) *Permit required.* No responsible party may undertake a land disturbing construction
941 activity without receiving a stormwater management permit from the building inspector/ dDirector
942 of pPublic wWorks prior to commencing the proposed activity.

944 (b) *Permit application and fees.* Unless specifically excluded by this article, any responsible
945 party desiring a permit shall submit to the building inspector~~/, or d~~Director of ~~p~~Public ~~w~~Works a
946 permit application made on a form provided by village for that purpose.

947
948 (1) Unless otherwise excepted by this article, a permit application must be
949 accompanied by a stormwater management plan, a maintenance agreement (where required) and,
950 where not otherwise covered by a developer's agreement, a non-refundable permit administration
951 fee. The permit administration fee, where applicable, shall be consistent with a fee schedule
952 maintained by the village.

953
954 (2) The stormwater management plan shall be prepared to meet the requirements of
955 sections 76-6 and 76-8, the maintenance agreement shall be prepared to meet the requirements of
956 76-9, the financial guarantee shall meet the requirements of 76-10, and fees shall be those
957 established by the village as set forth in the schedule of fees established by the ~~v~~Village ~~b~~Board
958 from time-to-time.

959
960 (c) *Review and approval of permit application.* The building inspector~~/, or d~~Director of
961 ~~p~~Public ~~w~~Works shall review any permit application that is submitted with a stormwater
962 management plan, maintenance agreement, and the required fee. The following approval
963 procedure shall be used:

964
965 (1) The village staff may request additional information if required for a complete
966 permit application.

967
968 (2) If the stormwater permit application, plan and maintenance agreement are
969 approved, or if an agreed upon payment of fees in lieu of stormwater management practices is
970 made, the village staff shall issue the permit.

971
972 (3) If the stormwater permit application, plan or maintenance agreement is
973 disapproved, the village staff shall detail in writing the reasons for disapproval.

974
975 (4) Prior to commencing the land development activity, the project may be subject to
976 additional approvals under the village's code.

977
978 (d) *Permit requirements.* All permits issued under this article shall be subject to the
979 following conditions, and holders of permits issued under this article shall be deemed to have
980 accepted these conditions. The building inspector~~/, or d~~Director of ~~p~~Public ~~w~~Works may suspend
981 or revoke a permit for violation of a permit condition by issuing written notification to the
982 responsible party. An action to suspend or revoke a permit may be appealed in accordance with
983 section 76-15.

984
985 (1) Compliance with a permit issued under this article does not relieve the responsible
986 party of the responsibility to comply with any other applicable federal, state, and local laws and
987 regulation(s).

988
989 (2) The responsible party shall design and install all structural and non-structural

990 stormwater management measures in accordance with the approved stormwater management plan
991 and this permit.

992
993 (3) The responsible party shall notify the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village
994 engineer~~, or~~ building inspector at least two business days before commencing any work in
995 conjunction with the stormwater management plan, and within three business days upon
996 completion of the stormwater management practices.

997
998 (4) Installations required as part of this article shall be certified "as built" by a licensed
999 professional engineer. Completed stormwater management practices must pass a final inspection
1000 by the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer or ~~their~~-his/her designee to determine
1001 compliance with the approved stormwater management plan and ~~ordinance~~this article. The
1002 ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer or ~~its~~-his/her designee shall notify the
1003 responsible party in writing of any changes required in such practices to bring them into
1004 compliance with the conditions of this permit.

1005
1006 (5) The responsible party shall notify the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village
1007 Engineer of any proposed modifications to an approved stormwater management plan prior to
1008 incorporation into the stormwater management plan.

1009
1010 (6) The responsible party shall maintain all stormwater management practices in
1011 accordance with the stormwater management plan until the practices either become the
1012 responsibility of the village, or are transferred to subsequent private owners as specified in the
1013 approved maintenance agreement.

1014
1015 (7) The responsible party authorizes the village to perform any work or operations
1016 necessary to bring stormwater management measures into conformance with the approved
1017 stormwater management plan, and consents to a special assessment or charge against the property
1018 as authorized under subch. VII of Wis. Stats. ch. 66, or to charging such costs against the financial
1019 guarantee posted under section 76-10.

1020
1021 (8) Activities that are not in compliance with the approved stormwater management
1022 plan shall constitute a public nuisance and the responsible party shall repair, at the responsible
1023 party's own expense, all damage to adjoining facilities and drainage ways caused by runoff, where
1024 such damage is caused by such activities.

1025
1026 (9) The responsible party shall permit property access to the ~~d~~Director of ~~p~~Public
1027 ~~w~~Works~~, or~~ village engineer or ~~its~~-his or her designee for the purpose of inspecting the property
1028 for compliance with the approved stormwater management plan and this permit.

1029
1030 (10) Where site development or redevelopment involves changes in direction, increases
1031 in peak rate and/or total volume of runoff from a site, the village board may require the responsible
1032 party to make appropriate legal arrangements with affected property owners.

1033
1034 (11) The responsible party is subject to the enforcement actions and penalties detailed
1035 in section 76-~~4335~~, if the responsible party fails to comply with the terms of a permit issued under

1036 this chapter.

1037
1038 (e) *Permit conditions.* Permits issued under this subsection may include conditions
1039 established by the village related to the requirements needed to meet the performance standards in
1040 76-67 or a financial guarantee as provided for in section 76-1011.

1041
1042 (f) Permit duration. Permits issued under this section shall be valid from the date of
1043 issuance through the date the village notifies the responsible party that all stormwater management
1044 practices have passed the final inspection required under ~~subsection sec. 76-8(d)(4)~~. The permit
1045 shall be invalid if work is not commenced within one year of permit issuance.

1046
1047 **Sec. 76-9. - Stormwater management plan.**

1048 ~~(a)~~
1049 (A) PLAN REQUIREMENTS. The storm water management plan required under Section 76-
1050 7(b) shall contain any such information the ~~dDirector of pPublic wWorks/village engineer~~ may
1051 need to evaluate the environmental characteristics of the area affected by land development
1052 activity, the potential impacts of the proposed development upon the quality and quantity of storm
1053 water discharges, the potential impacts upon water resources and drainage utilities, and the
1054 effectiveness and acceptability of proposed storm water management measures in meeting the
1055 performance standards set forth in this section. Unless specified otherwise by this section, storm
1056 water management plans shall contain, at a minimum, the following information:

1057
1058 (1) Name, address, and telephone number for the following or their designees:
1059 landowner; developer; project engineer for practice design and certification; person(s) responsible
1060 for installation of storm water management practices; and person(s) responsible for maintenance
1061 of storm water management practices prior to the transfer, if any, of maintenance responsibility to
1062 another party.

1063
1064 (2) A proper legal description of the property proposed to be developed, referenced to
1065 the U.S. Public Land Survey system or to block and lot numbers within a recorded land subdivision
1066 plat.

1067
1068 (3) Pre-development site conditions, including:

1069
1070 (a) One or more site maps at a scale of not greater than 1 inch equals 50 feet.
1071 The site maps shall show the following: site location and legal property description; predominant
1072 soil types and hydrologic soil groups; existing cover type and condition; topographic contours of
1073 the site at a scale not to exceed 2 feet; topography and drainage network including enough of the
1074 contiguous properties to show runoff patterns onto, through, and from the site; watercourses that
1075 may affect or be affected by runoff from the site; flow path and direction for all storm water
1076 conveyance sections; watershed boundaries used in hydrology determinations to show compliance
1077 with performance standards; lakes, streams, wetlands, channels, ditches, and other watercourses
1078 on and immediately adjacent to the site; limits of the 100 year floodplain; location of wells and
1079 wellhead protection areas covering the project area and delineated pursuant to s. NR 811.16, Wis.
1080 Adm. Code.

1082 (b) Hydrology and pollutant loading computations as needed to show
1083 compliance with performance standards. Computations of the peak flow discharge rates and
1084 discharge volumes from each discharge point in the development. At a minimum, computations
1085 must be made for the following storms: 1, 2, 10 and 100-year. All major assumptions used in
1086 developing input parameters shall be clearly stated. The geographic areas used in making the
1087 calculations shall be clearly cross-referenced to the required map(s).

1088
1089 (4) Post-development site conditions, including:

1090
1091 (a) Explanation of the provisions to preserve and use natural topography and
1092 land cover features to minimize changes in peak flow runoff rates and volumes to surface waters
1093 and wetlands.

1094
1095 (b) Explanation of any restrictions on storm water management measures in
1096 the development area imposed by wellhead protection plans and ordinances.

1097
1098 (c) One or more site maps at a scale of not greater than 1 inch equals 50 feet
1099 showing the following: post-construction pervious areas including vegetative cover type and
1100 condition; impervious surfaces including all buildings, structures, and pavement; post-construction
1101 topographic contours of the site at a scale not to exceed 2 feet; post-construction drainage network
1102 including enough of the contiguous properties to show runoff patterns onto, through, and from the
1103 site; locations and dimensions of drainage easements; locations of maintenance easements
1104 specified in the maintenance agreement; flow path and direction for all storm water conveyance
1105 sections; location and type of all storm water management conveyance and treatment practices,
1106 including the on-site and off-site tributary drainage area; location and type of conveyance system
1107 that will carry runoff from the drainage and treatment practices to the nearest adequate outlet such
1108 as a curbed street, storm drain, or natural drainage way; watershed boundaries used in hydrology
1109 and pollutant loading calculations and any changes to lakes, streams, wetlands, channels, ditches,
1110 and other watercourses on and immediately adjacent to the site.

1111
1112 (d) Hydrology and pollutant loading computations as needed to show
1113 compliance with performance standards. The computations shall be made for each discharge point
1114 in the development, and the geographic areas used in making the calculations shall be clearly cross-
1115 referenced to the required map(s). Computations of the peak flow discharge rates and discharge
1116 volumes from each discharge point in the development including analysis of the safe capacity of
1117 downstream conveyance systems. At a minimum, computations must be made for the following
1118 storms: 1, 2, 10 and 100-year. All major assumptions used in developing input parameters, shall
1119 be clearly stated.

1120
1121 (e) Results of investigations of soils and groundwater required for the
1122 placement and design of storm water management measures. Detailed drawings including cross-
1123 sections and profiles of all permanent storm water conveyance and treatment practices.

1124
1125 (5) A description and installation schedule for the storm water management practices
1126 needed to meet the performance standards in Section 76-7(c).

1128 (6) A maintenance plan developed for the life of each storm water management
1129 practice including the required maintenance activities and maintenance activity schedule.

1130
1131 (7) Cost estimates for the construction, operation, and maintenance of each storm water
1132 management practice.

1133
1134 (8) Results of impact assessments on wetland functional values, as applicable.

1135
1136 (9) Design computations and all applicable assumptions for storm water conveyance
1137 (open channel, closed pipe) and storm water treatment practices (sedimentation type, filtrations,
1138 infiltration-type) as needed to show that practices are appropriately sized and capable of meeting
1139 the discharge performance standards of this section.

1140
1141 (10) Other information requested in writing by the Director of Public Works, or
1142 village engineer to determine compliance of the proposed storm water management measures with
1143 the provisions of this article.

1144
1145 (11) All site investigations, plans, designs, computations, and drawings shall be certified
1146 by a licensed professional engineer to be prepared in accordance with accepted engineering
1147 practice and requirements of this article.

1148 ~~Plan requirements. A stormwater management plan shall be prepared and submitted to the village~~
1149 ~~director of public works/village engineer. The stormwater management plan shall include, at a~~
1150 ~~minimum, information required in the village's erosion control and stormwater management~~
1151 ~~requirements, maintained and periodically updated by the director of public works/village~~
1152 ~~engineer. The director of public works may waive certain submittal requirements if reasonably~~
1153 ~~determined by the director of public works/village engineer to be unnecessary to demonstrate~~
1154 ~~compliance with ordinance standards.~~

1155
1156 (B) SIMPLIFIED PLANS. The Village may allow simplified storm water management plans for
1157 sites with less than 1 acre of land disturbing construction activity.

1158
1159 ~~(c)~~ *Alternate requirements.* The Director of Public Works/village engineer may
1160 prescribe alternative submittal requirements for applicants seeking an exemption to on-site
1161 stormwater management performance standards under subsection 76-7(e) or section 76-13.

1162
1163 **Sec. 76-10. - Maintenance agreement.**

1164
1165 (a) *Maintenance agreement required.* The maintenance agreement required under
1166 subsection 76-7(b) for stormwater management practices shall be an agreement between the
1167 village and the responsible party to provide for maintenance of stormwater practices beyond the
1168 duration period of this permit. The maintenance agreement shall be filed with the Waukesha
1169 County Register of Deeds as a property deed restriction so that it is binding upon all subsequent
1170 owners of the land served by the stormwater management practices.

1171
1172 (b) *Agreement provisions.* The maintenance agreement shall contain the following
1173 information and provisions and be consistent with the maintenance plan required by subsection

1174 76-7(b).

1175
1176 (1) Identification of the stormwater facilities and designation of the drainage area
1177 served by the facilities.

1178
1179 (2) A schedule for regular maintenance of each aspect of the stormwater management
1180 system consistent with the stormwater management plan required under subsection 76-7(b).

1181
1182 (3) Identification of the property or easement owner, organization or ~~county, or village~~
1183 governmental entity responsible for long term maintenance of the stormwater management
1184 practices identified in the stormwater management plan required under subsection-76-7(b).

1185
1186 (4) Requirement that the responsible party(s), organization, or ~~county, or town~~
1187 governmental entity shall maintain stormwater management practices in accordance with the
1188 schedule included under ~~subsection sec. 76-10~~ (b)(2) above.

1189
1190 (5) Authorization for the village staff or contractors to access the property to conduct
1191 inspections of stormwater management practices as necessary to ascertain that the practices are
1192 being maintained and operated in accordance with the agreement.

1193
1194 (6) Agreement that the party designated under ~~subsection sec. 76-10~~ (b)(3), as
1195 responsible for long term maintenance of the stormwater management practices, shall be notified
1196 by the village of maintenance problems which require correction. The specified corrective actions
1197 shall be undertaken within a reasonable time frame as set by the village.

1198
1199 (7) Authorization for the village to perform the corrected actions identified in the
1200 inspection report if the responsible party designated under ~~subsection sec. 76-10~~ (b)(3) does not
1201 make the required corrections in the specified time period. The village finance director shall enter
1202 the amount due on the tax rolls and collect the money as a special assessment or charge against the
1203 property pursuant to subch. VII of Wis. Stats. Ch. 66 as amended from time-to-time.

1204
1205 **Sec. 76-11. - Financial guarantee.**

1206
1207 (a) *Establishment of the guarantee.* The village board may require the submittal of a
1208 financial guarantee, the form and type of which shall be acceptable to the village attorney. The
1209 financial guarantee shall be in an amount determined by the ~~eDirector of pPublic wWorks/village~~
1210 ~~engineer~~ to be the estimated cost of construction and the estimated cost of maintenance of the
1211 stormwater management practices during the period initial construction phase of the underlying
1212 development. The financial guarantee shall give the village the authorization to use the funds to
1213 complete the stormwater management practices if the responsible party defaults or does not
1214 properly implement the approved stormwater management plan, upon written notice to the
1215 responsible party by the administering authority that the requirements of this article have not been
1216 met.

1217
1218 (b) *Conditions for release.* Conditions for the release of the financial guarantee are as
1219 follows:

1220
1221 (1) The village board shall release the portion of the financial guarantee established
1222 under this ~~section~~ article, less any costs incurred by the village to complete installation of practices,
1223 upon submission of "as built plans" by a Wisconsin licensed professional engineer. The ~~d~~Director
1224 of ~~p~~Public ~~w~~Works/~~village engineer~~ may recommend provisions for a partial ~~pro-rata~~ release of
1225 the financial guarantee based on the completion of various development stages.

1226
1227 (2) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ shall release the portion of the
1228 financial guarantee established under this section to assure maintenance of stormwater practices
1229 and facilities, less any costs incurred by the village, at such time that the practice or facility and
1230 underlying development are completed.

1231
1232 **Sec. 76-12. - Fee schedule.**

1233
1234 The fees referred to in other sections of this article shall be established by the village and may
1235 from time to time be modified by resolution. A schedule of fees shall be available at the village
1236 clerk's office.

1237
1238 **Sec. 76-13. - Exceptions and waivers.**

1239
1240 (a) *Generally.* Where the village finds that extraordinary hardships or practical difficulties
1241 may result from strict compliance with these regulations and/or the purposes of these regulations
1242 may be served to a greater extent by an alternative proposal, it may approve exceptions and waivers
1243 to these regulations so that substantial justice may be done and the public interest secured, provided
1244 the exception or waiver shall not have the effect of nullifying the intent and purpose of these
1245 regulations; and further provided the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~ shall not
1246 approve exceptions and waivers unless they shall make findings based upon the evidence presented
1247 to them that all of the following conditions are met by the petitioner.

1248
1249 (1) The granting of the exception or waiver will not be detrimental to the public safety,
1250 health, or welfare or injurious to other property;

1251
1252 (2) The conditions upon which the request is based are unique to the property for
1253 which the relief is sought and are not applicable generally to other property;

1254
1255 (3) Because of the location or conditions affecting the specific property involved, a
1256 particular hardship to the owner would result, as distinguished from a mere inconvenience, if the
1257 strict letter of these regulations is carried out;

1258
1259 (4) The relief sought will not materially alter the provisions of any existing stormwater
1260 management plan within the village except that this document may be amended in the manner
1261 prescribed by law;

1262
1263 (5) The granting of the exception or waiver will not result in a violation of state or
1264 federal laws or permits.

1266 (b) *Conditions.* In approving exceptions or waivers, the ~~d~~Director of ~~p~~Public
1267 ~~w~~Works/~~village engineer~~ may require such conditions as will, in ~~their~~-his or her judgment,
1268 reasonably secure substantially the purposes described in this article and accompanying written
1269 stormwater management and erosion control requirements.
1270

1271 (c) *Procedures.* A petition for an exception or waiver shall be submitted in writing by the
1272 responsible party at the time when the development is filed for the consideration ~~of~~-by the
1273 ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~. The petition shall state fully the grounds for the
1274 application and all of the facts relied upon by the petitioner.
1275

1276 **Sec. 76-14. - Inspection and enforcement.**
1277

1278 (a) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~or~~ village engineer/~~or~~ building inspector, or
1279 designee may access the site periodically to inspect stormwater management practices and
1280 facilities to evaluate compliance with the approved stormwater management plan.
1281

1282 (b) Any land disturbing construction activity or post-construction runoff initiated after the
1283 effective date of this article by any person, firm, association, or corporation subject to the ordinance
1284 provisions shall be deemed a violation unless conducted in accordance with the requirements of
1285 this article.
1286

1287 (c) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~or~~ building inspector shall provide written notice to
1288 the responsible party by of any non-complying land disturbing construction activity or post-
1289 construction runoff. The notice shall describe the nature of the violation, remedial actions needed,
1290 a schedule for remedial action, and additional enforcement action which may be taken.
1291

1292 (d) Upon receipt of written notification from the ~~d~~Director of ~~p~~Public ~~w~~Works under
1293 ~~subsection sec. 76-14~~(b) above, the responsible party shall correct work that does not comply with
1294 the stormwater management plan or other provisions of this permit. The responsible party shall
1295 make corrections as necessary to meet the specifications and schedule set forth by the ~~d~~Director
1296 of ~~p~~Public ~~w~~Works/~~village engineer~~ in the notice.
1297

1298 (e) If the violations to a permit issued pursuant to this article are likely to result in damage
1299 to properties, public facilities, or waters of the state, the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village~~
1300 ~~engineer~~ may enter the land and take emergency actions necessary to prevent such damage. The
1301 costs incurred by the village plus interest and legal costs shall be billed to the responsible party as
1302 a special charge under Wis. Stats. Ch. 66.
1303

1304 (f) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~or~~ building inspector/~~or~~ village engineer are
1305 authorized to post a stop work order on all land disturbing construction activity that is in violation
1306 of this article, or to request the village attorney to obtain a cease and desist order in any court with
1307 jurisdiction.
1308

1309 (g) The ~~d~~Director of ~~p~~Public ~~w~~Works/~~village _engineer/building inspector~~ may revoke a
1310 permit issued under this article for non-compliance with ordinance provisions.
1311

1312 (h) Any permit revocation, stop work order, or cease and desist order shall remain in effect
1313 unless retracted by the ~~d~~Director of ~~p~~Public ~~w~~Works, ~~village engineer, building inspector, village~~
1314 ~~administrator~~, or village attorney, the village board of trustees, or by a court with jurisdiction.

1315
1316 (i) The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer~~, or~~ building inspector are
1317 authorized to refer any violation of this article, or of a stop work order, or of a cease and desist
1318 order issued pursuant to this article, to the village attorney for the commencement of further legal
1319 proceedings in any court with jurisdiction.

1320
1321 (j) Any person, firm, association, or corporation violating the provisions of this article shall
1322 be subject to penalties as provided in section 1-4 of this Code. Each day of each violation shall
1323 constitute a separate offense.

1324
1325 (k) Compliance with the provisions of this article may also be enforced by injunction in any
1326 court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist
1327 order before resorting to injunction proceedings.

1328
1329 (l) When the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer~~, or~~ building inspector
1330 determines that the holder of a permit issued pursuant to this article has failed to follow practices
1331 set forth in the stormwater management plan, or has failed to comply with schedules set forth in
1332 said stormwater management plan, the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer~~, or~~
1333 building inspector, or their designee, may enter upon the land and perform the work or other
1334 operations necessary to bring the condition of said lands into conformance with requirements of
1335 the approved plan. The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer~~, or~~ building inspector
1336 shall keep a detailed accounting of the costs and expenses of performing this work. These costs
1337 and expenses shall be deducted from any financial security posted pursuant to section 76-11 of this
1338 article. Where such a security has not been established, or where such a security is insufficient to
1339 cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against
1340 the property and collected with any other taxes levied thereon for the year in which the work is
1341 completed.

1342
1343 **Sec. 76-15. - Appeals.**

1344
1345 (a) *Board of zoning appeals.* The board of zoning appeals, created pursuant to section 46-
1346 121 of this Code pursuant to Wis. Stats. § 61.35(7)(e) shall hear and decide appeals where it is
1347 alleged that there is error in any order, decision or determination made by the ~~d~~Director of ~~p~~Public
1348 ~~w~~Works~~, or~~ village engineer~~, or~~ building inspector in administering this article. The board shall
1349 also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding
1350 appeals. Upon appeal, the board may authorize variances from the provisions of this article that
1351 are not contrary to the public interest, and where owing to special conditions a literal enforcement
1352 of the article will result in unnecessary hardship.

1353
1354 (b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved person
1355 ~~or by an officer, department, or board of the Village of Hartland adversely~~ affected by any decision
1356 of the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer~~, or~~ building inspector.

1358 **Sec. 76-16. - Severability.**

1359
1360 If any section, clause, provision or portion of this article is judged unconstitutional or invalid by a
1361 court of competent jurisdiction, the remainder of the article shall remain in force and not be
1362 affected by such judgment.

1363
1364 **Secs. 76-17—76-30. - Reserved.**

1365
1366 **ARTICLE II. - ILLICIT STORMWATER DISCHARGES AND CONNECTIONS**

1367
1368 **Sec. 76-31. - Definitions.**

1369
1370 The words, terms and phrases as defined in Section 76-1 of this chapter, shall have the meanings
1371 ascribed to them when used in this section, except where the context clearly indicates a different
1372 meaning.

1373
1374 **Sec. 76-32. - Discharges prohibited.**

1375
1376 No person shall discharge, spill or dump substances or materials that are ~~not entirely composed~~
1377 ~~pollutants into~~ stormwater ~~or~~ into receiving bodies of water or onto driveways, sidewalks, parking
1378 lots or other areas that drain into the storm drainage system. Unless otherwise approved by the
1379 ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~, no person shall discharge roof drains, yard drains
1380 or sump pumps onto streets, sidewalks, or other areas within village right-of-way that drain into
1381 the storm drainage system. Roof drains, yard drains, and sump pumps shall discharge onto pervious
1382 areas at grade on private property.

1383
1384 **Sec. 76-33. - Connections prohibited.**

1385
1386 The construction, use, maintenance or continued existence of illicit connections to the storm
1387 drainage system is prohibited. This prohibition expressly includes, without limitation, illicit
1388 connections made prior to the adoption of this article, regardless of whether the connections was
1389 permissible under law or practice applicable or prevailing at the time of connection. Unless
1390 otherwise approved by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~village engineer~~, roof drain and sump
1391 pump discharge connections to the storm drainage system shall be prohibited.

1392
1393 **Sec. 76-34. - Exemptions.**

1394
1395 The following activities are exempt from the provisions of this section unless found to have an
1396 adverse impact on the stormwater:

- 1397
1398 (1) Discharges authorized by a permit issued by the Wisconsin Department of Natural
1399 Resources.
1400
1401 (2) Discharges resulting from fire fighting activities.
1402
1403 (3) Discharges from uncontaminated ground water, potable water source, air conditioning

1404 condensation, springs, lawn watering, individual residential car washing, water main and hydrant
1405 flushing and swimming pools if the water has been dechlorinated.

1406
1407 **Sec. 76-35. - Enforcement.**

1408
1409 (a) Any person, firm, association, or corporation violating the provisions of this article shall
1410 be subject to penalties as provided in section 1-4 of this Code. Each day of each violation shall
1411 constitute a separate offense.

1412
1413 (b) Compliance with the provisions of this article may also be enforced by injunction in any
1414 court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist
1415 order before resorting to injunction proceedings.

1416
1417 **Secs. 76-36—76-50. - Reserved.**

1418
1419 **ARTICLE III. - CONSTRUCTION SITE EROSION CONTROL**

1420
1421 **Sec. 76-51. - Definitions.**

1422
1423 The words, terms and phrases as defined in Section 76-1 of this chapter, shall have the meanings
1424 ascribed to them when used in this section, except where the context clearly indicates a different
1425 meaning.

1426
1427 **Sec. 76-52. - Authority.**

1428
1429 (a) This article is adopted under the authority granted by Wis. Stats. § 61.354 and 281.33,
1430 Wis. Stats. This article supersedes all provisions of any previously enacted ordinance related to
1431 construction site erosion control. Except as otherwise specified in Wis. Stats. §§ 61.35 and 61.354
1432 applies to this article and to any amendments to this article.

1433
1434 (b) The provisions of this article are deemed not to limit any other lawful regulatory powers
1435 of the same governing body.

1436
1437 (c) The village hereby designates the ~~eDirector of pPublic wWorks~~, or building inspector,
1438 or village engineer to administer and enforce the provisions of this article.

1439
1440 (d) The requirements of this article do not pre-empt more stringent erosion and sediment
1441 control requirements that may be imposed by any of the following:

1442
1443 (1) Wisconsin Department of Natural Resources administrative rules, permits or
1444 approvals including those authorized under Wis. Stats. §§ 281.16 and 283.33.

1445
1446 (2) Targeted non-agricultural performance standards promulgated in rules by the
1447 Wisconsin Department of Natural Resources under Wis. Admin. Code § NR 151.004, or the current
1448 state runoff program administrative codes

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Sec. 76-53. - Findings of fact.

The village finds that runoff from land disturbing construction activity may carry a significant amount of sediment and other pollutants into ground and surface waters and waterways in the village.

Sec. 76-54. - Purpose.

It is the purpose of this article to further the maintenance of safe and healthful conditions; prevent and control water pollution; prevent and control soil erosion; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; preserve ground cover and scenic beauty; and promote sound economic growth, by minimizing the amount of sediment and other pollutants carried by runoff or discharged from land disturbing construction activity to ground and surface waters and waterways in village.

Sec. 76-55. - Applicability and jurisdiction.

(a) ~~The following~~Any land disturbing activity shall be subject to erosion and sediment control provisions of this article;~~if:~~

~~(1) A subdivision plat would result, or if construction of buildings on platted lots results;~~

~~(2) A certified map would result, or if construction of buildings on certified survey map lots results;~~

~~(3) A construction site An area of which has 4,000 square feet or more of land disturbing greater will be disturbed by excavation, grading, filling, or other earth moving activities, resulting in a loss or removal of protective ground cover, vegetations;~~

~~(4) Excavation, fill, or any combination thereof, will exceed 400 cubic yards; or more than 15 cubic yards within areas specified by the Waukesha County Shoreland and Floodland Protection Ordinance;~~

~~(5) Any public (federal, state or local) street, road or highway is to be constructed, enlarged, relocated, or substantially reconstructed;~~

~~(6) Any watercourse is to be changed, enlarged or materials are removed from a river, stream, swamp, or lake bed; or~~

~~(7) Any utility work in which underground conduits, piping, wiring, water lines, sanitary sewers, storm sewers or similar structures will be laid, repaired, replaced or enlarged, if such work involves more than 300 linear feet of each disturbance;~~

~~(8) Grading, removal of protective ground cover or vegetation, excavation, landfilling or land disturbing activity within 200 feet of a lake, stream, or wetland when work affects more than ten cubic yards of material.~~

(b) This article does not apply to the following:

(1) A construction project that is exempted by federal statutes or regulations from the requirement to have a national pollutant discharge elimination system permit issued under Chapter 40, Code of Federal Regulations, part 122, for land disturbing construction activity.

1496 (2) Nonpoint discharges from agricultural facilities and practices, ~~that are conducted~~
1497 ~~more than 50 feet from any navigable waterway or wetlands.~~

1499 (3) Nonpoint discharges from silviculture activities, ~~that are conducted more than 50~~
1500 ~~feet from any navigable waterway or wetlands.~~

1502 (4) Routine maintenance for project sites under ~~5 one-half~~ acres of land disturbance if
1503 performed to maintain the original line and grade, hydraulic capacity or original purpose of the
1504 facility.

1506 (5) Land disturbing construction activity that includes the construction of a one or two family
1507 residential site less than one acre and is otherwise regulated by the Wisconsin Department of Safety
1508 and Professional Services.

1509 (6) Construction projects that do not result in land disturbing activity including mill and
1510 crush operations that do not have soil disturbance, filling or road shoulder grading.

1512 (c) Notwithstanding the applicability requirements in ~~paragraph sec. 76-55~~ (a), this article
1513 applies to construction sites of any size that, in the opinion of the village staff, are likely to result
1514 in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of
1515 water, that causes undue channel erosion, that increases water pollution by scouring or the
1516 transportation of particulate matter or that endangers property or public safety.

1518 **Sec. 76-56. - Jurisdiction.**

1519 This article applies to land disturbing construction activities on lands within the boundaries and
1520 jurisdiction of the Village of Hartland.

1521 **Sec. 76-57. - Technical standards.**

1522 (a) Design criteria, standards and specifications.

1523 All BMPs required to comply with this article shall meet the design criteria, standards and
1524 specifications based on any of the following:

1525 (1) Design guidance and technical standards identified or developed by the Wisconsin
1526 Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code.

1527 (2) Soil loss prediction tools (such as the Universal Soil Loss Equation (USLE)) when
1528 using an appropriate rainfall or runoff factor (also referred to as the R factor) or an appropriate design
1529 storm and precipitation distribution, and when considering the geographic location of the site and
1530 the period of disturbance.

1531 ~~All drainage facilities and practices required to comply with this article shall incorporate technical~~
1532 ~~standards and design methods specified in the document Village of Hartland Erosion Control and~~
1533 ~~Stormwater Management Requirements, maintained and periodically updated by the director of~~
1534 ~~public works/village engineer. Where not superseded by stricter requirements in Village of~~

1542 ~~Hartland Erosion Control and Stormwater Management Requirements, the following standards are~~
1543 ~~also incorporated by reference:~~

1544 ~~———— (1) Design guidance and technical standards identified or developed by the Wisconsin~~
1545 ~~Department of Natural Resources under subchapter V of Wis. Admin. Code chapter NR 151.~~

1546 ~~———— (2) Soil loss prediction tools (such as the Universal Soil Loss Equation (USLE)) when~~
1547 ~~using an appropriate design storm and precipitation distribution, and when considering the~~
1548 ~~geographic location of the site and the period of disturbance.~~

1549
1550 (b) Other standards. Other technical standards not identified or developed in subsection (a),
1551 may be used provided that the methods have been approved by the ~~d~~Director of ~~p~~Public ~~w~~Works~~;~~
1552 ~~or~~ village engineer~~;~~ ~~or~~ building inspector.

1553
1554 **Sec. 76-58. - Performance standards.**

1555
1556 (a) Responsible party. ~~The responsible party~~ ~~The entity holding fee title to the property~~ shall
1557 be responsible for either developing and implementing an erosion and sediment control plan, or
1558 causing such plan to be developed and implemented through contract or other agreement. This
1559 plan shall be developed in accordance with section 76-60, that incorporates the requirements of
1560 this section.

1561
1562 (b) Plan. A written plan shall be developed in accordance with section 76-9 and
1563 implemented for applicable land development activities. Simplified plans may be completed for
1564 sites with less than 1 acre of land disturbing activity in accordance with the requirements of this
1565 article.

1566
1567 (c) EROSION AND OTHER POLLUTANT CONTROL REQUIREMENTS. The plan
1568 required under ~~parsec. 76-58: (B)~~ shall include the following:

1569
1570 (1) EROSION AND SEDIMENT CONTROL PRACTICES. Erosion and sediment
1571 control practices shall be used at each site where more than 4,000 square feet of land disturbing
1572 construction activity is to occur to prevent or reduce all of the following.

1573
1574 (a) The deposition of soil from being tracked onto streets by vehicles.

1575
1576 (b) The discharge of sediment from disturbed areas into on-site storm water
1577 inlets.

1578
1579 (c) The discharge of sediment from disturbed areas into adjacent waters of the
1580 state.

1581
1582 (d) The discharge of sediment from drainage ways that flow off the site.

1583
1584 (e) The discharge of sediment by dewatering activities.

1585
1586 (f) The discharge of sediment eroding from soil stockpiles existing for more
1587 than 7 days.

1588
1589 (g) The discharge of sediment from erosive flows at outlets and in downstream
1590 channels.

1591
1592 (h) The transport by runoff into waters of the state of chemicals, cement, and
1593 other building compounds and materials on the construction site during the construction period.
1594 However, projects that require the placement of these materials in waters of the state, such as
1595 constructing bridge footings or BMP installations, are not prohibited by this subdivision.

1596
1597 (i) The transport by runoff into waters of the state of untreated wash water
1598 from vehicle and wheel washing.

1599
1600 (2) SEDIMENT PERFORMANCE STANDARDS. In addition to the erosion and
1601 sediment control practices under par. (1), the following erosion and sediment control practices
1602 shall be employed for all construction sites with more than 1 acre of land disturbing construction
1603 activity:

1604
1605 (a) BMPs that, by design, discharge no more than 5 tons per acre per year, or
1606 to the maximum extent practicable, of the sediment load carried in runoff from initial grading to
1607 final stabilization.

1608
1609 (b) No person shall be required to employ more BMPs than are needed to meet
1610 a performance standard in order to comply with maximum extent practicable. Erosion and
1611 sediment control BMPs may be combined to meet the requirements of this paragraph. Credit may
1612 be given toward meeting the sediment performance standard of this paragraph for limiting the
1613 duration or area, or both, of land disturbing construction activity, or for other appropriate
1614 mechanisms.

1615
1616 (c) Notwithstanding par. (a), if BMPs cannot be designed and implemented to
1617 meet the sediment performance standard, the erosion and sediment control plan shall include a
1618 written, site-specific explanation of why the sediment performance standard cannot be met and
1619 how the sediment load will be reduced to the maximum extent practicable.

1620
1621 (3) PREVENTIVE MEASURES. The erosion and sediment control
1622 plan shall incorporate all of the following:

1623
1624 (a) Maintenance of existing vegetation, especially adjacent to surface waters
1625 whenever possible.

1626
1627 (b) Minimization of soil compaction and preservation of topsoil.

1628
1629 (c) Minimization of land disturbing construction activity on slopes of 20
1630 percent or more.

1631
1632 (d) Development of spill prevention and response procedures.
1633

1634 ~~Erosion and sediment control performance standards. All drainage facilities and practices required~~
1635 ~~to comply with this article shall meet performance standards specified in the document Village of~~
1636 ~~Hartland Erosion Control and Stormwater Management Requirements, maintained and~~
1637 ~~periodically updated by the director of public works/village engineer.~~

1638
1639 (d) Location. The BMPs used to comply with this section shall be located prior to runoff
1640 entering any lake, stream, river, swamp, or wetlands or any stormwater management system.

1641
1642 (E) IMPLEMENTATION. The BMPs used to comply with this section shall be implemented
1643 as follows:

1644
1645 (1) Erosion and sediment control practices shall be constructed or installed before land
1646 disturbing construction activities begin in accordance with the erosion and sediment control plan
1647 developed in Section 76-60.

1648
1649 (2) Erosion and sediment control practices shall be maintained until final stabilization.

1650
1651 (3) Final stabilization activity shall commence when land disturbing activities cease
1652 and final grade has been reached on any portion of the site.

1653
1654 (4) Temporary stabilization activity shall commence when land disturbing activities
1655 have temporarily ceased and will not resume for a period exceeding 14 calendar days.

1656
1657 (5) BMPs that are no longer necessary for erosion and sediment control shall be
1658 removed by the responsible party.

1659
1660 (fe) Alternate requirements. The ~~dDirector of pPublic wWorks/building _inspector/village~~
1661 ~~engineer~~ may establish alternative erosion and sediment control requirements to those set forth in
1662 ~~this article Village of Hartland Erosion Control and Stormwater Management Requirements~~, if the
1663 ~~dDirector of pPublic wWorks/building _inspector/village engineer~~ determines that an added level
1664 of protection is needed or that extraordinary hardships or practical difficulties may result from
1665 strict compliance with these regulations. Exceptions or waivers to requirements set forth in this
1666 article and Village of Hartland Erosion Control and Stormwater Management Requirements shall
1667 be considered in accordance with section 76-13.

1668
1669 **Sec. 76-59. - Permitting requirements, procedures and fees.**

1670
1671 (a) *Permit required.* No responsible party may commence a land disturbing construction
1672 activity subject to this article without receiving prior approval of an erosion and sediment control
1673 plan for the site and a permit from the ~~dDirector of pPublic wWorks/, or building inspector/, or~~
1674 village engineer.

1675
1676 (b) *Permit application and fees.* The responsible party desiring to undertake a land
1677 disturbing construction activity subject to this article shall submit an application for a permit and
1678 an erosion and sediment control plan that meets the requirements of section 76-~~860~~. The applicant
1679 shall pay an application fee consistent with the fee schedule maintained by the village clerk. By

1680 submitting an application, the applicant is authorizing the village staff to enter the site to obtain
1681 information required for the review of the erosion and sediment control plan.

1682
1683 (c) *Review and approval of permit application.* The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~
1684 building inspector/village engineer shall review any permit application that is submitted with an
1685 erosion and sediment control plan, and the required fee. The following approval procedure shall
1686 be used:

1687
1688 (1) The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector~~, or~~ village engineer may
1689 request additional information if required for a complete application within 15 business days of
1690 receipt of any permit application. Within 30 business days of the receipt of a complete permit
1691 application, including all items as required by subsection (b), the ~~d~~Director of ~~p~~Public ~~w~~Works~~,
1692 or~~ building inspector~~, or~~ village engineer shall inform the applicant whether the application, plan
1693 and maintenance agreement are approved or disapproved based on the requirements of this article.

1694
1695 (2) If the permit application and plan are approved, the ~~d~~Director of ~~p~~Public ~~w~~Works~~,
1696 or~~ building inspector~~, or~~ village engineer shall issue the permit.

1697
1698 (3) If the permit application or plan is disapproved, the ~~d~~Director of ~~p~~Public ~~w~~Works~~,
1699 or~~ building inspector~~, or~~ village engineer shall state in writing the reasons for disapproval.

1700
1701 (d) *Financial guarantee.* As a condition of approval and issuance of the permit, the
1702 ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector~~, or~~ village engineer may require the applicant
1703 to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the
1704 approved erosion control plan and any permit conditions. The amount of financial guarantee
1705 required under this section shall be established by the ~~d~~Director of ~~p~~Public ~~w~~Works/~~building
1706 inspector/village engineer~~, in his or her discretion, taking into consideration the projected cost of
1707 the BMPs and other facilities required in the approved erosion control plan together with a
1708 reasonable estimate of the cost of site stabilization and/or cleanup in the event of noncompliance
1709 with the approved erosion control plan.

1710
1711 (e) *Permit requirements.* All permits shall require the responsible party to:

1712
1713 (1) Notify the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector/~~village engineer~~
1714 three full village business days prior to commencing any land disturbing construction activity.

1715
1716 (2) Notify the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector/~~village engineer~~ of
1717 completion of any BMPs within three full village business days after their installation.

1718
1719 (3) Obtain permission in writing from the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building
1720 inspector~~, or~~ village engineer prior to any modification pursuant to subsection 76-9(~~b~~B) of the
1721 erosion and sediment control plan.

1722
1723 (4) Install all BMPs as identified in the approved erosion and sediment control plan.

1724
1725 (5) Maintain all road drainage systems, stormwater drainage systems, BMPs and other

1726 facilities identified in the erosion and sediment control plan.

1727
1728 (6) Repair any siltation or erosion damage to adjoining surfaces and drainage ways
1729 resulting from land disturbing construction activities and document repairs in a site erosion control
1730 log. Remove accumulated sediment from downstream culverts, storm sewers, and other drainage
1731 facilities. Remove accumulated sediment from waterways upon obtaining of necessary permit(s)
1732 from the Wisconsin Department of Natural Resources.

1733
1734 (7) Inspect the BMPs within 24 hours after each rain of 0.5 inches or more which
1735 results in runoff during active construction periods, and at least once each week, make needed
1736 repairs and document the findings of the inspections in a site erosion control log with the date of
1737 inspection, the name of the person conducting the inspection, and a description of the present phase
1738 of the construction at the site. Repair or replace erosion and sediment control best management
1739 practices as necessary within 24 hours of an inspection or by the date agreed to between the
1740 permittee and the Director of ~~p~~Public ~~w~~Works~~/, or~~ village engineer or the appropriate designee.
1741 Inspections are only required for construction sites with more than 1 acre of land disturbing
1742 construction activity.

1743
1744 (8) Allow the village staff to enter the site for the purpose of inspecting compliance
1745 with the erosion and sediment control plan or for performing any work necessary to bring the site
1746 into compliance with the control plan. Keep a copy of the erosion and sediment control plan at the
1747 construction site.

1748
1749 (f) *Permit conditions.* Permits issued under this section may include conditions established
1750 by ~~d~~Director of ~~p~~Public ~~w~~Works~~/, or~~ building inspector~~/, or~~ village engineer in addition to the
1751 requirements set forth in subsection (e), where needed to assure compliance with the performance
1752 standards in section 76-758.

1753
1754 (g) *Permit duration.* Permits issued under this section shall be valid for a period of 180
1755 days, or the length of the building permit or other construction authorizations, whichever is longer,
1756 from the date of issuance. The permit duration may be extended one or more times for up to an
1757 additional 180 days. The ~~d~~Director of ~~p~~Public ~~w~~Works~~/, or~~ building inspector~~/, or~~ village engineer
1758 may require additional BMPs as a condition of the extension if they are necessary to meet the
1759 requirements of this article.

1760
1761 (h) *Maintenance.* The responsible party throughout the duration of the construction
1762 activities shall maintain all BMPs necessary to meet the requirements of this article until the site
1763 has undergone final stabilization.

1764
1765 **Sec. 76-60. - Erosion and sediment control plan and amendments.**

1766
1767 (a) EROSION AND SEDIMENT CONTROL PLAN.

1768
1769 (1) An erosion and sediment control plan shall be prepared and submitted to the
1770 ~~d~~Director of ~~p~~Public ~~w~~Works/village engineer.

1771

1772 (2) The erosion and sediment control plan shall be designed to meet the performance
1773 standards in Section 76-58 and other requirements of this article. Simplified plans may be
1774 completed for sites with less than 1 acre of land disturbing construction activity.

1775
1776 (3) The erosion and sediment control plan shall address pollution caused by soil erosion
1777 and sedimentation during construction and up to final stabilization of the site. The erosion and
1778 sediment control plan shall include, at a minimum, the following items:

1779
1780 (a) The name(s) and address(es) of the owner or developer of the site, and of any
1781 consulting firm retained by the applicant, together with the name of the applicant's principal
1782 contact at such firm. The application shall also include start and end dates for construction.

1783
1784 (b) Description of the site and the nature of the construction activity, including
1785 representation of the limits of land disturbance on a United States Geological Service 7.5 minute
1786 series topographic map.

1787
1788 (c) A sequence of construction of the development site, including stripping and
1789 clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading
1790 and landscaping. Sequencing shall identify the expected date on which clearing will begin, the
1791 estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion
1792 and sediment control measures, and establishment of permanent vegetation.

1793
1794 (d) Estimates of the total area of the site and the total area of the site that is
1795 expected to be disturbed by construction activities.

1796
1797 (e) Estimates, including calculations, if any, of the runoff coefficient of the site
1798 before and after construction activities are completed.

1799
1800 (f) Calculations to show the expected percent reduction in the average annual
1801 sediment load carried in runoff as compared to no sediment or erosion controls.

1802
1803 (g) Existing data describing the surface soil as well as subsoils.

1804
1805 (h) Depth to groundwater, as indicated by on-site soil borings or Natural
1806 Resources Conservation Service soil information where available.

1807
1808 (i) Name of the immediate named receiving water from the United States
1809 Geological Service 7.5-minute series topographic maps.

1810
1811 (4) The erosion and sediment control plan shall include a site map. The site map shall
1812 include the following items and shall be at a scale not greater than 100 feet per inch and at a contour
1813 interval not to exceed five feet.

1814
1815 (a) Existing topography, vegetative cover, natural and engineered drainage
1816 systems, roads and surface waters. Lakes, streams, wetlands, channels, ditches and other

1817 watercourses on and immediately adjacent to the site shall be shown. Any identified 100-year
1818 floodplains, flood fringes and floodways shall also be shown.

- 1819
- 1820 (b) Boundaries of the construction site.
- 1821
- 1822 (c) Drainage patterns and approximate slopes anticipated after major grading
1823 activities.
- 1824
- 1825 (d) Areas of soil disturbance.
- 1826
- 1827 (e) Location of major structural and non-structural controls identified in the
1828 plan.
- 1829
- 1830 (f) Location of areas where stabilization practices will be employed.
- 1831
- 1832 (g) Areas which will be vegetated following construction.
- 1833
- 1834 (h) Area and location of wetland acreage on the site and locations where storm
1835 water is discharged to a surface water or wetland within one-quarter mile downstream of the
1836 construction site.
- 1837
- 1838 (i) Locations of all surface waters and wetlands within one mile of the
1839 construction site.
- 1840
- 1841 (j) Areas used for infiltration of post-construction storm water runoff.
- 1842
- 1843 (k) An alphanumeric or equivalent grid overlying the entire construction site
1844 map.

1845

1846 (5) Each erosion and sediment control plan shall include a description of appropriate
1847 erosion and sediment control best management practices that will be installed and maintained at
1848 the site to prevent pollutants from reaching waters of the state. The plan shall clearly describe the
1849 appropriate erosion and sediment control measures for each major land disturbing construction
1850 activity and the timing during the construction process that the measures will be implemented. The
1851 description of erosion and sediment controls shall include, when appropriate, the following
1852 minimum requirements:

1853

1854 (a) Description of interim and permanent stabilization practices, including an
1855 implementation schedule. Site plans shall ensure that existing vegetation is preserved where
1856 attainable and that disturbed portions of the site are stabilized.

1857

1858 (b) Description of structural practices to divert flow away from exposed
1859 soils, store flows or otherwise limit runoff and the discharge of pollutants from the site. Unless
1860 otherwise specifically approved in writing by the ~~d~~Director of ~~p~~Public ~~w~~Works~~l~~, or village
1861 engineer, structural measures shall be installed on upland soils.

1862

- 1863 (c) Management of overland flow at all sites, unless otherwise controlled by
 1864 outfall controls.
 1865
 1866 (d) Trapping of sediment in channelized flow.
 1867
 1868 (e) Staging construction to limit exposed soil areas subject to erosion.
 1869
 1870 (f) Protection of downslope drainage inlets where they occur.
 1871
 1872 (g) Minimization of tracking via installation of tracking pads at all vehicle
 1873 and equipment entry and exit locations of the construction site.
 1874
 1875 (h) Clean up of off-site sediment deposits.
 1876
 1877 (i) Proper disposal of building and waste materials at all sites.
 1878
 1879 (j) Stabilization of drainage ways.
 1880
 1881 (k) Control of soil erosion from dirt stockpiles.
 1882
 1883 (l) Installation of permanent stabilization practices as soon as possible after
 1884 final grading.
 1885
 1886 (m) Minimization of dust to the maximum extent practicable.
 1887

1888 (6) The erosion and sediment control plan shall require that velocity dissipation devices
 1889 be placed at discharge locations and along the length of any outfall channel, as necessary, to
 1890 provide a non-erosive flow from the structure to a watercourse so that the natural physical and
 1891 biological characteristics and functions are maintained and protected.
 1892

1893 ~~Plan requirements. An erosion and sediment control plan shall be prepared and submitted to the~~
 1894 ~~director of public works/building inspector/village engineer. The erosion and sediment control~~
 1895 ~~plan shall include, at a minimum, information required in the Village of Hartland Erosion Control~~
 1896 ~~and Stormwater Management Requirements, maintained and periodically updated by the director~~
 1897 ~~of public works/village engineer.~~

1898 (b) *Amendments.* The applicant shall submit an amended plan for review and approval by
 1899 the village ~~d~~Director of ~~p~~Public ~~w~~Works~~/, or~~ building inspector~~/, or~~ village engineer together with
 1900 the amended plan review fee established under section 76-9 within three days of the occurrence of
 1901 any of the following events:
 1902

1903 (1) There is a change in design, construction, operation or maintenance at the site
 1904 which has the reasonable potential for the discharge of pollutants to waters of the state and which
 1905 has not otherwise been addressed in the plan.
 1906

1907 (2) The actions required by the plan fail to reduce the impacts of pollutants carried by
 1908 construction site runoff.

1909
1910 (3) The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector~~, or~~ village engineer
1911 notifies the applicant of changes needed in the plan to comply with this article. ~~or the Village of~~
1912 ~~Hartland Erosion Control and Stormwater Management Requirements.~~

1913
1914 **Sec. 76-61. - Fee schedule.**

1915
1916 The fees referred to in other sections of this article shall be established by the village board and
1917 may from time to time be modified by resolution. A schedule of the fees established by the village
1918 board shall be available at the village clerk's office

1919
1920 **Sec. 76-62. - Inspection.**

1921
1922 (a) The ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ village engineer, ~~or~~ building inspector, or
1923 designee may access the site for the purpose of inspecting installation and construction of best
1924 management practices at any time between initiation of construction activities and final
1925 inspection/release of the project guarantee. The Village will inspect any construction site with
1926 more than 1 acre of land disturbing construction activity that holds a permit under this chapter at
1927 least once a month during the period starting March 1 and ending October 31 and at least 2 times
1928 during the period starting November 1 and ending February 28 to ensure compliance with the
1929 approved sediment and erosion control plan. The costs of these inspections shall be billed to the
1930 responsible party.

1931
1932 (b) If land disturbing construction activities are being carried out without a permit required
1933 by this article, the ~~d~~Director of ~~p~~Public ~~w~~Works~~, or~~ building inspector~~, or~~ village engineer may
1934 enter the land pursuant to the provisions of Wis. Stats. §§ 66.0119~~(1), (2), and (3).~~

1935
1936 **Sec. 76-63. - Exceptions and waivers.**

1937
1938 (a) *General.* Where the ~~d~~Director of ~~p~~Public ~~w~~Works~~/building inspector/village engineer~~
1939 finds that extraordinary hardships or practical difficulties may result from strict compliance with
1940 these regulations and/or the purposes of these regulations may be served to a greater extent by an
1941 alternative proposal, they may approve exceptions and waivers to these regulations so that
1942 substantial justice may be done and the public interest secured, provided the exception or waiver
1943 shall not have the effect of nullifying the intent and purpose of these regulations; and further
1944 provided the ~~d~~Director of ~~p~~Public ~~w~~Works~~/village engineer~~ shall not approve exceptions and
1945 waivers unless they shall make findings based upon the evidence presented to it that all of the
1946 following conditions are met by the petitioner.

1947
1948 (1) The granting of the exception or waiver will not be detrimental to the public safety,
1949 health, or welfare or injurious to other property;

1950
1951 (2) The conditions upon which the request is based are unique to the property for
1952 which the relief is sought and are not applicable generally to other property;

1953
1954 (3) Because of the location or conditions affecting the specific property involved, a

1955 particular hardship to the owner would result, as distinguished from a mere inconvenience, if the
1956 strict letter of these regulations is carried out;

1957
1958 (4) The relief sought will not materially alter the provisions of any existing regional
1959 stormwater management plan except that this document may be amended in the manner prescribed
1960 by law.

1961
1962 (5) The granting of the exception or waiver will not result in a violation of state or
1963 federal laws or permits.

1964
1965 (b) *Conditions.* In approving exceptions or waivers, the ~~d~~Director of ~~p~~Public
1966 ~~w~~Works/~~building_inspector/village_engineer~~ may require such conditions as will in ~~their~~-~~his~~/~~her~~
1967 judgment secure substantially the purposes described in this article and accompanying written
1968 stormwater management and erosion control requirements.

1969
1970 (c) *Procedures.* A petition for an exception or waiver shall be submitted in writing by the
1971 responsible party at the time when the development is filed for the consideration of the ~~d~~Director
1972 of ~~p~~Public ~~w~~Works/~~building_inspector/village_engineer~~. The petition shall state fully the grounds
1973 for the application and all of the facts relied upon by the petitioner.

1974
1975 **Sec. 76-64. - Enforcement.**

1976
1977 (a) The ~~d~~Director of ~~p~~Public ~~w~~Works/, ~~or~~ building inspector/, ~~or~~ village engineer may post
1978 a stop-work order if any of the following occurs:

1979
1980 (1) Any land disturbing construction activity regulated under this article is being
1981 undertaken without a permit.

1982
1983 (2) The erosion and sediment control plan is not being implemented in a good faith
1984 manner.

1985 (3) The conditions of the permit are not being met.

1986
1987 (b) If the responsible party does not cease activity as required in a stop-work order posted
1988 under this section or fails to comply with the erosion and sediment control plan or permit
1989 conditions, the ~~d~~Director of ~~p~~Public ~~w~~Works/~~building_inspector/village_engineer~~ may revoke the
1990 permit.

1991
1992 (c) If the responsible party, where no permit has been issued, does not cease the activity
1993 after being notified by the ~~d~~Director of ~~p~~Public ~~w~~Works/, ~~or~~ building inspector/, ~~or~~ village
1994 engineer, or if a responsible party violates a stop-work order posted under ~~subsection~~-~~sec. 76-64~~(a),
1995 the ~~d~~Director of ~~p~~Public ~~w~~Works/, ~~or~~ building inspector/, ~~or~~ village engineer may request the
1996 village attorney to obtain a cease and desist order in any court with jurisdiction together with
1997 applicable penalties under subsection (f).

1998
1999 (d) The board of zoning appeals may retract a stop-work order issued under ~~subsection~~-~~sec.~~
2000 ~~76-64~~(a) or a permit revocation under ~~subsection~~-~~sec. 76-64~~(b).

2001
2002 (e) After posting a stop-work order under ~~subsection~~ sec. 76-64(a), the ~~d~~Director of ~~p~~Public
2003 ~~w~~Works~~/, or~~ building inspector~~/, or~~ village engineer may issue a notice of intent to the responsible
2004 party of its intent to perform work necessary to comply with this article. Village staff or contractors
2005 may go on the land and commence the work after issuing the notice of intent. The costs of the
2006 work performed under this subsection by the village board, plus interest at the rate authorized by
2007 the village board shall be billed to the responsible party. In the event a responsible party fails to
2008 pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special
2009 charge against the property pursuant to subch. VII of Wis. Stats. ch. 66.

2010
2011 (f) Any person violating any of the provisions of this article shall be subject to penalties
2012 under section 1-4 of this Code of Ordinances. Each day a violation exists shall constitute a separate
2013 offense.

2014
2015 (g) Compliance with the provisions of this article may also be enforced by injunction in any
2016 court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist
2017 order before resorting to injunction proceedings.

2018
2019 **Sec. 76-65. - Appeals.**

2020
2021 (a) *Board of zoning appeals.* The board of zoning appeals created pursuant to section 46-
2022 121 et seq. pursuant to Wis. Stats. § 61.35(7)(e).

2023
2024 (1) Shall hear and decide appeals where it is alleged that there is error in any order,
2025 decision or determination made by the ~~d~~Director of ~~p~~Public ~~w~~Works~~/, or~~ building inspector~~/, or~~
2026 village engineer in administering this article except for cease and desist orders obtained under
2027 section 76-14.

2028
2029 (2) Upon appeal, may authorize variances from the provisions of this article which are
2030 not contrary to the public interest and where owing to special conditions a literal enforcement of
2031 the provisions of the article will result in unnecessary hardship; and

2032
2033 (3) Shall use the rules, procedures, duties and powers authorized by statute in hearing
2034 and deciding appeals and authorizing variances.

2035
2036 (b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved person
2037 or by any office, department, board, or the Village of Hartland affected by any decision or order
2038 of the ~~d~~Director of ~~p~~Public ~~w~~Works~~/, or~~ building inspector~~/, or~~ village engineer within 30 days of
2039 such decision or order.

2040
2041 **Section 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason
2042 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be
2043 deemed a separate, distinct and independent provision, and such holding shall not affect the
2044 validity of the remainder of such ordinance.

2046
2047
2048
2049
2050
2051

Section 3: This Ordinance shall take effect and be in full force after adoption and proper publication.

Adopted this _____ day of _____, 20167.

VILLAGE OF HARTLAND

ATTEST:

By: _____
~~David C. Lamerand~~ Jeffrey Pfannerstill,
Village President

Darlene Igl, MMC, WCPC, Village Clerk

29216515_2.DOCX

MEMORANDUM

TO: Village Board
FROM: Ryan Bailey, Finance Director 
DATE: September 22, 2017
SUBJECT: **Waukesha County Data Processing Services Property Tax Assessment and Billing**

The Village of Hartland contracts with Waukesha County to house and maintain the data processing services for property tax assessment (PTA) and billing. Waukesha County's PTA Software houses all tax key and parcel information for all Village of Hartland parcels. This software also provides the property assessment roll for open book that matches the assessor's tax roll. This software also provides a check of the tax bill information entered by Village staff to ensure the tax rates and tax bills being delivered are proper. This software is used by Village staff to input all information that goes on every tax bill and makes for a very smooth tax bill preparation process.

Staff recommends approving the two year contract with Waukesha County for Data Processing Services Property Tax Assessment and Billing.

WAUKESHA COUNTY
DATA PROCESSING SERVICES
PROPERTY TAX ASSESSMENT AND BILLING

This Agreement is entered into this ___ day of _____, 20___, by and between Waukesha County, a municipal corporation, hereinafter referred to as the County, located at 515 W. Moreland Blvd., Waukesha, WI 53188 and _____, hereinafter referred to as the Municipality. The authority for this agreement is that contained in the Wisconsin Statutes Section 66.0301, which permits intergovernmental cooperation for public purposes.

By this agreement, the County proposes to provide data processing services and access to some functionality and data within the Property Tax Application (PTA) Tax Software System, to assist the Municipal Assessors, Clerks and Treasurers (hereinafter collectively referred to as "Municipality") in the preparation of notices of assessment, assessment rolls and tax bills.

1. The County proposes to provide the following services, electronic reports and forms to Municipality as part of the Tax Listing Services provided to municipality at no charge:
 - A. Maintenance of an Assessment tax file database.
 - B. Maintain special districts' codes.
 - C. Electronic Assessment Rolls.
 - D. Statement of Assessment Summary filed with DOR
 - E. Make and keep accurate lists and descriptions of all real property parcels in the county which are subject to tax and also those which are exempt from such tax.
 - F. Provide various reports, maps and descriptions of Real Property Tax parcels in the County for the Assessors, upon request.
 - G. Supply electronic versions of State of Wisconsin Prescribed Forms of assessment, to the Assessors and Clerks of cities, towns and villages within the County, as needed in the discharge of their duties.
 - H. Provide assessors with electronic copies of all new pertinent platted information for the municipality the assessor is working with.
 - I. Provide the necessary research for determination of status of ownership of all real property parcels within Waukesha County, as needed to clarify the property tax roll.
 - J. Availability to obtain the following reports and lists from the County:
 - a) Assessment roll cross reference lists by name or address
 - b) Property Assessment Roll
 - c) Reports for property specific data maintained in the PTA Property Assessment / Tax System.
 - K. The County will provide forms and/or PTA Access for the Municipality to utilize for calculation and preparation of the property tax bills:
 1. Delinquent personal property worksheet (PTA Access)
 2. Billing parameter worksheet (PTA Access)
 3. Special assessment worksheet
 4. Tax Rate Worksheet (PTA Access)
 5. Special Assessment Charges applied to Special Purpose Districts (PTA Access)
 6. Posting of special assessments to be placed on the tax bill
 7. Edits and lists of special assessments as entered
 8. Tax rates to be used for tax billing entered on the computer
 9. List of the tax rates used

- L. The County will provide these services and/or electronic reports:
 - 1. Calculating of tax bills, as well as calculation audit listing
 - 2. Preliminary tax roll or one line roll report
 - 3. Posted tax roll
 - 4. Identify and coordinate a private vendor to print and process tax bills. Said vendor may also offer envelope supplies and printing, mailing and postage services. Any costs incurred for the printing of inserts, exclusive of the tax bills, envelopes, postage and mailing or delivery of tax bills will be the sole responsibility of Municipality. NOTE: Should Municipality choose to contract independently with an alternate vendor for tax bill printing, County will provide Municipality with a PDF file containing the calculated and formatted tax bills. Municipality and its vendor shall be responsible for ensuring that all forms and tax information provided by County shall be used only for authorized purposes.
- M. The County will also provide other related services, for an additional charge beyond this contract amount, with the mutual consent of both the County and the Municipality.

- 1. The Municipal Clerk shall transmit to the County any special assessments, special charges, and delinquent utility charges for entry on the current tax roll at the earliest possible date. The County will supply specific instructions for transmittal.
- 2. Municipal Clerks shall transmit to the County, upon adjournment of the local budget hearing and receipt of State Aid amounts, the information for setting tax rates. The County will provide the worksheets and instructions.
- 3. As soon as possible, the local Assessor shall bring the preliminary, open book and Board of Review Assessment values to the County, at each of these 3 stages of the Property Assessment Valuation process. Said assessment values are to be transmitted electronically.
- 4. If the municipality chooses not to use the Property Assessment Roll generated from the PTA Tax System as the 'Official Roll' for the Open Book/Board of Review procedures, the municipality agrees to accept responsibility for balancing the property specific data (acres, property class code, assessed valuations and taxing jurisdictions) at the tax key level. The numbers in the PTA Tax System will represent the tax base amounts used for the preparation and calculation of the individual tax bills.
- 5. The municipality will use the 2018 (and future years in the event this contract is extended) Property Assessment Roll generated by the County as the Official Roll present during the Board of Review.
- 6. The Municipality acknowledges that failure to comply with these limits and other reasonable time limits established by the County may result in delayed availability of the information to be provided by this agreement. In view of this fact, the Municipality will indemnify and hold harmless the County, its officers, employees and agents for any and all damages, expenses, and losses that may occur due to the County's inability to comply with the agreement due to the fault of the Municipality or the Municipality's officers, agents or employees.

7. The municipality agrees to abide by the terms and conditions of the Memorandum of Understanding and Policies for Municipalities Accessing the PTA (Tax) System dated October 5, 2011. As part of the acceptance of the above-referenced Memorandum of Understanding, the municipal agent(s) provided with an ID granting access to the County System is/are accepting responsibility for adherence to the Technology Use Policy incorporated by reference.
8. The term of this agreement shall be for two (2) years commencing January 1, 2018, and expiring on December 31, 2019 and therefore data processing services shall be provided for taxes of 2018 and 2019 due in the subsequent year. The Municipality will be invoiced once per quarter. The terms will be net 30 days.
9. The following rates will be charged for these services:

<u>Per Parcel</u>	<u>2018 Rates</u>	<u>2019 Rates</u>
Taxes	\$1.58	\$1.60

10. Each party shall have the right to terminate this agreement effective at the end of the term upon the giving of twelve (12) months notice prior to the expiration of the term.
11. It is understood and agreed that the entire contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter thereof.

Waukesha County

By:

 Lawrence Dahl
 Waukesha County Department of Administration
 Accounting Manager

MUNICIPALITY: _____

By:

