

**VILLAGE BOARD AGENDA**  
**MONDAY, FEBRUARY 26, 2018**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Wallschlager

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. Proclamation honoring Chief Michael Bagin on his retirement from the Village after 31 years of service.
2. Consideration of a motion to approve Village Board minutes of February 12, 2018.
3. Consideration of a motion to approve vouchers for payment.

Items referred from the February 19, 2018 Plan Commission meeting

4. Consideration of a motion to approve site, building, landscaping and lighting plans for construction of warehouse for MWS Warehouse, 400 Cardinal Lane.
5. Items related to an amendment to the Zoning Code to create the RSE-2 Single-Family Residential Estate District.
  - a. Consideration of first reading of Bill for an Ordinance No. 02/26/18-01 “An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance”
  - b. Consideration of a motion to set the date of a Public Hearing for March 26, 2018 during the Regular Village Board meeting.
6. Items related to a request for amendments to the Comprehensive Land Use Plan for the area north of CTH K (Lisbon Road) and west of Winkleman Road.
  - a. Discussion and consideration of first reading of Bill for an Ordinance No. 02/26/18-02 “An Ordinance to Adopting an Amendment to the Village of Hartland Comprehensive Development Plan: 2035”
  - b. Reminder of the March 26, 2018 Public Hearing on the amendment to the Comprehensive Development Plan, which will take place during the Village Board meeting.

Other items for consideration

**VILLAGE BOARD AGENDA**  
**MONDAY, FEBRUARY 26, 2018**  
**7:00 PM**  
**PAGE 2**

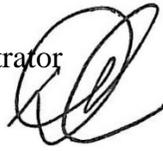
7. Consideration of a motion to approve a professional services agreement with SRF Consulting Group, Inc of Madison for Comprehensive Plan and Comprehensive Outdoor Recreation Plan update services in the not to exceed amount of \$45,970, including a ten percent (10%) contingency.
8. Discussion and possible consideration of actions related to a resident request for dog waste stations in the Village.
9. Discussion and possible consideration of a cost sharing proposal for the replacement and installation of benches in the Downtown Business Improvement District.
10. Consideration of a motion to approve participation in League of Wisconsin Municipalities program to review Hartland's obligations and options related to closed captioning requirements.
11. 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.
12. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Village Administrator and to adjourn thereafter without reconvening into open session pursuant to §19.95(2). [ROLL CALL VOTE]

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:** February 23, 2018  
**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 Regarding the proposed MWS Warehouse on Cardinal Lane.

**Background:** The owner of the business and property at 440 Cardinal Lane is proposing construction of a stand-alone building on the adjoining property to facilitate continued growth in the business. Rapco Fleet Services deals primarily in aircraft brakes. The proposed facility would be used for storage and some office space and although the site plan is designed to accommodate the parking areas normally associated with a stand-alone business, they are not proposed for construction until such time as the building is sold or used for an unrelated business. A paved path connecting the two buildings is proposed for the purpose of allowing employee and forklift-type traffic to move between the buildings. Access to the site for vehicles would come via an already-established easement from the parcel to the east, 505-525 Cottonwood, and not off the curve in Cardinal Lane. The Plan Commission has recommended approval conditioned on meeting staff comments contained in the Engineer's letter.

**Recommendation:** Approve the plans for the construction.

Item 5 Regarding a zoning district for properties without municipal utilities.

**Background:** The Plan Commission has reviewed and recommended a new zoning district to accommodate development of small numbers of properties without municipal utilities. The proposed ordinance creates the RSE-2 Single-Family Residential Estate district, which calls for density at not more than 1.75 units per net acre and defaults to lot sizes of 30,000 square feet and 120 feet wide. However, it does allow that one or both of these figures could be reduced to not less than 25,000 square feet and 110 feet if the petitioner can demonstrate the ability to provide adequate facilities for on-site sewer and water on the proposed lots. After the Commission recommended the ordinance, further review has been undertaken based on the experience of the development that is anticipated under the new regulations. The ordinance shows potential changes for the Village Board's consideration that clarify that the on-site utility information may not be on the Certified Survey Map (CSM) but may be on a separate document filed with the CSM request. Further, due to the fact that properties that are likely to be zoned

into this category situated on County highways where Hartland does not control access, a provision has been added through which new shared driveways, which are not allowed under Village Code, can be allowed. The Village Board is asked to give consideration to the proposed ordinance and to set a public hearing on the matter for March 26 as part of the regular Village Board meeting.

Recommendation: Review the ordinance and set the public hearing.

Item 6 Related to proposed development in the northeast area of the Village.

Background: At its meeting on February 19, the Plan Commission recommended the amendment to the Comprehensive Plan as contained in the resolution. As part of the discussion, during which the timing of the CTH KE reroute was discussed, the matter of neighborhood planning and future street layout in the area was reviewed. Although the Commission did not specifically address them in its resolution, the developer/petitioner has been asked to develop conceptual neighborhood plans with street layouts for the entire northeast area. These can be reviewed by the Village Board during the process and considered as part of any future action the Board may take on the request. The draft ordinance, which is written to adopt the change, includes reference to these plans. As the Board reviews the proposed amendment, the ordinance may be amended. As a reminder, a public hearing on the amendment is set for Monday, March 26 as part of the Regular Village Board meeting.

Recommendation: Review the ordinance and hold it over for second reading and future action.

Item 7 Related to an agreement for Comprehensive Planning Services.

Background: A committee of staff and representatives of the Village Board, Plan Commission and Park Board reviewed six proposals received for outside planning services to assist the Village in updating its Comprehensive Plan and its Comprehensive Outdoor Recreation Plan (CORP). The current Comprehensive Plan was adopted in 2009 and the current CORP was adopted in 2012. After interviewing a selected number of the firms, the committee has recommended SRF Consulting of Madison. The cost proposal met with approval from the committee as well. Based on Staff discussion with SRF and in order to ensure that the process is nimble enough to react quickly to needs for additional work to solicit improved citizen input, an agreement has been written with a ten percent (10%) contingency (about \$4,000). The agreement with contingency is an amount not to exceed \$45,970. The Village's budget plan includes \$37,000 from cash reserves for this project. Funds are available in earmarked reserves

to fund the new amount. The effort will initially be led by a Steering Committee of about 10 to 12 members.

Recommendation: Approve the agreement with SRF for planning services.

Item 8 Regarding a resident request for dog waste stations.

Background: The Village Board received a request from a representative of the River Reserve Homeowners Association expressing a concern over the amount of dog waste left in the area of the Ice Age Trail, which follows a portion of the River Reserve subdivision's path, and on other segments of the Trail. The request relates to installation of facilities to provide waste bags, garbage cans and signage to address the problem.

Recommendation: Consider the request.

Item 9 Related to downtown benches.

Background: The Downtown Business Improvement District (BID) is seeking Village approval of a coordinated plan to replace all seventeen (17) existing benches in the downtown and to add two (2) more benches. The existing benches are of a number of different styles and ages. The BID is proposing a program of shared cost between the Village and BID using business sponsorships for the benches. The Plan Commission has reviewed the proposed bench and the locations and has recommended approval conditioned on the Village Board reaching agreement on the financial aspect. The BID proposes to split the \$19,000 cost of the benches and the cost of sponsorship plaques with the Village or about \$8,500 for each entity. Further, the BID is requesting the Village to bear the cost of the installation including any new concrete pads that might be required.

Recommendation: Approve the proposed bench and the replacement plan.

Item 10 Related to closed captioning and the League of Municipalities.

Background: The League of Wisconsin Municipalities in partnership with Wisconsin Community Media is proposing a joint evaluation program to help municipalities determine whether they must comply with certain regulations requiring closed captioning services on our broadcasts and, if so, the most cost effective way to comply with those regulations. Under the program, multiple municipalities would jointly hire a law firm to perform the review and work with each of us to determine the plan for providing closed captioning services on our broadcasted

meetings and other programs, which occur on both cable television and streaming on the Internet. The proposed cost is \$1,000 per municipality.

Recommendation: Approve the Village's participation in the program.

*P*ROCLAMATION

*IN HONOR OF MICHAEL BAGIN'S 31 YEARS OF SERVICE  
TO THE VILLAGE OF HARTLAND UPON HIS RETIREMENT*

*Whereas, Police Chief Michael Bagin loyally served the Village of Hartland residents for more than 31 years having been hired as a Police Officer on August 18, 1986;*

*Whereas, Michael Bagin served the Village as a Police Officer, Lieutenant, Captain, Deputy Chief and Police Chief with great skill as a key member of the leadership team during the department's growth into a high quality Wisconsin Law Enforcement Accreditation Group accredited agency and a regional leader for coordinated law-enforcement services;*

*Whereas, Michael Bagin's dedication to policing and to Hartland is demonstrated by his efforts to help start the Citizen Academy program and his efforts to learn and teach by attending the FBI National Academy, establishing the area Police Explorers Post and decades of teaching new police officers at the WCTC Police Academy;*

*Whereas, Michael Bagin, or "Officer Mike" as he is sometimes known, walked his beat in Hartland to improve his knowledge and connection to the community ensuring his place as an undeniable asset to our community and, while he will be missed, his retirement after 31 years of service is well-deserved;*

*Now, therefore, the Village Board for the Village of Hartland hereby proclaims congratulations and thanks to Michael Bagin upon his retirement and encourages all residents to join it in expressing our tremendous gratitude for his service.*

*Dated this 26<sup>th</sup> day of February, 2018.*

-----  
*Jeffrey Pfannerstill, Village President*

*Attest:*

-----  
*Darlene Igl, WCMC/CMC, Village Clerk*

**VILLAGE BOARD MINUTES**  
**MONDAY, FEBRUARY 12, 2018**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Stevens

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

Excused: Trustee Wallschlager

Absent: Trustee Swenson

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, Fire Chief Dean, Jeff Anson, Diane and Jeff Vernon, Donna Dorau, Operations Supervisor Gerszewski, Craig Eisenhut, Scott and Heidi Nugent, Tom Brass, Matt Neumann and representatives of Neumann Developments, Inc.

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/Stevens) to approve Village Board minutes of January 22, 2018. Carried (5-0).
2. Motion (Landwehr/Compton) to approve vouchers for payment in the amount of \$10,320,153.16. Finance Director Bailey stated that this amount included the January tax settlement and debt refunding. Carried (4-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
  - a. Actions related to the consideration of the issuance of a "Class B" (Intoxicating) Liquor License for the premises located at 418 Merton Ave. (Java Services LLC, Heidi Nugent, Agent)
    - i. PUBLIC HEARING  
President Pfannerstill opened the Public Hearing at 7:06 p.m. No comments were heard. The Public Hearing was closed at 7:07 p.m.
    - ii. Consideration of an action related to issuance of a "Class B" Liquor License for Pink Mocha Café

Motion (Compton/Meyers) to approve issuance of a "Class B" (Intoxicating) Liquor License for the premises located at 418 Merton Ave. (Java Services LLC, Heidi Nugent, Agent). Administrator Cox reminded the Board that the establishment was issued Class B Beer and Class C Wine licenses and has now applied for an intoxicating liquor license

which allows the sale of hard liquor. Further, he reminded the Board that the Village has a quota of 13 regular Class B Liquor licenses, 12 of which are issued. In addition, the Village has five reserve licenses which require a one-time payment of \$10,000. Currently there are 2 reserve licenses issued.

Trustee Compton requested that her motion be withdrawn. Motion (Pfannerstill/Stevens) to allow the motion to be withdrawn. Carried (4-1). Landwehr opposed.

Motion (Meyers/Pfannerstill) to approve issued of a "Class B" Liquor license to Pink Mocha. Roll call vote – Stevens, no; Meyers, yes; Compton, no; Landwehr, no; Pfannerstill, yes. Motion failed.

Scott and Heidi Nugent expressed frustration and their displeasure with the Board's decision to deny the Class B Liquor license.

- b. Items related to St. Charles Fish Fry on Feb. 16, Feb. 23, March 2, March 9, March 16
    - iii. Motion (Landwehr/Pfannerstill) to approve an application for a Temporary Class B Beer License. Carried 5-0).
    - iv. Motion (Meyers/Pfannerstill) to approve an application for a Temporary Operator's License. Carried (5-0).
  - c. Motion (Landwehr/Compton) to approve applications for an Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (5-0).
4. Review and direction related to a revised request from the owner of the property east of 1270 E Capitol Drive to divide the property into three parcels without municipal utilities instead of the original two.

Property owner Craig Eisenhut stated that he is requesting approval for splitting his property into three parcels without utilities instead of two as originally requested. He stated that he would like the minimum width requirement reduced to 110 feet in the proposed zoning code amendment that will allow development of these lots without connection to the water and sewer utilities.

Motion (Stevens/Pfannerstill) to recommend that the proposal go back to the Plan Commission with the Village Board's agreement to amend the zoning code amendment minimum lot width to 110 feet to allow for the property to be divided into three lots. Carried (4-1).

Administrator Cox stated that the Plan Commission had reviewed an earlier version of the proposed land division and recommended changes be made to the zoning code. He stated that the draft of the zoning code amendment was directed to allow in properties to be developed without public water and sewer in specific circumstances. He stated that the Plan Commission had generally expressed their willingness to accept these changes. Administrator Cox stated that the change will allow them to reduce the width of the lots provided that it can be shown on

the Certified Survey Map that adequate space exists for two septic fields (original and replacement), a well site, and a residence plus amenities.

5. Discussion and possible consideration of actions related to a resident request for dog waste stations in the Village.

President Pfannerstill stated that this discussion will be postponed until the February 26 meeting of the Village Board.

6. Discussion of a proposed development north of CTH K and west of CTH KE and consideration of a motion to set a public hearing regarding proposed Comprehensive Plan amendments related to development in the area for Monday, March 26, 2018 in conjunction with the Regular Village Board meeting contingent on the Plan Commission recommending amendments at its meeting on Monday, February 19, 2018.

Matt Neumann provided a summary of the proposed project and the plan to request annexation of the property into the Village. It was discussed that the County recently informed the Village that the reroute of the roadway (CTH KE) will not be built for years. President Pfannerstill stated that the area could potentially be developed without the rerouted roadway. Mr. Neumann stated that the property has one access point but commented that it may not be a safe one due to its location. He stated that they believe that there may be a second access point as well but the county will have to determine where the safest access point should be located. Mr. Neumann stated that traffic from the development will not gain access through the Mary Hill development. The only connection between the two developments will be an emergency access path only.

Administrator Cox stated that the Plan commission will have a second review of the proposal related to the road and density. The Plan Commission may adopt a resolution to recommend the Comprehensive Plan amendment to the Village Board. The proposed ordinance would move forward with a Public Hearing scheduled for March 26.

Motion (Meyers/Landwehr) to set a public hearing regarding proposed Comprehensive Plan amendments related to development north of CTH K and west of CTH KE for March 26 subject to the Plan Commission recommending the amendments at its February 19 meeting. Carried (4-1). Pfannerstill opposed.

7. Consideration of a motion to approve US Bank as payment card provider upon termination of the Village's existing provider agreement.

Finance Director Bailey stated that the Village had been part of a purchasing consortium however when the service went out for bids, JP Chase was not comparable causing the consortium to end. He stated that the rebate will be higher with US Bank's service. Motion (Meyers/Compton? To approve US Bank as payment card provider upon termination of the Village's existing provider agreement. Carried (5-0).

8. Motion (Landwehr/Pfannerstill) to approve a contract with Five Star Fireworks Company, Oconomowoc, in the amount of up to \$16,000 for the 2018 fireworks display. Carried (5-0).
9. Consideration of a motion to approve the Job Descriptions for the positions of Public Works Laborer and Custodian.

Administrator Cox stated that the Custodian job description is being updated as the Village will be seeking an additional part-time custodian to supplement what is currently in place. He stated that the DPW Laborer position had been described in the collective bargaining agreement but a job description was not drafted previously.

Motion (Pfannerstill/Meyers) to approve the Job Descriptions for the positions of Public Works Laborer and Custodian. Carried (5-0).

10. 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.

A Primary Election will be held on Feb. 20 with polls open from 7 a.m. to 8 p.m.

Tom Brass, business owner, 151 E. Capitol Drive, commented that he commended the Board for allowing the owners to comment on their displeasure regarding the alcohol license denial, however, he stated that he felt that the Board has to consider the best use of this license to assure that it is an asset to the Village.

Chief Dean reminded all that the retirement celebration for Chief Bagin is scheduled for Feb. 28. He also thanked the Fire Dept. staff for their service as during the month of January the department had 79 calls for service. He stated that the "Battle of the Badges" event is scheduled to the UW Panther Arena for Sunday, March 4. The Hartland Fire Department extrication fundraiser is scheduled for March 24.

11. Motion (Stevens/Landwehr) to adjourn at 8:29 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: February 23, 2018

RE: Voucher List

---

Attached is the voucher list for the February 26, 2018 Village Board meeting.

February 26, 2018 Checks: \$ 154,738.00

Total amount to be approved: \$ 154,738.00

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - FEBRUARY 26, 2018**

Account Descr	Search Name	Comments	Amount
<b>EXPENSE Descr</b>			
R 101-46730 RECREATION CLASSES	BROTZ, SUSAN	GENTLE YOGA STRETCH	\$42.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	FEB FEES	\$8,678.00
G 620-14300 OTHER ACCOUNTS RECEIVABLE	HARTRIDGE LLC (OGDEN)	OVERPAYMENT WATER/SEWER BILLS	\$500.75
G 101-34241 FEDERAL ASSET FORFEITURE	KUSTOM SIGNALS INC	FALCON HR STATIONARY/BATTER HANDLE WITH CHAR	\$902.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	ENGLE/AD013589-2	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	BOIS/AD013600-6	\$363.00
G 101-24240 COURT FINES DUE STATE	WAUKESHA CTY SHERIFF S DEPT	DORAN/17CT1656	\$560.00
G 101-24240 COURT FINES DUE STATE	WAUKESHA CTY SHERIFF S DEPT	DORAN/17CT1244	\$310.00
<b>EXPENSE Descr</b>			<b>\$11,668.35</b>
<b>EXPENSE Descr AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$45.36
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$22.95
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	HOSE/CONNECTOR/BUSHING/ELBOW	\$69.47
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	HOSE/ROTARY TOOL KIT	\$111.76
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	DYER, SHARON	REIMBURSE DEPT SUPPLIES	\$64.20
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	SUCTION UNITS PORTABLE	\$1,097.98
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$969.11
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE & RESCUE	EMT REFRESHER/HEIN	\$95.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LISBON FIRE DEPARTMENT	BLS/HEARTSAVER CARDS	\$536.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LISBON FIRE DEPARTMENT	JAN-FEB CLASSES	\$868.20
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	FEB-MAR CELLULAR	\$73.58
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	UNITED PRESS & GRAPHICS	STICKERS	\$273.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WCTC BOOKSTORE	EMT BOOKS/RAVICHANDRAN	\$189.50
<b>EXPENSE Descr AMBULANCE</b>			<b>\$4,416.11</b>
<b>EXPENSE Descr BRISTLECONE DR</b>			
E 401-70460-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN SERVICES	\$5,672.60
E 401-70460-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN SERVICES	\$3,134.50
<b>EXPENSE Descr BRISTLECONE DR</b>			<b>\$8,807.10</b>
<b>EXPENSE Descr CEDAR BEND</b>			
E 401-70440-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	FINAL PAY RECOMMENDATION REVIEW	\$144.00
<b>EXPENSE Descr CEDAR BEND</b>			<b>\$144.00</b>
<b>EXPENSE Descr CORPORATE RESERVE EXPENSES</b>			
E 402-59900-820 POLICE DEPT EXPENSE	10-33 VEHICLE SERVICES	SQ 1 AND 3 INSTALL NEW RADIO	\$523.80
E 402-59900-820 POLICE DEPT EXPENSE	WAUKESHA CTY TREASURER (515)	PROGRAMMING RADIOS	\$1,749.02
<b>EXPENSE Descr CORPORATE RESERVE EXPENSES</b>			<b>\$2,272.82</b>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr DEBT SERVICE			
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	40246-PA	\$350.00
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	40247-PA	\$350.00
EXPENSE Descr DEBT SERVICE			<u>\$700.00</u>
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	LAKE COUNTRY FAMILY FUN LLC	HARTLANDS KIDS DAY SPONSORSHIP	\$250.00
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	COPIES	\$11.73
EXPENSE Descr ECONOMIC DEVELOPMENT			<u>\$261.73</u>
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	BAILEY, RYAN	REIMBURSE MILEAGE	\$105.74
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$152.41
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB ADMN SERVICES	\$167.47
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$135.00
EXPENSE Descr FINANCIAL ADMINISTRATION			<u>\$560.62</u>
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	CYLINDER RENTAL INVOICE	\$32.61
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$169.08
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$56.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	LETTERING PATCH/NAME LETTERING	\$361.56
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	JUDI WELCH SIGNS	125 YEARS BANNER	\$274.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$225.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	FEB-MAR CELLULAR	\$73.58
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	W.S. DARLEY & CO.	HOOD/SHIPPING	\$58.55
E 101-52200-800 CAPITAL OUTLAY	W.S. DARLEY & CO.	BOOTS	\$290.95
E 101-52200-800 CAPITAL OUTLAY	W.S. DARLEY & CO.	HELMETS	\$856.60
EXPENSE Descr FIRE PROTECTION			<u>\$2,398.09</u>
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$42.96
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$180.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LABOR AND EMPLOYMENT	\$98.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	JAN LEGAL SERVICES	\$4,330.30
EXPENSE Descr GENERAL ADMINISTRATION			<u>\$4,651.26</u>
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$45.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	JAN PERMITS	\$6,862.61
EXPENSE Descr INSPECTION			<u>\$6,907.61</u>
EXPENSE Descr JUNIPER WAY			

Account Descr	Search Name	Comments	Amount
E 401-70470-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN SERVICES	\$3,134.50
EXPENSE Descr JUNIPER WAY			\$3,134.50
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BAY VIEW SHADE & BLIND INC	SHADES OFFICERS SQUAD ROOM/CAPTAINS OFFICE	\$1,620.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	DEBARGE, BRIAN	MILEAGE REIMBURSEMENT	\$114.49
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	2 PART FORMS	\$225.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	TAZER TARGETS	\$48.40
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	CHECK ENGINE LIGHT/REPLACE VENT VALVE	\$385.13
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	LEBO, TRENT	CUSTOM DATA BOOK INSERTS	\$200.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JAN USER FEE	\$139.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MUELLER, ADAM	REIMBURSE TRAINING MATERIALS	\$53.63
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CREDIT	-\$17.38
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$422.73
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$19.30
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$10.81
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$900.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	RESPIRATORY REVIEW/FIT TEST GREENWOOD	\$61.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RAY O HERRON CO INC	USA40SW 50 BOX	\$1,400.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	EMBROIDERED VEST/SOBONIAK	\$95.91
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	JAN PRISONER HOUSING	\$85.70
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WCTC FIRING RANGE	FIRING RANGE MEMBERSHIP COLLURA/HOFFA/MUNDY/	\$40.00
EXPENSE Descr LAW ENFORCEMENT			\$5,803.72
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$145.98
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BRODART CO	DISPLAY RACKS/RISERS	\$252.63
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$27.05
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$80.33
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$90.99
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS MUSIC	\$15.74
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS MUSIC	\$18.99
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$810.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS/LARGE PRINT	\$112.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	CHILDRENS AUDIOBOOKS	\$408.75
E 101-55110-345 STAFF EDUCATION/TRAINING	PUPAK-LUND, MARIA	REIMBURSE WLA MEMBERSHIP/MILEAGE	\$110.39
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$74.20
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN ADDL IMAGES	\$16.82
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN ADDL IMAGES	\$55.36
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	SWANSON, SARA	REIMBURSE PROGRAM SUPPLIES	\$124.79
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	BOOKPAGE	\$216.00
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC	\$4,018.69

Account Descr	Search Name	Comments	Amount
E 101-55110-255 BLDGS/GROUNDS	WIL-KIL	COMMERCIAL CONTRACT	\$50.00
EXPENSE Descr LIBRARY			\$6,629.21
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SILICONE PLUMBERS GREASE	\$5.28
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	PAINT	\$15.98
E 101-51600-255 BLDGS/GROUNDS	REINDERS INC	PUSH SPREADER STAINLESS STEEL	\$530.73
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC	\$3,578.58
EXPENSE Descr MUNICIPAL BUILDING			\$4,266.89
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	LUMBER FOR PICNIC TABLES	\$112.67
EXPENSE Descr PARKS			\$112.67
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL/FUEL/HYDRAULIC FILTERS	\$139.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTERS	\$32.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	TRICO ICE BLADES	\$199.08
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTERS	\$44.94
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	HYDRAULIC FILTER	\$56.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	PINS/AIR FILTER/TIRE VAL	\$167.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	LOCK PINS/LINCH PIN	\$84.42
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WIPER BLADES/FITTINGS	\$50.58
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	EVOLUTION BLADE/WIPER BLADE	\$169.65
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	RATCHET WRENCH	\$17.95
E 101-53000-430 SNOW & ICE REMOVAL	CONCRETE & BRICK SPECIALISTS	JAN SNOWPLOWING	\$997.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$881.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$2,386.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	GRAY S INC	LOADER CUTTING EDGE	\$863.13
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	LIFTING STRAPS/DRILL SET	\$450.28
E 101-53000-360 VEHICLE MAINT/EXPENSE	KRIETE GROUP	AIR DRYER/HEATER ELEMENT #20	\$242.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	KRIETE GROUP	BLOWER MOTOR	\$126.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	HYDRAULIC HOSE/ELBOW/ORING	\$446.85
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$315.00
E 101-53000-410 STREETS GEN MAINT	PAYNE AND DOLAN INC	REPLACE SIDEWALK/WILLOW	\$308.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HYDRAULIC HOSE/FITTING	\$279.71
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SHAFT BEARINGS	\$657.13
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SKID SHOES/BLOWERS	\$221.80
E 101-53000-410 STREETS GEN MAINT	REARDON METAL FEBRICATING	POST POUNDER FOR BOBCAT	\$275.00
E 101-53000-420 STORM SEWER	REINDERS INC	PUSH SPREADER STAINLESS STEEL	\$530.73
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SURVEY 520 OAKWOOD/POND INSPECTIONS	\$240.50
E 101-53000-410 STREETS GEN MAINT	SHERWIN INDUSTRIES INC.	MANHOLE PROTECTOR	\$1,221.90

Account Descr	Search Name	Comments	Amount
E 101-53000-410 STREETS GEN MAINT	SHERWIN INDUSTRIES INC.	CREDIT	-\$1,027.40
E 101-53000-430 SNOW & ICE REMOVAL	STRIETER FARM TRUCK SERVICE	HAUL SNOW	\$380.00
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	FEB-MAR CELLULAR	\$100.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	VERMEER - WISCONSIN INC	SHARPEN CHIPPER BLADES	\$38.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB FOUR WINDS WEST	\$92.41
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	TANK EXCHANGE/WIRE/TIPS FOR WELDER	\$458.05
E 101-53000-180 OTHER BENEFITS	WICHROWSKI, THOMAS	REIMBURSE CLOTHING ALLOWANCE	\$73.84
E 101-53000-410 STREETS GEN MAINT	WOLF CONSTRUCTION CO INC	COLD PATCH	\$76.96
EXPENSE Descr PUBLIC WORKS			<u>\$11,600.85</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-295 TRIPS	DOUSMAN TRANSPORT	SKI TRIP	\$515.54
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	DRIBBLE DRIBBLE 101	\$624.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	ADULT KALI/SILVER STICKS	\$60.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$45.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SUSSEX PARK & RECREATION DEPT	2017 CLASSES	\$3,307.00
E 101-55300-295 TRIPS	SUSSEX PARK & RECREATION DEPT	2017 CLASSES	\$1,143.66
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	FEB-MAR CELLULAR	\$36.25
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$5,731.45</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	FEB FEES	\$71,389.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB ADMN SERVICES	\$25.76
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$23.44
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$67.50
E 204-53610-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	BACKING PLATE	\$174.30
E 204-53610-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	AIR DRYER FOR SWEEPER/BACKING PLATE	\$517.36
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	FEB-MAR CELLULAR	\$100.96
EXPENSE Descr SEWER SERVICE			<u>\$72,298.45</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$45.00
EXPENSE Descr TRUSTEES			<u>\$45.00</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	JAN BEACON HOSTING	\$151.80
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	BITS	\$7.62
E 620-53700-653 MAINTENANCE OF METERS	BIEBELS TRUE VALUE	PIPE WRENCH	\$31.47
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$58.62
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FEB ADMN SERVICES	\$64.41
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	CORNER BEAD	\$2.27
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	FILTER BAGS/SWITCH COVERS	\$32.50
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	ADJ VERSA CAP	\$30.96

Account Descr	Search Name	Comments	Amount
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	INSULATION/DRYWALL SUPPLIES WELL #4	\$59.81
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA LICENSE	\$67.50
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	SURVEY SERVICES	\$1,350.50
E 620-53700-653 MAINTENANCE OF METERS	T&P SALES INC	METER GASKETS	\$69.15
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	FEB-MAR CELLULAR	\$100.96
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WRWA CONFERENCE JAMBRETZ	\$50.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WRWA CONFERENCE ARK	\$50.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WRWA CONFERENCE ELFTMAN	\$100.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	WRWA CONFERENCE FELKNER	\$100.00
EXPENSE Descr WATER UTILITY			<u>\$2,327.57</u>
			<u>\$154,738.00</u>



pd 1/29/18  
 Oliver  
 Construction  
 rpt #  
 193516

**APPLICATION FOR  
 PLAN COMMISSION**

**■ \$300 REVIEW FEE DUE AT TIME OF APPLICATION**

Project Description <b>MWS Warehouse</b>			
Proposed Use <b>Storage</b>		No. of Employees <b>2</b>	
Project Location <b>Cardinal Ln (East of 440 Cardinal Ln)</b>			
Project Name <b>MWS Warehouse</b>			
Owner <b>Michael R. White Revocable Trust of 1992</b>		Phone <b>1-262-367-6210</b>	
Address <b>3787 Campbell Trace</b>		City <b>Hartland</b>	State <b>WI</b> Zip <b>53029</b>
Engineer/Architect <b>Eng.=Rob Davy(LCE)/Arch.=Oliver Const.</b>		Phone <b>Rob:1-262-569-9331</b>	FAX <b>Rob:1-262-569-9316</b>
Address <b>(Oliver Construction)1770 Executive Dr</b>		City <b>Oconomowoc</b>	State <b>WI</b> Zip <b>53066</b>
Contact Person <b>Bob Buchta</b>	Phone <b>1-262-567-6677</b>	FAX <b>1-262-567-4676</b>	E-mail <b>bobb@oliverconstruction.com</b>

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 application materials and one (1) electronic copy of all materials must be submitted.**

**Applications that include site plans must depict 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.

**All applications for consideration by the Plan Commission are subject to the policies described in this document.**

Date Applied:	Date of Meeting:	Return Comments by:
---------------	------------------	---------------------

**Hartland Plan Commission  
Application Review Policies**

**All applicants and applications are subject to the following policies in order to be considered by the Plan Commission.**

1. The deadline for filing any application is a minimum of fifteen (15) working days before the meeting.
2. All applicants are encouraged to communicate with or meet with either the Building and Zoning Official or the Village Administrator prior to submission of an application.
3. All requested or required information, including the application and appropriate fees, must be received prior to the deadline in order to be placed on the agenda. Village Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.
4. Four (4) sets of bound site plans or application materials and one (1) electronic copy (PDF) of all application materials must be submitted by the deadline.
5. Applications that include site plans must depict the following existing and proposed information plus other information as appropriate or as requested:
  - a. Complete dimensions (lot, building, setbacks, parking, drives, etc.)
  - b. Scale and north arrow
  - c. All structures (include building elevations and height)
  - d. Drainage and grades (include design calculations for drainage)
  - e. Storm Water Management Plan
  - f. Utilities and easements (sewer, water, storm etc.)
  - g. Calculation of lot coverage
  - h. 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)
  - i. Grading and erosion control
  - j. Landscaping, including a Tree Protection Plan
  - k. Exterior lighting details
  - l. Exterior HVAC equipment location
  - m. Dumpster location (screening required)
  - n. Street right-of-way
  - o. Miscellaneous items including, but not limited to, 100 year floodplain, wetland boundary, environmental corridor
6. Additional information may be requested by the Plan Commission or Staff.
7. The Applicant must complete and submit the required Professional Services Reimbursement Form along with any required deposit at the time of application.
8. The Applicant or a representative of Applicant able to make representations on behalf of the Applicant shall attend the meeting at which the matter will be discussed. Failure to have representation will result in tabling of the request to the next meeting.



**DEPARTMENT OF BUILDING INSPECTION  
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address			
Lot 3 CERT SURV 6961	Block	Subdivision	Key No. HAV 0732996020
Owner Michael R. White Revocable Trust of 1992		EMAIL WHITEMRW43@aol.com	Phone 1-262-367-6210
Address 3787 Campbell Trace		City Hartland	State WI Zip 53029
Contractor: Oliver Construction Co	Phone 1-262-567-6677	FAX 1-262-567-4676	EMAIL bobbb@oliverconstruction.com
Address 1770 Executive Dr		City Oconomowoc	State WI Zip 53066

The Architectural Board meets on the **THIRD MONDAY** of the Month at 7:00 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The DEADLINE for filing is **FIFTEEN WORKING DAYS PRIOR TO THE MEETING DATE** at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

**All applications for consideration by the Architectural Board are subject to the policies described in this document.**

**Commercial/Industrial/Multifamily:**

- Four (4) bound sets of plans and application material and one (1) electronic copy of all submittals.
- Elevations must show all sides of the structure and state the building materials and colors. Additions must be shown with the existing building.

**Signs:**

- Four (4) color renderings of the requested sign(s) and one (1) electronic copy of all submittals. Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.
- Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.
- Four (4) site plans with dimensions. Not required for wall signs or other signs attached to the building. Four (4) sets of lighting details. Include type, location, number and photometric plan.
- Submit Sign Permit Application

**NOTE:** Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Item No. \_\_\_\_\_

**Hartland Architectural Board  
Application Review Policies**

**All applicants and applications are subject to the following policies in order to be considered by the Architectural Board.**

1. The deadline for filing any application is a minimum of fifteen (15) working days before the meeting.
2. All applicants for building renovations are encouraged to communicate with or meet with the Building and Zoning Official and the Village Administrator prior to submission of an application.
3. Applications for signs within the boundaries of the Hartland Downtown Business Improvement District (BID) must be reviewed by the BID prior to the meeting with the Architectural Board.
4. All requested or required information, including the application and appropriate fees, must be received prior to the deadline in order to be placed on the agenda. Village Staff has been directed to delay placement on the Architectural Board Agenda based on incomplete submittals.
5. Applications shall include professional-level drawings of all elevations impacted by the proposed project showing the proposed conditions including location and depiction of requested signage.
6. Applications for signage on existing buildings should include a scale depiction of the sign on a current photograph of the existing building.
7. Four (4) sets of application materials and one (1) electronic copy (PDF) of all application materials must be submitted by the deadline.
8. Applications that include site plans must depict the following existing and proposed information plus other information as appropriate or as requested:
  - a. Complete dimensions (lot, building, setbacks, parking, drives, etc.)
  - b. Scale and north arrow
  - c. All structures (include building elevations and height)
  - d. Drainage and grades (include design calculations for drainage)
  - e. Storm Water Management Plan
  - f. Utilities and easements (sewer, water, storm etc.)
  - g. Calculation of lot coverage
  - h. 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)
  - i. Grading and erosion control
  - j. Landscaping, including a Tree Protection Plan
  - k. Exterior lighting details
  - l. Exterior HVAC equipment location
  - m. Dumpster location (screening required)
  - n. Street right-of-way
  - o. Miscellaneous items including, but not limited to, 100 year floodplain, wetland boundary, environmental corridor
9. Additional information may be requested by the Architectural Board or Staff.
10. The Applicant must complete and submit the required Professional Services Reimbursement Form along with any required deposit at the time of application.
11. The Applicant or a representative of Applicant able to make representations on behalf of the Applicant shall attend the meeting at which the matter will be discussed. Failure to have representation will result in tabling of the request to the next meeting.

**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.

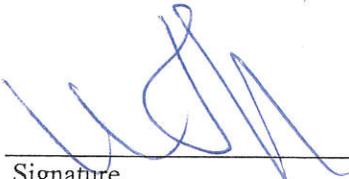
Project Name: MWS Warehouse

Submit invoices to:  Responsible Party  Property Owner

Responsible Party:

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Street Address	City	State Zip
_____	_____	_____
Phone	E-Mail	

Property Owner Name:

<u>Michael R. White</u>		<u>1/29/18</u>
Printed Name	Signature	Date
<u>3787 Campbell Trace</u>	<u>Hartland</u>	<u>WI</u>
Street Address	City	State Zip
		<u>53029</u>
Phone <u>262 367-6210</u>	E-Mail <u>whitemrw43@aol.com</u>	

INTERNAL USE ONLY

Amount Due: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Paid: 1/29/18 Rec'd By: \_\_\_\_\_

BARK RIVER PROPERTIES  
C/O J&A MANAGEMENT SERVICES LLC  
1285 SUNNYRIDGE RD  
PEWAUKEE WI 53072-3817

CIRCLE J PROPERTIES LLC  
PO BOX 131  
HARTLAND WI 53029-0131

DARYL D ZIGAN  
JACKIE L ZIGAN  
W752 WASHINGTON RD  
RUBICON WI 53078

EYE COMMUNICATION SYSTEMS  
PO BOX 505  
WATERTOWN WI 53094-0505

G & W LEASING INC  
14340 HICKORY FAIRWAY CT  
FORT MYERS FL 33912-7827

ICE AGE PARK AND TRAIL FOUNDATION  
INC  
2110 MAIN ST  
CROSS PLAINS WI 53529-9596

JAMIE B THOMSON 2013 LIVING TRUST  
530 COTTONWOOD AVE  
HARTLAND WI 53029-2309

JOHN KOHNKE  
KRISTI KOHNKE  
31445 S BERMUDA DUNES DR  
EVERGREEN CO 80439-8961

MARK BARENZ  
BETH A BARENZ ET AL  
N6672 COUNTY ROAD W  
MT CALVARY WI 53057-9647

MICHAEL R WHITE REVOCABLE TRUST  
OF 1992  
3787 CAMPBELL TRCE  
HARTLAND WI 53029-8826

ROBERT G MORRIS  
N1100 NIMM LN  
WATERTOWN WI 53098

ROBERT J ANDLER JR  
202 CROOKED STICK PASS  
NORTH PRAIRIE WI 53153-9622

SW 2017 1 LLC  
J F CLEARCOTTON LLC ET AL  
C/O STEWART WANGARD  
1200 N MAYFAIR RD STE 310  
MILWAUKEE WI 53226-3288

THOMAS A WRIGHT  
MICHAEL S WRIGHT  
510 HARTBROOK DR STE 206  
HARTLAND WI 53029-2309

**Michael R. White Revocable Trust of 1992  
3787 Campbell Trace  
Hartland, WI 53029**

**01-26-2018**

**Village of Hartland  
210 Cottonwood Ave  
Hartland, WI 53029**

**RE: Plan of Operation**

**To the Village of Hartland,**

**I am proposing to build a new building on Cardinal Lane located east of my existing building at 440 Cardinal Lane.**

**The proposed building will initially be used as a storage building.**

**At this time there will be no more than 2 employees occupying the building on a limited basis.**

**Also, at this time there will be no typical hours of operation for this facility. This facility is set up to accommodate additional storage for the Rapco Fleet Support, Inc.**

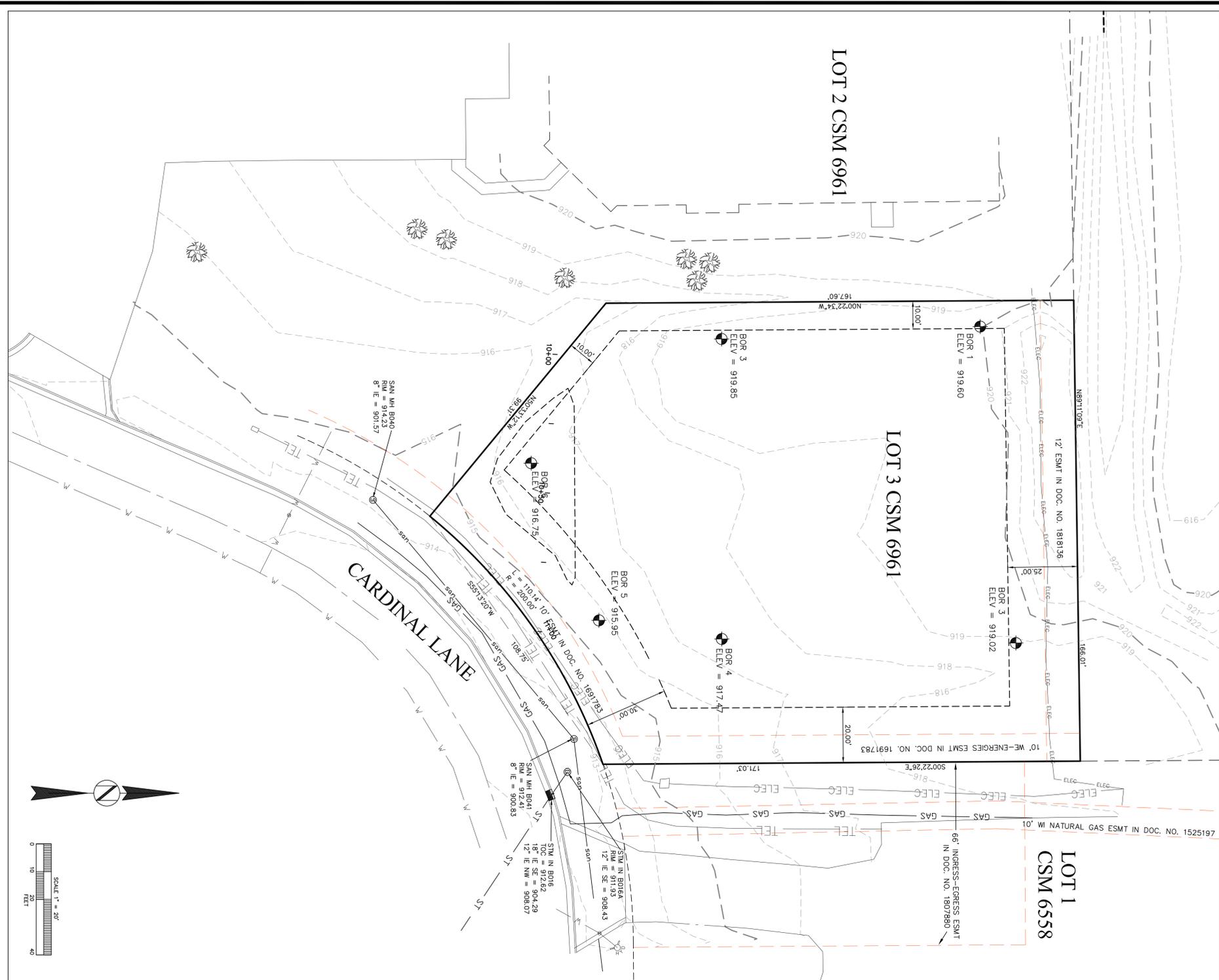
**I currently own that building and my Son runs the business in that building.**

**Sincerely,**

A handwritten signature in blue ink, appearing to be 'Michael R. White', written in a cursive style.

**Michael R. White**

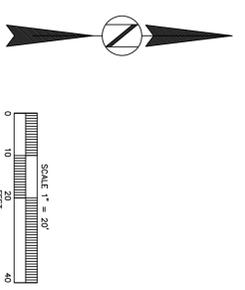




OWNER  
MICHAEL R WHITE REVOCABLE TRUST OF 1992  
3787 CAMPBELL TRACE DR.  
HARLAND, WI 53029

CONTRACTOR  
OLIVER CONSTRUCTION  
1770 EXECUTIVE DRIVE  
OCONOMOWOC, WI 53066  
(262) 567-0677

ENGINEER  
LAKE COUNTRY ENGINEERING  
P.O. BOX 144  
OCONOMOWOC, WI 53066  
(262) 569-9331



FORM NO. 924  
1603511  
Stock No. 26273

See CSM # 7103 (Havard Lot 1) on Vol. 60 Pg. 43

CERTIFIED SURVEY MAP NO. 296/  
BRING A PART OF CERTIFIED SURVEY MAP No. 3846, DOC. NO. 1128692,  
LOCATED IN THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SEC. 3, T7N., R18E.,  
VILLAGE OF HARLAND, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR FOR  
JAMES B. WOODMAN, RES. 4292  
1809 S. 210 MADISON AVENUE  
FOUNTAIN CITY, WI 53120  
(414) 585-9342

BARBARA ROY PROPERTIES  
210 MADISON AVENUE  
FOUNTAIN CITY, WI 53120  
(414) 585-9342

DATE DATA: 01/22/2018  
FIELD DATA: 01/22/2018  
CHECKED BY: J. DAVY  
DATE: 01/25/2018

NOTE: THERE SHALL BE NO DIRECT REGULAR ACCESS TO  
THESE LOTS FROM THE PUBLIC HIGHWAY OR  
ANY OTHER ADJACENT LOT OR ADDRESS.  
EASTWEST ADDRESS LOT 1 OF CSM 6558.  
(SEE COMM.)



PROJECT No. 4100 THIS INSTRUMENT DRAFTED BY JAMES B. WOODMAN PAGE 1 OF 4

- GENERAL UTILITY NOTES
- 1) ALL UNDERGROUND STRUCTURES AND UTILITIES HAVE BEEN SHOWN ON A REASONABLE DEGREE OF ACCURACY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THEIR EXACT LOCATION.
  - 2) EXISTING CONDITIONS, INCLUDING UTILITY SIZES AND ELEVATIONS REQUIRED TO BE DETERMINED BY THE CONTRACTOR AND DISCREPANCIES REPORTED TO THE ENGINEER PRIOR TO THE BEGINNING OF WORK.
  - 3) MAINTAIN CONTINUOUS UTILITY SERVICE AT ALL TIMES.
  - 4) CONTRACTOR SHALL NOTIFY ENGINEER OF ANY DISCREPANCIES IN EXISTING UTILITY ALIGNMENTS SO THAT ADJUSTMENTS IN DEPTH AND/OR ALIGNMENT MAY BE MADE.
  - 5) PIPE LENGTHS AND INVERTS ARE TO CENTER OF STRUCTURE.

IN ACCORDANCE WITH WISCONSIN STATUTE 182.0175, DAMAGE TO TRANSMISSION FACILITIES, EXCAVATOR SHALL BE SOLELY RESPONSIBLE. NOT LESS THAN THREE WORKING DAYS PRIOR TO COMMENCEMENT OF ANY EXCAVATION REQUIRED TO PERFORM WORK CONTAINED ON THIS SURVEY MAP, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY REQUIREMENTS OF THIS STATUTE RELATIVE TO EXCAVATOR'S WORK.



**DIGGERS HOTLINE**  
Toll Free (800) 242-2571  
Milwaukee (414) 251-1911  
Hearing Impaired TDD (800) 542-2289  
www.DiggersHotline.com

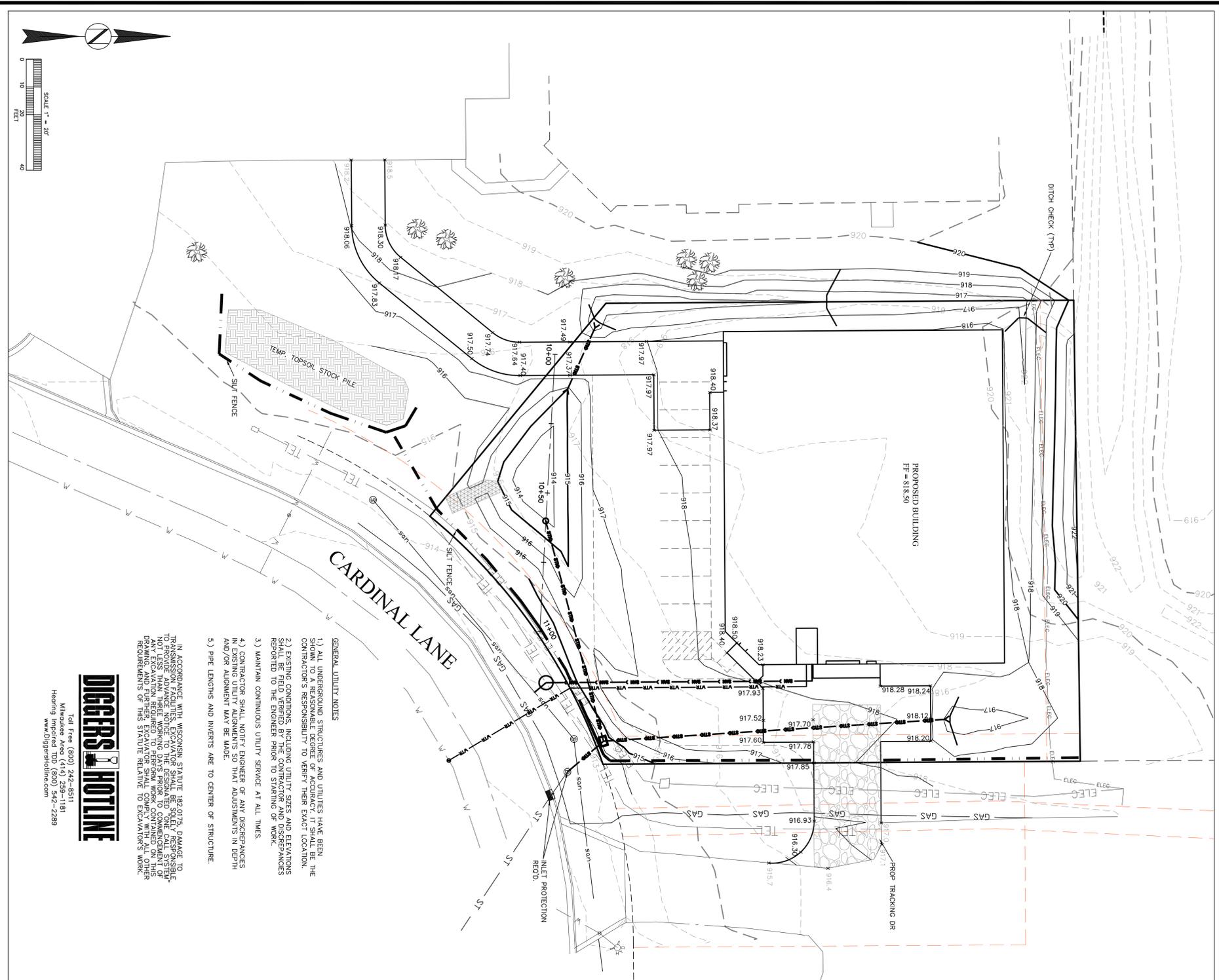
PROJ. #	REVISION DATE	REMARKS
17-3223		
SHEET #		
1 OF 3		

**LAKE COUNTRY ENGINEERING, INC.**  
Consulting Engineers - Surveyors  
970 S. Silver Lake Street, Suite 105, Oconomowoc, WI 53066  
Phone (262) 569-9331 Fax (262) 569-9316

SCALE: 1" = 20'  
DRAFTED BY: RJD  
CHECKED BY: R. J. DAVY  
DATE: JANUARY 25, 2018

**EXISTING CONDITIONS PLAN**  
MWS WAREHOUSE, HAV 0732.996.020  
OLIVER CONSTRUCTION LOT 3 C.S.M. 6961  
SE 1/4 S.3., T.7N., R.18E., VILLAGE OF HARLAND.





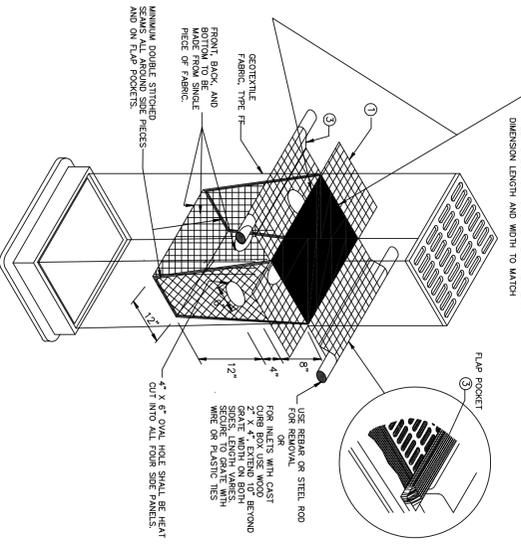
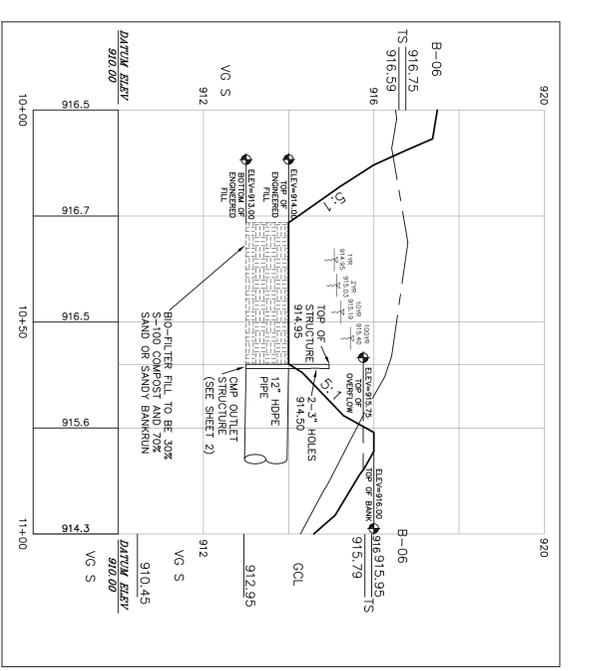
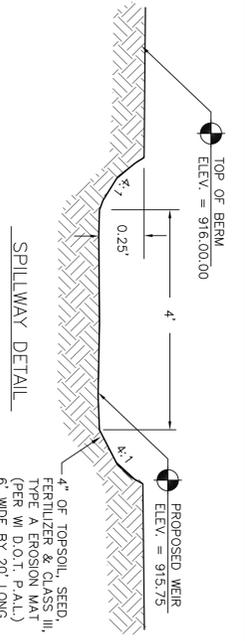
**GENERAL UTILITY NOTES**

- 1.) ALL UNDERGROUND STRUCTURES AND UTILITIES HAVE BEEN SHOWN TO A REASONABLE DEGREE OF ACCURACY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THEIR EXACT LOCATION.
- 2.) EXISTING CONDITIONS, INCLUDING UTILITY SIZES AND ELEVATIONS SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND DISCREPANCIES REPORTED TO THE ENGINEER PRIOR TO STARTING OF WORK.
- 3.) MAINTAIN CONTINUOUS UTILITY SERVICE AT ALL TIMES.
- 4.) CONTRACTOR SHALL NOTIFY ENGINEER OF ANY DISCREPANCIES IN EXISTING UTILITY ALIGNMENTS SO THAT ADJUSTMENTS IN DEPTH AND/OR ALIGNMENT MAY BE MADE.
- 5.) PIPE LENGTHS AND INVERTS ARE TO CENTER OF STRUCTURE.

IN ACCORDANCE WITH WISCONSIN STATUTE 182.0275, DAMAGE TO EXISTING UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. TO PROVIDE ADVANCE NOTICE TO THE DESIGNATED ONE-CALL SYSTEM, THE CONTRACTOR SHALL CALL 811 AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORK. DRAWING AND FIELD VERIFICATION SHALL COMPLY WITH ALL OTHER REQUIREMENTS OF THIS STATUTE RELATIVE TO EXCAVATOR'S WORK.

**DIGGERS HOTLINE**

Toll Free (800) 242-8511  
 Milwaukee Area (414) 259-1181  
 Hearing Impaired TDD (800) 542-2289  
 www.diggershotline.com



**INSTALLATION NOTES**

TYPE D  
 DO NOT INSTALL INLET PROTECTION TYPE D IN NETS SHALLOWER THAN 30" MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.  
 EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.  
 THE INSTALLED BAG SHALL HAVE A MINIMUM 3/8" CLEARANCE BETWEEN THE NET MATS AND THE BAG.  
 THE BAG SHALL BE SECURED TO THE GRATE WITH PLASTIC ZIP TIES TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

**GENERAL NOTES**

1. INLET PROTECTION TO BE INSTALLED PER W.D.O.T. STANDARD 1056. PROVISIONS FOR THE PROTECTION OF THE INLET SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
2. MANUFACTURER'S INSTRUCTIONS SHALL BE USED ON THE GRATE AND FABRIC.
3. MANUFACTURER'S INSTRUCTIONS SHALL BE USED ON THE GRATE AND FABRIC.
4. FINISHED SIZE OF GEOTEXTILE FABRIC INCLUDING TOP POCKETS WHERE REQUIRED SHALL BE 4' X 6' OVAL HOLE SHALL BE NEARLY SQUARE.
5. FINISHED SIZE OF GEOTEXTILE FABRIC INCLUDING TOP POCKETS WHERE REQUIRED SHALL BE 4' X 6' OVAL HOLE SHALL BE NEARLY SQUARE.
6. FINISHED SIZE OF GEOTEXTILE FABRIC INCLUDING TOP POCKETS WHERE REQUIRED SHALL BE 4' X 6' OVAL HOLE SHALL BE NEARLY SQUARE.
7. FOR INLET PROTECTION, THE FABRIC SHALL BE INSTALLED WITH THE FABRIC SIDE OF THE FABRIC TO THE FRONT OF THE INLET.
8. FLAP POCKETS SHALL BE LAMER ENOUGH TO ACCEPT WOOD 2x4.

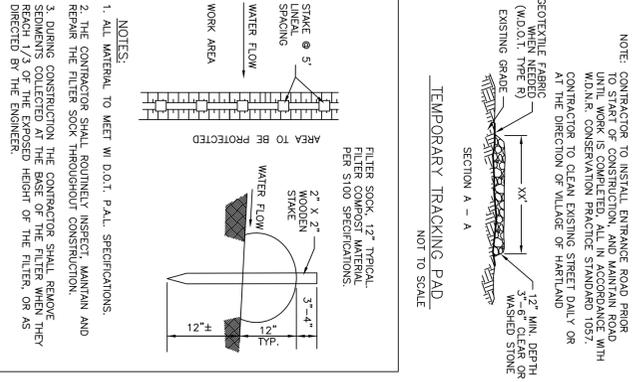
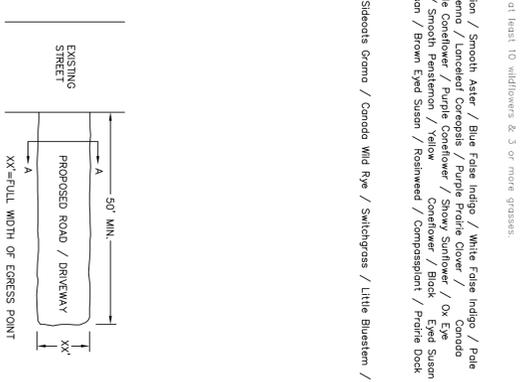
**BIO-FILTER NOTES**

CONTRACTORS TO TO DO BUMP TO AN ELEVATION OF 914.00. THIS WILL ACT AS A SED TRAP DURING CONSTRUCTION. SEED AND EROSION MAT THE SIDE SLOPES. ONCE BUILDING IS BUILT AND SITE RESTORED CONTRACTOR TO REMOVE 6" OF MATERIAL, TO GET TO AN ELEVATION OF 913.50 THEN PLACE 9" OF S100 COMPOST ON TOP AND TILT IT IN THE SAND SETTLEMENT AND DEEP. RESTORE BOTTOM OF BASIN WITH PRAIRIE NURSERY LAND RESTORATION MIX (OR ECOMIX) 1.345/5000 SCLT. AND 1.185/ 1000 SCLT. OF AN ANNUAL RYE

Mix to Contains at least 10 wildflowers & 3 or more grasses.

Wildflowers:  
 Nodding Pink Onion / Smooth Aster / Blue False Indigo / White False Indigo / Pole Indian Plantain / Wild Senna / Lunceford Coreopsis / Purple Prairie Clover / Canada Tick Trefoil / Pale Purple Coneflower / Purple Coneflower / Snow Sunflower / Ox Eye Sunflower / Bergamot / Smooth Pasturemint / Yellow Coneflower / Black Eyed Susan / Sweet Black Eye Susan / Brown Eyed Susan / Roseweed / Compassplant / Prairie Dock / Silt Godolmud

Grasses:  
 Big Bluestem / Sideoots Goma / Canada Wild Rye / Switchgrass / Little Bluestem / Indiangrass



1. Excavate a 4'Wx6'D trench and extend it into trench.  
 Note: Maximum post spacing for non-woven fabric shall be 3 feet, maximum post spacing for woven fabric shall be 8 feet, posts shall be 1 1/2"x1 1/2" min. oak or hickory per MOWR Conservation Practice Standard 1056.

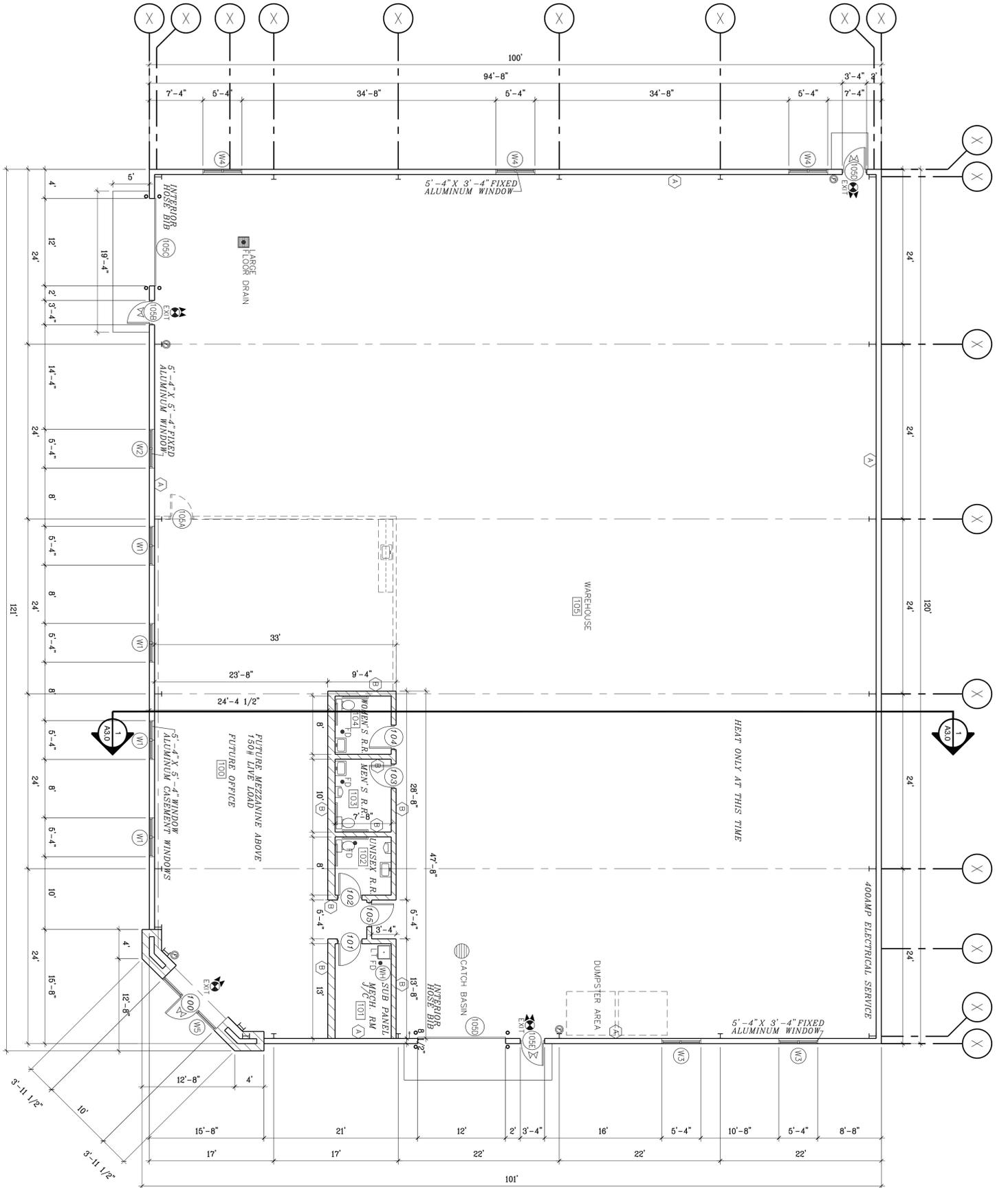
2. Set Posts with filter fabric attached and extend it into trench.

3. Backfill and compact the excavated soil.

Extension of fabric into the trench.







NORTH

1 FLOOR PLAN  
A1.0 1/8" = 1'-0"

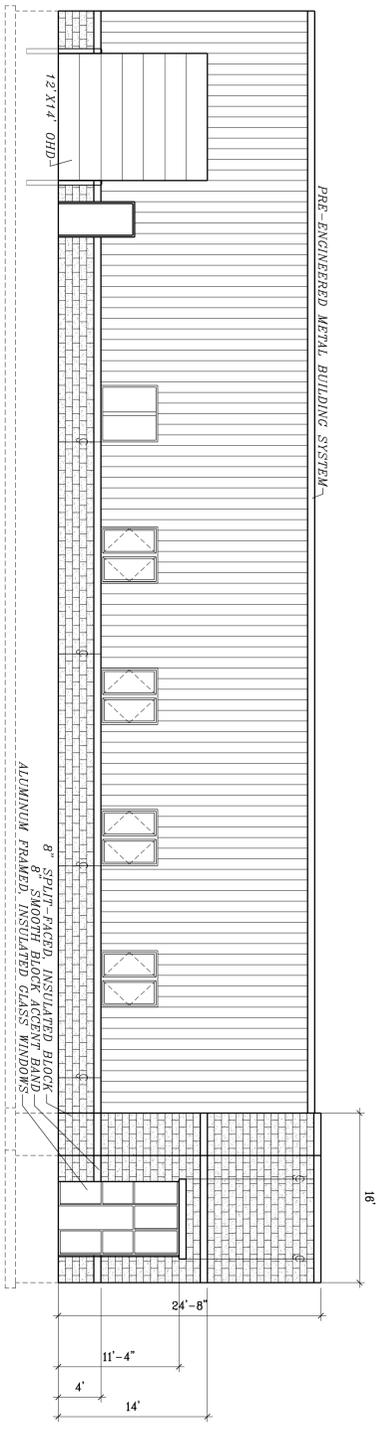
**LEGEND & NOTES**

SYMBOL	DESCRIPTION
(101)	ROOM NUMBER
(10)	DOOR NUMBER
(W)	WINDOW NUMBER
(S)	EXIT LIGHTS
(E)	EXTERIOR EMERGENCY EGRESS LIGHTING
(I)	INTERIOR EMERGENCY EGRESS LIGHTING
(F)	FIRE EXTINGUISHERS
(W)	BOTTLED WATER
(W)	WALL TYPES
(A)	CONCRETE BLOCK WALL TO 4' A.F.F.
(I)	INSULATED PREFINISHED METAL BUILDING WALL ABOVE BLOCK WALL
(B)	PAINTED CONCRETE BLOCK WALL

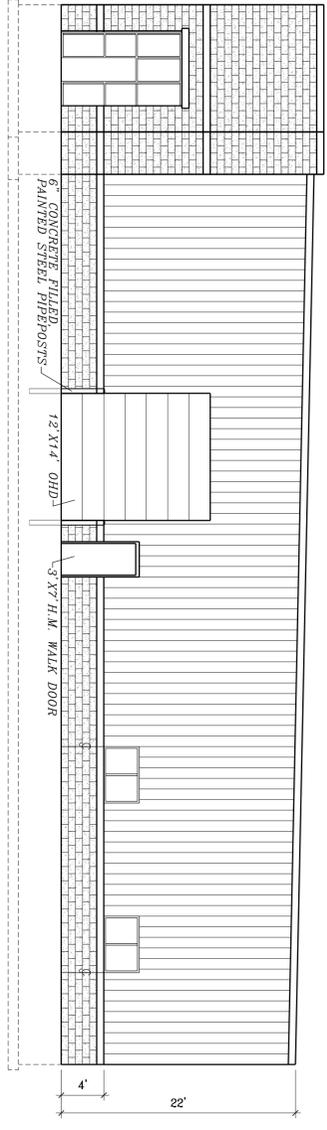
**BUILDING FOOTPRINT:  
11,952.15 SQ.FT.**

THIS DOCUMENT AND THE INFORMATION HEREWITH IS THE EXCLUSIVE PROPERTY OF OLIVER CONSTRUCTION COMPANY. UNAUTHORIZED USE WILL BE PROSECUTED UNDER SECTION 943.205 OF THE WISCONSIN STATUTES AND IF CONVICTED, THE VIOLATOR SHALL BE SUBJECT TO A FINE NOT TO EXCEED \$10,000.00 AND/OR IMPRISONMENT NOT TO EXCEED TWO YEARS

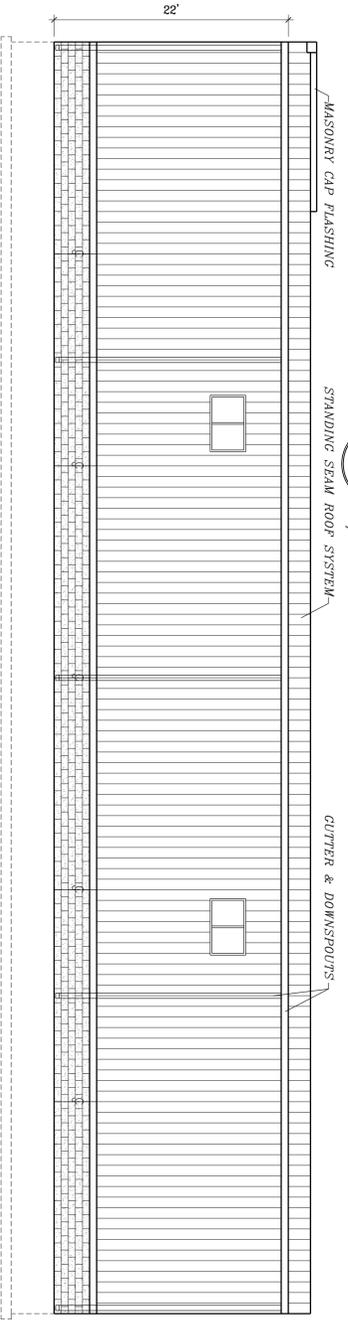
	1770 EXECUTIVE DRIVE OCONOMOWOC, WI 53066 PHONE: (262) 567-6677 FAX: (262) 567-4676	<b>PROJECT TITLE</b> PROPOSED BUILDING FOR: <b>Michael R. White</b> <b>Revocable Trust of 1992</b> <small>CARDINAL LN HARTLAND, WISCONSIN 53029</small>	<b>PROJECT INFORMATION</b> PROJECT NO. : DATE : 01/26/2018 DRAWN BY : RAB SCALE : AS NOTED SHEET TITLE : FLOOR PLAN	<b>REVISIONS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">NO.</th> <th style="width: 15%;">DESCRIPTION</th> <th style="width: 10%;">DATE</th> </tr> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION	DATE	1														
	NO.	DESCRIPTION	DATE																			
1																						
A1.0																						



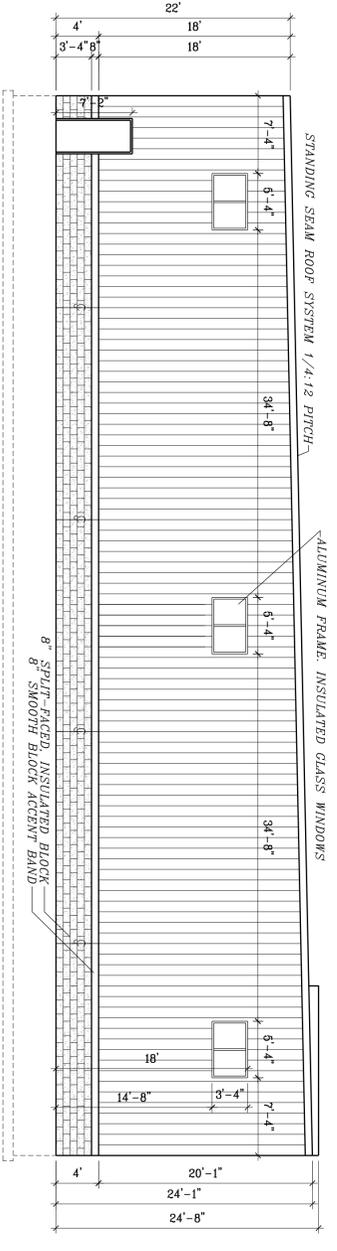
1 SOUTH ELEVATION  
A2.0 1/8" = 1'-0"



2 EAST ELEVATION  
A2.0 1/8" = 1'-0"



3 NORTH ELEVATION  
A2.0 1/8" = 1'-0"

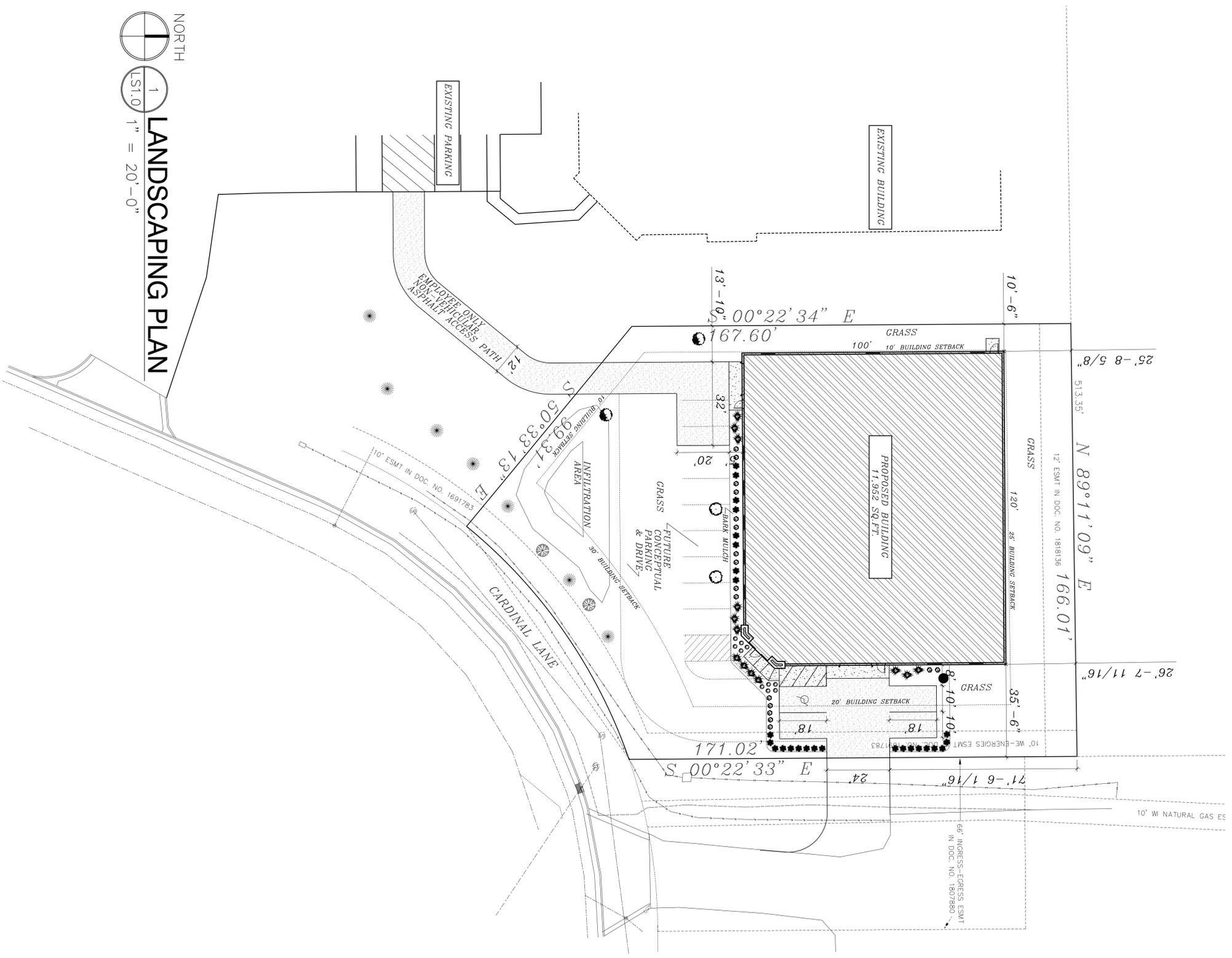


4 WEST ELEVATION  
A2.0 1/8" = 1'-0"

THIS DOCUMENT AND THE INFORMATION HEREWITH IS THE EXCLUSIVE PROPERTY OF OLIVER CONSTRUCTION COMPANY. UNAUTHORIZED USE WILL BE PROSECUTED UNDER SECTION 943.205 OF THE WISCONSIN STATUTES AND IF CONVICTED, THE VIOLATOR SHALL BE SUBJECT TO A FINE NOT TO EXCEED \$10,000.00 AND/OR IMPRISONMENT NOT TO EXCEED TWO YEARS

 1770 EXECUTIVE DRIVE OCONOMOWOC, WI 53066 PHONE: (262) 567-6677 FAX: (262) 567-4676	PROJECT TITLE PROPOSED BUILDING FOR: <b>Michael R. White</b> <b>Revocable Trust of 1992</b> CARDINAL LN HARTLAND, WISCONSIN 53029	PROJECT INFORMATION PROJECT NO. : DATE : 01/26/2018 DRAWN BY : RAB SCALE : AS NOTED SHEET TITLE : ELEVATIONS	REVISIONS <table border="1"> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	1														
	1																	
A2.0																		

NORTH  
  
 1  
 LS1.0 1" = 20'-0"  
**LANDSCAPING PLAN**



SITE STATISTICS

SITE: .751 ACRES
SITE: 32,713.56 SQ.FT.
BUILDING: 11,928.FT.
PAVING & CONCRETE: 2,933.26 SQ.FT.
HARD SURFACE/LOT COVERAGE 14,861.26 SQ.FT.
LOT COVERAGE ALLOWED 60% = 19,628.14 SQ. FT.

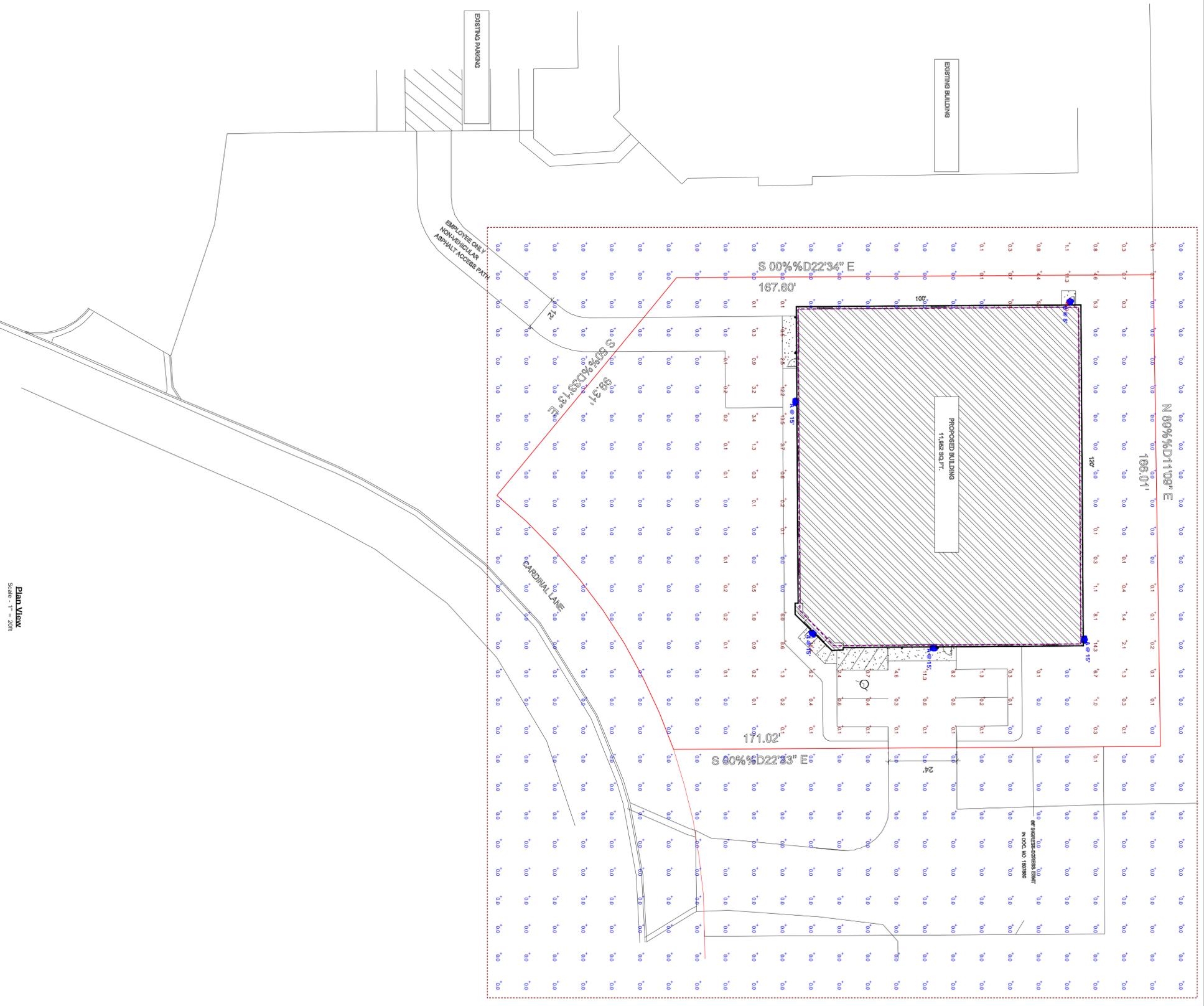
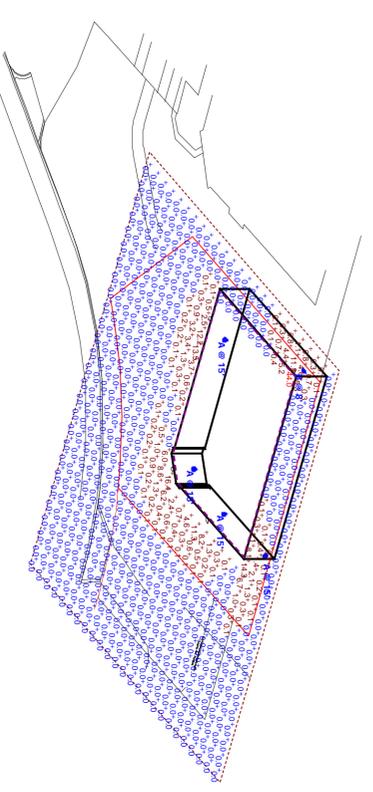
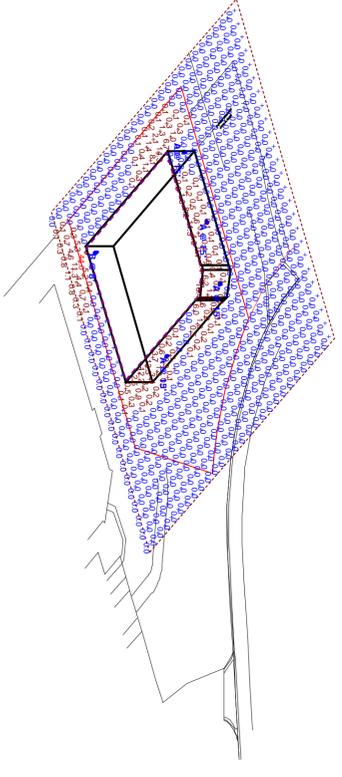
LANDSCAPING

KEY	SYMBOL	DESCRIPTION	SIZE	QTY
AS		ANTHONY WATERER SPIREA	18"	10
GP		GOLDFINGER POTENTILLA	18"	17
SJ		DENSIFORMIS YEW	24"	26
DY		SEA GREEN JUNIPER	24"	13
BB		BURNING BUSH	24"	
RD		CARDINAL RED TWIG DOGWOOD	48"	1
AP		AUSTRIAN PINE	5'-6'	
CS		COLORADO BLUE SPRUCE	5'-6'	7
FC		RED JEWEL FLOWERING CRAB	1 1/2'-2"	2
CB		HERITAGE RIVER BIRCH (CLUMP FORM)	1 1/2'-2"	
QL		GREENSPIRE LINDEN	2"-2 1/2"	2
AM		AUTUMN BLAZE MAPLE	2"-2 1/2"	2

 1770 EXECUTIVE DRIVE OCONOMOWOC, WI 53066 PHONE: (262) 567-6677 FAX: (262) 567-4676	<b>PROJECT TITLE</b> PROPOSED BUILDING FOR: <b>Michael R. White</b> Revocable Trust of 1992 CARDINAL LN HARTLAND, WISCONSIN 53029	<b>PROJECT INFORMATION</b> PROJECT NO. : DATE : 01/26/2018 DRAWN BY : RAB SCALE : AS NOTED SHEET TITLE : LANDSCAPING PLAN	<b>REVISIONS</b> <table border="1"> <tr> <td>1</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	1																					
	1																								
LS1.0																									

THIS DOCUMENT AND THE INFORMATION HEREWITH IS THE EXCLUSIVE PROPERTY OF OLIVER CONSTRUCTION COMPANY. UNAUTHORIZED USE WILL BE PROSECUTED UNDER SECTION 943.205 OF THE WISCONSIN STATUTES AND IF CONVICTED, THE VIOLATOR SHALL BE SUBJECT TO A FINE NOT TO EXCEED \$10,000.00 AND/OR IMPRISONMENT NOT TO EXCEED TWO YEARS

Schedule Symbol	Label	QTY	Catalog Number	Description	Lamp	Number of Lamps	Lumens per Lamp	LLF	Wattage	Polar Plot
A		4	E-W1100A-F50Z	LED wall pack Back metal housing Two LED up with white reflector Clear lens glass lens	C82540	1	6667	1	65.43	Max: 402cd
B		1	A0P832W/LEDP52	CAST FINNED METAL HOUSING 2-PICET PLASTIC REFLECTOR WITH SPECULAR PLASTIC REFLECTOR WITH 1 LED MOLDED BOARD EACH WITH 1 LED MOLDED WITH 1 AERIBURE PER LED CLEAR FLAT GLASS LENS IN CAST BROWN PAINTED METAL FRAME.	TWO WHITE MULTI-CHIP LED (L805), TILTED 40-DEGREES FROM VERTICAL BASE-UP A0P832W/LEDP52, ACTUAL PERFORMANCE MAY VARY. Catalog Commercial, Government, Harbor Health-care, Hospitality, Institutional, Library, Manufacturing, Marine, Medical Office, Parking, Retail, Site, Tunnel, Warehouse, Walkway, Treatment Direct, Emergency, Security	2	3563	1	98.7	Max: 497Scd



Plan View  
Scale: 1" = 20'

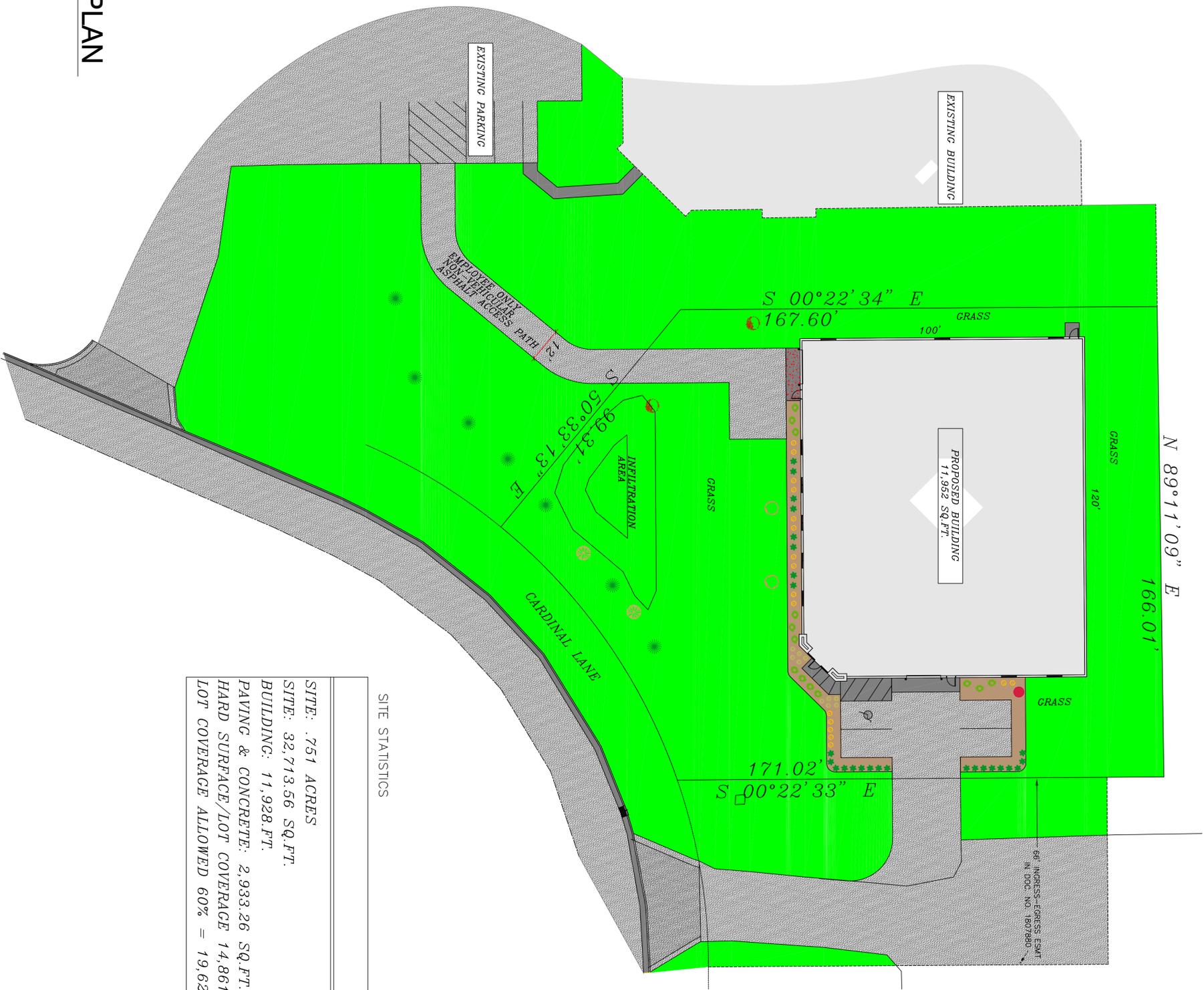


NORTH

1  
D1.0

COLORED SITE PLAN

1" = 20'-0"



SITE STATISTICS

SITE: .751 ACRES
SITE: 32,713.56 SQ. FT.
BUILDING: 11,928. FT.
PAVING & CONCRETE: 2,933.26 SQ. FT.
HARD SURFACE/LOT COVERAGE 14,861.26 SQ. FT.
LOT COVERAGE ALLOWED 60% = 19,628.14 SQ. FT.

THIS DOCUMENT AND THE INFORMATION HEREWITH IS THE EXCLUSIVE PROPERTY OF OLIVER CONSTRUCTION COMPANY. UNAUTHORIZED USE WILL BE PROSECUTED UNDER SECTION 943.205 OF THE WISCONSIN STATUTES AND IF CONVICTED, THE VIOLATOR SHALL BE SUBJECT TO A FINE NOT TO EXCEED \$10,000.00 AND/OR IMPRISONMENT NOT TO EXCEED TWO YEARS

<p>1770 EXECUTIVE DRIVE OCONOMOWOC, WI 53066 PHONE: (262) 567-6677 FAX: (262) 567-4676</p>	<p>PROJECT TITLE</p> <p>PROPOSED BUILDING FOR: <b>Michael R. White Revocable Trust of 1992</b> CARDINAL LN HARTLAND, WISCONSIN 53029</p>	<p>PROJECT INFORMATION</p> <p>PROJECT NO. : DATE : 01/26/2018 DRAWN BY : RAB SCALE : AS NOTED SHEET TITLE : COLORED SITE PLAN</p>	<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION	DATE												
	NO.	DESCRIPTION	DATE															
<p>D1.0</p>	<p> </p>	<p> </p>	<p> </p>															





January 9, 2018

Mr. Robert Buchta  
Oliver Construction Co.  
1770 Executive Drive  
Oconomowoc, WI 53066

Re: Village of Hartland  
MW Storage Building – Plan Review Letter

Dear Mr. Buchta:

The Village of Hartland's Staff as well as Ruekert & Mielke, Inc. have reviewed your site plan submittal. The submittal included the following: sheets T1.0, SP1.0, A1.0, A2.0, LS1.0, D1.0, D2.0 (all dated 1/26/18); L1.0 (dated 1/24/18); and 3 site plan sheets (dated 1/25/18). In addition, a storm water management report prepared by Lake Country Engineering, Inc. dated January 25, 2018 was submitted. We are providing the following comments as guidance and direction for your design staff in preparation for the next Plan Commission meeting and for final documents. **Please respond to the comments below, in writing, with your next submittal.** You should plan to attend the Plan Commission meeting on February 19, 2018 at 7:00 pm to present your project plans.

#### **Storm Water Management Plan**

1. A maintenance plan and agreement covering the storm water facilities (all control practices) on the site must be completed and recorded with the County.
2. A financial guarantee in the amount of \$5,000 will need to be provided to obtain the storm water permit, prior to beginning construction. This may be released upon stabilization of the swales and storm water facility.

#### **Existing Conditions Plan – Sheet 1 of 3**

1. There are two borings referred to as Boring 3. Correct on this sheet and elsewhere in the plans and storm water management plan.

#### **Proposed Site and Utility Plan – Sheet 2 of 3**

1. Insert the following note pointing to the Employee Only Access Drive:
  - a. Non-vehicular or equipment access only. Not for general vehicle access.
2. Show offsite storm flow calculations in Oliver MWS Storm Sewer table.
3. Show dimensions of parking spaces, drive isle widths and show handicap stall and handicap sign.
4. Change inlet note to: Proposed Catch Basin w/2' sump.
5. Change 17' of HDPE to 17' of RCP, within Village right-of-way.

Mr. Buchta  
Oliver Construction Co. - Plan Review Letter  
January 9, 2018  
Page 2

6. Move proposed sewer sampling manhole northerly so it is at least 10 feet on property.
7. Identify remove and replace curb and gutter if damaged and note minimum width of 10-feet and use of one 1/2 -inch expansion joint.
8. Note 7-foot minimum cover for water main and water service.
9. Note Fernco taping saddle wye required for sanitary sewer connection or cut in wye with sleeve and Fernco couplings.
10. Include inlet protection for the inlet on the south side of Cardinal Lane too.
11. Modify construction sequence to state:
  - a. Install all erosion control measures. (silt fence, inlet protection, tracking drive).
  - b. Strip topsoil (only for BMP area and swales) and stockpile. (seed with rye grass if left inactive for more than 7 days).
  - c. Excavate storm water BMP and restore its slopes with erosion mat.
  - d. Connect to Village storm manhole, install proposed catch basin and 12-inch storm sewer to the north. Construct westerly drive culvert.
  - e. Cut westerly and northerly swales. Restore swales with erosion mat.
  - f. Install ditch checks in swales.
  - g. Complete sewer and water extensions and restoration within Village right-of-way.
  - h. Install outlet structure and discharge storm sewer to new catch basin. Install inlet protection in all openings within outlet structure.
  - i. Strip remaining topsoil and stockpile only that amount which is necessary for site restoration. Immediately haul away excess topsoil (seed with rye grass if left inactive for more than 7 days).
  - j. Grade site and remove all excess material.
  - k. Stone drive and parking area.
  - l. Start construction of building.
  - m. Once building is completed install remaining landscaping and finalize restoration including basin remediation.
  - n. Once site is vegetated and Village approves remove all erosion controls.

Mr. Buchta  
Oliver Construction Co. - Plan Review Letter  
January 9, 2018  
Page 3

**Exterior Lighting – Sheet L1.0**

1. Provide cutoff from the northwesterly exterior light to eliminate spill over light. 0.5-foot candles maximum allowed at property line. Update photometrics plan.

**Summary**

The following are remaining submittals/permits that the applicant will need to provide to complete the Village approval process:

1. Provide 2 paper copies of the final Storm Water Management Plan and Construction Drawings stamped by a Professional Engineer – submit 2 final copies with all relevant information from previous submittals included. Provide record drawings.
2. Village storm water permit and erosion control permit.
3. Village work within right-of-way permit.
4. Building permit.

The applicant will be required to obtain any other permits determined to be necessary.

Also, due to the proximity of this site to environmentally sensitive areas, we are recommending that the construction sequence be updated as noted in this letter, which results in a practical start date following frost coming out of the ground and the ability to complete the utility installations and associate restoration prior to beginning grading for the building. If you have any questions, comments or concerns, please feel free to contact our office.

Very truly yours,

RUEKERT & MIELKE, INC.



Ryan T. Amtmann, P.E. (WI, IL)  
Vice President

[ramtmann@ruekert-mielke.com](mailto:ramtmann@ruekert-mielke.com)

RTA:rta

cc: David Cox, Village of Hartland  
Michael Einweck, P.E., Village of Hartland  
Scott Hussinger, Village of Hartland  
Rob Davy, P.E., Lake Country Engineering, Inc.

# LAKE COUNTRY ENGINEERING, INC.

Rob Davy, P.E.

Storm Water Management Report  
MWS Warehouse, Cardinal Ln.  
Village of Hartland, Waukesha Co., WI  
HAV 0732.996.020

17-3223

Date January 25, 2018

The development of this property is adding 11,928 sq.ft. building, and 2,933 sq.ft. of proposed parking and drive over existing green space on this 32,713 sq.ft. (0.75 ac.) lot. Along with the proposed impervious surfaces the design includes an additional 5,567 sq.ft. of parking and drives, with a large offsite area draining through then site.

This smaller flow from the offsite area are picked up in a 12" cmp running under the drive and into an inlet on Cardinal lane, up to 3.56 cfs. The larger flows will be routed through a swale over the parking lot and into Cardinal lane.

The objectives of this report are to show the proposed improvements will not impact the original storm water flows leaving the site, once routed through two storm water BMP's:

## **Proposed Area of Development**

- To make sure the post-development flow rates are reduced from a proposed 10-year storm event to the existing 2-year rate, and from the proposed 100-year storm event to the existing 10-year rate.
- Reduce the total suspended solids in the runoff by 80% (including future additions)
- Reduce the total Phosphorus in the runoff by 30% (including future additions)
- Infiltrate 10% of the post development runoff development in a 2-year storm event

## **Total site**

- **Proposed conditions MS4 loading model**

The parameters used to evaluate the existing system and design the new storm water bmp's are

- The soils are hydrologic group B soils (fox silt loam)
- Bed rock depth is between > 5 feet below bottom of basin.
- Rainfall events for 1-yr 24 hr. storm = 2.42", 2-yr 24-hr storm = 2.73", 5-yr 24-hr storm = 3.31", 10-yr 24-hr storm = 3.86", 25-yr 24-hr storm = 4.71", 50-yr 24-hr storm = 5.44", and the 100-yr, 24-hr storm = 6.24" of rain
- Storm distributions are atlas 14, MSE3
- Hydrology Calculate using Hydraflow TR-55 modeling
- Cn, pervious area = 61, impervious area = 98,
- An infiltration rate of 3.6"/hr
- Tss & Phosphorus removal using WinSLAMM v.10.1.6

**Proposed Development**

This area consists of only the entire lot where the new building will be built. The storm water bmp is an infiltration bmp, where the roof drains to a grass swale around the north and west side of the building, under the access drive and into the bmp, and the parking and drive on the east and south side of the building will flow directly to this bmp. The total flows leaving this site and into the storm sewer system are as follows:

Storm event	1-year	2-year	5-year	10- year
Existing	0.08 CFS.	0.16 CFS.	0.37 CFS.	0.66 CFS.
Produced	0.67 CFS.	0.90 CFS.	1.36 CFS.	1.82 CFS.
Leaving	0.07 cfs	0.08 cfs	0.10 cfs	0.11 cfs

Storm event	25-year	50-year	100- year
Existing	1.20 CFS.	1.72 CFS.	2.34 CFS.
Produced	2.57 CFS.	3.25 CFS.	4.01 CFS.
Leaving	0.14 cfs	0.17 cfs	0.20 cfs

This chart shows the flows entering the Cardinal lane storm sewer have been greatly reduced.

**Infiltration**

The proposed site being developed produces 0.062 ac.ft. in the 2-year storm event and infiltrates 0.029 ac.ft. so  $0.029 / 0.062 = 0.467$  or 47% of the storm water is infiltrated and the 10% infiltration rule has been met.

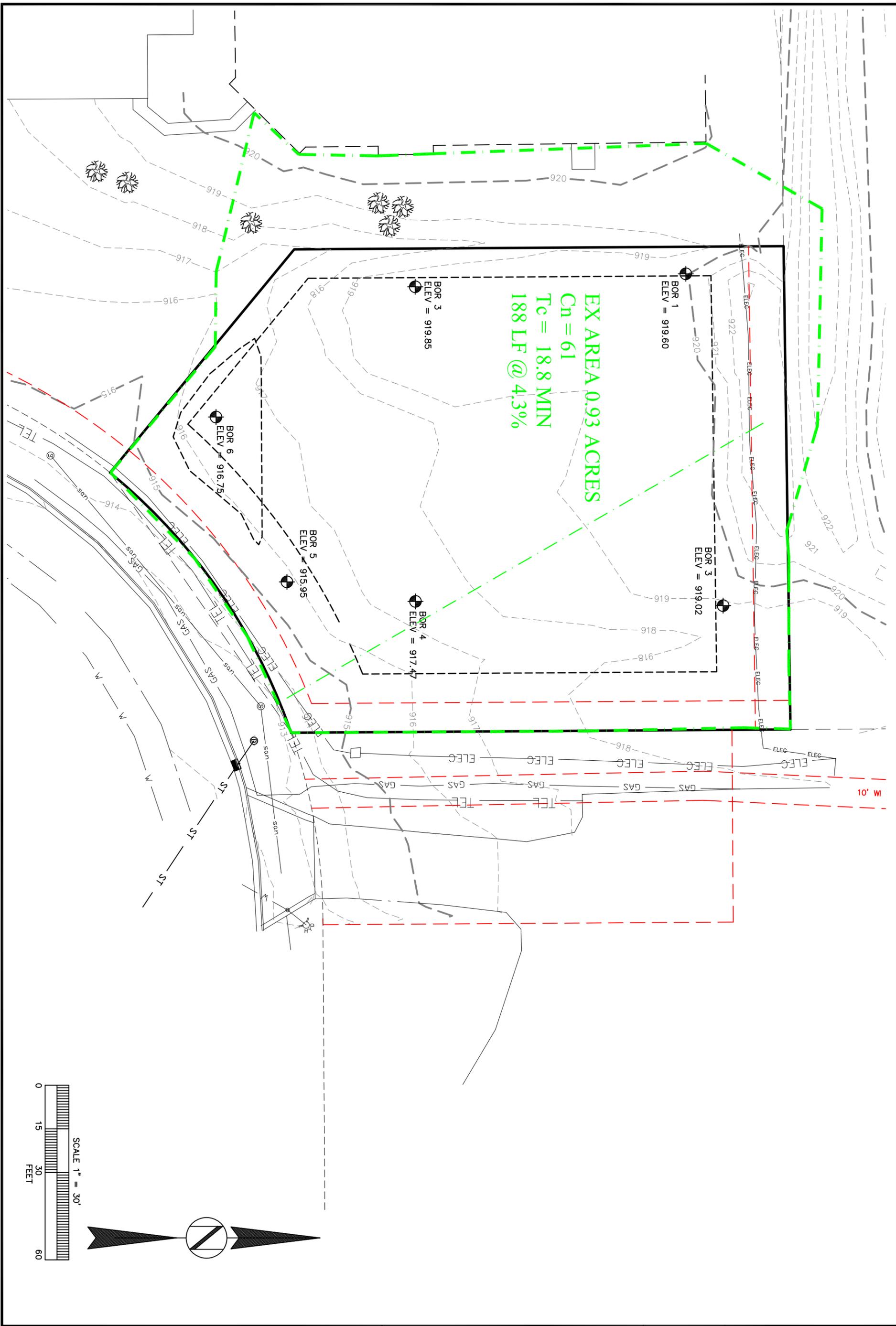
**Tss and Phosphorus Removal**

This development produces 132.8 lbs of Tss on an average annual basis and releases 21.89 lbs of Tss on an average annual basis, so  $(132.8 - 21.89) / 132.8 = 0.835$  or 83.5% of the Tss is removed. And 0.592 lbs of total phosphorous on an average annual basin, and releases 0.099 lbs of Tss, so  $(0.592 - 0.099) / 0.592 = 0.833$  or 83.3% total phosphorous.

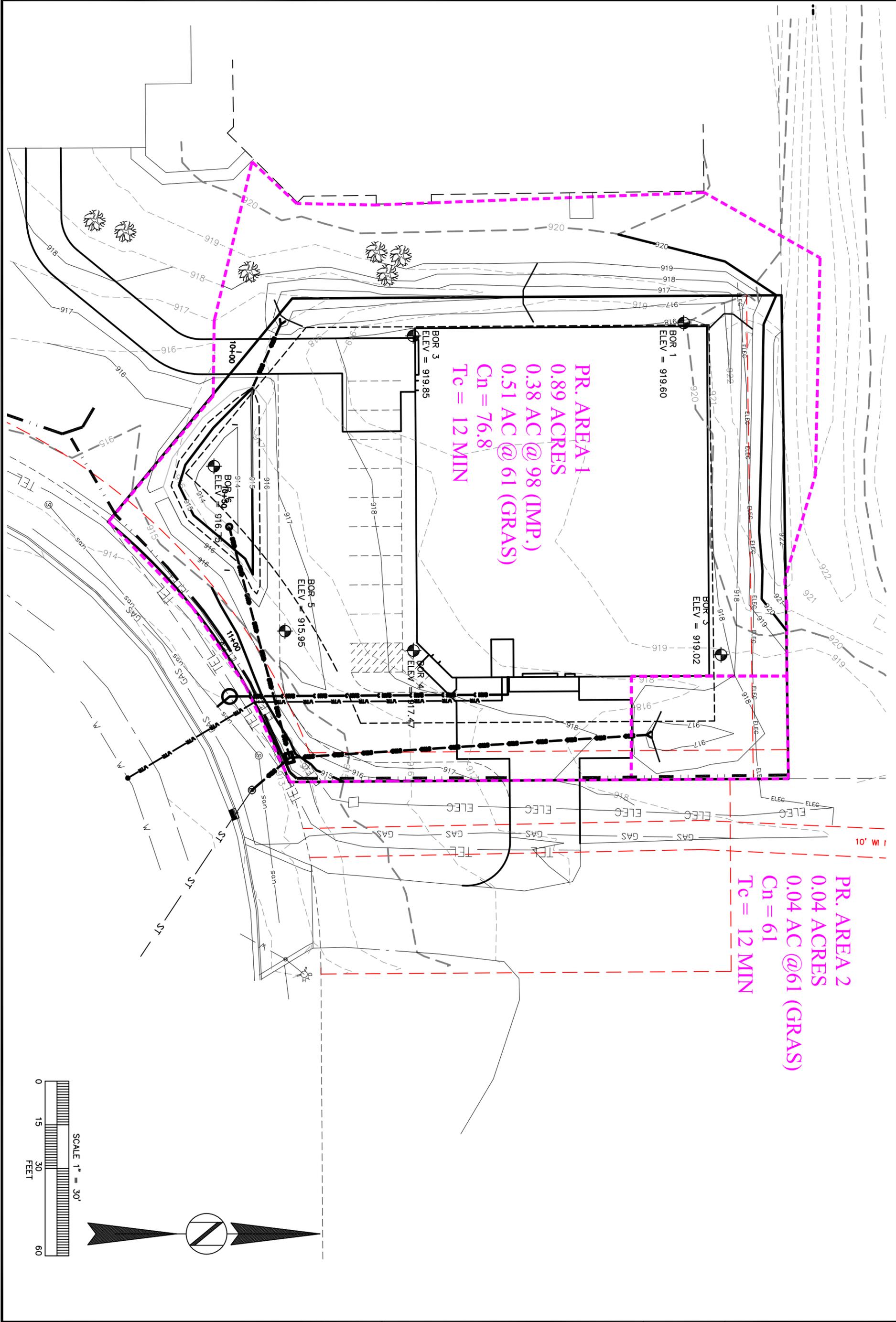
In summery the infiltration basin is designed to meet the Village’s requirements of detaining the proposed 10-year storm event and releasing it at an existing 2-year rate, detaining the proposed 100-year storm event and releasing it at an existing 10-year rate, by infiltrating 47% of the 2-year storm event and by reducing the Tss by 83% and the total phosphorous by 83%.

Robert J Davy, P.E.





<b>SHEET #</b> 17-3223	<b>PROJ #</b> 17-3223  <b>EXISTING DRAINAGE MAP</b> MWS WAREHOUSE, HAV 0732.996.020 OLIVER CONSTRUCTION LOT 3 C.S.M. 6961 SE 1/4 S.3, T.7N., R.18E., VILLAGE OF HARLAND.	<b>LAKE COUNTRY ENGINEERING, INC.</b> Consulting Engineers - Surveyors <small>970 S. Silver Lake Street, Suite 105, Oconomowoc, WI 53066          Phone (262) 569-9331 Fax (262) 569-9316</small>	<b>SCALE:</b> 1" = 30' <b>DRAFTED BY:</b> RJD <b>CHECKED BY:</b> R. J. DAVY <b>DATE:</b> JANUARY 25, 2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REVISION</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">REMARKS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	REVISION	DATE	REMARKS									
REVISION	DATE	REMARKS														



PR. AREA 1  
 0.89 ACRES  
 0.38 AC @ 98 (IMP.)  
 0.51 AC @ 61 (GRAS)  
 Cn = 76.8  
 Tc = 12 MIN

PR. AREA 2  
 0.04 ACRES  
 0.04 AC @ 61 (GRAS)  
 Cn = 61  
 Tc = 12 MIN

<b>PROJ. #</b> 17-3223 <b>SHEET #</b>	<b>PROPOSED DRAINAGE PLAN</b> MWS WAREHOUSE, HAV 0732.996.020 OLIVER CONSTRUCTION LOT 3 C.S.M. 6961 SE 1/4 S.3, T.7N., R.18E., VILLAGE OF HARLAND.	<b>LAKE COUNTRY ENGINEERING, INC.</b> Consulting Engineers - Surveyors 970 S. Silver Lake Street, Suite 105, Oconomowoc, WI 53066 Phone (262) 569-9331 Fax (262) 569-9316	<b>SCALE:</b> 1" = 30' <b>DRAFTED BY:</b> RJD <b>CHECKED BY:</b> R. J. DAVY <b>DATE:</b> JANUARY 25, 2018	<b>REVISION DATE</b>	<b>REMARKS</b>

# Hydrograph Return Period Recap

Hyd. No.	Hydrograph type (origin)	Inflow Hyd(s)	Peak Outflow (cfs)								Hydrograph description
			1-Yr	2-Yr	3-Yr	5-Yr	10-Yr	25-Yr	50-Yr	100-Yr	
1	SCS Runoff	-----	0.08	0.16	-----	0.37	0.66	1.20	1.72	2.34	EX AREA
2	SCS Runoff	-----	0.00	0.01	-----	0.02	0.03	0.05	0.07	0.10	PR AREA 2
3	SCS Runoff	-----	0.67	0.89	-----	1.34	1.79	2.52	3.18	3.91	PR AREA 1
4	Reservoir	3	0.39	0.65	-----	1.20	1.64	2.30	2.92	3.63	PR RG FLOW
5	Diversion1	4	0.07	0.08	-----	0.08	0.09	0.09	0.09	0.10	OVERLAND / PIPE
6	Diversion2	4	0.32	0.58	-----	1.12	1.56	2.21	2.82	3.53	INFILTRATION
7	Combine	2, 5,	0.07	0.08	-----	0.10	0.11	0.14	0.17	0.20	TOTAL FLOW LEAVING SITE

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	0.08	6	750	0.012	---	-----	-----	EX AREA	
2	SCS Runoff	0.00	6	750	0.001	---	-----	-----	PR AREA 2	
3	SCS Runoff	0.67	6	738	0.047	---	-----	-----	PR AREA 1	
4	Reservoir	0.39	6	750	0.047	3	914.95	0.013	PR RG FLOW	
5	Diversion1	0.07	6	750	0.029	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	0.32	6	750	0.018	4	-----	-----	INFILTRATION	
7	Combine	0.07	6	750	0.029	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 1 Year			Thursday, Jan 25 2018, 11:20 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	0.16	6	744	0.020	---	-----	-----	EX AREA	
2	SCS Runoff	0.01	6	744	0.001	---	-----	-----	PR AREA 2	
3	SCS Runoff	0.89	6	738	0.061	---	-----	-----	PR AREA 1	
4	Reservoir	0.65	6	750	0.061	3	915.03	0.015	PR RG FLOW	
5	Diversion1	0.08	6	750	0.032	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	0.58	6	750	0.029	4	-----	-----	INFILTRATION	
7	Combine	0.08	6	750	0.033	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 2 Year			Thursday, Jan 25 2018, 11:20 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	0.37	6	744	0.036	---	-----	-----	EX AREA	
2	SCS Runoff	0.02	6	744	0.002	---	-----	-----	PR AREA 2	
3	SCS Runoff	1.34	6	738	0.089	---	-----	-----	PR AREA 1	
4	Reservoir	1.20	6	744	0.089	3	915.13	0.018	PR RG FLOW	
5	Diversion1	0.08	6	744	0.038	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	1.12	6	744	0.051	4	-----	-----	INFILTRATION	
7	Combine	0.10	6	744	0.039	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 5 Year			Thursday, Jan 25 2018, 11:20 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	0.66	6	738	0.054	---	-----	-----	EX AREA	
2	SCS Runoff	0.03	6	738	0.002	---	-----	-----	PR AREA 2	
3	SCS Runoff	1.79	6	738	0.117	---	-----	-----	PR AREA 1	
4	Reservoir	1.64	6	744	0.117	3	915.19	0.019	PR RG FLOW	
5	Diversion1	0.09	6	744	0.042	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	1.56	6	744	0.075	4	-----	-----	INFILTRATION	
7	Combine	0.11	6	744	0.045	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 10 Year			Thursday, Jan 25 2018, 11:20 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	1.20	6	738	0.087	---	-----	-----	EX AREA	
2	SCS Runoff	0.05	6	738	0.004	---	-----	-----	PR AREA 2	
3	SCS Runoff	2.52	6	738	0.164	---	-----	-----	PR AREA 1	
4	Reservoir	2.30	6	744	0.164	3	915.26	0.021	PR RG FLOW	
5	Diversion1	0.09	6	744	0.048	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	2.21	6	744	0.116	4	-----	-----	INFILTRATION	
7	Combine	0.14	6	738	0.052	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 25 Year			Thursday, Jan 25 2018, 11:20 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	1.72	6	738	0.119	---	-----	-----	EX AREA	
2	SCS Runoff	0.07	6	738	0.005	---	-----	-----	PR AREA 2	
3	SCS Runoff	3.18	6	738	0.207	---	-----	-----	PR AREA 1	
4	Reservoir	2.92	6	738	0.207	3	915.33	0.023	PR RG FLOW	
5	Diversion1	0.09	6	738	0.052	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	2.82	6	738	0.155	4	-----	-----	INFILTRATION	
7	Combine	0.17	6	738	0.057	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 50 Year			Thursday, Jan 25 2018, 11:21 AM		

# Hydrograph Summary Report

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to peak (min)	Volume (acft)	Inflow hyd(s)	Maximum elevation (ft)	Maximum storage (acft)	Hydrograph description	
1	SCS Runoff	2.34	6	738	0.157	---	-----	-----	EX AREA	
2	SCS Runoff	0.10	6	738	0.007	---	-----	-----	PR AREA 2	
3	SCS Runoff	3.91	6	738	0.255	---	-----	-----	PR AREA 1	
4	Reservoir	3.63	6	738	0.255	3	915.40	0.025	PR RG FLOW	
5	Diversion1	0.10	6	738	0.056	4	-----	-----	OVERLAND / PIPE	
6	Diversion2	3.53	6	738	0.199	4	-----	-----	INFILTRATION	
7	Combine	0.20	6	738	0.063	2, 5,	-----	-----	TOTAL FLOW LEAVING SITE	
17-3223 OLV MWS.gpw					Return Period: 100 Year		Thursday, Jan 25 2018, 11:21 AM			

# Hydrograph Plot

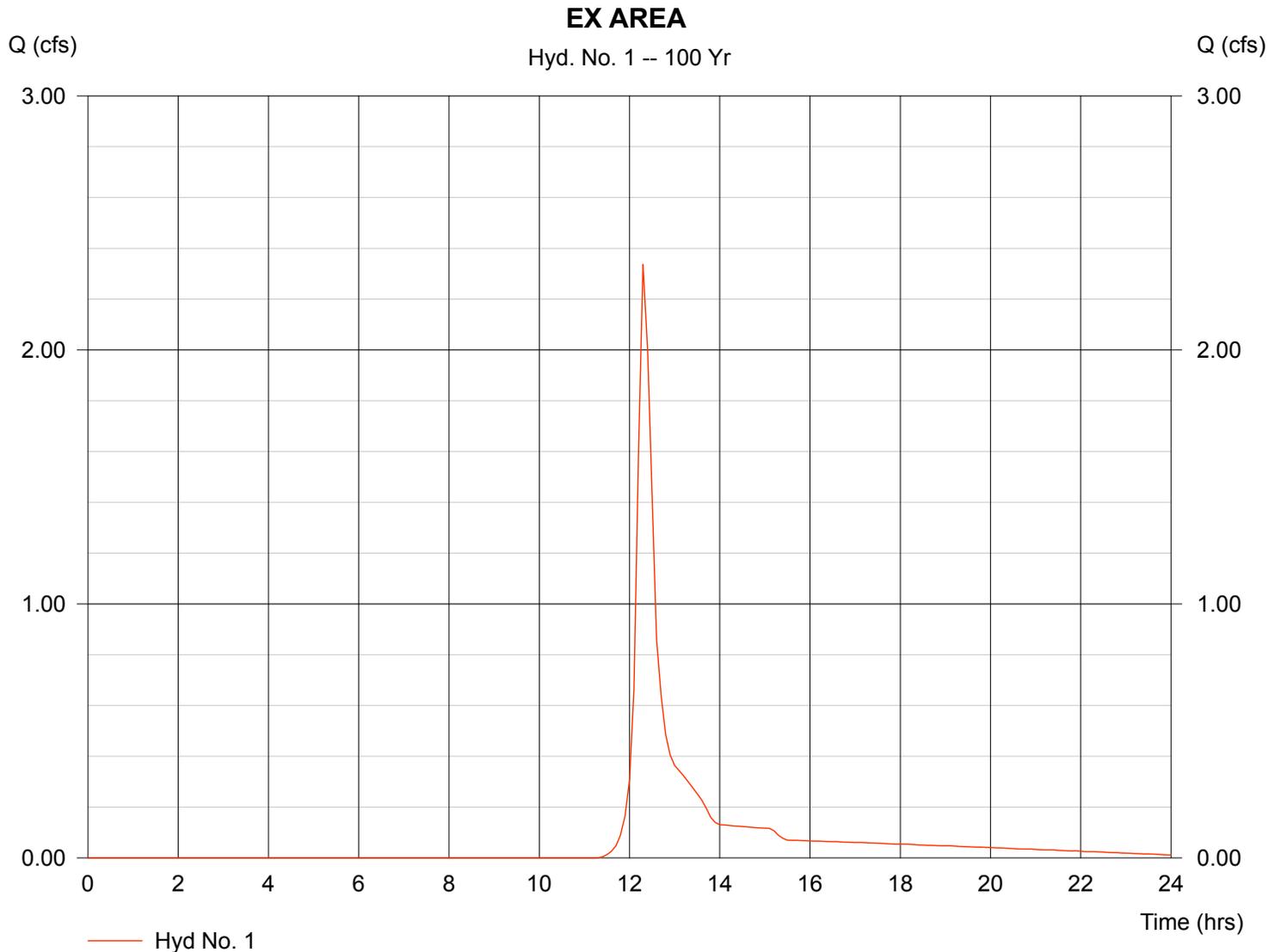
## Hyd. No. 1

### EX AREA

Hydrograph type = SCS Runoff  
Storm frequency = 100 yrs  
Drainage area = 0.93 ac  
Basin Slope = 0.0 %  
Tc method = TR55  
Total precip. = 6.24 in  
Storm duration = atlas 14 area 3 distribution.cds

Peak discharge = 2.34 cfs  
Time interval = 6 min  
Curve number = 61  
Hydraulic length = 0 ft  
Time of conc. (Tc) = 18.8 min  
Distribution = Custom  
Shape factor = 484

Hydrograph Volume = 0.157 acft



# TR55 Tc Worksheet

Hydraflow Hydrographs by Intelisolve

## Hyd. No. 1

EX AREA

<u>Description</u>	<u>A</u>		<u>B</u>		<u>C</u>		<u>Totals</u>	
<b>Sheet Flow</b>								
Manning's n-value	= 0.240		0.011		0.011			
Flow length (ft)	= 188.0		0.0		0.0			
Two-year 24-hr precip. (in)	= 2.73		0.00		0.00			
Land slope (%)	= 4.30		0.00		0.00			
<b>Travel Time (min)</b>	<b>= 18.85</b>	<b>+</b>	<b>0.00</b>	<b>+</b>	<b>0.00</b>	<b>=</b>	<b>18.85</b>	
<b>Shallow Concentrated Flow</b>								
Flow length (ft)	= 0.00		0.00		0.00			
Watercourse slope (%)	= 0.00		0.00		0.00			
Surface description	= Paved		Paved		Paved			
Average velocity (ft/s)	= 0.00		0.00		0.00			
<b>Travel Time (min)</b>	<b>= 0.00</b>	<b>+</b>	<b>0.00</b>	<b>+</b>	<b>0.00</b>	<b>=</b>	<b>0.00</b>	
<b>Channel Flow</b>								
X sectional flow area (sqft)	= 0.00		0.00		0.00			
Wetted perimeter (ft)	= 0.00		0.00		0.00			
Channel slope (%)	= 0.00		0.00		0.00			
Manning's n-value	= 0.015		0.015		0.015			
Velocity (ft/s)	= 0.00		0.00		0.00			
Flow length (ft)	= 0.0		0.0		0.0			
<b>Travel Time (min)</b>	<b>= 0.00</b>	<b>+</b>	<b>0.00</b>	<b>+</b>	<b>0.00</b>	<b>=</b>	<b>0.00</b>	
<b>Total Travel Time, Tc .....</b>							<b>=</b>	<b>18.80 min</b>

# Precipitation Report

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:21 AM

## Hyd. No. 1

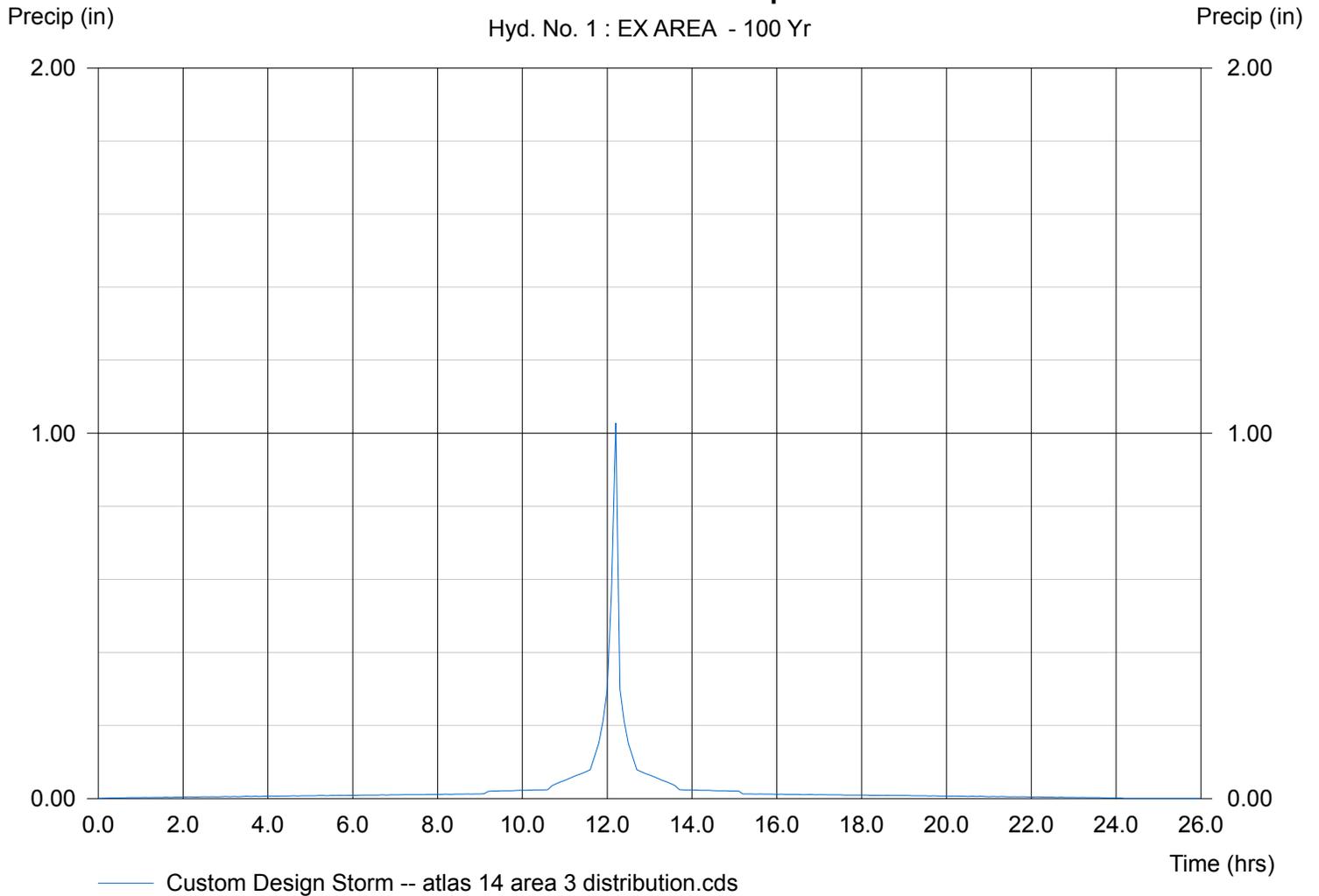
EX AREA

Storm Frequency = 100 yrs  
Total precip. = 6.24 in  
Storm duration = atlas 14 area 3 distribution.cds

Time interval = 6 min  
Distribution = Custom

### Incremental Rainfall Precipitation

Hyd. No. 1 : EX AREA - 100 Yr



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:21 AM

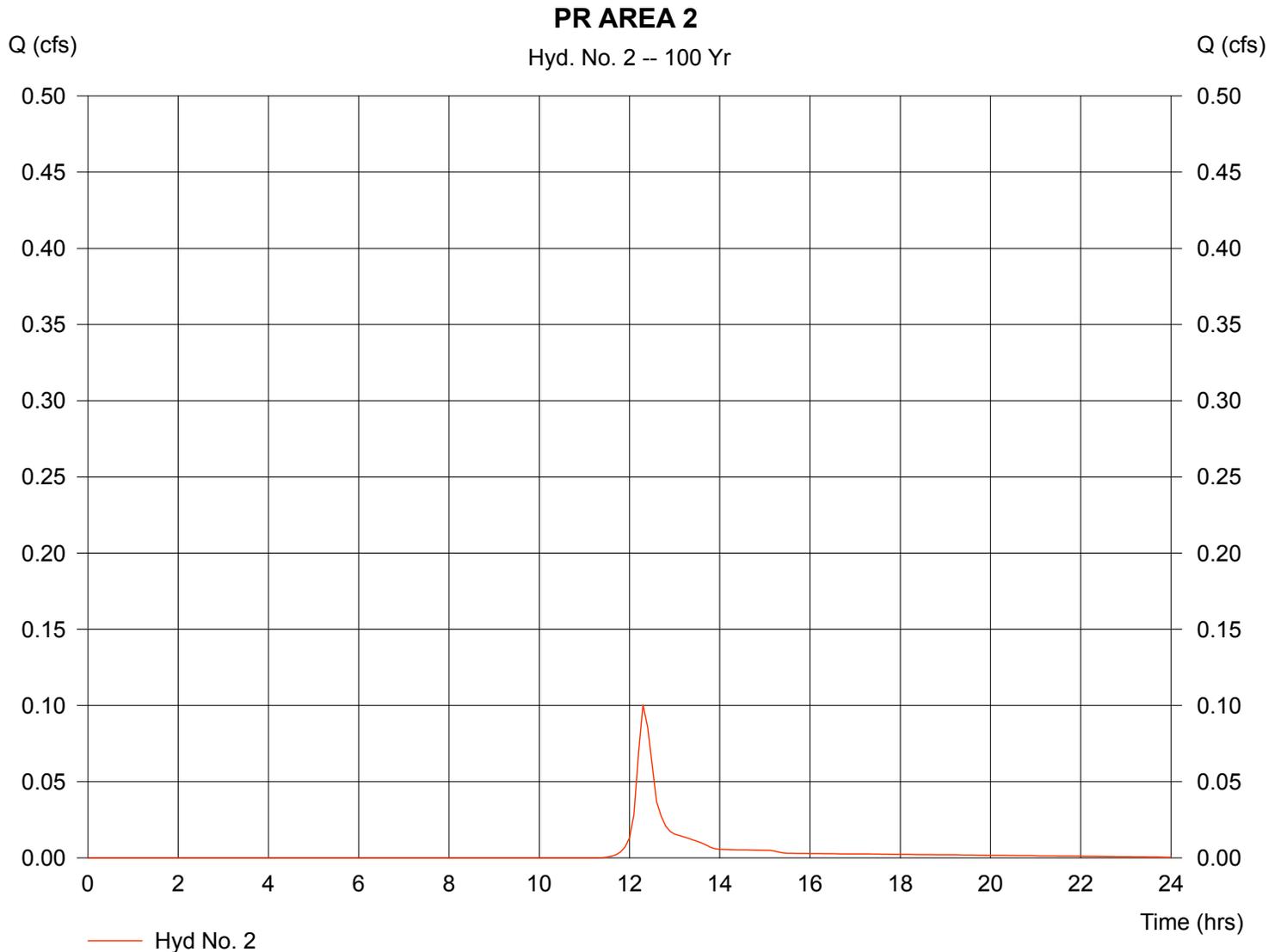
## Hyd. No. 2

PR AREA 2

Hydrograph type = SCS Runoff  
 Storm frequency = 100 yrs  
 Drainage area = 0.04 ac  
 Basin Slope = 0.0 %  
 Tc method = USER  
 Total precip. = 6.24 in  
 Storm duration = atlas 14 area 3 distribution.cds

Peak discharge = 0.10 cfs  
 Time interval = 6 min  
 Curve number = 61  
 Hydraulic length = 0 ft  
 Time of conc. (Tc) = 12 min  
 Distribution = Custom  
 Shape factor = 484

Hydrograph Volume = 0.007 acft



# Precipitation Report

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:21 AM

## Hyd. No. 2

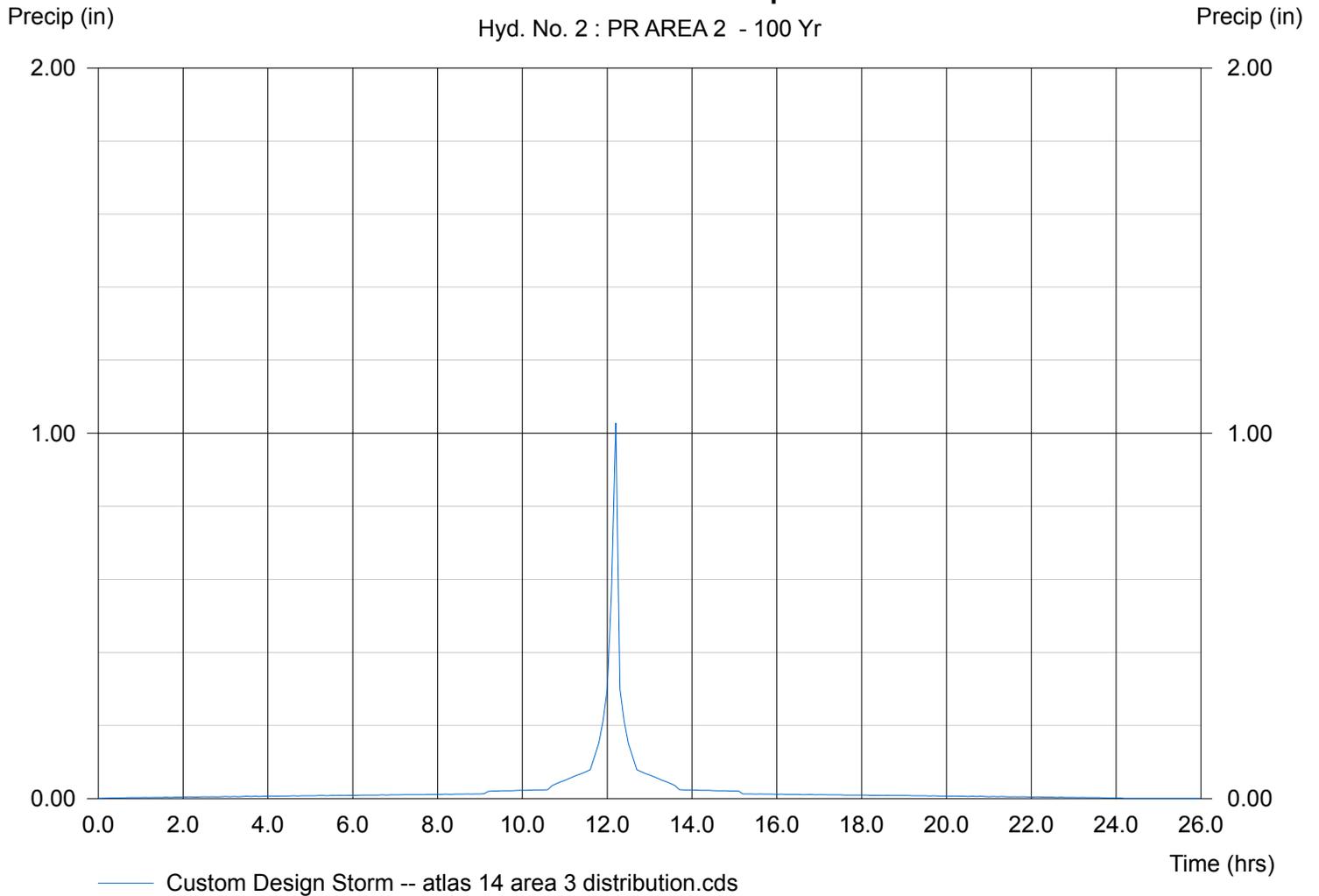
PR AREA 2

Storm Frequency = 100 yrs  
Total precip. = 6.24 in  
Storm duration = atlas 14 area 3 distribution.cds

Time interval = 6 min  
Distribution = Custom

### Incremental Rainfall Precipitation

Hyd. No. 2 : PR AREA 2 - 100 Yr



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:21 AM

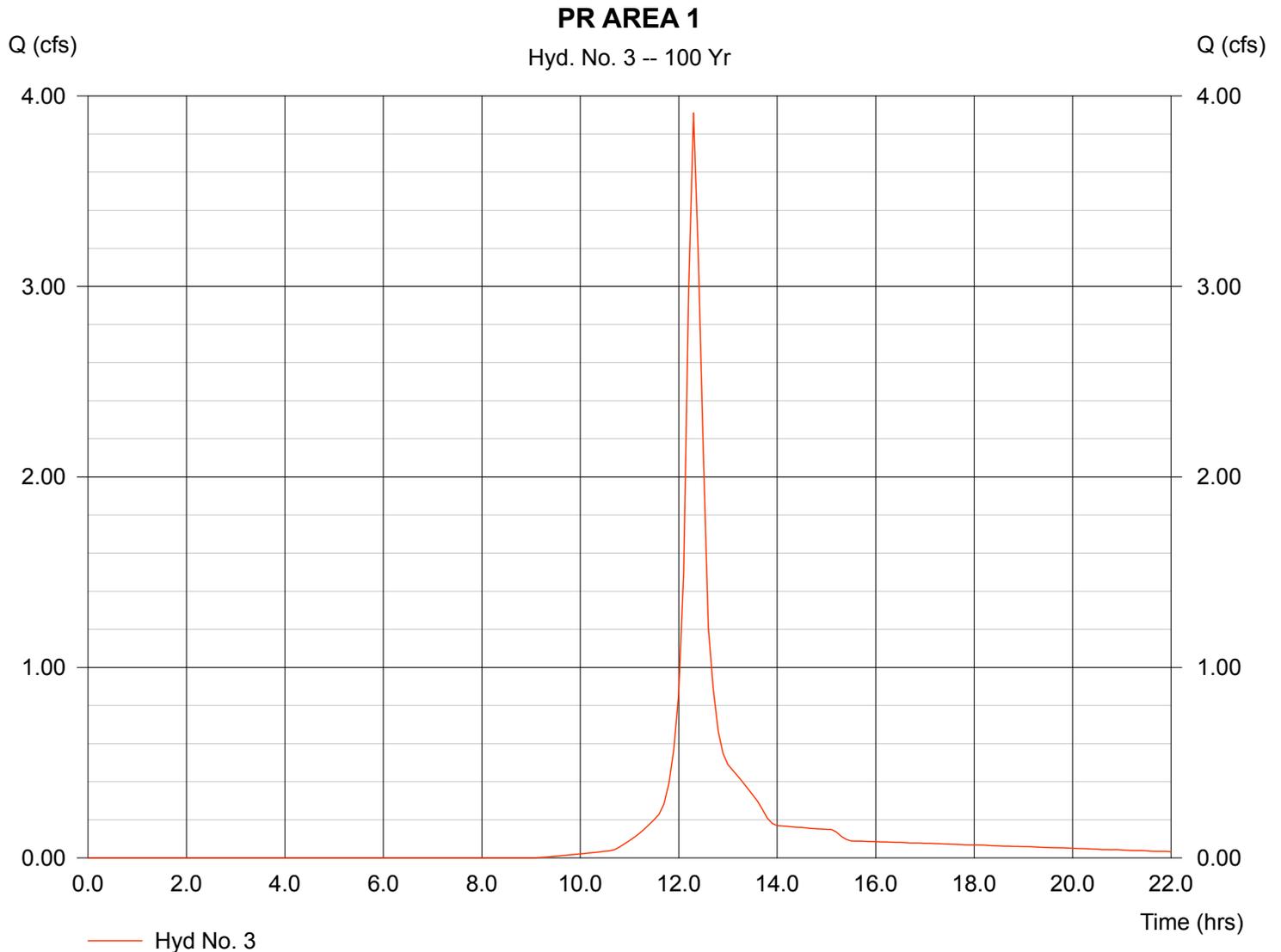
## Hyd. No. 3

PR AREA 1

Hydrograph type = SCS Runoff  
Storm frequency = 100 yrs  
Drainage area = 0.89 ac  
Basin Slope = 0.0 %  
Tc method = USER  
Total precip. = 6.24 in  
Storm duration = atlas 14 area 3 distribution.cds

Peak discharge = 3.91 cfs  
Time interval = 6 min  
Curve number = 76.8  
Hydraulic length = 0 ft  
Time of conc. (Tc) = 12 min  
Distribution = Custom  
Shape factor = 484

Hydrograph Volume = 0.255 acft



# Precipitation Report

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:21 AM

## Hyd. No. 3

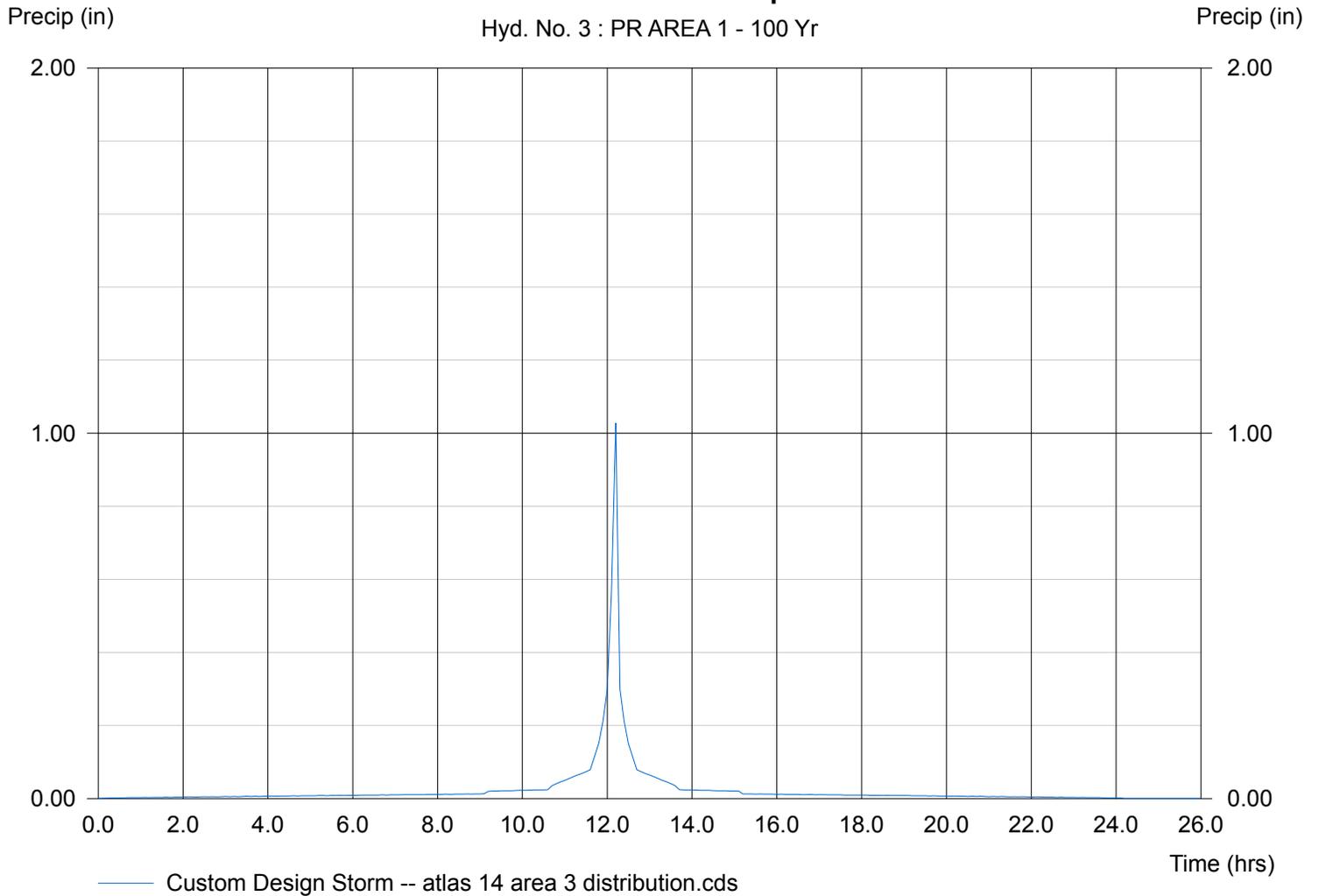
PR AREA 1

Storm Frequency = 100 yrs  
Total precip. = 6.24 in  
Storm duration = atlas 14 area 3 distribution.cds

Time interval = 6 min  
Distribution = Custom

### Incremental Rainfall Precipitation

Hyd. No. 3 : PR AREA 1 - 100 Yr



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:22 AM

## Hyd. No. 4

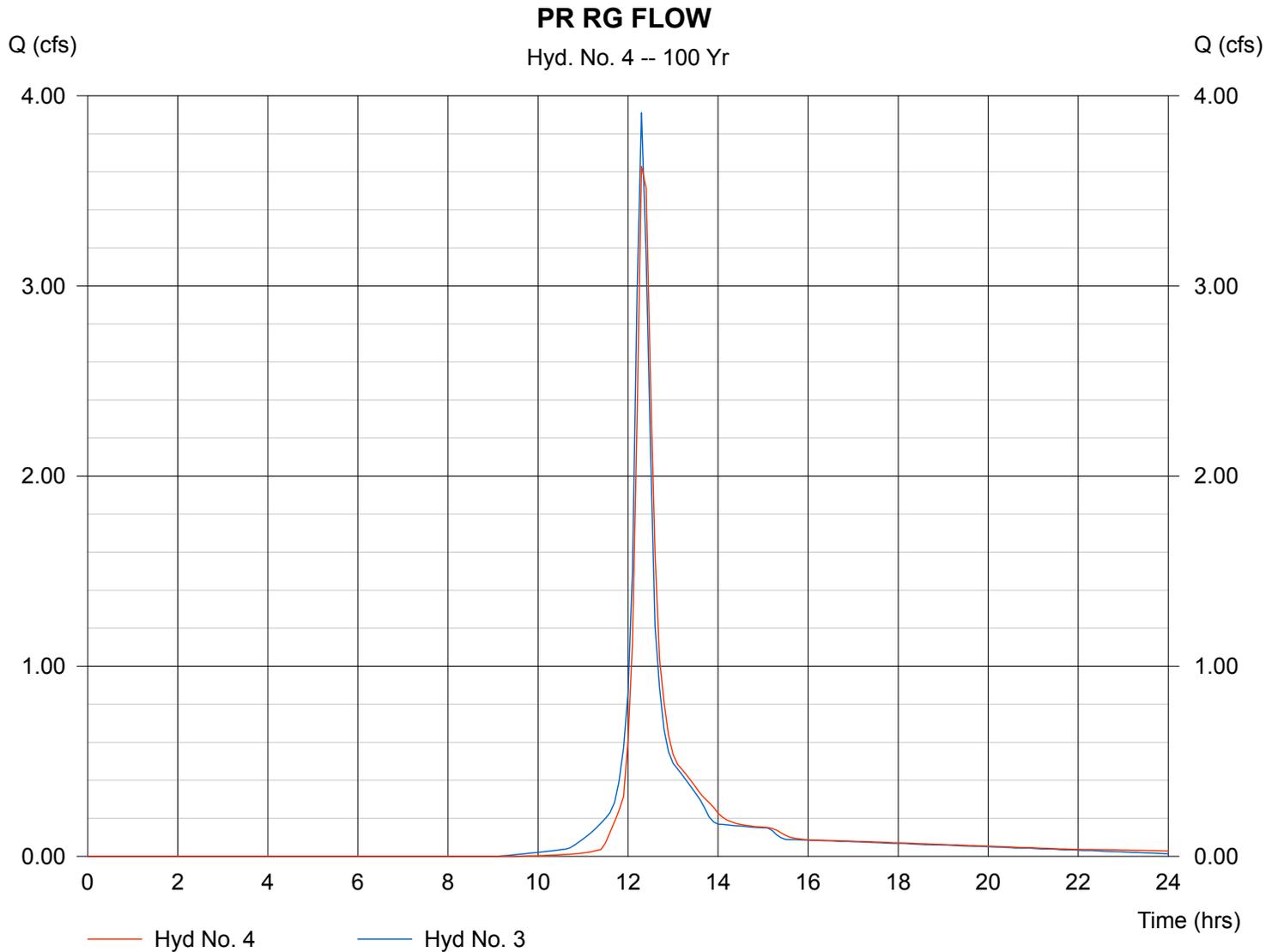
PR RG FLOW

Hydrograph type = Reservoir  
Storm frequency = 100 yrs  
Inflow hyd. No. = 3  
Reservoir name = PR RG1

Peak discharge = 3.63 cfs  
Time interval = 6 min  
Max. Elevation = 915.40 ft  
Max. Storage = 0.025 acft

Storage Indication method used.

Hydrograph Volume = 0.255 acft



# Pond Report

## Pond No. 1 - PR RG1

### Pond Data

Pond storage is based on known contour areas. Average end area method used.

### Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (acft)	Total storage (acft)
0.00	914.00	325	0.000	0.000
1.00	915.00	881	0.014	0.014
2.00	916.00	1,670	0.029	0.043

### Culvert / Orifice Structures

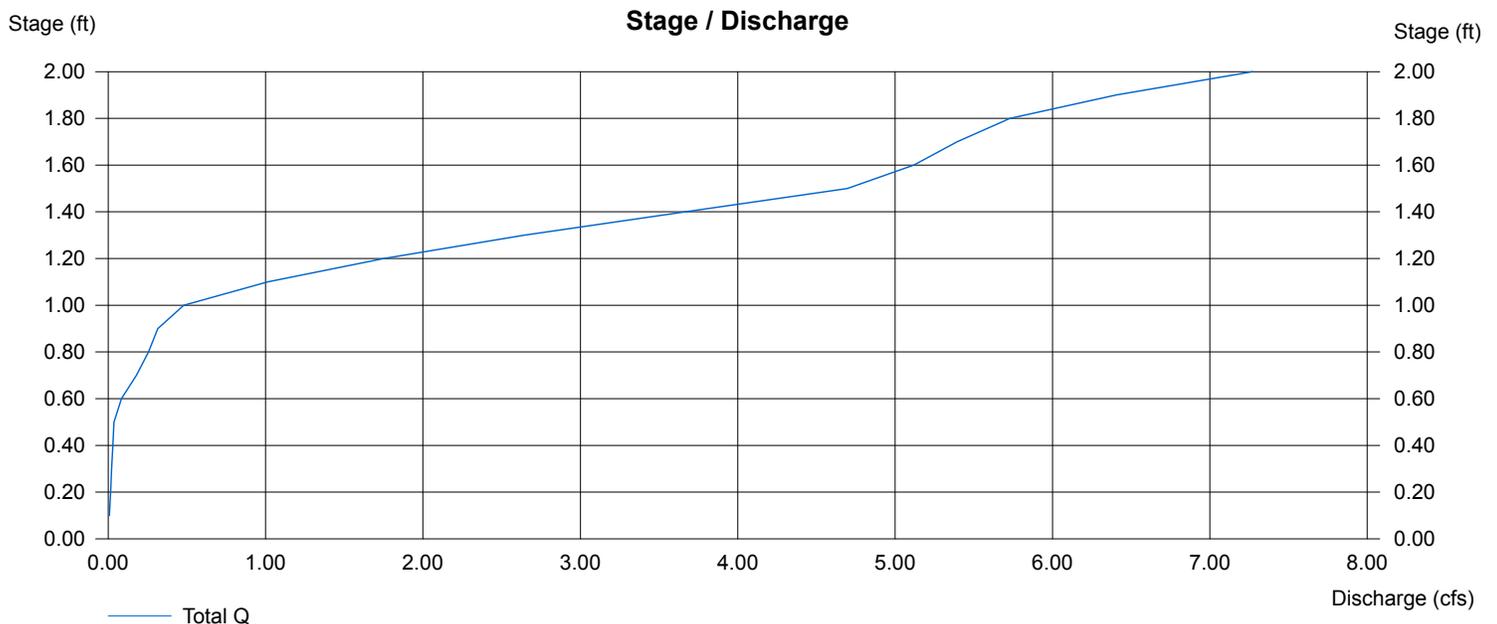
	[A]	[B]	[C]	[D]
Rise (in)	= 12.00	3.00	0.00	0.00
Span (in)	= 12.00	3.00	0.00	0.00
No. Barrels	= 1	2	0	0
Invert El. (ft)	= 913.00	914.50	0.00	0.00
Length (ft)	= 82.00	0.00	0.00	0.00
Slope (%)	= 1.00	0.00	0.00	0.00
N-Value	= .010	.013	.000	.000
Orif. Coeff.	= 0.60	0.60	0.00	0.00
Multi-Stage	= n/a	Yes	No	No

### Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 3.14	4.00	0.00	0.00
Crest El. (ft)	= 914.95	915.75	0.00	0.00
Weir Coeff.	= 3.33	2.60	0.00	0.00
Weir Type	= Riser	Broad	---	---
Multi-Stage	= Yes	No	No	No

Exfiltration = 3.600 in/hr (Contour) Tailwater Elev. = 0.00 ft

Note: Culvert/Orifice outflows have been analyzed under inlet and outlet control.



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:22 AM

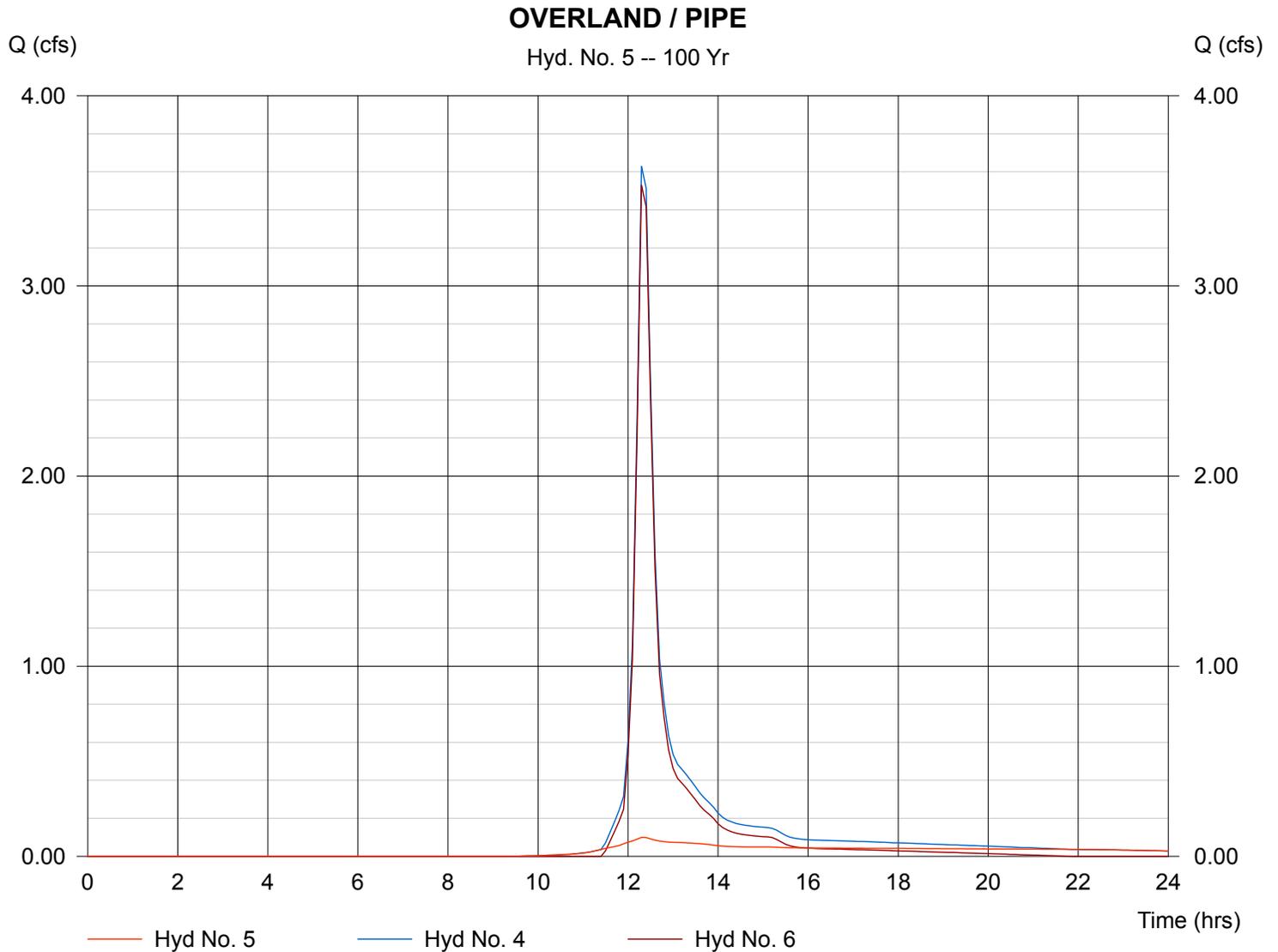
## Hyd. No. 5

OVERLAND / PIPE

Hydrograph type = Diversion1  
Storm frequency = 100 yrs  
Inflow hydrograph = 4  
Diversion method = Pond - PR RG1

Peak discharge = 0.10 cfs  
Time interval = 6 min  
2nd diverted hyd. = 6  
Pond structure = Exfiltration

Hydrograph Volume = 0.056 acft



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:22 AM

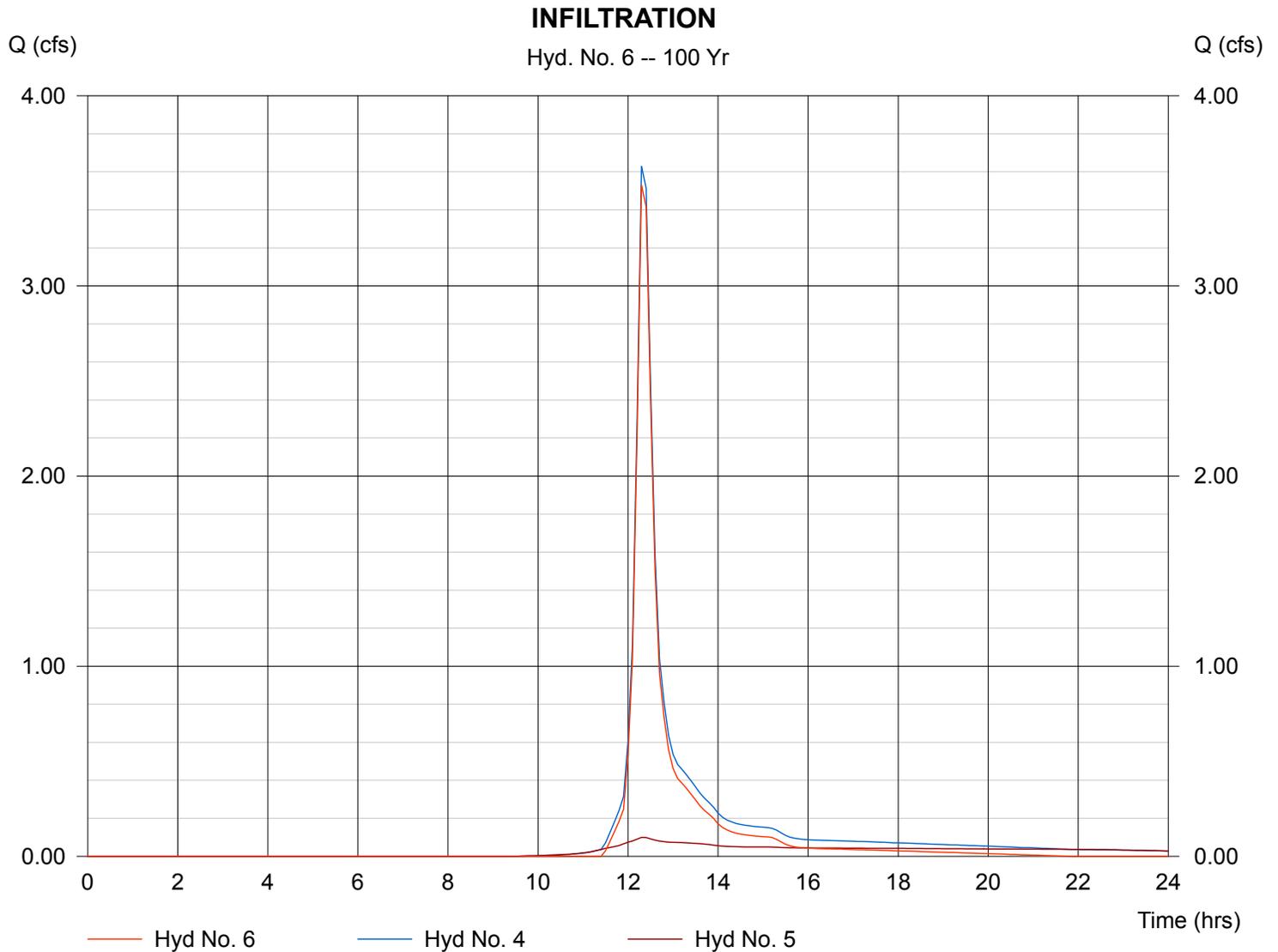
## Hyd. No. 6

### INFILTRATION

Hydrograph type = Diversion2  
 Storm frequency = 100 yrs  
 Inflow hydrograph = 4  
 Diversion method = Pond - PR RG1

Peak discharge = 3.53 cfs  
 Time interval = 6 min  
 2nd diverted hyd. = 5  
 Pond structure = Exfiltration

Hydrograph Volume = 0.199 acft



# Hydrograph Plot

Hydraflow Hydrographs by Intelisolve

Thursday, Jan 25 2018, 11:22 AM

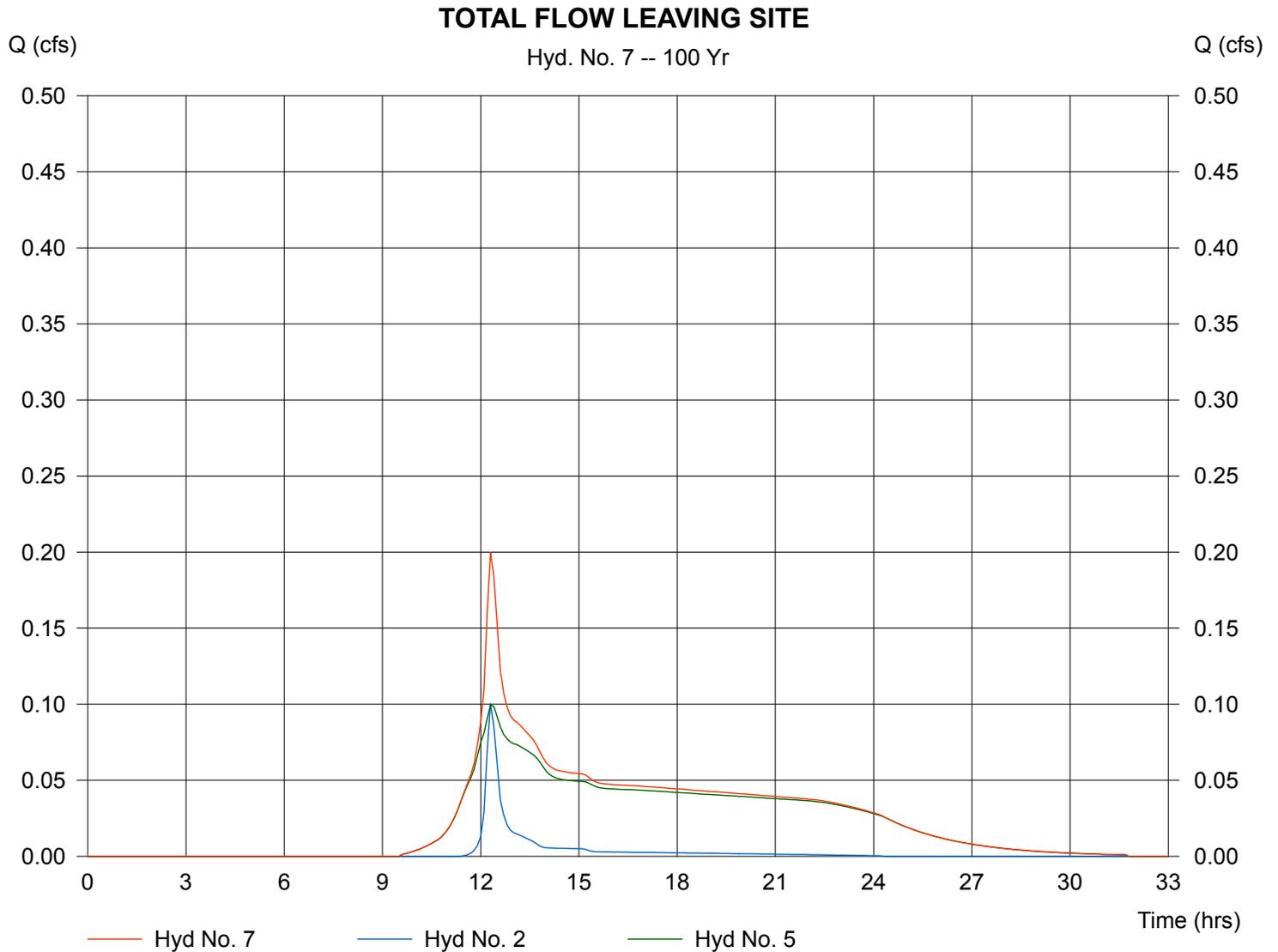
## Hyd. No. 7

### TOTAL FLOW LEAVING SITE

Hydrograph type = Combine  
Storm frequency = 100 yrs  
Inflow hyds. = 2, 5

Peak discharge = 0.20 cfs  
Time interval = 6 min

Hydrograph Volume = 0.063 acft



17-3223 OLV MWS - InputData.txt

Data file name: K:\WinSLAMM\17-3223 OLV MWS\17-3223 OLV MWS.mdb

WinSLAMM Version 10.2.0

Rain file name: C:\WinSLAMM Files\Rain Files\WI Milwaukee 69.RAN

Particulate Solids Concentration file name: C:\WinSLAMM Files\v10.1 WI\_AVG01.pscx

Runoff Coefficient file name: C:\WinSLAMM Files\WI\_SL06 Dec06.rsvx

Residential Street Delivery file name: C:\WinSLAMM Files\WI\_Res and Other Urban Dec06.std

Institutional Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std

Commercial Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std

Industrial Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std

Other Urban Street Delivery file name: C:\WinSLAMM Files\WI\_Res and Other Urban Dec06.std

Freeway Street Delivery file name: C:\WinSLAMM Files\Freeway Dec06.std

Apply Street Delivery Files to Adjust the After Event Load Street Dirt Mass Balance: False

Pollutant Relative Concentration file name: C:\WinSLAMM Files\WI\_GEO03.ppdx

Source Area PSD and Peak to Average Flow Ratio File: C:\WinSLAMM Files\NURP Source Area PSD Files.csv

Cost Data file name:

Seed for random number generator: -42

Study period starting date: 01/05/69 Study period ending date: 12/31/69

Start of Winter Season: 12/06 End of Winter Season: 03/28

Date: 01-23-2018 Time: 11:36:52

Site information:

LU# 1 - Commercial: Commercial 1 Total area (ac): 0.890

1 - Roofs 1: 0.279 ac. Pitched Connected Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

13 - Paved Parking 1: 0.051 ac. Connected Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

25 - Driveways 1: 0.050 ac. Connected Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

45 - Large Landscaped Areas 1: 0.510 ac. Normal Sandy Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

LU# 2 - Commercial: Commercial 2 Total area (ac): 0.040

51 - Small Landscaped Areas 1: 0.040 ac. Normal Sandy Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

Control Practice 1: Biofilter CP# 1 (DS) - DS Biofilters # 1

1. Top area (square feet) = 1670
2. Bottom area (square feet) = 325
3. Depth (ft): 3
4. Biofilter width (ft) - for Cost Purposes Only: 25
5. Infiltration rate (in/hr) = 3.6
6. Random infiltration rate generation? No
7. Infiltration rate fraction (side): 1
8. Infiltration rate fraction (bottom): 1
9. Depth of biofilter that is rock filled (ft) 0
10. Porosity of rock filled volume = 0
11. Engineered soil infiltration rate: 3.6
12. Engineered soil depth (ft) = 1
13. Engineered soil porosity = 0.25
14. Percent solids reduction due to flow through engineered soil = 0
15. Biofilter peak to average flow ratio = 3.8
16. Number of biofiltration control devices = 1
17. Particle size distribution file: Not needed - calculated by program
18. Initial water surface elevation (ft): 0

Soil Data                      Soil Type Fraction in Eng. Soil

Biofilter Outlet/Discharge Characteristics:

Outlet type: Broad Crested Weir

1. Weir crest length (ft): 4
2. Weir crest width (ft): 5
3. Height of datum to bottom of weir opening: 2.75

Outlet type: Vertical Stand Pipe

1. Stand pipe diameter (ft): 1
2. Stand pipe height above datum (ft): 1.95

Outlet type: Surface Discharge Pipe

1. Surface discharge pipe outlet diameter (ft): 0.25

17-3223 OLV MWS - InputData.txt

2. Pipe invert elevation above datum (ft): 1.5
3. Number of surface pipe outlets: 2

17-3223 OLV MWS - Output Summary.txt

SLAMM for Windows Version 10.2.0  
 (c) Copyright Robert Pitt and John Voorhees 2012  
 All Rights Reserved

Data file name: K:\WinSLAMM\17-3223 OLV MWS\17-3223 OLV MWS.mdb  
 Data file description:  
 Rain file name: C:\WinSLAMM Files\Rain Files\WI Milwaukee 69.RAN  
 Particulate Solids Concentration file name: C:\WinSLAMM Files\v10.1 WI\_AVG01.pscx  
 Runoff Coefficient file name: C:\WinSLAMM Files\WI\_SL06 Dec06.rsvx  
 Residential Street Delivery file name: C:\WinSLAMM Files\WI\_Res and Other Urban Dec06.std  
 Institutional Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std  
 Commercial Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std  
 Industrial Street Delivery file name: C:\WinSLAMM Files\WI\_Com Inst Indust Dec06.std  
 Other Urban Street Delivery file name: C:\WinSLAMM Files\WI\_Res and Other Urban Dec06.std  
 Freeway Street Delivery file name: C:\WinSLAMM Files\Freeway Dec06.std  
 Pollutant Relative Concentration file name: C:\WinSLAMM Files\WI\_GEO03.ppdpx  
 Start of Winter Season: 12/06      End of Winter Season: 03/28  
 Model Run Start Date: 01/05/69    Model Run End Date: 12/31/69  
 Date of run: 01-23-2018    Time of run: 11:36:20  
 Total Area Modeled (acres): 0.930  
 Years in Model Run: 0.99

	Runoff Volume (cu ft)	Percent Runoff Volume Reduction	Particulate Solids Conc. (mg/L)	Particulate Solids Yield (lbs)	Percent Particulate Solids Reduction	
Total of all Land Uses without Controls:	35377	-	60.11	132.8	-	
Outfall Total with Controls:	5547	84.32%	63.20	21.89	83.52%	
Annualized Total After Outfall Controls:	5624			22.19		

Pollutant	Concentration -	Concentration -	Conc.	Pollutant Yield	Pollutant Yield	Pol. Yield	Percent
-----------	-----------------	-----------------	-------	-----------------	-----------------	------------	---------

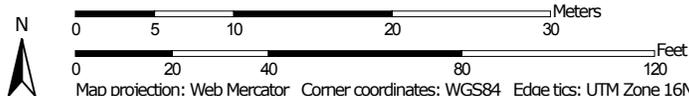
17-3223 OLV MWS - Output Summary.txt

	No Controls	With Controls	Units	No Controls	With Controls	Units	Reduction
Particulate Solids	60.11	63.20	mg/L	132.8	21.89	lbs	83.52 %
Filterable Solids	72.47	72.87	mg/L	160.1	25.23	lbs	84.24 %
Total Solids	132.6	136.1	mg/L	292.8	47.12	lbs	83.91 %
Particulate Phosphorus	0.2187	0.2290	mg/L	0.4831	0.07930	lbs	83.58 %
Filterable Phosphorus	0.04942	0.05636	mg/L	0.1092	0.01952	lbs	82.12 %
Total Phosphorus	0.2682	0.2854	mg/L	0.5922	0.09882	lbs	83.31 %

Soil Map—Milwaukee and Waukesha Counties, Wisconsin



Map Scale: 1:475 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge ticks: UTM Zone 16N WGS84



Natural Resources  
Conservation Service

Web Soil Survey  
National Cooperative Soil Survey

1/25/2018  
Page 1 of 3

## MAP LEGEND

### Area of Interest (AOI)

 Area of Interest (AOI)

### Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

### Water Features



Streams and Canals

### Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

### Background



Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

**Warning:** Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Milwaukee and Waukesha Counties, Wisconsin

Survey Area Data: Version 13, Oct 6, 2017

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Data not available.

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CeD2	Casco loam, 12 to 20 percent slopes, eroded	0.0	4.0%
FsB	Fox silt loam, 2 to 6 percent slopes	0.9	96.0%
<b>Totals for Area of Interest</b>		<b>0.9</b>	<b>100.0%</b>



Professional Service Industries, Inc.  
 821 Corporate Court, Suite 100  
 Waukesha, WI 53189  
 Telephone: (262) 521-2125  
 Fax: (262) 521-2471

# LOG OF BORING B-05

PSI Job No.: 00522076  
 Project: White Warehouse  
 Location: 440 Cardinal Lane  
 Hartland, WI

Drilling Method: Hollow Stem Auger  
 Sampling Method: 2-in SS  
 Hammer Type: Automatic  
 Boring Location: Stormwater-E

WATER LEVELS	
▽ While Drilling	Not Obsr'd
▼ Upon Completion	Not Obsr'd
⏸ Delay	N/A

Elevation (feet)	Depth (feet)	Graphic Log	Sample Type	Sample No.	Recovery (inches)	Station: N/A Offset: N/A	MATERIAL DESCRIPTION	USCS Classification	SPT Blows per 6-inch (SS)	STANDARD PENETRATION TEST DATA				Additional Remarks
										N in blows/ft		Moisture, %		
916	0						Surface Elev.: 916 ft							
							Topsoil (2"± Thick)	OL						
915	1			1	15		Fill, Brown Sandy Clay, With Sand Seams and Gravel, Moist	FILL	6-7-11 N=18	8	×	⊙	*	
							Possible Fill, Tan Medium to Coarse Sand and Gravel, Damp	PFILL	15-36-19 N=55	3	×			>>⊙
910	5			2	8		Brown Medium Sand, With Silt and Gravel, Loose, Moist	SP	3-4-5 N=9	6	×	⊙		Poor Recovery
							Tan Medium to Coarse Sand, With Gravel, Possible Cobbles and/or Boulders, Damp to Moist, Medium Dense to Extremely Dense		7-5-9 N=14	4	×	⊙		
905	10			3	2				16-50/2"	6	×			>>⊙
									15-29-35 N=64	4	×			>>⊙
900	15			4	4				12-20-25 N=45	4	×		⊙	
									14-26-34 N=60	4	×			>>⊙
	20			5	11		End of Boring at 20'							
							Cave-In at 9'							

Completion Depth: 20.0 ft  
 Date Boring Started: 1/3/18  
 Date Boring Completed: 1/3/18  
 Logged By: DH  
 Drilling Contractor: PSI, Inc.

Sample Types:

- Auger Cutting
- Split-Spoon
- Rock Core
- Shelby Tube
- Hand Auger
- Calif. Sampler
- Texas Cone

Latitude:  
 Longitude:  
 Drill Rig: Marooka D-50 ATV - Rig 395  
 Remarks:

The stratification lines represent approximate boundaries. The transition may be gradual.



Professional Service Industries, Inc.  
 821 Corporate Court, Suite 100  
 Waukesha, WI 53189  
 Telephone: (262) 521-2125  
 Fax: (262) 521-2471

# LOG OF BORING B-06

PSI Job No.: 00522076  
 Project: White Warehouse  
 Location: 440 Cardinal Lane  
 Hartland, WI

Drilling Method: Hollow Stem Auger  
 Sampling Method: 2-in SS  
 Hammer Type: Automatic  
 Boring Location: Stormwater-W

WATER LEVELS	
▽ While Drilling	Not Obsrvd
▼ Upon Completion	Not Obsrvd
⏸ Delay	N/A

Elevation (feet)	Depth (feet)	Graphic Log	Sample Type	Sample No.	Recovery (inches)	Station: N/A Offset: N/A	MATERIAL DESCRIPTION	USCS Classification	SPT Blows per 6-inch (SS)	STANDARD PENETRATION TEST DATA		Additional Remarks
										N in blows/ft		
							Surface Elev.: 916 ft			Moisture, % X Moisture    PL LL		
							Topsoil (2"± Thick)	OL		STRENGTH, tsf ▲ Qu       * Qp		
							Tan Medium to Coarse Sand, With Gravel, Possible Cobbles and/or Boulders, Damp, Dense to Extremely Dense					
915				1	3				50/4"	2	X	>>⊙ Poor Recovery
	5			2	14				24-17-21 N=38	2	X	
910				3	12				12-16-20 N=36	3	X	
	10			4	12			SP	12-29-19 N=48	3	X	
905				5	10				14-19-22 N=41	3	X	
	15			6	11				13-27-39 N=66	7	X	>>⊙
900				7	2				31-50/2"	4	X	>>⊙ Poor Recovery
	20			8	10				20-17-25 N=42	2	X	
							End of Boring at 20'					
							Cave-In at 6'					

Completion Depth: 20.0 ft  
 Date Boring Started: 1/3/18  
 Date Boring Completed: 1/3/18  
 Logged By: DH  
 Drilling Contractor: PSI, Inc.

Sample Types:

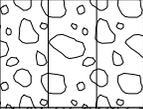
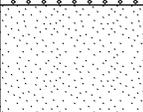
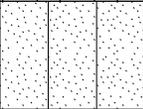
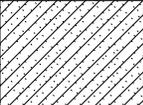
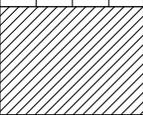
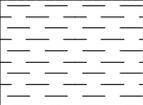
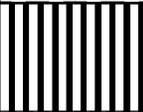
- Auger Cutting
- Split-Spoon
- Rock Core
- Shelby Tube
- Hand Auger
- Calif. Sampler
- Texas Cone

Latitude:  
 Longitude:  
 Drill Rig: Marooka D-50 ATV - Rig 395  
 Remarks:

The stratification lines represent approximate boundaries. The transition may be gradual.

# SOIL CLASSIFICATION CHART

NOTE: DUAL SYMBOLS ARE USED TO INDICATE BORDERLINE SOIL CLASSIFICATIONS

MAJOR DIVISIONS			SYMBOLS		TYPICAL DESCRIPTIONS			
			GRAPH	LETTER				
<p><b>COARSE GRAINED SOILS</b></p> <p>MORE THAN 50% OF MATERIAL IS LARGER THAN NO. 200 SIEVE SIZE</p>	<p>GRAVEL AND GRAVELLY SOILS</p> <p>(LITTLE OR NO FINES)</p>	CLEAN GRAVELS		<b>GW</b>	WELL-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES			
		(LITTLE OR NO FINES)		<b>GP</b>	POORLY-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES			
		GRAVELS WITH FINES		<b>GM</b>	SILTY GRAVELS, GRAVEL - SAND - SILT MIXTURES			
	<p>MORE THAN 50% OF COARSE FRACTION RETAINED ON NO. 4 SIEVE</p> <p>(APPRECIABLE AMOUNT OF FINES)</p>	GRAVELS WITH FINES		<b>GC</b>	CLAYEY GRAVELS, GRAVEL - SAND - CLAY MIXTURES			
		<p>SAND AND SANDY SOILS</p> <p>(LITTLE OR NO FINES)</p>	CLEAN SANDS		<b>SW</b>	WELL-GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES		
			(LITTLE OR NO FINES)		<b>SP</b>	POORLY-GRADED SANDS, GRAVELLY SAND, LITTLE OR NO FINES		
	SANDS WITH FINES			<b>SM</b>	SILTY SANDS, SAND - SILT MIXTURES			
	<p>MORE THAN 50% OF COARSE FRACTION PASSING ON NO. 4 SIEVE</p> <p>(APPRECIABLE AMOUNT OF FINES)</p>	<p>SANDS WITH FINES</p> <p>(APPRECIABLE AMOUNT OF FINES)</p>	SANDS WITH FINES		<b>SC</b>	CLAYEY SANDS, SAND - CLAY MIXTURES		
			<p><b>FINE GRAINED SOILS</b></p> <p>MORE THAN 50% OF MATERIAL IS SMALLER THAN NO. 200 SIEVE SIZE</p>	<p>SILTS AND CLAYS</p> <p>LIQUID LIMIT LESS THAN 50</p>	SILTS AND CLAYS		<b>ML</b>	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS WITH SLIGHT PLASTICITY
					(LITTLE OR NO FINES)		<b>CL</b>	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS
SANDS WITH FINES						<b>OL</b>	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY	
<p>MORE THAN 50% OF MATERIAL IS SMALLER THAN NO. 200 SIEVE SIZE</p>			<p>SILTS AND CLAYS</p> <p>LIQUID LIMIT GREATER THAN 50</p>	SILTS AND CLAYS		<b>MH</b>	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SAND OR SILTY SOILS	
	(LITTLE OR NO FINES)			<b>CH</b>	INORGANIC CLAYS OF HIGH PLASTICITY			
	SANDS WITH FINES			<b>OH</b>	ORGANIC CLAYS OF MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS			
<p>HIGHLY ORGANIC SOILS</p>				<b>PT</b>	PEAT, HUMUS, SWAMP SOILS WITH HIGH ORGANIC CONTENTS			



### SOIL EVALUATION - STORM

in accordance with SPS 382.365 and 385, Wis. Adm. Code

County Waukesha	
Parcel I.D.	
Reviewed by	Date

Attach complete site plan on paper not less than 8 1/2 x 11 inches in size. Plan must include, but not limited to: vertical and horizontal reference point (BM), direction and percent slope, scale or dimensions, north arrow, and BM referenced to nearest road.

**Please print all information.**

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04 (1) (m)).

Property Owner				Property Location			
Property Owner's Mailing Address				Govt. Lot	1/4	1/4 S	T N R E (or) W
City State Zip Code Phone Number				Lot #	Block #	Subd. Name or CSM#	
City State Zip Code Phone Number				<input checked="" type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Town	Nearest Road
				Hartland		440 Cardinal Lane	

Drainage area _____ <input type="checkbox"/> sq. ft. <input type="checkbox"/> acres	Hydraulic Application Test Method:  <input checked="" type="checkbox"/> Morphological Evaluation  <input type="checkbox"/> Double Ring Infiltrometer  <input type="checkbox"/> Other (specify) _____
Optional: Test Site Suitable for (check all that apply)	
<input type="checkbox"/> Irrigation <input type="checkbox"/> Bioretention trench <input type="checkbox"/> Trench(es)	
<input type="checkbox"/> Rain Garden <input type="checkbox"/> Grassed swale <input type="checkbox"/> Reuse <input type="checkbox"/> Infiltration trench <input type="checkbox"/> SDS (> 15' wide) <input type="checkbox"/> Other _____	

1 Obs. #  Boring B-5  Pit Ground surface elev. EL. 916 ft. Depth to limiting factor - in. (Not Observed)

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Roots	% Rock Frag.	Infiltration Rates
									Inches/Hr. (NRCS)
1	0-2	Topsoil							
2	2-36	10YR 4/3	-	GCL <sup>1</sup>	0,bk,f-m	mfr	-	15 to > 35	0.63-2.0
3	36-66	10YR 6/3	-	VG S <sup>2</sup>	0,gr,m-c	ml	-	35 to > 60	>20
4	66-96	10YR 6/3	-	G LS	0,gr,m-c	ml	-	15 to >35	6.3-20
5	96-240	10YR 4/3-6/3	-	G-VG S <sup>3</sup>	0,gr,m-c	ml	-	15 to > 60	>20

2 Obs. #  Boring B-6  Pit Ground surface elev. EL. 916 ft. Depth to limiting factor - in. (Not Observed)

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Roots	% Rock Frag.	Infiltration Rates
									Inches/Hr. (NRCS)
1	0-2	Topsoil							
3	2-240	10YR 6/4-7/3	-	VG S <sup>3</sup>	0,gr,m-c	ml	-	15 to > 60	>20

CST/PSS Name (Please Print) Ken Wojtanowski	Signature 	CST/PSS Number 1263332
Address 821 Corporate Court	Date Evaluation Conducted 1/17/18	Telephone Number 262-521-2125

SBD-10793 (R11/11)

Test Results and/or Summary Comments

<sup>1</sup> Fill soils.  
<sup>2</sup> Possible fill soils.  
<sup>3</sup> Actual infiltration rates of soils may vary significantly from NRCS estimated values due to density of these materials.

# E-WLT06 Series

LED Full Cutoff Wall Pack

Replaces 175W MH / 150W PSMH



## Traditional Style with Increased Performance!

e-conolight's LED Full Cutoff Wall Pack outperforms traditional 150W PSMH versions by:

- Using up to 65% less energy
- Shining up to 6600 lumens
- Reducing light pollution

### Efficient

- Reduced power consumption increases energy savings and decreases fixture maintenance

### Recommended Use

- Building facades
- Perimeter lighting
- Parking areas & garages

### Full Cutoff

- Reduced light pollution and sky glow
- Allows for control of spill light

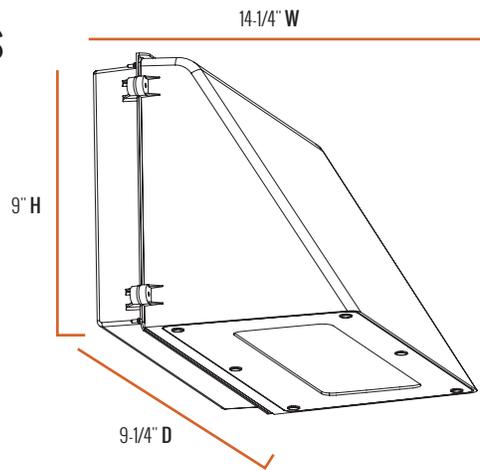
### Input Voltage

- Universal (120V through 277V Operation)

## Certifications



# E-WLT06 Series



## Series Overview

DIMENSIONS	PRODUCT WEIGHT	MOUNTING HEIGHT	SPACING
9-1/4" D x 14-1/4" W x 9" H	9.02 lbs.	10 to 15 feet	1 to 2 times the mounting height

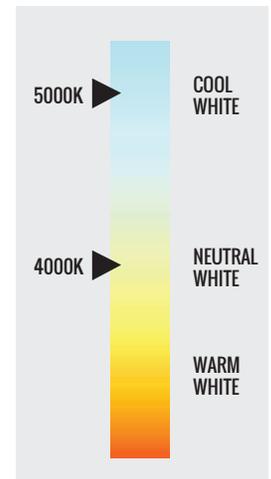
## Fixture Specifications

<b>HOUSING</b>	Low copper, die-cast aluminum housing and door frame Dark bronze polyester powder-coat finish
<b>LENS ASSEMBLY</b>	Tempered glass lens is thermal, shock and impact resistant White polycarbonate reflector
<b>MOUNTING</b>	1/2" threaded knockouts provided for conduit entry (one on top, one on each side) or mount over recessed junction box

## Electrical Performance

OPERATING MINIMUM	LIFESPAN <small>L<sub>70</sub> AT 25°C (77°F)</small>	POWER FACTOR	TOTAL HARMONIC DISTORTION	DIMMABLE
-40°C (-40°F)	Estimated >100,000 Hours	> 0.9	< 20%	No
<b>INPUT VOLTAGE</b>	<b>120V</b>	<b>208V</b>	<b>240V</b>	<b>277V</b>
<b>Current Draw (Amps)</b>	0.55A	0.32A	0.27A	0.24A

## CORRELATED COLOR TEMPERATURE (CCT)



## Warranty & Certifications

WARRANTY	UL LISTED	DLC
5-Year Limited	Wet Locations	Yes

## Output Specifications

SKU	LIGHT OUTPUT	COLOR TEMP <small>(See chart)</small>	POWER CONSUMPTION	COLOR ACCURACY	REPLACES
<b>E-WLT06A-F50Z</b>	6600 Lumens	Cool White (5000K)	66W	≥ 70 CRI	175W MH / 150W PSMH
<b>E-WLT06A-F40Z</b>	6400 Lumens	Neutral White (4000K)	66W	≥ 70 CRI	175W MH

Due to continuous product improvement, information in this document is subject to change.

Revision Date: 08/14/17

1501 96<sup>th</sup> Street, Sturtevant, WI 53177 | Phone (888) 243-9445 | Fax (262) 504-5409 | www.e-conolight.com

# E-WLT06 Series

## Accessories

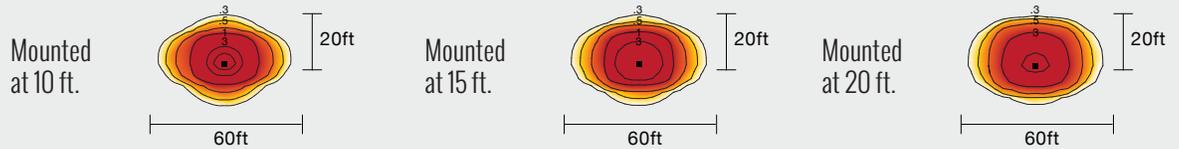


**Photocell - Button, 120V/208V/240V/277V**

**SKU:** **E-ACP1** (120V)  
**E-ACP2** (208V/240V/277V)

**USE:** Photocell is field installed.  
Drilling of the back box in the field is required.

## Photometric Diagrams



All published photometric testing performed to IESNA LM-79-08 standards by a NVLAP certified laboratory. Fixture photometry was completed on a single representative fixture.

## Generational Chart

OLD SERIES	NEW SERIES
E-WP13 Series	E-WLT06 Series

Due to continuous product improvement, information in this document is subject to change.

Revision Date: 08/14/17

1501 96<sup>th</sup> Street, Sturtevant, WI 53177 | Phone (888) 243-9445 | Fax (262) 504-5409 | [www.e-conolight.com](http://www.e-conolight.com)



# Dorado Round

## 4" Round LED Wall Mount Cylinder

### Product Description

The Dorado Round 4" LED Wall Mount Cylinder delivers optimal performance up to 114 lumens per watt in an attractive, contemporary design. Ideal for porches, walls, columns, office spaces, restaurants, clubs, walkways and other residential or commercial applications where ambient illumination is desired, the Dorado Round uses tempered, clear prismatic glass to create uniform down or up/down light distribution free of hot spots or glare. The fixture features a detachable mounting plate for easy mounting to J-Boxes and has a knockout for through-wiring or sensor additions.

#### Construction

- Die-cast aluminum housing
- Detachable mounting plate
- Easy to use mounting bracket allows for quick mounting to J-Boxes
- ½" knockout for conduit wiring or sensor additions

#### Optical System

- Tempered, clear prismatic glass creates uniform distribution while maximizing lumen output
- Offered in single and up/down configurations
- Utilizes advanced LED technology with CCT of 3000K, 4000K, and 5000K
- CRI 80+

#### Electrical

- Thermally-protected, high-efficiency driver
- Operating temperature rating of -4° to 104°F (-20°C to 40°C)
- Input voltage of 120-277VAC
- Available in 22 and 35 watt

#### Finish

- Fine-textured, bronze UV-stabilized powder coat finish

#### Mounting and installation

- Easy installation on a recessed junction box
- Fixture mounts directly to J-Boxes with screws
- For installations where power surge may be possible, NICOR recommends installing additional surge protection at the electrical distribution panel

#### Listings

- LM-79, LM-80 testing performed in accordance with IESNA standards.
- UL and CUL Listed for wet locations
- Meets FCC Part 15, Subpart B, Class A standards for conducted and radiated emissions

#### Warranty

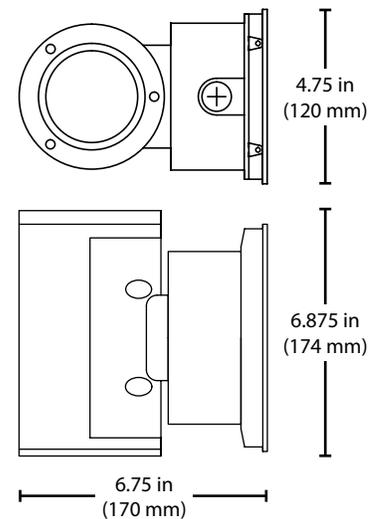
- 5-year limited system warranty standard
- Warranty does not cover product failure due to an overvoltage event (power surge.)

Project

Catalog

Type

Date



# Photometric Data

## OWCR4D 500K

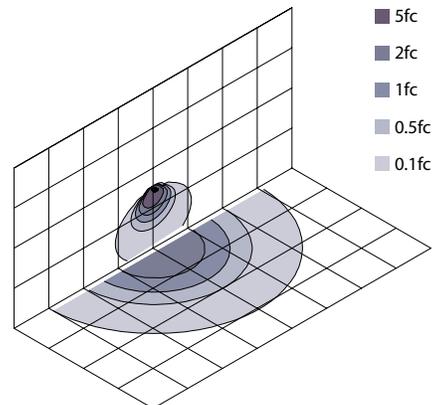
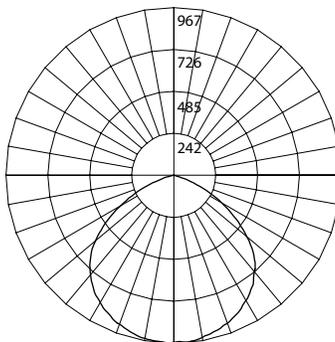
Input Voltage (VAC)	120-277
System Level Power (W)	21.4
Delivered Lumens (Lm)	2445
System Efficacy (Lm/W)	114.1
Correlated Color Temp (K)	5000
Color Rendering Index (CRI)	83
Beam Angle	107.6°
Spacing Criteria	1.31

### Intensity Summary (Candle Power)

Angle	Mean CP
0	962
5	962
15	934
25	879
35	793
45	664
55	456
65	222
75	39
85	0
90	0

### CCT Data Multiplier

OWCR4D1022MV30	0.942
OWCR4D1022MV40	0.962



Each square represents 100 square feet.

### Zonal Lumen Summary

Zone	Lumens	% of Luminaire
0-30	761	31.1%
0-40	1257	51.4%
0-60	2174	88.9%
0-90	2445	100.0%
90-180	0	0.0%
0-180	2445	100.0%

## OWCR4U 500K

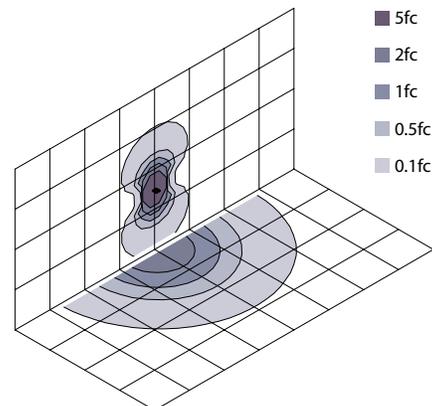
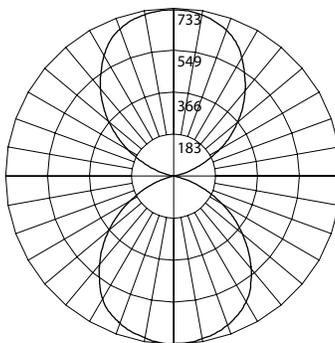
Input Voltage (VAC)	120-277
System Level Power (W)	33.7
Delivered Lumens (Lm)	3489
System Efficacy (Lm/W)	103.4
Correlated Color Temp (K)	5000
Color Rendering Index (CRI)	83
Beam Angle	102.5°
Spacing Criteria	1.31

### Intensity Summary (Candle Power)

Angle	Mean CP
0	730
15	706
30	629
45	458
60	237
75	34
90	0
105	40
120	232
135	434
150	607
165	701
180	725

### CCT Data Multiplier

OWCR4U1035MV30	0.923
OWCR4U1035MV40	0.962



Each square represents 100 square feet.

### Zonal Lumen Summary

Zone	Lumens	% of Luminaire
0-30	574	16.4%
0-40	938	26.9%
0-60	1569	45.0%
0-90	1768	50.7%
90-180	1721	49.3%
0-180	3489	100.0%

Fixture tested per LM-79-08. Photometric data is of the performance of a representative fixture. Results may vary in the field.

### Performance Data

Model Number	Lumens	Watts	Lumens/Watt	BUG Rating
OWCR4D1022MV30	2258	21.4	105.3	B1-U1-G0
OWCR4D1022MV40	2351	21.4	109.7	B1-U1-G0
OWCR4D1022MV50	2445	21.4	114.1	B1-U1-G0
OWCR4U1035MV30	3222	33.7	95.5	B1-U5-G0
OWCR4U1035MV40	3355	33.7	99.5	B1-U5-G0
OWCR4U1035MV50	3489	33.7	103.4	B1-U5-G0

**Ordering Information***Example: OWCR4D1022MV50BZ*

Series	Distribution	Version	Wattage	Voltage	CCTs	Trim Color
<b>OWCR4</b>	<b>D</b> (Down)	<b>10</b> (Version 1)	<b>22</b> (22 W)*	<b>MV</b> (120-277)	<b>30</b> (3000 K)	<b>BZ</b> (Bronze)
	<b>U</b> (Up/Down)		<b>35</b> (35 W)**		<b>40</b> (4000 K)	
					<b>50</b> (5000 K)	

*Specifications and dimensions subject to change without notice.**\* Only available in Down configuration**\*\* Only available in Up/Down configuration*

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**VILLAGE OF HARTLAND  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 46  
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE  
PERTAINING TO ZONING ORDINANCE**

**DRAFT - February 23, 2018**

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

**Section 1:** Chapter 46 of the Village of Hartland Municipal Code of Ordinances pertaining to Zoning Ordinance is hereby amended to create Division 25 regarding creation of the RSE-2 Single-Family Residential Estate District as follows.

**DIVISION 25. - RSE-2 SINGLE-FAMILY RESIDENTIAL ESTATE DISTRICT**

**Sec. 46-716. - Intent.**

(1) The RSE-2 residential district is intended to provide single-family residential development along the borders of the village when the extension of municipal water and sewer utilities is not practical. In order to achieve a compatible transition between village development and the surrounding areas, development in this district will consist of larger lots and is authorized to occur without municipal sewer and water. Extension of these utilities is considered impractical when all of the following conditions exist.

a. Existing utilities are greater than 100 feet from the closest boundary of the subject property.

b. At least one parcel not owned by the owner of the subject property lies between the terminus of the existing utilities and the subject property.

c. The length of additional utility extension required to reach the closest boundary of the subject property is greater than fifty percent (50%) of the length of the frontage of the subject property.

(2) No development requiring the use of a subdivision plat, which generally involves divisions exceeding four (4) lots, would be allowed within this district.

(3) Density within this district shall not exceed 1.75 units per net acre. Land which is permanently protected natural area shall be excluded from the net acre density ratio for the RSE-2 zoning district.

(4) The permanently protected natural areas are deemed to be lands in the following zoning classifications:

a. C-1 lowland conservancy district;

b. FWO floodway overlay district;

c. FFO floodplain fringe overlay district;

d. UCO upland conservancy overlay district.

**Sec. 46-717. - Permitted uses.**

Permitted uses in the RSE-2 district are as follows:

- 42 (1) Community living arrangements licensed by the state which have a capacity of  
43 eight or fewer persons, subject to the limitations set forth in Wis. Stats. § 62.23(7)(i).  
44 (2) Essential services and public street rights-of-way.  
45 (3) Foster homes.  
46 (4) Single-family dwellings.  
47 (5) Family day care home.

48 **Sec. 46-718. - Permitted accessory uses.**

49 Permitted accessory uses in the RSE-2 district are as follows:

- 50 (1) Gardening, tool and storage sheds incidental to the residential use.  
51 (2) Home occupations and professional home offices.  
52 (3) Private garages and carports.  
53 (4) Ground-mounted and building-mounted earth station dish antennas.

54 **Sec. 46-719. - Conditional uses. (See article IV of this chapter.)**

55 There are no Conditional uses permitted in the RSE-2 district.

56 **Sec. 46-720. - Lot area and width. (See also section 46-926.)**

57 Lots in the RSE-2 district shall have a minimum area of 30,000 square feet and shall not  
58 be less than 120 feet in width. Without reducing the overall density, Lot area and width  
59 may be reduced to not less than 25,000 square feet or 110 feet in width by the Village  
60 Board, upon recommendation of the Plan Commission, when the information contained  
61 on a CSM as required under Sec 46-721 indicates that sufficient space exists for the  
62 required facilities and setbacks.

63 **Sec 46-721. –CSM Requirements**

64 All requests for land division in this district or for property intended to be zoned in this  
65 district shall contain the following information on the face of the CSM ~~and-or~~ as an  
66 attachment to the CSM filed simultaneously therewith.

- 67 (1) All information as required by section 50-136 of this Code.  
68 (2) Identified location and land area size of the following:  
69 a. Two septic fields appropriately sized for the intended use (primary and  
70 replacement)  
71 b. Other necessary facilities for the private on-site wastewater treatment  
72 system  
73 c. Potable water well  
74 d. Buildable footprint for all structures planned for the property  
75 (3) Percolation test data and test boring information provided by a Wisconsin  
76 certified soil tester.

77 **Sec 46-722. –Lot Coverage**

78 The impervious surface coverage on lots in this district shall not exceed 15% of each lot.

79 **Sec. 46-723. - Building height and area. (See also section 46-926.)**

80 No building or parts of a building in the RSE-2 district shall exceed 35 feet in height. The  
81 minimum floor area of the primary structure shall be 1,600 square feet, single-story;  
82 1,800 square feet, split level; and 2,000 square feet, two-story.

83 **Sec. 46-724. - Yards. (See also section 46-926.)**

84 Yard regulations in the RSE-2 district are as follows:

- 85 (1) *Rear yard*: Not less than 50 feet.
- 86 (2) *Side yard*: A minimum of 25 feet.
- 87 (3) *Street yard*: A minimum of 30 feet from the right-of-way of all public streets.
- 88 (4) *Shore yard*: See [section 46-16](#).

89 **Sec. 46-725. - Erosion control, stormwater management and illicit discharges.**

90 See [chapter 76](#) of the Municipal Code of the Village of Hartland.

91 **Sec. 46-726. – Compulsory utility connection.**

92 In accordance with other provisions of this Code, future connection to municipal utilities  
93 may be required when one or more utilities are present within a specified distance of any  
94 property in this zone.

95 **Sec. 46-727. – Shared access.**

96 Shared driveways or access may be specifically allowed in the RSE-2 District by the  
97 Village Board, upon recommendation of the Plan Commission, provided proper easement  
98 documentation is presented as part of a CSM or separate document.

99 **Secs. 46-727~~8~~—46-740. - Reserved.**

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

104  
105 **Section 3:** This Ordinance shall take effect and be in full force after adoption and proper  
106 publication.

107  
108 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

109		
110	VILLAGE OF HARTLAND	115 ATTEST:
111		116
112		117
113	By: _____	118 _____
114	Jeffrey Pfannerstill, Village President	119 Darlene Igl, MMC, WCPC, Village Clerk

4 **VILLAGE OF HARTLAND**

5 **ORDINANCE NO. \_\_\_\_\_**  
6

7 **AN ORDINANCE ADOPTING AN AMENDMENT TO**  
8 **THE VILLAGE OF HARTLAND COMPREHENSIVE DEVELOPMENT PLAN: 2035**  
9

10 **DRAFT - February 23, 2018**

11 **WHEREAS**, the Village of Hartland, through its Plan Commission and Board of Trustees,  
12 developed and approved *The Village of Hartland Comprehensive Development Plan: 2035*,  
13 Waukesha County, Wisconsin; and  
14

15 **WHEREAS**, the Village of Hartland has received a request to amend the Recommended Land  
16 Use Plan (Map 9-6) of said Plan to designate certain parcels north of CTH K, both within and  
17 without the Village, as Medium Low Density Cluster Development and as Two-Family Residential  
18 Development, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as  
19 shown in the attached Exhibit A; and  
20

21 **WHEREAS**, the request further proposed to amend the Recommended Land Use Plan (Map 9-6)  
22 and other road-related aspects of said Plan to clarify the proposed routing of the planned relocation  
23 of CTH KE to show that proposed routing extending northward from the westerly intersection of  
24 CTH K and CTH KE as shown in the attached Exhibit A; and  
25

26 **WHEREAS**, the Village Plan Commission carefully considered the request at public meetings  
27 held on January 15, 2018 and February 19, 2018 during which public input was received; and  
28

29 **WHEREAS**, the Village Plan Commission, after considering the proposal, determined that the  
30 Two-Family Residential Development designation was not appropriate at this location and, as  
31 such, considered application of the Medium Low Density Cluster Development designation for the  
32 entire area under consideration; and  
33

34 **WHEREAS**, the Village Plan Commission, at its meeting on February 19, 2018, recommended  
35 adoption of the revised amendment to the Recommended Land Use Plan and has submitted a  
36 certified copy of the resolution to the Board of Trustees of the Village of Hartland; and  
37

38 **WHEREAS**, the Board of Trustees of the Village of Hartland considered the proposed amendment  
39 as recommended by the Plan Commission at its meeting on February 26, 2018 and subsequently  
40 reviewed additional neighborhood concept plans for the this area of the Village of Hartland; and  
41

42 **WHEREAS**, the Board of Trustees of the Village of Hartland held a public hearing regarding the  
43 proposed designation amendment on March 26, 2018 and, thereafter, concurs with the Village Plan  
44 Commission recommendation to so amend *The Village of Hartland Comprehensive Development*  
45 *Plan: 2035*.

46  
47 **NOW, THEREFORE, BE IT ORDAINED**, that the Board of Trustees of the Village of Hartland  
48 hereby adopts the amendment to the Recommended Land Use Plan (Map 9-6) of *The Village of*  
49 *Hartland Comprehensive Development Plan: 2035* to designate certain parcels north of CTH K,  
50 both within and without the Village, as Medium Low Density Cluster Development and other  
51 designations, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as shown  
52 in the attached Exhibit B; and

53  
54 **BE IT FURTHER ORDAINED**, that *The Village of Hartland Comprehensive Development*  
55 *Plan: 2035* is hereby further amended to indicate that development of the lands addressed in this  
56 amendment should be considered in one comprehensive development plan and that provisions be  
57 made to address *The Village of Hartland Comprehensive Development Plan: 2035's* intent to  
58 protect the environmental area in the northwest portion of these parcels as a natural resource for  
59 the enjoyment of all and for the development of a neighborhood park and recreational trails in the  
60 area, which intent is not erased by this amendment except to the extent that the final location of  
61 said facilities may be determined by action of the Plan Commission and Village Board, and

62  
63 **BE IT FURTHER RESOLVED**, that *The Village of Hartland Comprehensive Development*  
64 *Plan: 2035* be further amended by modifying the Recommended Land Use Plan (Map 9-6) and  
65 the Recommended Transportation Plan (Map 8-2) of said Plan, as well as other related or ancillary  
66 maps, to clarify the proposed routing of the planned relocation of CTH KE to show that proposed  
67 routing extending northward from the westerly intersection of CTH K and CTH KE as shown in  
68 the attached Exhibit B and Exhibit C; and

69  
70 **BE IT FURTHER RESOLVED**, that the Clerk of the Village of Hartland  
71  
72 Passed and adopted this 26<sup>th</sup> day of March 2018, by the Board of Trustees of the Village of  
73 Hartland.

74  
75 VILLAGE OF HARTLAND  
76  
77  
78 By: \_\_\_\_\_  
79 Jeffrey Pfannerstill, Village President

80 ATTEST:  
81  
82  
83 \_\_\_\_\_  
84 Darlene Igl, MMC, WCPC, Village Clerk

# EXHIBIT "A"

## PROPOSED LAND USE PLAN AMENDMENT

BEING A PART OF THE SOUTHEAST ¼ AND SOUTHWEST ¼ OF SECTION 25, IN TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND AND TOWN OF MERTON, WAUKESHA COUNTY, WISCONSIN

Subject Site

**Isolated  
Natural  
Area**

**Parcel A**  
Medium Low Density Cluster Development  
(20,000 - 32,669 Sq Ft Per Dwelling Unit)

FUTURE CTH "KE"

**Parcel B**

**TWO-FAMILY RESIDENTIAL DEVELOPMENT**  
Upper-Medium-Density  
(Up to 8.7 Dwelling Units per Acre)

**Other Lands to be Preserved**

**Other Lands to be Preserved**

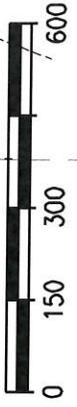
Subject Site

JUNGLUTH ROAD  
C.T.H. "KE"

LISBON ROAD (C.T.H. "K")



SCALE: 1" = 300'



DATE: 12-18-17

THIS EXHIBIT WAS PREPARED BY TRIO ENGINEERING, LLC

Exhibit B

25

EMAN ROAD

WINK

Designated Medium Low Density Cluster Development with Park and Road considerations

T

Future CTH KE deleted from this location

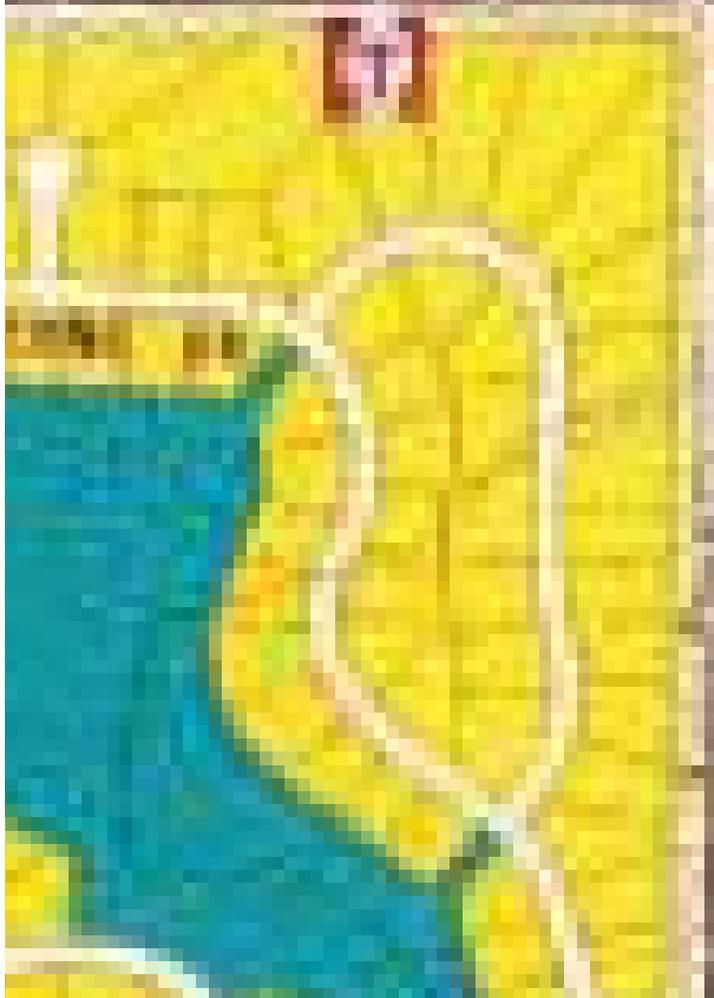
A  
De  
Lo  
Ch

Exhibit C

Future CTH KE  
Route with  
modification  
of local  
streets



Future CTH KE  
deleted from this  
location



**VILLAGE OF HARTLAND PLAN COMMISSION**

**RESOLUTION NO. 02/19/2018-01**

**A VILLAGE PLAN COMMISSION RESOLUTION RECOMMENDING  
ADOPTION OF AN AMENDMENT TO  
THE VILLAGE OF HARTLAND COMPREHENSIVE DEVELOPMENT PLAN: 2035**

**WHEREAS**, the Village of Hartland, pursuant to the provisions of Section 62.23 of the Wisconsin Statutes, has created a Village Plan Commission; and

**WHEREAS**, it is the duty and function of the Village Plan Commission, pursuant to Section 62.23(2) of the Wisconsin Statutes, to make, adopt and amend a comprehensive plan for the physical development of the Village of Hartland; and

**WHEREAS**, the Village of Hartland has adopted *The Village of Hartland Comprehensive Development Plan: 2035*, and the attendant recommended land use plan as a guide for the future development of the Village of Hartland and its environs; and

**WHEREAS**, the Village of Hartland has received a request to amend the Recommended Land Use Plan (Map 9-6) of said Plan to designate certain parcels north of CTH K, both within and without the Village, as Medium Low Density Cluster Development and as Two-Family Residential Development, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as shown in the attached Exhibit A; and

**WHEREAS**, the request further proposed to amend the Recommended Land Use Plan (Map 9-6) and other road-related aspects of said Plan to clarify the proposed routing of the planned relocation of CTH KE to show that proposed routing extending northward from the westerly intersection of CTH K and CTH KE as shown in the attached Exhibit A; and

**WHEREAS**, the Village Plan Commission considered the request at public meetings held on January 15, 2018 and February 19, 2018; and

**WHEREAS**, the Village Plan Commission has carefully considered the proposed Plan amendment and related development concepts at public meetings in addition to the meeting referenced above during which public input was received; and

**WHEREAS**, the Village Plan Commission, after considering the proposal, determined that the Two-Family Residential Development designation was not appropriate at this location and, as such, considered application of the Medium Low Density Cluster Development designation for the entire area under consideration; and

**WHEREAS**, the Village Plan Commission considers the Plan Amendment to be a necessary guide to the future development of the Village and environs.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 62.23(3)(B) of the Wisconsin Statutes, the Village of Hartland Plan Commission hereby recommends adoption of an amendment to the Recommended Land Use Plan (Map 9-6) of *The Village of Hartland*

*Comprehensive Development Plan: 2035* to designate certain parcels north of CTH K, both within and without the Village, as Medium Low Density Cluster Development and other designations, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as shown in the attached Exhibit B; and

**BE IT FURTHER RESOLVED**, that *The Village of Hartland Comprehensive Development Plan: 2035* be further amended to indicate that development of the lands addressed in this amendment should be considered in one comprehensive development plan and that provisions be made to address *The Village of Hartland Comprehensive Development Plan: 2035*'s intent to protect the environmental area in the northwest portion of these parcels as a natural resource for the enjoyment of all and for the development of a neighborhood park in the area, which intent is not erased by this amendment except to the extent that its location may be determined by action of the Plan Commission and Village Board, and

**BE IT FURTHER RESOLVED**, that *The Village of Hartland Comprehensive Development Plan: 2035* be further amended by modifying the Recommended Land Use Plan (Map 9-6) and the Recommended Transportation Plan (Map 8-2) of said Plan to clarify the proposed routing of the planned relocation of CTH KE to show that proposed routing extending northward from the westerly intersection of CTH K and CTH KE as shown in the attached Exhibit B and Exhibit C; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Village of Hartland on behalf of the Plan Commission transmits a certified copy of this resolution, after recording the action on the adopted plan, to the Board of Trustees of the Village of Hartland, Waukesha County, Wisconsin, to the State Department of Administration, Southeastern Wisconsin Regional Planning Commission, and to Waukesha County.

Passed and adopted this 19<sup>th</sup> day of February, 2018, by the Village of Hartland Plan Commission.

HARTLAND PLAN COMMISSION

ATTEST:

*/s/ Jeffrey Pfannerstill*  
Jeffrey Pfannerstill, Chairperson

*/s/ Darlene Igl*  
Darlene Igl, MMC, WCPC, Village Clerk

# EXHIBIT "A"

## PROPOSED LAND USE PLAN AMENDMENT

BEING A PART OF THE SOUTHEAST ¼ AND SOUTHWEST ¼ OF SECTION 25, IN TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND AND TOWN OF MERTON, WAUKESHA COUNTY, WISCONSIN

Subject Site

**Isolated  
Natural  
Area**

**Parcel A**  
Medium Low Density Cluster Development  
(20,000 - 32,669 Sq Ft Per Dwelling Unit)

**Parcel B**

**Parcel B**  
TWO-FAMILY RESIDENTIAL DEVELOPMENT  
Upper-Medium-Density  
(Up to 8.7 Dwelling Units per Acre)

**Other Lands to be Preserved**

**Other Lands to be Preserved**

Subject Site

JUNGLUTH ROAD  
C.T.H. "KE"

LISBON ROAD (C.T.H. "K")



SCALE: 1" = 300'



DATE: 12-18-17

Exhibit B

25

EMAN ROAD

WINK

Designated Medium Low Density Cluster Development with Park and Road considerations

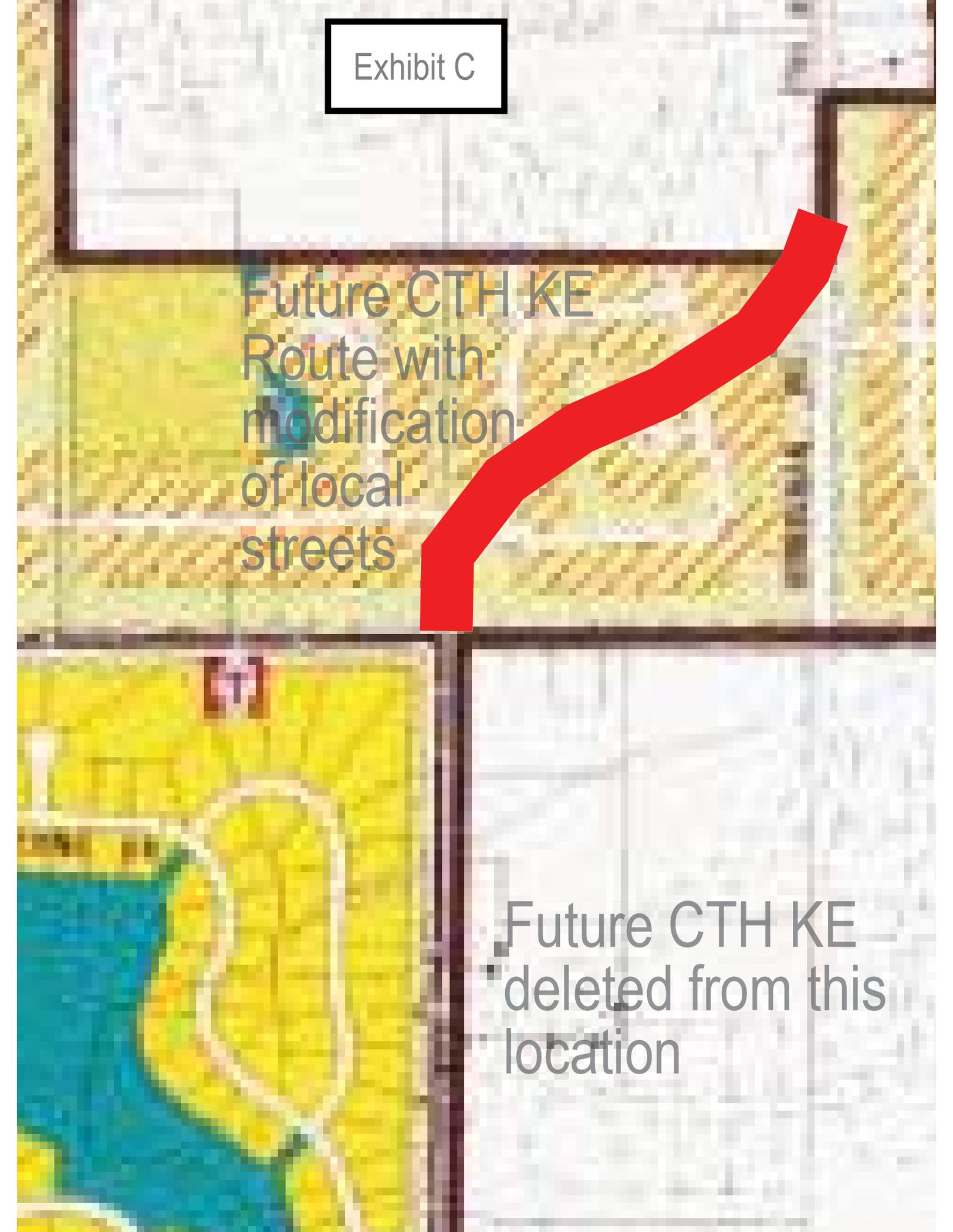
T

Future CTH KE deleted from this location

A  
De  
Lo  
Ch

Exhibit C

Future CTH KE  
Route with  
modification  
of local  
streets



Future CTH KE  
deleted from this  
location



## VILLAGE OF HARTLAND

# Comprehensive Plan, Comprehensive Outdoor Recreation Plan (CORP) Updates and General Planning Services

January 2, 2018



*Table of Contents*

Project Understanding .....4

Firm Background and Team Expertise .....8

Methodology and Approach .....15

Project Timeframe and Schedule .....25

Appendix A: Team Resumes .....27

Appendix B: Relevant Experience .....37





January 2, 2018

Mr. David E. Cox, Village Administrator  
210 Cottonwood Avenue  
Hartland, WI 53029

Subject: Comprehensive Plan, Comprehensive Outdoor Recreation Plan (CORP) Updates and General Planning Services

Dear Mr. Cox and Members of the Selection Committee:

The Village of Hartland is about to embark on a significant undertaking that will affect growth decisions and the future vision of the Village over the next twenty years, and beyond. SRF is pleased to submit our proposal for the Comprehensive Plan Update, Comprehensive Outdoor Recreation Plan (CORP) Update, and general planning services for the Village of Hartland. We are excited about the prospect of working alongside Hartland staff and to engage with local stakeholders and residents for these planning document updates. Our team has the precise mix of relevant technical knowledge, local expertise, and innovative public engagement and visioning experience to make this project a success.

The SRF team understands the need to update the Village's Comprehensive Plan and future land use maps to effectively manage and facilitate growth. To support Hartland through this exciting initiative, the SRF team brings applicable experience to address the issues critical to your community. Additionally, the Comprehensive Outdoor Recreation Plan is five years old and needs to be updated. Revisions are needed to the plan to document changes to parks, trails, and other indoor and outdoor recreational facilities community wide. It is critical for the Village to remain compliant with WDNR regulations and requirements to be eligible for Land Water Conservation Funding and other grants. Our team has delivered dozens of outdoor recreation plans, park and trail master plans, and open space plans for communities of similar size and budget and knows how to prioritize recreational features and facilities in a manner that uses limited resources in a way that reflects the values of the community and ensures preservation of important existing facilities.

Our community planning expertise, collaborative team, and innovative engagement techniques will provide the Village with a holistic approach to updating both plans. The key benefits our team will deliver to Hartland include:

**Community Planning Expertise.** Throughout our firm's history, SRF has provided communities small and large with planning expertise. We take pride in providing our clients with a well-rounded perspective to address their growth needs and concerns in a manner that reflects the values of the community and the specific conditions the community deals with. We will provide the Village of Hartland with a data-driven approach that will be useful on a day-to-day basis.

**Collaborative Team.** The SRF team brings an extensive background in developing comprehensive plans, and completing outdoor recreation plans across the Midwest. Many of the planners on our team have previous experience in the public sector, and strive to produce deliverables that serve as useful tools for our clients and that are customized to the vision and realities of each community. The SRF team has collaborated on many successful projects together and our familiarity with each other will increase efficiency, and be an asset to Hartland.

**Innovative Engagement.** The SRF team brings public engagement to the community instead of expecting the community to come to us. We found by attending community events such as Hartland Neighborhood Night Out events, Hometown Celebrations, community fun runs, or downtown sidewalk sale events, we will reach a larger number of residents, and connect with them in an environment that is more natural and comfortable than a traditional meeting space. Interacting and gathering feedback from community residents of all demographics, including the youth and elderly, business owners, neighborhood associations, and other interested stakeholders at various stages in the process is crucial to the success of the plan.

In the following pages, we present our expertise and experience. This proposal reflects our recommended approach for the update of the plans; however, we are flexible in our approach and look forward to discussing how we can assist the Village of Hartland. If you have any questions about our proposal or wish to speak with us, please contact Project Manager Paul Chellevoid, at 608.298.5405 or [pchellevoid@srfconsulting.com](mailto:pchellevoid@srfconsulting.com).

Sincerely,

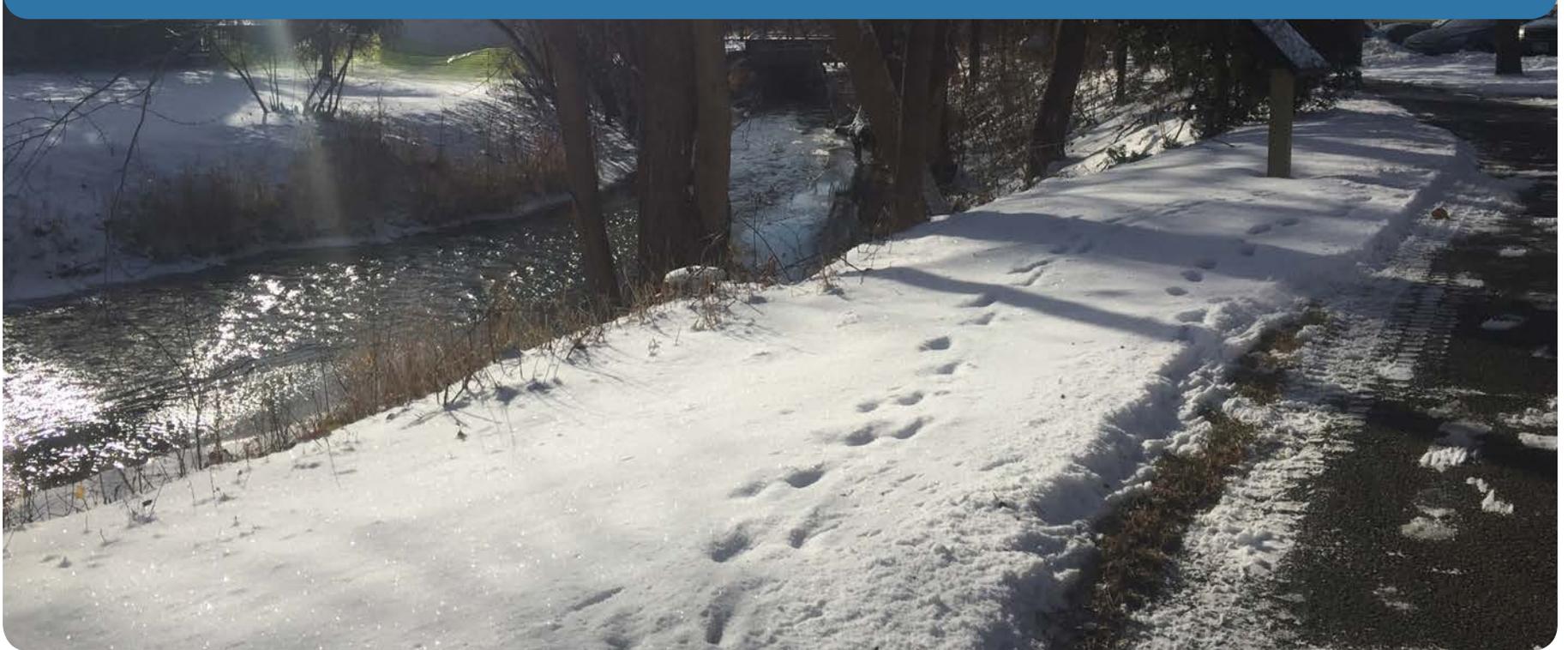
A handwritten signature in black ink that reads "Paul Chellevoid".

Paul Chellevoid, AICP, GISP  
Project Manager

[www.srfconsulting.com](http://www.srfconsulting.com)

901 Deming Way, Suite 101 | Madison, WI 53717 | 608.298.5405 Fax: 866.870.0773

# Project Understanding



The SRF team has a clear understanding of what the Village of Hartland envisions for the Comprehensive Plan and Comprehensive Outdoor Recreation Plan (CORP) updates. Working collaboratively with Hartland staff, elected and appointed officials, and residents, our team will develop clear and concise final products the community will support and be proud of.

The Comprehensive Plan shall serve as the primary tool for guiding development decisions, including development characteristics. SRF proposes deviating from the former 400+ page SEWRPC style plan and developing a more clear, concise, user-friendly document that focuses on creative infographics, story maps, easy to read text and photographs that are representative of your community. The future land use plan, community features, plan strategies and related maps will be quickly accessible and downloadable across all mobile and desktop devices and platforms. The Comprehensive Plan will showcase the community and tell the community's story for years to come.

Additionally, the CORP needs to be updated to reflect changes to recreational facilities since 2013. We propose this five-year update to follow the previously adopted CORP layout. The focus of this effort will be on community facilities, features, and programs that contribute to a healthy lifestyle, establishing new indoor and outdoor recreational opportunities for women and the aging population while continuing to meet the priorities of all citizen's community wide. The plan will keep the Village eligible for Wisconsin Department of Natural Resources (WDNR) funding under the Nelson-Knowles Stewardship Grant Program, especially in the Urban Rivers Local Assistance Program. The 2018-2022 CORP Plan will compare Hartland facilities to the Recreation, Park, and Open Space Standards and Guidelines of the National Park and Recreation Association for similar sized communities. Based on that review, our team will report on Hartland's needs, strengths and opportunities, and recommend possible considerations for future year budgeting. We will also provide guidance on the number of Hartland staff required to operate these facilities, should they be implemented. The updated CORP will also contain all necessary baseline Statewide Comprehensive Outdoor Recreation Plan (SCORP) information regarding the recommended supply of each of the community features.

**The SRF team understands the Village needs a fresh set of plans that will ensure growth and recreational opportunities occur in a manner that is consistent with the vision of its residents. The policies and goals established in each of these plans will serve as the foundation for this.**

Public input for both the plan updates will be an integral part of the planning process and ***one component of our approach will be to develop a single community survey that will maximize the data we collect at a time that will be integrated into both plans as a cost saving measure to the Village.***

The Village of Hartland is a great place to call home - a diverse thriving area, that is home to great schools, neighborhoods, and an abundance of recreational opportunities. Several community features will be important and worthy of consideration during the process of updating the comprehensive plan and the CORP. We are familiar with the community and have taken these features into consideration in setting up our project approach:

- The Village is defined by a quaint village center with unique shops and dining options.
- Hartland's residents are health conscience - throughout the community, residents regularly walk or jog on the Village's connected paths and in the parks or stroll along the 4.7 miles of the Ice Age Trail segment through Hartland.
- Over 270 businesses call Hartland their home, and the pedestrian-friendly downtown area assures that businesses are frequented. Additional shopping and restaurants are situated along Hartbrook Drive north of STH 16. For these businesses to remain successful, they need to remain visible, attractive, and accessible by all modes of transportation, and provide variety for a diverse group of consumers.
- Hartland's housing market is very diverse and truly fits the needs for any style, genre, or price point. Moderately priced condominiums and classic starter homes

less than 2,000 square feet that were built in the 1980's can be found in the Hart-ridge and Chestnut Ridge Subdivisions. Lake Country Meadows and River Reserve neighborhoods were generally built in the 1990's and offer families more space.

- North of STH 16 on the community's northeast side, several expansive single family subdivisions including: Four Winds, Mary Hill, The Tradition of Hartland, and Bristlecone Pines offer executive homes ranging in price between \$500,000 - \$2.5 million, on ¾ acre lots or larger. As the owners of these homes continue to age and look for alternative housing options, these homes will become available to younger families. Given the preferences and needs of many young adults for smaller, more affordable homes, the market for larger, more expensive single-family homes remains to be seen. Additionally, the growing need for senior housing will be a concern for Hartland in the future.
- The Village of Hartland has significant pockets of developmental opportunity for business and industry. With Hartland's population expected to grow by nearly 1,800 residents by Year 2035, it is important to lay the framework for where and what type of infrastructure is needed to facilitate future growth. This will include plans on how to infill underutilized and vacant parcels, plan for additional housing stock, business park and industrial development, as well as establish potential rezoning, and planned annexation areas. It will be crucial for Hartland to navigate through these changes in lockstep with their current zoning laws and regulations.
- All aspects of public and personal safety are important to the Village. The comprehensive plan will help identify community safety issues, such as areas of traffic concerns, pedestrian and bicycle safety, Americans with Disabilities Act (ADA) compliance, and impacts or operational features surrounding schools, to name just a few of the issues that could arise. The plan will help identify these issues, document the need to address these features, prioritize them, and set forth general policies related safety features in high-priority locations. A complete streets policy and identification of features that accompany complete streets may address many of the safety issues that arise.
- Hartland is home to some of the highest achieving programs in the state of Wisconsin. In fact, the Hartland-Lakeside School District score was the highest score in the state and ranked number one out of 422 districts statewide. The Swallow School



achieved the number one ranking from Wisconsin Department of Public Instruction for the highest overall in student achievement in Wisconsin for the 2016-2017 school year.

- Over half of Arrowhead High School students have a cumulative grade point average above a 3.5 (honor's program), despite being named by the Washington Post as one of "America's Most Challenging High Schools." Almost 90 percent of the high school graduates continue their education and attend college and universities. The recreational programs and extracurricular activities offered in the Village have led to powerhouse athletic teams. In 2017, Arrowhead High School finished number one in the state in the WSN Cup Large School Division, which recognizes conference championship and state qualifying performance across 30 athletic sports teams.

These community characteristics are important to consider when establishing a process for updating the comprehensive plan and the CORP, and for identifying the most successful approach to public engagement.

### What is Next for the Village of Hartland?

As Hartland moves forward, challenges will include keeping the community affordable yet attractive, providing a wide variety of housing choices and price points, creating diverse neighborhoods, continuing to invest in schools, providing access to healthy food, attracting regional and national businesses, and planning for an assortment of recreational activities for citizens of all ages.

As time goes on and communities grow and evolve, it becomes important to revisit past plans, and review ordinance language to adapt to the everchanging populations, age cohorts, and trends. Lifestyles have changed significantly over the past 30, 20, or even 10 year periods. The Village of Hartland's last Comprehensive Plan update from 2009 produced a document for a 2030 Vision. Though many of the recommendations occurred, several changes in the community have taken place, and a fresh new perspective is needed to revisit concepts that haven't gotten off the ground or have proven less important to the community. The update of the Comprehensive Plan is an opportunity for the Village to reexamine its policies, goals, and priorities, and to shift its focus to those issues which are critical to growth and development both now and into the future.

Before a community can effectively plan for its future, a proper understanding of current conditions and trends is essential. We recognize that engaging citizens who live in, work in, and breathe in the vitality and substance of the Village, is crucial to the success of a community plan and the future sustainability of Hartland. Anyone who has been in the business of local government understands the frustration associated with preparing for a poorly attended public meeting or public forum. The SRF team believes that we must acknowledge and accept the changes in society and the types of input that people are willing and able to provide. Recognizing that today's population is far less likely to take the time to attend public meetings and open houses, SRF focuses on bringing engagement opportunities to the people, rather than expecting them to come to us. We have found by attending community events such as Hartland Neighborhood Night Out events, Hometown Celebrations, community fun runs, or downtown sidewalk sale events, we will reach a larger number of residents, and connect with residents in an environment that is more comfortable than a traditional meeting space. In this way, we make it more enjoyable and convenient for people to provide honest and thoughtful input with minimum interruption to their normal routine. Another advantage of bringing engagement to the people, rather than expecting them to come to us, is that we are able to get input from a broader representation of citizens, rather than a small minority of citizens who are focused on a specific issue or problem.

Our team understands the challenges associated with identifying applicable goals, outlining actionable strategies, and administering zoning ordinances, and will strive to develop easy-to-use, mobile friendly, and attractive products that serve as a show piece for Hartland's future.



# Firm Background and Team Expertise

## **Project Contact:**

Paul Chellevold, AICP, GISP, will serve the Village of Hartland as project manager and main point of contact. He can be reached at:

### **Mail:**

901 Deming Way, Suite 101  
Madison, WI 53717

### **Phone:**

608.298.5405

### **Email:**

[pchellevold@srfconsulting.com](mailto:pchellevold@srfconsulting.com)

Founded in 1961, SRF Consulting Group, Inc. has offered comprehensive, integrated consulting services to clients across the Midwest. SRF is headquartered in Minneapolis, with offices in Madison and Milwaukee Wisconsin; St. Paul, Minnesota; Fargo and Bismarck, North Dakota, and Omaha, Nebraska. Today we employ nearly 330 knowledgeable and creative professionals with skills and diverse disciplines.

At SRF, we help your community to envision its future, preserve what you love about your community by planning for growth and change, and ensure that growth is compatible with the Village's infrastructure. SRF's land use and community planners, engineers, and architects embrace these fundamental goals of planning. We also provide our clients with expert assistance in:

- Comprehensive, growth management, and land use planning
- Zoning ordinances and subdivision regulations
- Small area plans, park and trail plans, and master plans
- Planning/zoning technical assistance – ongoing or on a case-by-case basis
- Transportation planning, studying trip behavior/characteristics using travel demand models, and traffic intersectional analyses (TIA's)
- Demographic and socioeconomic data analysis expertise (population, household, employment, and school enrollment data/projections)
- Training of staff, planning commissioners and elected officials
- Experienced grant writing team who have secured \$850 million in grant funds for our clients

**SRF continues to find new opportunities to fund projects. In the last 20 years, SRF has helped secure over \$850 million in local, state, and federal grants for our clients including trail and recreation projects, roadway upgrades, and additional studies.**

## Available Resources

Planners assigned to these projects are now available to begin work on new assignments. Our current workload allows us to complete this project within the time frames outlined in our schedule.

As you will read on the following pages, the SRF team is comprised of seasoned professionals who understand the challenges the Village of Hartland is facing, who have extensive experience updating comprehensive plans and recreation plans, and who have the necessary expertise to successfully complete the work required. Our team will focus on integrating public health elements and ADA compliance throughout all phases of both the comprehensive and CORP plans. The SRF team members are skilled at facilitating meaningful discussions amongst the public to gain constructive feedback that can be addressed and incorporated into the final deliverables. Each team member contributes select expertise and prior experience to match the scope of work identified in the RFP.



# Project Personnel

The core SRF management team proposed for the Village of Hartland has more than **75 years** of experience leading community development projects that serve clients across the Midwest.



## Exceptional Project Management Team

Effective management and coordination of activities are key to a successful project. Our approach provides strong, decisive project management and we develop scopes of work that include all the tasks necessary to manage the overall project and the activities of the project team.



**Cindy Gray, AICP**, will service as the project principal for this project. Cindy has more than 30 years of diverse experience working as a city planner in addition to her consulting experience. She will oversee the SRF project team and provide senior advisory review for all Village of Hartland project deliverables.



**Paul Chellevoid, AICP**, will serve as the project manager for this project and will also lead the public engagement and stakeholder outreach efforts. Paul has more than 16 years of experience in a wide variety of planning projects. He will be the day to day contact for the Village and will coordinate with staff to arrange meetings and meet deadlines through the duration of the project. Paul is currently serving as deputy project manager on the City of Glendale, WI Vision Plan, and the City of Waukee, IA – Imagine 2040 Comprehensive Plan rewrite.

Paul is a talented leader who brings a unique perspective to this project. He is familiar with the community and school system in Hartland, as he has family residing in the Village. He has also experienced firsthand the sheer dedication and community pride displayed at the high school extracurricular events through his experiences as a high school girls' cross country coach. Paul is a member of the Town of Middleton Planning Commission. In this role, Paul has worked directly with the Town Board and Park Board, citizens, developers, and advocacy groups. What's more is that the Town is also currently updating their comprehensive plan. He has sat on your side of the table, and will bring forward the goals and challenges facing his community to your project. Paul specializes not only in public engagement, but also in transportation, land use, and demographic analysis. He has a deep understanding of socioeconomic data patterns and how future

population, household, employment, and school enrollment will affect traffic, housing stock, and infrastructure upgrades.



**Stephanie Falkers, AICP**, will serve as the comprehensive plan lead for this project. Stephanie has more than eight years of experience in community planning and has managed more than a dozen comprehensive plan updates and full rewrite projects across the Midwest. She specializes in Smart Growth principles, developing a community vision, and in neighborhood and small area master planning. Stephanie understands how the community's zoning ordinance is a tool that should help the community achieve the vision, goals and strategies of the comprehensive plan. Her review of the code and discussions with Planning Department staff about the pros and cons of the zoning ordinance will help identify implementation steps that will set the stage for potential ordinance updates that would facilitate plan implementation. Steph is currently serving as the project manager for the Village of Glendale Vision Plan Update, as well as the Norwood Young America Comprehensive Plan Update and Washington County, MN 2040 Comprehensive Plan Update.



**Ken Grieshaber, PLA, ASLA**, will serve as the Comprehensive Outdoor Recreation Plan (CORP) 2018-2022 lead for this project. Ken has more than 30 years of urban design experience, with an emphasis on park and trail improvements. He has completed over 100 park planning, design, and construction projects, including 60 neighborhood, community, and regional parks for clients across the Midwest. Ken has also designed and implemented park master plans, dog parks, athletic fields, and streetscape projects.

Prior to joining SRF, Ken served as a Landscape Architect with the Minneapolis Park and Recreation Board's Planning Department for over four years. Ken's experience and knowledge in conducting assessments of safety, operations and maintenance, sustainability, constructability, and deep understanding of national, state, and local trail design standards will be an asset to the Village of Hartland.

The SRF team has identified a team of individuals who have the expertise and availability to successfully complete the scope of work outlined in this proposal. Resumes are also included in Appendix A for each of the team members. The following table depicts the workload and manpower summaries of the core management team members:

Core Team Member	Current Projects	% Committed	% Availability
Paul Chellevoid, AICP, GISP	City of Glendale Vision Plan Update	10%	50%
	Imagine Waukee 2040 – Comprehensive Plan Update	20%	
	Northwoods Freight Rail Market Study	20%	
Stephanie Falkers, AICP	City of Glendale Vision Plan Update	15%	50%
	Washington County Comprehensive Plan	15%	
	Otter Tail County Strategic Plan	10%	
	Norwood Young America Comprehensive Plan	10%	
Cindy Gray, AICP	City of Glendale Vision Plan Update	5%	50%
	Rogers Comprehensive Plan	15%	
	Apple Valley Comprehensive Plan	15%	
	Main Avenue Redevelopment and Economic Analysis	15%	
Ken Grieshaber, PLA, ASLA	Otsego Park System Plan	25%	25%
	Town Center Park	20%	
	Waite Park Amphitheater	20%	
	Eidem Homestead Master Plan	10%	

## Dedication to Clients

Through our wide range of projects, we have amassed a thorough and intimate knowledge of local, state, and federal planning and design procedures, including the standards, rules, regulations, and other requirements pertaining to a variety of projects.

The majority of SRF's clients are midwestern state, county, and local government agencies. Our clients include numerous cities and counties in Wisconsin, Minnesota, North Dakota, Iowa, Nebraska, South Dakota, and Kansas.

As a company, SRF has completed dozens of comprehensive plan updates in recent years, from minor updates to full rewrites. Specifically, the team proposed for the Village has worked on dozens of projects for mid-size communities between 4,000-27,000 residents, and those listed below we have completed in the last year or are working on currently. The team specializes in "fringe communities" that are suburbs of larger communities such as Milwaukee, Minneapolis/St. Paul, Des Moines, and Fargo. Specific project examples that were recently completed or are currently in progress, that involve members of this specific team, are highlighted below:

- City of Glendale, WI – Vision Plan (population 12,872)
- East Grand Forks, MN - 2045 Land Use Plan (population 8,601)
- City of Rogers, MN (population 8,597)
- City of Sauk Centre, MN – Comprehensive Plan Update (population 4,366)
- Imagine Waukee, IA –2040 – Comprehensive Plan Update (population 17,900)
- City of Williston, ND – Williston–Williams County Regional Plan Update (population 26,426)

The team has also created Outdoor Recreation Plans, as well as Park and Trail Master Plans, for cities and counties across the Midwest. Our most recent examples include:

- Carver County Park Trail and Open Space Plan
- Brooklyn Park Systems Plan
- Eagan Park Systems Plan
- Willmar Park and Rec Systems Plan

## Planning Expertise

SRF works with cities, counties, and townships to prepare comprehensive plans, transportation plans, recreation plans, park and open space plans, and zoning updates that address many aspects of growth, development, redevelopment, community values, and quality of life. The process of preparing a document that sets the vision of a community allows citizens and community leaders to reflect upon characteristics of the past and present. These efforts allow for an opportunity to identify aspects of a community that should be preserved and characteristics that need to change to improve the overall quality of life. We specialize in gathering input through a comprehensive public involvement process that can include community surveys, visual preference surveys, public open houses and meetings, pop-up events, workshops, focus groups, and online outreach.

The end product of the comprehensive planning process is a document that provides local government officials and citizens with specific steps that will allow them to confidently move toward the future. A comprehensive plan developed with broad based public engagement and supported by the majority of citizens of the community provides policy makers with a valuable reference tool as they work through a multitude of decisions about land use, zoning, aesthetics, infrastructure expansion, redevelopment, agriculture and natural resources preservation, economic development, public facilities, staff, program development and funding.

SRF's land use and community planners embrace the fundamental goals of planning, and provide our clients with expert assistance in:

- Zoning ordinances and subdivision regulations
- Small area plans or master plans
- Planning/zoning technical assistance – ongoing or on a case-by-case basis
- Training of staff, planning commissioners and elected officials
- Public engagement

## Park and Recreation Planning

SRF's landscape architects are recognized as innovative park planners and designers who create engaging and diverse park environments that serve the unique needs of an

area. The parks and open space we plan include considerations for creative and functional design aspects, sustainable environmental solutions and thoughtful aesthetic treatments. We emphasize innovative solutions that are technically sound as well as feasible to implement, operate and maintain. From developing parks, open space, and trail plans to complex designs, we are committed to developing extraordinary park and recreation facilities that meet the needs of a community.

## Neighborhood and Small Area Planning

Every county has unique needs and challenges, such as managing rapid growth, economic development, or preservation of farmland. Planning for the short- and long-term future is an important part of responding to change and small area planning is an important element to this effort.

Small area and neighborhood plans foster a sense of belonging and provide participants with an opportunity to actively participate. Neighborhood elements include policies on subjects such as neighborhood identity, new neighborhood design, established neighborhood treatment, street design, use of parks and trails, services and neighborhood organizations. Individualized small area or neighborhood plans also allow a person who is most interested in a specific area to get a snapshot of the plan from that geographic perspective. SRF's approach to neighborhood planning integrates land use, transportation, recreation, urban design and the environment, with an eye for funding and implementation. We develop creative solutions and practical strategies to solicit meaningful community input.

## Transportation Planning

SRF works to develop successful transportation planning at the local, regional, and state levels to ensure the safe and efficient movement of people and goods while support community and regional goals. The SRF team understands that plans are a means for moving toward purposeful action, focusing on involving project stakeholders, creatively addressing complex and leading-edge issues, and developing realistic implementation strategies. Our expertise includes many aspects of transportation planning, from developing plans for rural, urbanizing, and developing communities to preparing far-reaching policy documents at the regional and state level.

### Services Particularly Qualified to Perform

As mentioned previously, this SRF team has the professional experience, expertise, and staff to guide the Village of Hartland through all nine elements of the Comprehensive Plan Update, as well as the CORP. Our talented staff will not only deliver successful plans, but also has the breadth of skills to serve as a “one-stop shop” for the community’s planning, traffic, and engineering or architectural needs. Our firm’s multi-disciplinary capabilities allow us to draw upon the expertise of our colleagues if the community would benefit from their expertise as various issues or needs arise. Our core

team has delivered authentic and successful projects together in the past and hiring SRF allows the Village to receive all document deliverables and future planning needs from a single firm. Additionally, members of the core management team have provided day-to-day planning services for communities throughout the Midwest. Throughout this work, SRF has committed to helping communities achieve the goals and policies of their Comprehensive Plan.



# Methodology and Approach

Our approach recognizes the value and importance of developing a comprehensive plan that recognizes the interconnectedness of multiple elements in the Village (i.e., land use, transportation, parks, and other systems). The integrated development of each element allows for an implementable process, leading to successful outcomes. With that in mind, the project team will work with Hartland staff to ensure the plan addresses all elements relevant to the update. This will include the review of planning documents and efforts that have been adopted or modified since the 2009 adoption of the current Comprehensive Plan.

The process of updating the CORP, alongside the completion of the Comprehensive Plan, provides an excellent opportunity for Hartland to ensure that the two plans are compatible and that the future land use plan complements the findings of the CORP. The CORP will inventory existing recreational facilities and identify potential new opportunities. The final product will not only identify prioritized improvement areas over the next five years, but will allow for the Village to budget funds for additional enhancements that are consistent with both documents.

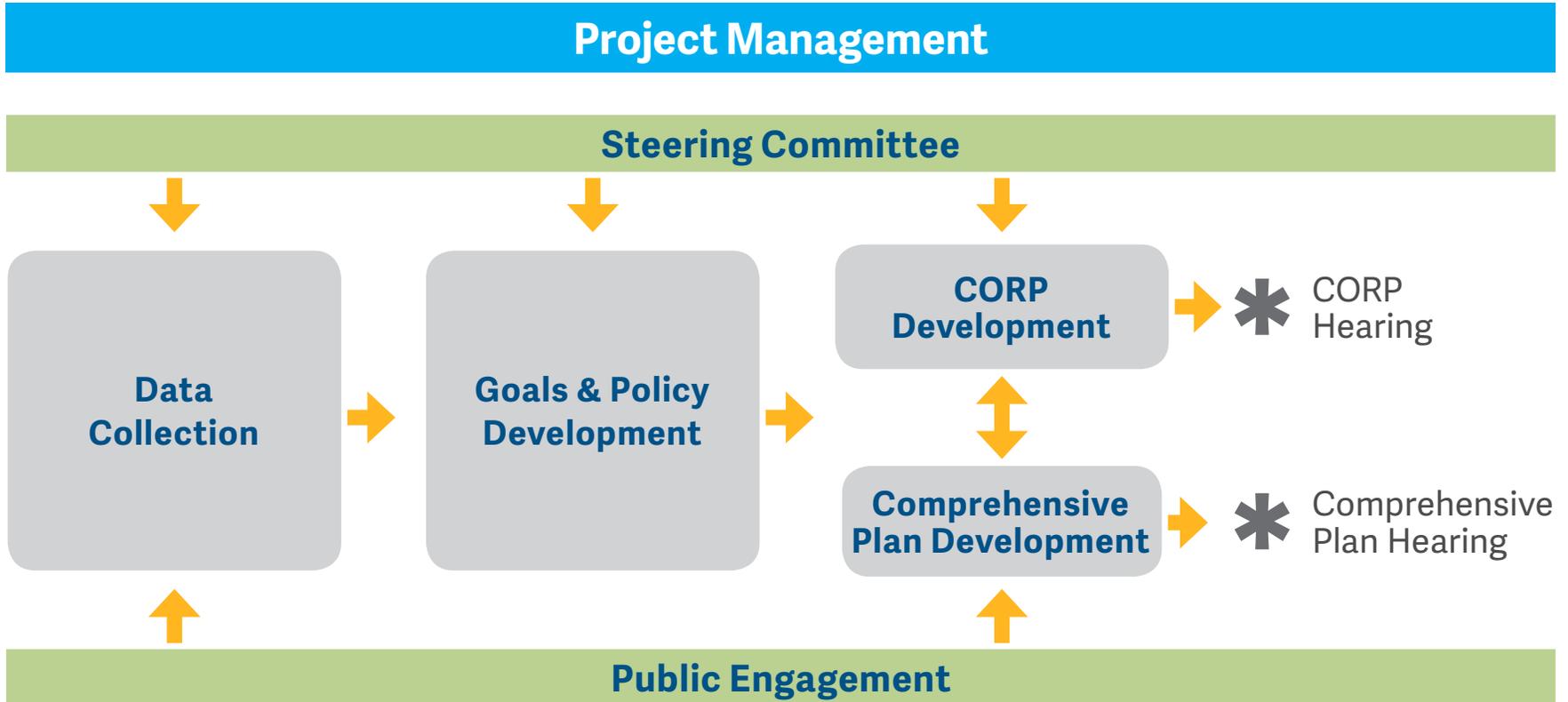
The collection and analysis of existing conditions is a critical element of the planning process. Therefore, we propose the data collection components of both plans to occur at the same time. The completion of the CORP will precede the completion of the

Comprehensive Plan Update to ensure the Comprehensive Plan supports the findings and recommendations of the CORP. The CORP will be completed by fall 2018 to meet the WDNR requirements to remain eligible for LWC&F grants. We anticipate a draft Comprehensive Plan Update completed in 2018, with the finalized document complete with Village approvals within one year of the notice to proceed. The general steps proposed for completing the update to both documents were designed to be the same; however, the approach and methodology within each of these steps will be tailored to the task at hand, as described within the following narrative.

## **Scope of Work and Proposed Deliverables: List of Tasks**

SRF has reviewed the Request for Proposals (RFP) and developed a tailored scope of work that will fully address the elements needed to perform updates to the Village of Hartland's Comprehensive Development Plan and its CORP document. Our work plan is based on our understanding of the RFP and our previous experience leading public engagement efforts and community planning projects. The overall process will result in two plans that outline a comprehensive vision with implementable actions based on community input.

The following graphic provides a visual of the proposed overall process for updating the Village of Hartland's Comprehensive Plan and CORP.



Our team will review the elements of the existing plans and build updated documents focused on usability, documents that are clear, concise, and easy to access, including on mobile friendly devices. The following sections provide our scope of work for achieving a successful update to the Village Comprehensive Plan and CORP.

### **Task 1 – Project Management**

Our team believes that successful projects are those in which all team members work together towards a common goal, communicate effectively, and do what is necessary to meet the needs of the client and the project. At the same time, the project manager must be able to receive, evaluate and disseminate information in an appropriate and timely manner. The team's project manager, Paul Chellevoid, AICP, GISP, will be the primary contact for the Village of Hartland's project manager.

This task includes coordinating the project team, monitoring schedule and budget, and providing monthly progress reports. Paul will ensure open communication regarding project milestones and deliverables throughout the project process. Oversight and assistance will be given by Cindy Gray, AICP, as the project principal. Effective project management is important to the success of complex projects, such as comprehensive and outdoor recreation plan updates.

We recognize the importance of communication between the consultant and the Village to ensure the project is delivered on time and within budget. We will provide bi-weekly updates on project status via phone and email to review the progress of the plan's development. We will also provide monthly progress reports via email. This task also includes monitoring of the project budget, schedule, review of project invoices, management of project files and coordination with the project team.

### **Task 2 – Data Collection**

The process of updating a Comprehensive Plan provides a community an opportunity to review the recent successes and challenges related to growth management, service changes, and general operations. It also allows an opportunity for Hartland staff, elected and appointed officials, and residents to work together to set a future vision for the Village.

### **Task 2.1: Village Tour and Existing Conditions Review and Analysis**

There is no better way to gain an understanding of a community than to experience it from residents who live and work in it each day. SRF staff along with at least one Hartland staff member will plan a tour of the Village to view the community through your eyes. We will observe, and listen to your concerns while you take us through the things you like, dislike, or feel need to be addressed. During the tour, we may visit with residents and stakeholders, business owners, or developers to understand the community on a variety of levels and to hear firsthand what are the most important issues in the community moving forward from their perspectives. The intent of the tour will be to provide the SRF team with an intimate understanding of the Village and recent happenings. To maximize our time in Hartland, the SRF team will combine the Village Tour with the first Comprehensive Plan and CORP Steering Committee meeting, described in Task 3.1.

### **Task 2.2: Data Collection, Existing Conditions Review and Analysis for both plans**

A thorough understanding of the current conditions of a community, including socio-economic, land use, and physical conditions, in combination with local, regional and state policies and law, is an important foundation that provides context for the rest of the long-range process. This task includes the review and analysis of existing conditions to provide a foundation to build upon. Existing and past planning documents (i.e., existing Comprehensive Plan and 2013 Outdoor Recreation Plan, Hartland Parks and Trails, and Smart Growth Plan for the Village of Hartland) will be reviewed. Changes that have occurred since the adoption of the current plan, including providing a GIS exhibit with an inventory of building permits since the last plan for example, will help the planning team, stakeholders, and residents to understand the trends of the past and how those trends are likely to affect Hartland's future. The development of an existing land use plan and a review of recent land use changes will be an important element of this task.

These changing characteristics are likely to result in shifts in the Village visions, goals, and strategies. The establishment of sound baseline data will set a foundation for the Comprehensive Plan Update and CORP to be built upon. The data collection tasks will include the collection and analysis of demographic and physical information, review of Wisconsin Smart Growth Laws, and review of existing planning documents.

### *Task 2.2.1: Gather Demographic, Economic, Environmental, and Physical Information Data*

To capture the existing conditions and any changes since the 2009 Comprehensive Plan, an inventory will be prepared to assess the status of Hartland. Physical, demographic, and economic trends and data will be documented. The SRF team is well-versed at the gathering of data from various sources, and we will work with various agencies and entities to obtain necessary data.

Specific Demographic, Economic, Environmental, and Physical Data to collect, review, and map include but are not limited to:

- 2010 Census Data
- 2016 American Community Survey (ACS) Estimates
- Woods and Poole Economics Employment Data
- Wisconsin Department of Public Instruction – School Enrollment Data
- Available GIS information from the Village, SEWRPC, state, or national sources
  - Land use (existing and future)
  - Zoning Maps
  - Land Cover
  - Neighborhood Plans
  - Trails (existing and planned)
  - Parks
  - Recreational and Natural areas (state, local)
  - Woodlands
  - Wetlands
  - Lakes, Streams, Rivers, Creeks

- Floodplains (100 and 500-year)
- Endangered Species Inventory
- Utilities and Electric and current providers
- Municipal Boundaries
- Annexation and Intergovernmental Agreement Areas
- Development Factors (Slopes)
- Environmental Corridors
- Road Centerlines
- Functional Classification of Roads
- Transportation Analysis Zones - TAZs

### *Task 2.2.2: Review Wisconsin Smart Growth Laws, SCORP and WDNR Requirements*

A review of existing local, regional, and state planning documents will be reviewed throughout this task. This review will identify strategies, policies and other information relevant to the Comprehensive Plan and CORP update.

The State of Wisconsin's Smart Growth Law (Wis. Statute 66.1001(2)) will be reviewed as part of this task to ensure that Hartland's efforts are responding to current trends and conform to the changes in regulations. The statute defines a comprehensive plan as a guide to the physical, social, and economic development of a local government unit and defines the content of the plan. The SRF team will review the statute to ensure efforts meet requirements. Past experiences with other Comprehensive Plans in Wisconsin will help to inform this task.

For the CORP update an analysis of procedure and polices as consistent with the State-wide CORP and an evaluation of WDNR requirements and updates will be performed.

### Task 3 – Stakeholder and Community Engagement

The SRF teams shares the Village of Hartland’s commitment to the importance of public input to inform long range planning efforts. A thorough and creative engagement effort will be the heart of this plan and involve the people living, working and invested in Hartland throughout the planning process. In that respect, we have crafted a team of professionals that will lead successful and creative outreach activities designed to engage residents throughout the process.

The use of various public engagement techniques will be used to create successful engagement and gather valuable input. Based on our understanding of the Village of

Hartland needs and demographics, a public engagement strategy has been developed and described in the following tasks. SRF will work with the Village to refine this strategy as needed to ensure that opportunities are provided to all residents. Two phases of engagement are proposed to provide opportunities for the public to stay involved throughout the process. Members of the public who have been welcomed throughout the process are more likely to stay engaged throughout the plan’s implementation, as they feel they are a part of the plan.

**Our philosophy behind successful public engagement is built on trust, understanding, and consensus. This requires a process that is characterized by technical competence, honesty, integrity, and active listening.**

**Recognizing that today’s population is far less likely to take the time to attend public meetings and open houses, SRF focuses on bringing engagement opportunities to the people, rather than expecting them to come to us. We have found by attending community events such as Hartland Neighborhood Night Out events, Hometown Celebrations, community fun runs, or downtown sidewalk sale events, we will reach a larger number of residents, and connect with residents in an environment that is more comfortable than a traditional meeting space. In this way, we make it more enjoyable and convenient for people to provide honest and thoughtful input with minimum interruption to their normal routine. Another advantage of bringing engagement to the people, rather than expecting them to come to us, is that we are able to get input from a broader representation of citizens, rather than a small minority of citizens who are focused on a specific issue or problem.**

**The SRF team will attend two pop-up events during the project development to solicit feedback and interact with residents.**

The following graphic displays the level of effectiveness for different engagement strategies, based on the audience. SRF has tailored an approach specifically for Hartland.

Engagement Strategies		Level of Effectiveness						
		General Public	Elected Leaders	Youth	Elderly	Ethnic Populations	Low-Income Populations	Special Interest Groups
Public Forums	Traditional Open Houses (Boards)	High			High			
	Interactive Open Houses (Activities & Exercises)	High			High			
	Presentations to Committees & Councils		High					High
Online Engagement	Traditional Website (Information Dissemination)							
	Enhanced Website (Comment Forms & Polls)	High						High
	Interactive Website (Interactive Maps & Dynamic Features)	High						High
	Social Media (Advertisement & Postings)	High						High
Boots on the Ground	Kiosks (Unattended)							
	Pop Up Events (Staffed)	High		High	High	High	High	High
	Field Staff (Questionnaires)	High		High	High	High	High	High
Targeted Efforts	Newsletters, Mailings & Flyers (English)							
	Focus Group Meetings (e.g., Hispanic & Youth)			High	High	High	High	High
	Roundtable Forums (e.g., Developer Roundtable)		High	High	High	High	High	High
	Design Charrette (e.g., Multi-Day Event with Staff & Stakeholders)	High		High	High	High	High	High
	Field Visits with Staff & Stakeholders		High	High	High	High	High	High
	Translation of Materials to Various Languages					High		

**Task 3.1: Establish Comprehensive Plan and CORP Steering Committee**

A Steering Committee is proposed to guide the development and updates to both the Comprehensive Plan and CORP. Members of the Steering Committee will provide an important role in guiding and promoting the planning process, by reviewing materials and sharing updates to their Hartland network. The committee will be comprised of 10-12 individuals representing a cross section of community interests and demographics. The recommended committee would consist of Hartland staff, business owners, property owners, a member from the Ice Age Trail Alliance, and 1-2 representatives from a high school age cohort.

The Steering Committee will meet a total of three times during the project duration to provide input and guidance. Meeting agendas and materials will be provided to the group one week prior to the meeting date allowing members to review materials and prepare for discussion.

MEETING	DESCRIPTION	SCHEDULED (2018)
Meeting #1	Comprehensive Plan and CORP kick-off meeting and existing conditions review	February
Meeting #2	Review Draft CORP and public engagement findings	June/July
Meeting #3	Review Draft Comprehensive Plan	October/November

**Task 3.2: Information Gathering through community survey and pop-up events**

The first phase of the engagement process is critical to the development of a future vision for the Village of Hartland that will be supported by its residents. The SRF team understands the critical nature of this involvement and has identified two engagement strategies to involve residents at this early, exploratory stage: an online community survey and pop-up events.

SRF proposes a “meet-people-where-they-are” approach to public engagement by using a series of pop-up events. Pop-up events are interactive/information booths occurring at key locations with large volumes of foot traffic. These have proven to be very effective

in collecting input from community members. Potential events can be held at various community events, large retail stores, or recreation areas. The SRF team will staff these booths during the busiest hours (weekday or weekend).

To best utilize Village resources and provide multiple opportunities to receive public input, two pop-up events are recommended. Our team will work with Village staff to identify the local events or locations best suited for a booth. Questions and discussion topics will be developed to produce meaningful engagement in a short discussion, allowing participants to spend as much time as they would like. Draft questions will be reviewed at the first meeting of the Steering Committee. Potential questions that might be asked include:

- What is your favorite place to visit?
- What is your favorite characteristic of Hartland?
- What is your biggest concern for the future?
- What is your preferred mode of travel?
- What recreation elements or features have you seen in other places that you would like to see in Hartland?

Input gathered during the two pop-up events will be supplemented by an online Community Survey. Drawing upon surveys we have completed for other communities, we will prepare a survey that is tailored for Hartland. The draft survey questions will be reviewed by Village staff and by the Steering Committee at their first meeting. The survey will be disseminated via an online engagement tool such as Survey Monkey or Wiki Maps. E-blasts (email announcements) will be prepared to announce the survey. These will be provided to Steering Committee members, public agencies, and local stakeholders for distribution. Through e-blasts and social media announcements, people who live or work in Hartland will be provided with an easy link to the survey that they can complete on their own time.

The information gathered during the pop-up events will be used to inform the development of a draft vision and goals for the Comprehensive Plan Update, and will be carried throughout the planning process.

**Task 3.3: Plan Review by the Steering Committee and Public**

The second phase of public engagement will present the draft Comprehensive Plan and CORP for public review and comment. Two engagement methods are proposed for this phase: focus group meetings and a public open house. These efforts will provide an opportunity for residents to review the draft plans in their entirety, while providing an opportunity for a discussion on a focused topic through the focus groups. Two focus group meetings are proposed.

A village-wide open house is also proposed for this phase. The meeting will discuss the findings of the draft plans and allow for questions and comments. The input received at this meeting will be considered by the Steering Committee for inclusion in the final Comprehensive Plan and CORP. The draft plans will be posted on the Village website prior to the open house, for those residents and stakeholders who wish to review it beforehand. Printed copies will also be made available for those who do not wish to use the internet, and placed in locations such as the public library. Our team will work with Hartland staff to determine the most effective meeting notification methods.

Our Stakeholder and Community Engagement strategy will consist of two pop-up meetings and one public open house. The pop-up event dates and times are flexible depending on Hartland timelines.

MEETING	DESCRIPTION	SCHEDULED (2018)
Pop-Up Meeting #1*	Gather public input through interview/survey	March-May
Pop-Up Meeting #2*	Gather public input through interview/survey	March-May
Public Engagement Meeting #1 (Open House)	Opportunity for public to review and comment on draft plans	October/November

*\*It is possible to hold these events on the same or different days.*

**Task 3.4: Plan Commission, Park Board, and Village Board Review Meetings and Hearings**

Presentations to the Village Board, Planning Commission, and Park Commission are proposed on two occasions throughout the project. In order to increase efficiency and keep costs to a minimum, it is assumed that Hartland staff will be available to hold two separate joint meetings, with all interested Board and Commission staff present. The first meeting will be to review the draft Comprehensive plan and CORP plan. Materials will be provided to members at least ten days in advance of the scheduled meeting date. The second meeting will be to approve the final Comprehensive Plan and CORP documents at a Public Hearing. Again, final materials and copies will be distributed to the group at least ten days in advance of the meeting. Each of the meetings will be attended in person by SRF staff.

MEETING	DESCRIPTION	SCHEDULED (2018)
Joint Meeting #1	Review draft CORP and Comprehensive Plan Documents	December
Joint Meeting #2	Review final CORP and Comprehensive Plan Documents	February 2019



## Task 4 – Comprehensive Plan and CORP Update

### Task 4.1: Development of Vision and Goals

The development of an updated vision statement, goals, and objectives is an important initial step in the planning process. These guiding statements will continue to be refined throughout plan development. This task includes the development of goals and policies that can be shared between the Comprehensive Plan and CORP. The development of goals in this manner assures that the two plans speak to each other and the resulting implementation plans complement each other. These statements make up an important element of the Village's Comprehensive Plan, because they are intended to be referenced again and again, over the years, to determine if zoning tools, development standards, development applications, funding applications, land use plan amendments and other actions and decisions are consistent with Hartland's long-term vision. The outcome of the planning process can lead to updates to the zoning ordinance, subdivision regulations, funding applications, or Village initiatives to meet the needs of the Village. It is important that the goals and objectives of the plan support follow-up implementation measures.

Vision, goals, and objectives should be practical for use by Hartland staff, officials, developers and the public. The SRF team will review the existing vision statement, goals, objectives, policies and recommendations of the 2009 Comprehensive Plan to identify completed goals and areas for future growth. Based on the information gathered in prior tasks, combined with our review of the current plan's goals and objectives, we will prepare a draft vision statement and draft goals and objectives for the both the Comprehensive Plan and the CORP. We suggest that the initial version remains a work in progress throughout the development of the draft plan, to ensure that public input, future land use decisions, and plan strategies are reflected in the final wording of these guiding principles.

### Task 4.2: Planning and Analysis

This task includes the completion of various planning and analysis efforts to inform the updates to the Comprehensive Plan and CORP. Tasks range from the development of population projections, creation of a planned land use map, and assessment of park needs. Through these efforts, appropriate updates to the Natural and Cultural Resources, Community Facilities, Housing, Economic Development, Transportation

Facilities, and Land Use Comprehensive Plan elements will be made. Additional elements may be addressed if warranted by the findings of the first phase of public engagement. Planning and analysis efforts will also be made to inform the CORP update during this task.

Two key elements of the Comprehensive Plan are the Planned Land Use Map and Implementation Plan. These elements should be referenced by Hartland staff, elected and appointed officials, stakeholders, and property owners on a regular basis to inform the decision-making process. Each element is described in greater detail below.

### Planned Land Use Map

A key element of the Comprehensive Plan update is a review of planned land uses for the Village. The amount of available land and current growth rates within Hartland make this task vital to effective growth management for the future of the Village. This task will include a review of existing land uses and zoning, an understanding of recent growth trends, and the development of population and land consumption estimates to inform future growth planning.

Using the information gathered throughout the process, The SRF team will review development constraints and opportunities for Hartland. Existing zoning districts and planned annexation areas will also be referenced. The completion of maps that define these elements will geographically identify focus areas that may warrant changes in planned land use. Two preferred land use plan scenarios will be developed based on the results of this effort and the land use consumption projections. The Steering Committee will review these alternatives during their December meeting for the development of a preferred scenario.

### Implementation Plan

Throughout the planning process, we will work with Village staff, the Steering Committee, stakeholders and the public to identify policies, regulations or conditions that have limited Hartland's ability to implement past plans and strategies. If not addressed, these same limitations will undoubtedly be brought forward again in the future relative to the elements of the Comprehensive Plan. Implementation measures will be developed – aimed at overcoming barriers to plan implementation and at guiding efforts of Village departments or other entities towards steps that will lead to plan

implementation. These measures will be prioritized into short-, medium-, and long-range actions to create a manageable and achievable plan for the Village's future.

#### *Task 4.3: Plan Development*

Using the data collected and analysis completed through the previous tasks, a draft CORP and Comprehensive Plan will be developed. A draft CORP will be completed prior to the completion of the Comprehensive Plan to ensure its findings are folded into the village-wide document. Draft plans will be reviewed by the Steering Committee and the public, as described in previous tasks. Final plans will be prepared for the public hearing process through the Plan Commission, Park Board, and Village Board.

For the development of the CORP, related plans and past efforts will be referenced for contents and completeness as it pertains to recently adopted statutes or updated procedural language. The intent of the plan in its final version will be to build upon the past other adopted plans – not to repeat their contents.

The Comprehensive Plan will consist of a concise compilation of important and relevant plan elements, such as goals and policies, population and employment projections, land use opportunities and constraints, the planned land use map, growth concept plan, and an implementation plan. The plan is intended to be one that is easy to read and understand, and will be referenced on a regular basis.

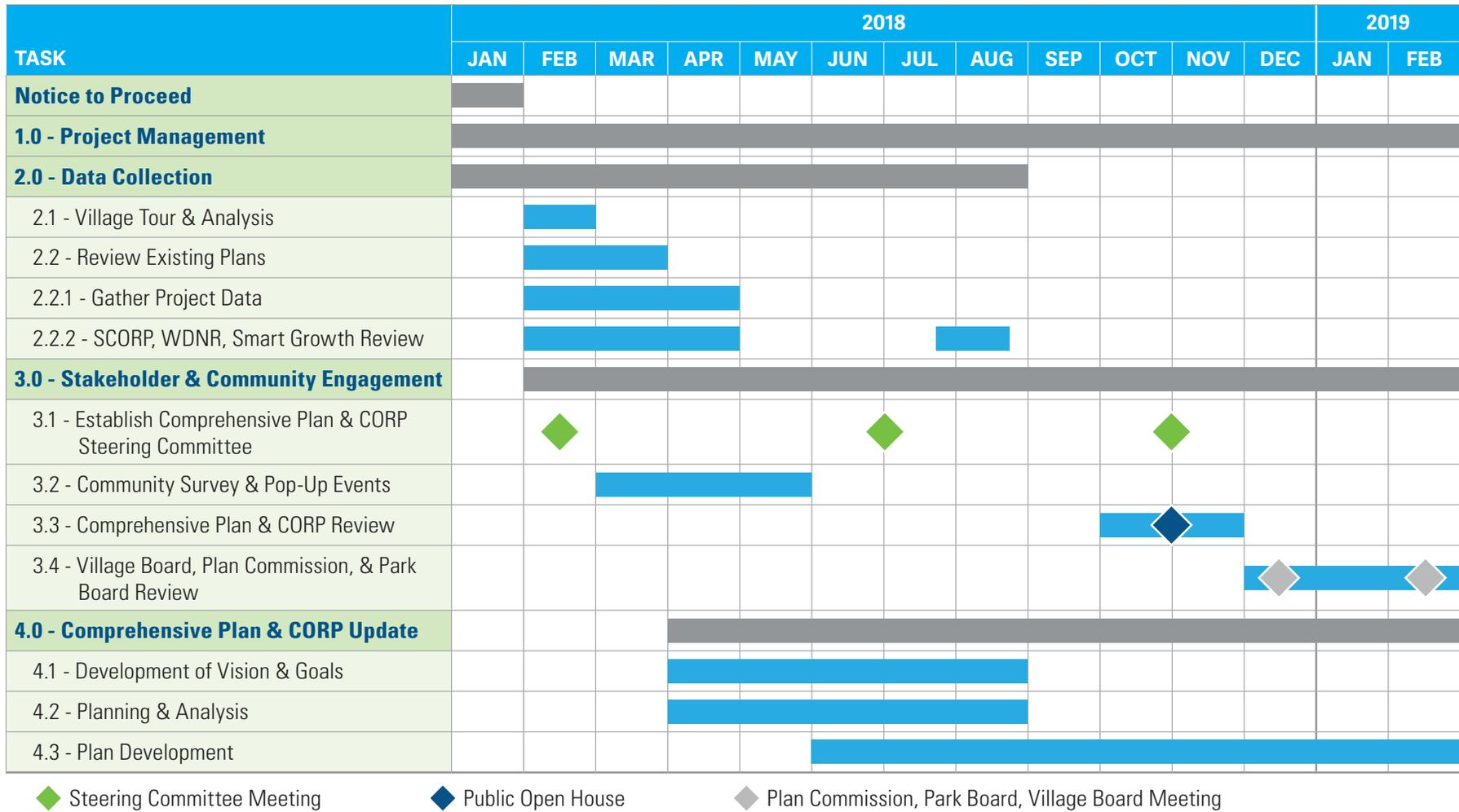


## Project Timeframe and Schedule

The CORP will be completed by Fall 2018 in order to meet the WDNR requirements to remain eligible for LWC&F grants. We anticipate a draft Comprehensive Plan Update completed in 2018 with the finalized document complete with Village approvals within one year of the notice to proceed.

We have included a project timeframe and schedule on the following page. This schedule will be finalized upon further discussion and approval by the Village.





## Appendix A: Team Resumes



## CINDY GRAY, AICP | PROJECT PRINCIPAL



Cindy has 30 years of diverse experience working with citizens and gathering public input through a variety of public involvement techniques. She is known for implementing public involvement programs that are well-publicized and widely attended due to her thorough efforts to notify potentially interested parties. Her professional experience is related to site plan and development review, land use, growth management, zoning, comprehensive planning, park planning, and transportation planning.

### RELEVANT PROJECTS

**City of Fergus Falls Land Use, Minnesota.** The City of Fergus Falls was grappling with a challenging issue related to land use and zoning along West Lincoln Avenue and in the surrounding area. SRF completed a land use and zoning study of land along the corridor and extending to the Otter Tail River. The project involved public involvement and on-going coordination with a 22-person steering committee.

**City of Apple Valley, Minnesota.** Cindy was the Project Manager for the 2040 Comprehensive Plan Update for this Minneapolis suburb. This project involved a variety of in-person and on-line public engagement.

**City of Fargo Comprehensive Plan, North Dakota.** Cindy assisted the planning team with public engagement, committee coordination, identification of active living corridors and infill development areas, and had primary responsibility for completing several elements of the plan.

**City of Williston Comprehensive and Transportation Plan, North Dakota.** Faced with unprecedented growth, the City of Williston hired SRF to complete their Comprehensive Plan and Transportation Plan in 2008 and again in 2015 for the purpose of updating the plans. Cindy led both of these efforts and in that capacity has worked closely with the staff to ensure the plans set the necessary policy and guidance for orderly growth and fiscally responsible infrastructure expansion.

**City of East Grand Forks 2045 Land Use Plan, Minnesota.** Project Principal for the East Grand Forks 2045 Land Use Plan, completed in early 2016. This document sets forth the priority growth areas for the City, a future land use plan, and three small area master plans. Likely future land consumption was quantified and showed graphically to help the study review committee understand the likely amount of physical growth by 2045.

### Areas of Expertise

- Land Use and Comprehensive Planning
- Development Planning
- Growth Management Planning
- Public Involvement
- Zoning/Land Development Codes
- Transportation Planning
- Access Management
- NEPA Documentation

### Education

Masters of Community and Regional Planning, North Dakota State University, 1985

B.S., North Dakota State University, 1983

### Certification

American Institute of Certified Planners

### Professional Affiliations

North Dakota Planning Association

North Central Institute of Traffic Engineers

American Planning Association

Minnesota Planning Association



*Areas of Expertise*

- Project Management
- Transportation Planning
- Demographic Analysis
- Geographic Information Systems
- Land Use Planning
- Grant Writing
- NEPA/Environmental Documentation
- Public Involvement
- Access Management
- Community Development

*Education*

Bachelor of Geography, University of Wisconsin-Oshkosh, 2001

*Certifications*

American Institute of Certified Planners: No. 026626, 2013

Geographic Information Systems Professional (GISP): No. 67465  
GIS Certification Institute, 2011

PCCTEC-1 - WisDOT Highway Technician Certification, 2010

Paul is a Senior Planner/Project Manager with 16 years of experience working on transportation and environmental projects across the Midwest. He is a certified planner (AICP) and licensed Geographic Information Systems Professional (GISP). Paul leads the Environmental Planning group in Wisconsin and focuses on NEPA environmental documentation including Environmental Impact Statements, Environmental Assessments, and Categorical Exclusion Checklists as well as transportation corridor studies, municipal comprehensive plans, land use analyses, bicycle/pedestrian safety recommendations, traffic incident management, and access management studies. He has created, collected, analyzed, and maintained GIS data and built GIS web-mapping applications.

Paul is an experienced grant writer having put together various TIGER, FASTLANE, TED, TEDi, MHFP and Met Council Regional Solicitation applications and packages for clients in Wisconsin and Minnesota. He contributed to the Wisconsin Department of Transportation team that was awarded a \$40 million FASTLANE grant for the I-39/90 Corridor Expansion project, one of only 18 projects (out of 212 applications) nationwide.

Paul has also demonstrated his excellent communication skills in numerous public engagement efforts. Currently, Paul is involved with the City of Glendale Vision Plan where he conducts meaningful public engagement with the public and local officials in traditional style meetings as well as in pop-up event settings. He has led dozens of Regional Planning Commission (RPC) and Metropolitan Planning Organization (MPO) meetings interacting with numerous commissioners, municipal directors, planners, and engineers across Wisconsin, Iowa, and Minnesota. Paul also serves on the Town of Middleton Plan Commission.

*RELEVANT PROJECTS*

**City of Glendale Vision Plan, Wisconsin.** Paul is currently serving as the deputy project manager for the vision plan update. He is responsible for developing land use and housing recommendations for a community of approximately 14,000.

**Waukee, IA Comprehensive Plan (2050) Update, Iowa.** Paul is responsible for preparing the transportation section of the comprehensive plan for Iowa's most rapidly growing community. Tasks included an evaluation and documentation of the city's existing conditions, researching emerging trends, and providing recommendations for future roadway functional classification.

**WisDOT Traffic Forecast Model Update - Work Orders #3-4.** Responsible for updating WisDOT's regional travel demand models and developing future year socioeconomic data including population, households, and employment projections at TAZ level using primarily Wisconsin Department of Administration (WisDOA) and Woods & Poole Economics, Inc. (WP) data. As Lead Land Use Planner, performed the forecasting MPO model 2050 socioeconomic control total data (households, employment and school enrollment) based on WisDOA 2050 population projections.

## STEPHANIE FALKERS, AICP | COMPREHENSIVE PLAN LEAD



Stephanie has eight years of experience in environmental, community, and transportation planning. At SRF, she works on various land use, transportation, and environmental data collection efforts; zoning ordinance administration and analysis; zoning ordinance updates; environmental documentation and permitting; land use; growth management; comprehensive plans; and master planning. With a degree in landscape architecture, she provides a unique perspective to a variety of planning projects.

### RELEVANT PROJECTS

Stephanie has participated in the development of a number of comprehensive, land use and growth management plans throughout the Midwest. Through these projects she has led stakeholder outreach, public engagement, land use analysis, goal and policy development, visioning efforts, and plan element development.

**Glendale Vision Plan Update, Wisconsin.** Stephanie is currently leading the update to Glendale's Vision Plan. This effort focuses on initial public engagement efforts to understand the opportunities and challenges for the future of the city. The resulting document will set the vision and goals to guide future decision-making.

**Washington County 2040 Comprehensive Plan Update, Minnesota.** Stephanie is currently serving as the project manager for the 2040 Comprehensive Plan Update in Washington County, Minnesota. In this role, Stephanie has led public involvement efforts, including eight pop-up events and the development of an online mapping tool. She is also assisting County staff with updates to the various plan elements and is assisting with a compliance review of each element to ensure minimum requirements are met.

**WisDOT Statewide Freight Plan Public Involvement, Wisconsin.** Stephanie assisted the Wisconsin Department of Transportation with public involvement efforts during the development of the WisDOT Statewide Freight Plan. These efforts included public meetings throughout the state to present the draft and final plan.

**Blue Earth County Comprehensive Land Use Plan Update, Minnesota.** Stephanie is currently leading the Comprehensive Land Use Plan Update for Blue Earth County in southern Minnesota. She is leading the consultant team and community through the update of a nearly 20-year-old plan. Stephanie has led the development of an online survey, public meetings with interactive tools, and various meetings with project stakeholders.

**City of Wadena Comprehensive Plan, Minnesota.** Stephanie participated in the development of Wadena's Comprehensive Plan update. During the planning process, the community was recovering from a devastating EF-4 tornado that hit the community in June of 2010. The plan set forth to build momentum on recovery efforts while protecting surrounding wetlands and sensitive wooded areas.

### Areas of Expertise

- Land Use & Comprehensive Planning
- Agency Coordination
- Public Involvement
- Environmental Documentation
- Zoning/Land Development Codes
- Site Analysis & Development
- Growth Management Planning
- Urban Development
- Community Transportation Planning

### Education

Bachelors of Landscape Architecture, North Dakota State University, 2010

Bachelor of Science in Environmental Design, North Dakota State University, 2010

### Certification

American Institute of Certified Planners #027118

### Professional Affiliations

Minnesota Chapter of American Planning Association

Minnesota Chapter of American Society of Landscape Architects

Great Plains Chapter of American Society of Landscape Architects

American Planning Association

American Society of Landscape Architects

*Areas of Expertise*

- Urban Design
- Site Planning and Design
- Park and Trail Improvements
- Public Involvement
- Master Planning
- Project Management

*Education*

B.L.A., Iowa State University, 1987

*Registration*

Landscape Architect:  
Minnesota #24860  
Iowa #00592  
North Dakota #78

*Professional Affiliations*

American Society of Landscape Architects

– Chapter Board President  
2000-2001

– Chapter Board Treasurer  
1996-1999

Minnesota Recreation and Parks Association

– Parks and Natural Resource Committee

Ken has 30 years of landscape architecture and urban design experience, with an emphasis on park and trail improvements. He has been involved in the planning and design of more than 60 neighborhood, community, and regional parks. Ken's skills include project management, conceptual and detailed design, and preparation of construction drawings and cost estimates. His work is mindful of operations and maintenance considerations and emphasizes sustainability. In addition, Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials, and design professionals.

Prior to joining SRF, he served as a Landscape Architect with the Minneapolis Park and Recreation Board's Planning Department. His responsibilities included planning and managing park improvement projects and working with neighborhood groups, consultants and contractors.

*RELEVANT PROJECTS*

**Brooklyn Park Parks Master Plan, Minnesota.** As Principal overseeing development of the park system plan, Ken facilitated meeting discussions with City Staff and stakeholder groups and provided design expertise on the development of park concepts and cost estimates.

**Willmar Parks Master Plan, Minnesota.** Ken was the project manager for development of the City's first park system plan which focused on redevelopment of their regional, community, and athletic field parks. Based on the outcomes of the City's Phase One Park Plan that was prepared in 2014, SRF was hired to expand the park planning efforts for several priority parks including two regional park complexes and five community parks.

**Eagan 2040 Comprehensive Plan Park and Open Space Chapter Update, Minnesota.** Ken was the project manager for the development of the park system plan, which focused on determining recommendations for the reuse of park building facilities and the integration of new park amenities and programming within their current park system. The work included an update Eagan's 2040 Comprehensive Plan Park and Open Space Chapter with a focus on evaluating current demographic and census information, projecting current and future needs based on emerging trends in park use and recreation, and determining highest priority and best use investments to be made in their park facilities over the next 10 years.



## GEORGE SCHULZ, PE | TRAFFIC ENGINEER



George has more than 25 years of experience as a project manager and traffic engineer with responsibilities ranging from signal design, traffic management plans, traffic operation and computer simulation modeling, to the development and evaluation of alternative transportation corridor improvements. He has managed significant traffic engineering tasks for several major WisDOT projects such as the Marquette Interchange Reconstruction, USH 41 Relocation for Miller Park, and the Milwaukee Park East Freeway Reconstruction projects, all of which included an analysis of local arterials and freeways. He has prepared traffic projections and has developed a refined knowledge of land use planning, access management and safety analyses, and freeway and local street operations analysis. George has successfully demonstrated abilities in traffic impact analyses and has made extensive use of traffic operation and computer simulation models (HCS, SYNCHRO/SimTraffic, RODEL, Sidra and CORSIM) on many local arterial and freeway studies.

### RELEVANT PROJECTS

**W. Good Hope Road Rehabilitation, Milwaukee County, Wisconsin.** Good Hope Road will be rehabilitated between N. 107th Street and N. Port Washington Road. Signing, pavement marking, and signal design was done as part of the rehab project. Signal improvements were required due to recommended intersection improvements at several of the major intersections within the corridor. Signal plans including updating equipment from in-pavement loop detectors to video detection were prepared for nine intersections.

**Gaslight Drive Renovations, STH 32 (Main Street) to Lake Avenue, Racine, Wisconsin.** This project included preliminary and final design engineering services and traffic signal / lighting plans. The project consisted of the partial reconstruction of Gaslight Drive in the City of Racine. The project included the coordination of geometric improvements with WisDOT's SE Region Traffic Unit, based on the Phase 1 traffic studies. Improvements included partial replacement of concrete pavement, the addition of on-street parking, traffic signal modifications, storm sewer modifications, utility coordination, and implementation of the City's streetscaping plan (including decorative sidewalk, crosswalks and plantings). Plans, specifications and estimates were prepared according to WisDOT's standards.

**Randall Dayton Utility Improvements, University of Wisconsin, Madison, Wisconsin.** Project engineer responsible for the development of temporary traffic control plans associated with the construction of approximately 2,400 feet of communications duct bank and 2,500 feet of electrical duct bank. Design work included horizontal and vertical routing of duct banks, pavement restoration, widening of North Randall Avenue for new bike lanes and entrance improvements at the Camp Randall Memorial Arch. George developed traffic control plans that maintained through traffic during construction in addition to maintaining pedestrian and vehicular access to the adjacent classroom and research facilities.

### Areas of Expertise

- Traffic Impact Analysis
- Corridor Studies
- Parking Planning and Operations
- Traffic Operations and Microsimulation Modeling
- Interstate Access Justification Reports
- Access Management Studies
- Corridor Preservation
- Intersection and Freeway Analyses
- Safety Studies
- Event Management/Sports Venue Studies
- Value Engineering Studies
- Signing, Marking and Signal Design
- Transportation Management Plans

### Education

B.S., Civil Engineering, University of Wisconsin - Milwaukee, 1987

### Registration

Professional Engineer:  
Wisconsin #38185

### Certification

FHWA-NHI-142005 NEPA &  
Transportation Decision Making  
WisDOT TIA Preparers Certification



*Areas of Expertise*

- AutoCAD and Civil 3D
- Roadway Design
- Design Plans
- Agency Coordination
- Utility Coordination
- Public Involvement
- Corridor Studies

*Education*

B.S.C.E., University of Missouri, 2009

B.A., Design Arts, Drury University, 2007

*Registration*

Professional Engineer:  
Wisconsin #43588-6

*Certification*

WisDOT TIA Preparers Certification  
No. SE09-804-175

*Professional Affiliations*

American Public Works Association  
(Wisconsin Chapter - Committee Member)

WTS - Advancing Women in Transportation

Rachel has nearly 10 years of diverse experience related to rural and urban roadway design. Her project experience includes geometric design ranging from multi-use trails to major interstate highways and the production of PS&E documents. She has produced alignment and profile layouts, drainage design and details, typical sections, and cross-sections in accordance with WisDOT's new Civil 3D standards. In addition to design, Rachel has assisted with corridor studies by collecting and analyzing traffic and crash data, writing reports, and presenting findings to clients and the public. Rachel was recently instrumental in several site design projects in Wisconsin. She produced demolition and site plans and grading and erosion design. She is familiar with agency and utility coordination and has coordinated and participated in various aspects of public involvement including stakeholder meetings, public informational meetings, and homeowner mailings. She also has experience with Civil 3D and AutoCAD.

*RELEVANT PROJECTS*

**Motor Vehicle Storage Compound Parking Improvements, Eau Claire, Wisconsin.** Served as design engineer for parking pavement improvements including stormwater management, lighting modifications, and storm sewer design for this Department of State Facilities project. The design was completed on a compressed schedule due to funding restrictions of the client.

**Hy-Vee Fitchburg 1 Site Plan, Fitchburg, Wisconsin.** Served as design engineer for an eight-acre site development including traffic impact analysis, preliminary site layout, and final site design. The project includes storm water management, retaining wall design, utility work, and landscaping.

**WisDOT STH 47 Roadway and Intersection Design, Shawano, Wisconsin.** Served as design engineer for intersection reconstruction and traffic signal improvement project located at the STH 47/CTH HHH and STH 22 intersection in Shawano.

**La Crosse County CTH SN from CTH S to Alpine Drive, Wisconsin.** Served as project manager and lead design engineer for a 1.9-mile stretch of CTH SN. Project involved the reconstruction of an intersection to a roundabout, drainage improvements, roadway widening, pedestrian improvements, utility coordination, and public involvement.

**Village of Prairie du Sac Safe Routes to School Pedestrian Improvements, Wisconsin.** Served as project manager and lead designer for project involving the construction of a multi-use path, crossing beacon signs, and curb ramp replacement.

## ALEXANDRIA KRZMARZICK, ASLA | PARKS AND TRAILS



Alexandria has four years of diverse experience in landscape architecture and planning including urban design, master planning, and conceptual design. Her experience includes graphic communication, schematic design planning, public facilitation, and working as part of a multidisciplinary team to balance environmental and aesthetic goals.

### RELEVANT PROJECTS

**Camp Widjiwagan, YMCA of the Twin Cities, Minnesota.** SRF assisted the YMCA of the Twin Cities with the design of an outdoor amphitheater using stone harvested on site and restoration of the adjacent athletic field at Camp Widjiwagan in Ely, MN. The outdoor amphitheater was design for end of the summer celebrations as well as use as an outdoor classroom and accommodates 350 youth campers and their parents. Alexandria was part of the project design team and was heavily involved in the final design and construction document production.

**Powderhorn Park Art Restoration Project, City of Minneapolis, Minnesota.** SRF assisted the City of Minneapolis with the restoration the Tea House Pavilion in Powderhorn Park. The project consisted of structure restoration coordination with the artist, shoreline restoration, and the addition of a planting bed around the Tea House Pavilion. Alexandria was part of the landscape design team and helped with construction document production.

**Santa Fe Metropolitan Pedestrian Master, Santa Fe Metropolitan Planning Organization, New Mexico (Design Office).**\* The master plan studies pedestrian accessibility and safety within the Santa Fe Metropolitan Planning Organization Planning Area. As assistant project manager, she worked with the public at workshops and meetings to gather location based public opinion of pedestrian safety. She also inventoried sidewalks, vehicle pedestrian crashes, and pedestrian nodes (schools, transit stops, parks, etc.) within the Santa Fe MPO planning area along with locations of public opinion to create GIS based maps to analyze areas of need. She worked with a community working group to review and refine the GIS analysis and develop a project list and improvement strategies

**Romero Park Master Plan + Phase I Construction Documents, Santa Fe County, New Mexico.**\* Romero Park is an 82-acre regional park along the Santa Fe River. The surrounding area has an agricultural history and many residents own horses. The park was programmed to respond to surrounding context by connecting to the river with equestrian trails and provide a space for horse training and practicing rodeo skills. As landscape designer, Alexandria worked on public outreach through public meetings and stakeholder meetings, GIS inventory of surrounding park programming, and conceptual design of the park.

\*Prior to joining SRF

### Areas of Expertise

- Park and Recreation Design
- Trail Planning and Design
- Streetscape Design
- Site Planning and Design
- Regional Planning and Design

### Education

Master of Landscape Architecture,  
University of New Mexico, 2013  
Bachelor of Fine Arts in Graphic  
Design, University of Wisconsin -  
Stevens Point, 2010

### Registration

Landscape Architect: Minnesota

### Professional Affiliations

American Society of Landscape  
Architects



*Areas of Expertise*

- Community Planning
- GIS Analysis
- Data Collection
- Transportation Planning
- Data Analysis
- Regional Planning
- Public Engagement
- Spanish Language

*Education*

Master of Urban and Regional Planning, University of Minnesota, Twin Cities May 2017

Bachelor of Science in Environmental Science, Allegheny College, Meadville, PA, May 2014 (Double major in Spanish)

*Professional Affiliations*

Minnesota Chapter of American Planning Association

American Planning Association

Joe is a Community and Transportation Planner who has worked on various regional and locally driven planning efforts. With SRF, Joe has worked on many comprehensive and transportation plans, as well as statewide transportation policy initiatives and asset management projects. Through these projects, Joe has completed data collection efforts, assisted with public engagement efforts, and contributed to the development of plan elements. Joe has a Masters degree in Urban and Regional Planning with experience completing research in the fields of community development, public engagement, travel behavior, and transportation policy.

*RELEVANT PROJECTS*

**Blue Earth County Comprehensive Land Use Plan Update, Minnesota.** Currently assisting with the update to the Comprehensive Land Use Plan. Developed materials to be used in public meetings. Assisted project staff in presenting material to local stakeholders and residents. Compiled and analyzed data related to public engagement efforts.

**Washington County 2040 Comprehensive Plan Update, Minnesota.** Assisting project staff by compiling data and writing documents to be used within the plan update. Conducted background community demographic data analysis. Coordinated public engagement events with various community organizations and stakeholders. Developed public engagement materials such as online surveys and project marketing materials.

**City of Richfield 2018 Comprehensive Plan Update, Minnesota.** Currently assisting with the 2018 Comprehensive Plan Update. Conducted demographic data analysis and produced detailed reports. Assisted in public engagement efforts at a variety of locations across the City, in order to better inform the comprehensive plan update. Served as Spanish language liaison during public engagement efforts. Aided in drafting documents to be used within the plan update.

**Local and Regional Transportation Plans.** Currently participating in the update of transportation plans as part of the 2018 Metropolitan Council Comprehensive Plan Update process. Efforts include background data analysis, map development and drafting of plan content.

**Minneapolis Park and Recreation Board Inventory and Assessment Project, Minneapolis, Minnesota.** Utilized GIS mapping strategies to digitize impervious surface cover within all parks that compromise the Minneapolis Park and Recreation Board system.

## SANDRA POLAKOWSKI, EIT | FIELD ENGINEER



While working towards her degree in engineering from University of Wisconsin-Platteville, Sandra had an opportunity to become involved in traffic engineering by working for WisDOT within the Bureau of Traffic Operations. There she was involved in traffic data collection, pedestrian operations analysis as well as traffic safety analysis. Additionally, Sandra has experience with parking supply and demand analysis as she helped in the completion of a Parking Plan for the University of Wisconsin-Platteville campus during her last semester.

### RELEVANT PROJECTS

- I-94 Capacity Analysis, Hudson, Wisconsin
- Century Avenue Traffic Study, Middleton, Wisconsin
- WisDOT I-94 Hudson Corridor Planning/Feasibility Study
- 60th Street Traffic Report, North Humboldt, Wisconsin
- Argenta Hills Trip Generation Review, Inver Grove Heights, Minnesota
- La Crosse County CTH SN from CTH S to Alpine Drive
- Madison CTH M from Prairie Hill Road to Cross Country

### Areas of Expertise

- Traffic Engineering
- Data Collection
- Traffic Safety Analysis
- Public Involvement
- Supply/Demand Analysis

### Education

Bachelor of Civil Engineering,  
University of Wisconsin - Platteville,  
2016

## Appendix B: Relevant Experience

The strength of our company and our future lies in the satisfaction of our clients, which is why we strive to always exceed our client's expectations. On the following pages, we have included several examples of our recent experience with similar projects.

# Washington County 2040 Comprehensive Plan

Washington County, Minnesota



SRF is currently assisting Washington County with their 2040 Comprehensive Plan Update. The County is updating their plan in accordance with the required updated mandated by the Metropolitan Council. The SRF team is assisting with the development of plan elements and public engagement throughout the plan process. Three engagement phases have been laid out from the 18-month planning process: Phase 1 – Discovery, Phase 2 – Plan Review, and Phase 3 – Final Plan. Phase 1 engagement occurred over a four-month process and was recently completed.

The goal of the Phase 1 engagement efforts was to obtain residents' input on the current state of Washington County and what is needed for the future. The information gathered during this phase is a key element in defining a future vision, identifying goals and policies and laying out an implementation plan. To obtain as much input as possible, eight pop-up events and an online mapping tool were used to engage residents. **Through these efforts, nearly 1,000 residents were engaged in the Comprehensive Plan Update.**

The pop-up events were held at strategic areas in the County with large volumes of foot traffic. This allowed us to bring the engagement to “meet-people-where-they-are”. Project staff attended various county events including community festivals, chamber events, and food shelf shopping hours. A short five-minute survey was administered

verbally to participants. Activities for children and additional information regarding the plan update were also available.

An online engagement tool was also used to gather input during the first phase. This tool allowed people to participate anonymously and from the comfort of their own home. The Washington County 2040 Wiki Map asked residents to identify the location of their favorite place, biggest concern, and best characteristic within the County.

A result of the engagement activities included:

- Interaction with nearly 1,000 residents
- 267 surveys completed
- 134 unique responses via the online tool
- 8 events

# Comprehensive Plan

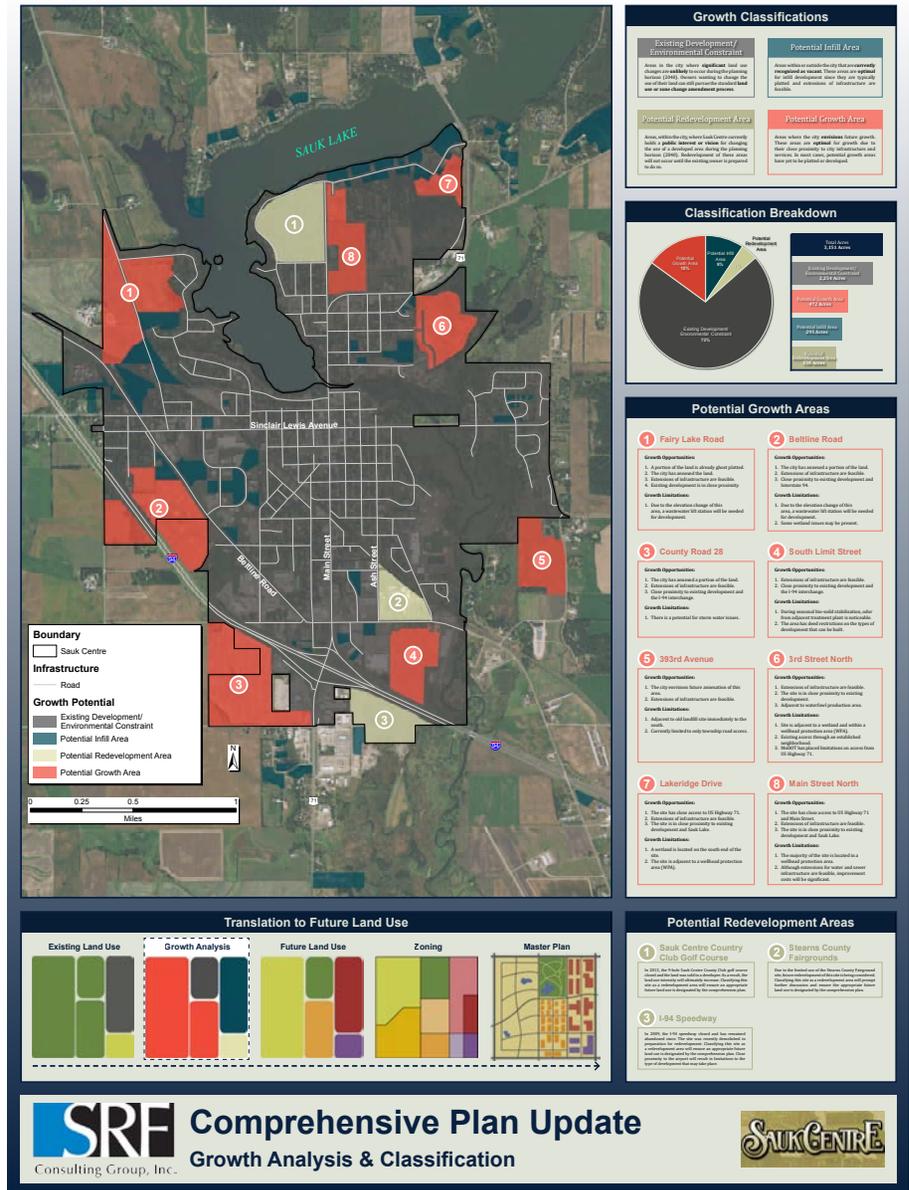
## Sauk Centre, Minnesota

SRF is updating Sauk Centre's Comprehensive Plan. The update of the Plan will improve the readability of the City's Plan, provide numerous maps and graphics, and be based upon a foundation of public engagement.

Population projections were used as the basis to identify a range of future land consumption for the City. This exercise helped zero in on the amount of land to include in the future land use plan, with the understanding that the land being included still considerably exceeds the likely amount of acreage consumed by either residential, commercial, or industrial development.

A summer-time pop-up meeting at Sinclair Lewis Days sought the public's input on the type of growth that should occur in different growth areas of the City. An on-line survey garnered approximately 400 responses – representing a nearly 10 percent response rate. The survey asked for input about a variety of issues related to quality of life and community satisfaction in Sauk Center.

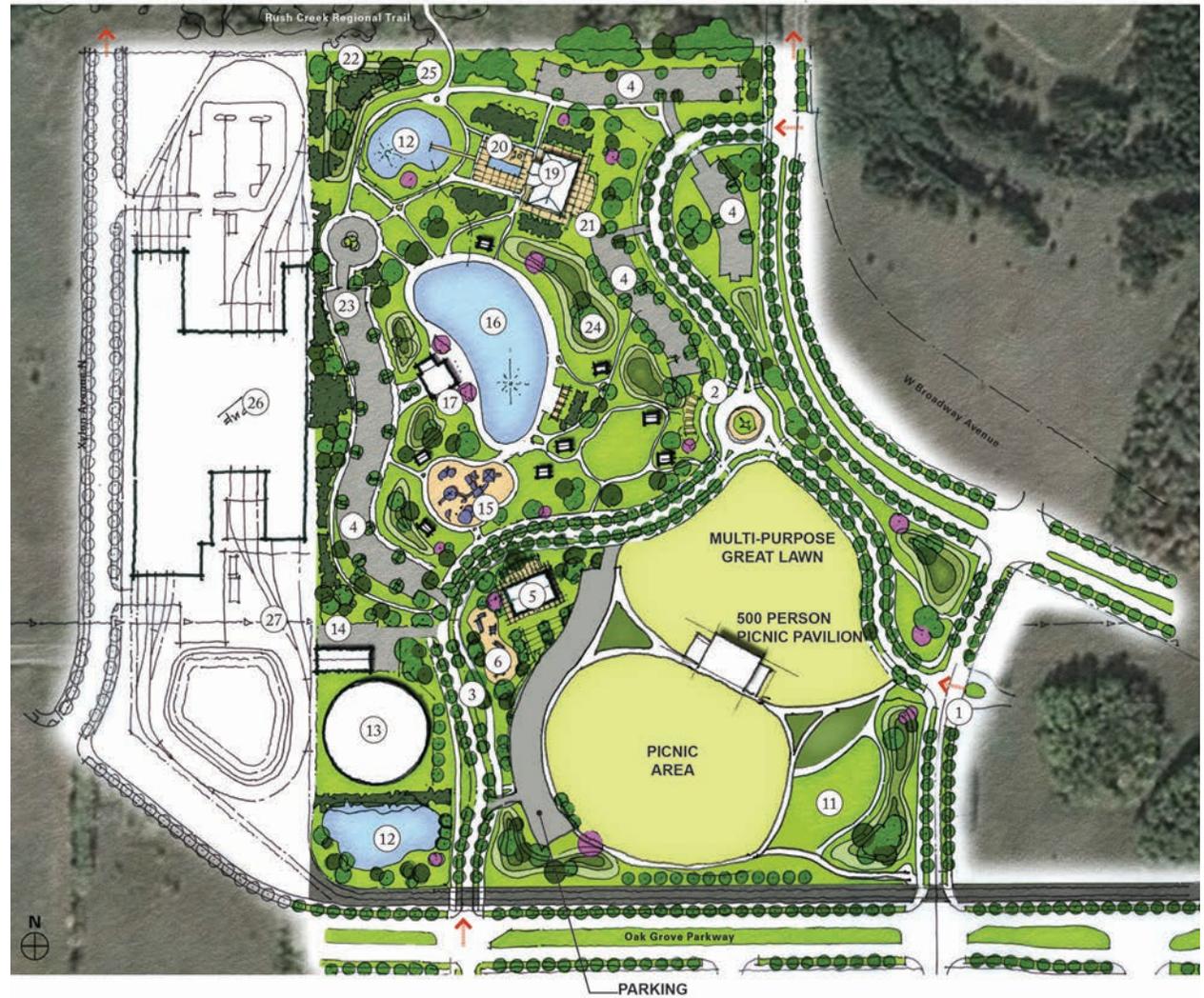
Once the alternative land use plans were prepared and refined by the Study Review Committee, a public meeting was held to gather input on the land use plan alternatives. Alternative approaches to Main Street (Highway 73) were provided for review by the public to gauge interest in incorporating traffic calming measures to enhance the downtown environment. Public input was sought on various transportation features, such as a possible truck bypass of the community. The draft and final plan are on track for completion in early 2018.



# Signature Event Area (SEA) Park

Brooklyn Park, Minnesota

SRF is currently working with the City of Brooklyn Park on the development of a park systems plan that includes exploring programming and design ideas for their new signature event area park located in the northwest quadrant of the City at the terminus of the planned light rail transit line. Park amenities explored for the site include large group picnic facilities, water recreation features and play areas, a multi-purpose lawn and performance area, parking facilities, roadway, and trail circulation.

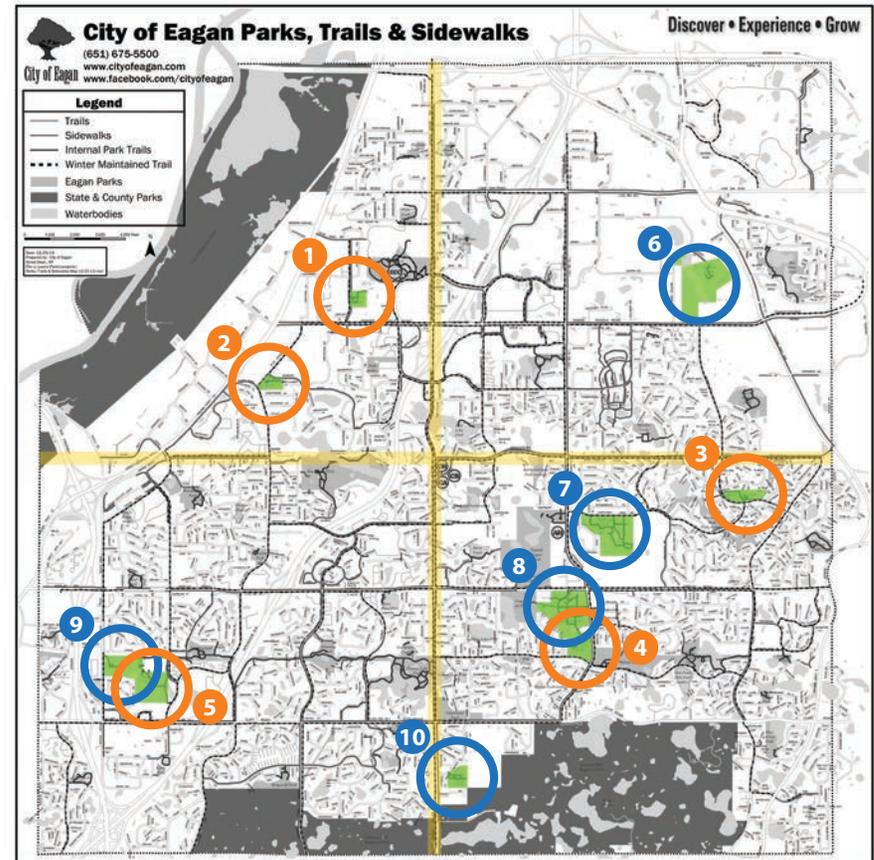


# Eagan 2040 Comprehensive Plan Park and Open Space Chapter Update

Eagan, Minnesota

SRF recently worked with the City to update Eagan’s 2040 Comprehensive Plan Park and Open Space Chapter with a focus on evaluating current demographic and census information, projecting current and future needs based on emerging trends in park use and recreation, and determining highest priority and best use investments to be made in their park facilities over the next 10 years. Stakeholder groups actively engaged in the plan update included City Park and Recreation Staff, and the Advisory Park and Recreation Commission.

Over the course of the study, workshops were held with a broad cross section of parks and recreation staff that allowed staff to have focused discussions regarding park programming and facilities. This resulted in a shared understanding of issues and opportunities and consensus on future priorities.



## PARK FOCUS AREAS

### Building Facilities Parks (#1-5)

1. Quarry Park
2. Sky Hill Park
3. Bridle Ridge Park
4. Goat Hill Park
5. Rahn Park

### Athletic Field Facilities Parks (#6-10)

6. Thresher Fields
7. Northview Park & Athletic Fields
8. Lexington-Diffley Athletic Fields
9. Rahn Athletic Fields
10. George Ohmann Park

# East Grand Forks 2045 Land Use Plan

East Grand Forks, Minnesota

SRF completed the East Grand Forks 2045 Land Use Plan in cooperation with the Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO) and the City of East Grand Forks. The eleven month planning process was guided by a steering committee of local officials and city staff and included multiple public input opportunities.

The 2045 Land Use Plan was developed to set a future vision for the city while providing a variety of tools for residents, developers, city staff, and elected officials. These tools included population projections, a future land use plan, a development phasing plan, area concept plans, and an implementation plan.

Multiple public input opportunities were provided throughout the planning process. A public meeting and community survey were conducted early in the development of the plan to set a vision for the future of East Grand Forks. The input gathered from residents during these initial efforts played a key role in the development of the plan's goals and policies and the content of each plan element. Goals, policies, and implementation measures were developed for the following topics:

- General Land Use
- Growth Management
- Residential Area
- Commercial/Industrial Area
- Urban Expansion Area
- Natural Resources
- Parks, Recreation and Open Space
- Government and Administration

The implementation plan includes a comprehensive list of action steps that respond to the goals and policies of the plan. Measures cover a variety of topics from diverse housing options to zoning updates to access to multimodal transportation, including transit. This plan assists the city in planning for the future and will help to inform other planning documents such as the Long Range Transportation Plan.

## 1.9 GOVERNMENT AND ADMINISTRATION

GOAL 1: Operate the City with a fiscally sound philosophy.				
IMPLEMENTATION MEASURE	ON-GOING ACTION STEP	SHORT TERM ACTION STEP (2015 to 2025)	LONG TERM ACTION STEP (2025 to 2045)	RESPONSIBLE AGENCY(IES)
Prioritize implementation measures in terms of cost and achievability.		Discuss the 2045 Land Use Plan with City Administrator and elected officials to formulate an implementation strategy and budget priorities.	Update strategies and land use plan.	Primary: Planning and Zoning Supportive: Administration, City Council
IMPLEMENTATION MEASURE	ON-GOING ACTION STEP	SHORT TERM ACTION STEP (2015 to 2025)	LONG TERM ACTION STEP (2025 to 2045)	RESPONSIBLE AGENCY(IES)
Minimize cost-overrun on major projects.		Provide a practical range of project estimates, rather than a precise number, in early stages of planning.	Same as Short Term Action	Primary: Engineering Supportive: Administration
Promote a reduction in energy usage within public facilities and private developments.	Monitor utility consumption by public and private industry.	Consider alternative pricing schemes, if warranted.	Same as Short Term Actions	Primary: Water and Light Supportive: Housing Authority, Economic Development
	Develop homeowner assistance program to retrofit aging housing stock with proper insulation, LED lighting, etc.	Incentivize energy-efficient construction practices; pursue LEED certification in new buildings.		Primary: Water and Light Supportive: Housing Authority, Economic Development
GOAL 2: Maintain high standards for proactive communication with residents and businesses on municipal issues and services.				
IMPLEMENTATION MEASURE	ON-GOING ACTION STEP	SHORT TERM ACTION STEP (2015 to 2025)	LONG TERM ACTION STEP (2025 to 2045)	RESPONSIBLE AGENCY(IES)
Maintain a visible comment/email option on the City website to address feedback from residents and businesses.	Maintain a designated staff person to respond to website feedback; address routine questions through an FAQ tab.	Establish a message board to streamline communication and encourage neighborhood discussion; monitor offensive posts and bar users when necessary.	Continue use of message board; continue to adopt to changing technologies and trends.	Primary: Administration

Excerpt from the East Grand Forks Implementation Plan

.....

# WisDOT Statewide Freight Plan Public Involvement

## Wisconsin

SRF assisted the Wisconsin Department of Transportation with the development of the state's first multimodal freight plan. The study analyzed and planned for the future of freight movement through Wisconsin via truck, rail, waterway, air, and pipeline. The SRF team supported WisDOT staff with public and stakeholder engagement, the System-plan Environmental Evaluation (SEE), Environmental Justice (EJ) analysis, and FAST Act Compliance.

SRF worked closely with WisDOT staff to develop outreach materials for early coordination with freight stakeholders and local, state, and federal agencies. As the first multimodal freight plan for the state, these materials helped to outline the plan's purpose and understanding of the existing system. The primary goal of the outreach efforts was to gather relevant information for inclusion in the draft plan.

Additionally, SRF assisted WisDOT with a public engagement plan for each phase of the plan development. Public meetings were held throughout the state to inform the public of the planning process, review the draft plan, and adopt the final plan. SRF coordinated meeting logistics and assisted with meeting facilitation.

SRF also assisted with the promotion of the draft plan and various public involvement activities. As part of this work, a social media plan will be used to promote the understanding of the freight network, the draft plan, and upcoming public involvement meetings beyond the traditional approach. Presentations, display boards, handouts, and other relevant information describing the plan's outcomes will also be created for use at these public meetings.

Additionally, SRF is completing the System-plan Environmental Evaluation (SEE) and Environmental Justice (EJ) analysis in accordance with Wisconsin's Environmental Policy Act. Each analysis requires close coordination with WisDOT staff to understand the existing system and the proposed plan outcomes. This understanding will allow for the review of potential impacts to various environmental categories and existing populations as a result of the proposed actions. The methodology and findings of both the SEE and EJ analyses will be included as chapters of the overall Wisconsin State Freight Plan.



# Willmar Parks and Recreation Master Plan

Willmar, Minnesota

The City of Willmar's well established park system serves a variety of user groups and activities. Based on the outcomes of the City's Phase One Park Plan that was prepared in 2014, SRF was hired to expand the park planning efforts for several priority parks including two regional park complexes and five community parks. SRF prepared comprehensive master plans for the Robbins Island Regional Park Complex and Swansson Field Regional Park Complex, Northside Park, Rice Park, Miller Park, Lincoln Park and Ramblewood Park.

SRF's process included an extensive review of existing background and demographic information and an inventory of existing park facilities. SRF met with several stakeholder groups to gather input on the community needs and desires for future park development. SRF then prepared an issues and opportunities map and two concepts for each park that were presented at a public open house. Final park concepts and preliminary cost estimates were then prepared and included in a report that was submitted to the Willmar City Council for approval.





## **PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (the "Agreement"), effective February 20, 2018, by and between Village of Hartland having an office at 210 Cottonwood Avenue, Hartland, Wisconsin 53029 (the "Client") and SRF Consulting Group, Inc. having an office at One Carlson Parkway North, Suite 150, Minneapolis, Minnesota 55447 ("SRF"); who are the parties.

### **RECITALS**

1. SRF has agreed or will agree to provide professional services for the Comprehensive Plan and CORP Update and General Planning Services hereinafter referred to as the "Project". For purposes of this Agreement, Village of Hartland is defined as the "Client" and SRF is defined as "SRF."
2. The Client desires to retain SRF to provide certain services, all subject to the terms and conditions of this Agreement.
3. SRF is qualified to provide the desired services and desires to provide such services, all subject to the terms and conditions of this Agreement.

### **AGREEMENT**

In consideration of the foregoing and the mutual promises contained in this Agreement, the Parties agree as follows:

#### **ARTICLE 1: SERVICES/SCOPE OF WORK.**

- (a) SRF shall perform, consistent with the standard of care stipulated herein, and other terms and conditions of this Agreement, those services set forth in **ATTACHMENT A** (the "Services") and by this reference incorporated herein and made a part hereof for all purposes.
- (b) SRF shall not proceed with performance of any work in addition to that stipulated in **ATTACHMENT A** ("Extra Work"), prior to the full execution of an amendment signed by both parties describing the work to be performed, the schedule for performance, and the compensation to be paid.

#### **ARTICLE 2: SRF'S OBLIGATIONS.**

- (a) SRF agrees to perform Services for the Client, in accordance with the terms and provisions set forth in this Agreement. No terms and conditions or other documents shall be binding on SRF unless a copy of any such terms and conditions or documents has been furnished to SRF and made part of this Agreement, and unless expressly accepted in writing signed by SRF.
- (b) SRF, its subcontractors and others under its control will comply with all statutes, ordinances, rules, regulations, and other laws applicable to its performance their Services. SRF shall not be required to sign any documents, no matter by whom requested, that would result in SRF having to certify, guarantee, or warrant the existence of conditions whose existence SRF cannot ascertain. The Client agrees not to make resolution of any dispute with SRF or payment of any amount due to SRF in any way contingent upon SRF's signing any such documents.
- (c) SRF will perform all professional Services in a manner consistent with the care and skill ordinarily used by members of SRF's profession practicing under similar conditions at the same time and general location. SRF makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with SRF's Services.
- (d) To the extent the Services involve estimates of construction, operating, or any other costs, SRF agrees to make its best estimate of such costs, based on information made available to SRF and SRF's experience and knowledge. SRF shall not be liable to the Client or any other person for any loss or damage of any type based upon the use of, or reliance upon, such estimates.



- (e) SRF is solely responsible for health and safety of its own employees and its subcontractors. SRF will comply with any owner or site controlling contractor's health and safety plan. SRF will comply with all applicable federal, state and local laws, and regulations related to health and safety.
- (f) SRF shall secure all permits and licenses required by law that are applicable to SRF's professional services. SRF shall cooperate with the Client in obtaining such permits and licenses as necessary. The fees for such permits and licenses shall be reimbursable expenses under **ARTICLE 6** of this Agreement.
- (g) SRF shall not engage any subcontractors in connection with SRF's Services without the Client's approval. The costs and other charges related to any approved subcontractor retained by SRF in accordance with this Agreement shall be payable by the Client as provided in **ARTICLE 6** of this Agreement.
- (h) Except with respect to subcontractors retained by SRF, SRF shall not, as a part of the Services or in connection with visits to and observations at a work site, supervise, direct, or control any other contractor's work, nor shall SRF have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by other contractors, for safety precautions and programs incident to the work of such other contractors, or for any failure of such other contractors to comply with laws, rules, regulations, ordinances, codes, orders, or Client's safety rules applicable to furnishing and performing work related to, or in connection with, the Services. Accordingly, except for subcontractors retained by SRF, SRF does not guarantee the performance of any other contractor nor shall SRF have any responsibility for the failure of any other contractor, to furnish and/or perform work in accordance with any Documents (as defined in **ARTICLE 9(a)**) or any other documents, plans, or specifications applicable thereto.
- (i) Except as otherwise expressly provided in writing, SRF, and not the Client, shall be responsible for SRF's means, methods, techniques, sequences, or procedures in providing the Services or SRF's safety precautions and programs.

### **ARTICLE 3: CLIENT'S OBLIGATIONS.**

In addition to other responsibilities of the Client as set forth in this Agreement, the Client shall: (1) provide full information as to the requirements for the Services; (2) assist SRF by placing at SRF's disposal, information in possession of the Client which it believes is pertinent to the Services, and SRF may rely on the accuracy and completeness of this information; (3) give prompt written or verbal notice to SRF whenever the Client observes or otherwise becomes aware of any development that affects the scope or timing of SRF's Services, observes or otherwise becomes aware of the presence at the Project site of any constituent of concern, or of any defect or nonconformance in SRF's Services, the work, or in the performance of any contractor; and (4) provide SRF in writing any and all policies and procedures of the Client applicable to SRF's performance of Services under this Agreement. SRF will comply with such policies and procedures pursuant to the standard of care set forth in **ARTICLE 2(c)** and to the extent compliance is not inconsistent with professional practice requirements (the "Client's Duties").

### **ARTICLE 4: TERM OF AGREEMENT; PERFORMANCE SCHEDULE.**

- (a) The term of this Agreement shall be for a period commencing with the effective date hereof and ending on the earlier of: (1) the date the Services have been satisfactorily completed and final payment has been made; (2) the date stated in any Notice of Termination issued pursuant to **ARTICLE 8**.
- (b) SRF shall complete its obligation within the time limits or schedules set forth in **ATTACHMENT B** (the "Schedule"). If no time limit or schedules are set forth in **ATTACHMENT B** then SRF shall provide its Services within a reasonable time, and shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Client's performance of its services. However, the times for performance established in such Schedule shall be extended for periods of delay and similar circumstances for which SRF has no fault and cannot reasonably mitigate provided that like extensions are granted to SRF by the Client.

### **ARTICLE 5: KEY PERSONNEL.**

With respect to this Agreement, SRF and the Client shall designate specific individuals to act as SRF's and the Client's representatives with respect to the Services to be performed or furnished by SRF and responsibilities of the Client under



this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions related to the Project on behalf of the respective party whom the individual represents, are named under this **ARTICLE 5**. The parties may not remove or replace the designated staff from the Project without the written approval of the other party.

SRF'S KEY PERSONNEL: Paul Chellevoid

CLIENT'S KEY PERSONNEL: David Cox

#### **ARTICLE 6: COMPENSATION.**

SRF shall be compensated for performance of the Services and for other charges, expenses, and disbursements, related to the Services, for a maximum amount not to exceed **\$45,970.00** (the "Total Price"), calculated per the fee schedule stipulated in **ATTACHMENT A**. Reimbursable expenses shall include only those authorized under this Agreement, and without markup. Mileage shall be billed at a rate not to exceed the current IRS allowable rate for business.

#### **ARTICLE 7: INVOICES AND PAYMENT.**

- (a) On approximately a monthly basis, SRF shall submit an invoice for Services performed and expenses incurred during the preceding month. The invoice shall summarize the Services performed and clearly describe all charges and expenses.
- (b) SRF will provide supporting documentation for charges upon request. SRF shall retain its records and documents related to this Agreement for at least six years after the termination of this Agreement, or longer if so-required by the Client in writing. These shall be made available for examination at reasonable times upon reasonable notice.
- (c) The Client will make undisputed payments no later than thirty-five (35) days' after receiving SRF's invoices for Services performed. If the Client objects to any portion of an invoice, the Client shall notify SRF within five (5) business days of invoice date, and may withhold the portion from payment to SRF, and must pay the undisputed portion within thirty-five (35) days. In the event of a disputed billing, only the disputed portion will be withheld from payment, and the Client shall pay the undisputed portion.

#### **ARTICLE 8: TERMINATION.**

- (a) Either party shall have the right to terminate this Agreement in the event of a material breach by the other party that is not corrected within ten (10) days after written notice thereof. The Client's failure to pay SRF's invoices within the time prescribed under **ARTICLE 7(c)** shall be deemed a material breach. SRF may, after giving ten (10) days written notice to the Client, suspend services under this Agreement until the Client has paid in full all amounts due for services, expenses, and other related charges. The Client waives any and all claims against SRF for any such suspension.
- (b) The Client shall be entitled to terminate this Agreement, with or without cause, upon ten (10) days advance written notice to SRF, or upon five (5) days written notice to SRF in the event of funding restraints. If so requested by Client, SRF shall cease performing Services as soon as practical after receipt of Client's notice of termination. Except as provided above, both parties shall continue to perform their respective obligations during the period prior to termination.
- (c) Termination pursuant to this **ARTICLE 8** shall not release the Client from its obligation to pay for Services provided or expenses incurred through the date of termination and SRF's reasonable time and expenses involved in the termination or its disengagement. Termination shall not release SRF or the Client from its obligations under **ARTICLE 14** of this Agreement. Neither Client nor Owner shall be liable to SRF for anticipated profits or for economic, incidental or consequential damages arising out of termination.

#### **ARTICLE 9: USE OF DOCUMENTS/PROPRIETARY INFORMATION.**

- (a) All drawings, specifications, technical data, documents and other information furnished to SRF by the Client or created by SRF and paid for by the Client in connection with the Services (collectively, "Documents") is the property of Client and may not be reproduced or used in any way except in connection with the Services. All intellectual



property owned or acquired by Client or SRF other than as a result of this Agreement remains the property of Client or SRF, even if the intellectual property has contributed to or is used in the Services. To the extent SRF has a right to license any intellectual property embedded in the Services, SRF will grant to Client a non-exclusive, irrevocable, royalty-free, fully paid license to use SRF's intellectual property.

- (b) SRF shall be entitled to obtain for its files a copy of all Documents and all other information related thereto, including any information or material furnished to Client by any third parties.
- (c) The Client acknowledges that the Documents were developed or produced for a specific purpose or purposes. The Client agrees not to use the Documents for purposes other than the original purpose or purposes for which the Documents were intended. SRF shall have no responsibility with respect to the Client's use of any of the Documents or the information contained therein other than as specifically contemplated by this Agreement. Any use except for the specific purposes intended by this Agreement will be at the Client's sole risk and without liability or legal exposure to SRF.
- (d) SRF will maintain files containing all deliverable documentation including calculations, assumptions, interpretations of regulations, sources of information, and other raw data required in the performance of this Agreement ("Work Papers"). SRF is not, however, required to provide the Client with SRF's correspondence file and original working papers, calculations, and notes developed, or previously belonging to and used, as a result of the Services ("Original Work Papers"). SRF shall preserve all Work Papers and make available to the Client copies of the Work Papers upon request of the Client throughout the duration of the Project.
- (e) SRF shall treat as proprietary, all information provided by the Client and all drawings, reports, studies, design calculations, specifications, and other documents or information, in any form or media, resulting from SRF's performance of the Services. SRF shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of the Client.

The preceding restriction shall not apply to information which is in the public domain, was previously known to SRF, and was acquired by SRF from others who have no confidential relationship to the Client with respect to same, or which, through no fault of SRF, comes into the public domain. SRF shall not be restricted from releasing information, including proprietary information, in response to a subpoena, court order, or other legal process. SRF shall not be required to resist such subpoena, court order, or legal process, but shall promptly notify the Client in writing of the demand for information before SRF responds to such demand. The Client may, at its sole discretion, seek to quash such demand.

#### **ARTICLE 10: NOTICES.**

Any notice required under this Agreement shall be in writing, addressed to the appropriate party at the address first written above. All notices shall be effective upon the date of receipt.

#### **ARTICLE 11: NONDISCRIMINATION.**

SRF shall not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, religion, sex, age, marital status, affectional preference, disability, national origin, status with regard to public assistance, or status as a specially disabled, Vietnam-era, or other eligible veteran. SRF shall take affirmative action to ensure that applicants are considered and employees are treated during their employment without regard to their race, color, religion, sex, age, or national origin. Such actions shall include, but not be limited to, the following: hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, selection of training or apprenticeship, and placing in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

#### **ARTICLE 12: GOVERNING LAW.**

- (a) This Agreement, interpretation, and performance, and any disputes between the parties arising out of or relating to this Agreement, shall be governed by and construed in accordance with the laws in which the Project is located,



without regard to conflict of laws principles. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

- (b) To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitations shall commence, no later than the time at which SRF's Services ("Work") has progressed to the point where the Work is sufficiently complete and can be utilized for the purposes it was intended ("Substantial Completion").

**ARTICLE 13: FORCE MAJEURE.**

Notwithstanding any other provision of this Agreement, SRF shall not be in breach of this Agreement nor shall it be liable to Client for any losses or damages of any type, including, without limitation, consequential or incidental damages or damages for lost profits, arising from delays or changes in the Services due to any act or neglect of Client or its employees, or any fire, labor disputes, unusual delays in transportation, flood or other adverse weather conditions not reasonably foreseeable, unavoidable casualties, or any other causes beyond SRF's reasonable control.

**ARTICLE 14: LIABILITY AND INDEMNIFICATION.**

- (a) SRF agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client against all damages, liabilities or costs, including reasonable attorney's fees, to the extent caused by SRF's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable. SRF shall not be obligated to defend, indemnify and hold harmless the Client in any manner whatsoever for the Client's own negligence or for the negligence of others.
- (b) To the fullest extent permitted by law, neither party hereto shall be entitled to recover from or be required to defend incidental, nominal, special, indirect, exemplary, or consequential damages, including but not limited to lost profits and lost opportunity, or damages that in their nature or amount constitute a penalty.

**ARTICLE 15: INSURANCE.**

- (a) SRF shall procure and maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the types of insurance and policy limits set forth in **ARTICLE 15(b)**.
- (b) The insurance coverages and policy limits required by **ARTICLE 15(a)** are as follows:

Workers' Compensation:	Statutory
Employer's Liability:	\$100,000 Each Accident \$500,000 Disease (Policy Limit) \$100,000 Disease (Employee Limit)
Comprehensive General Liability:	\$1,000,000 Each Occurrence \$2,000,000 Annual Aggregate Combined single limit bodily injury and property damage
Automobile Liability:	\$1,000,000 Combined single limit bodily injury and property damage
Professional Liability/Pollution Liability:	\$2,000,000 Each Claim \$2,000,000 Annual Aggregate



- (c) Except for Worker's Compensation and Professional Liability, SRF's shall include the interests of the Client by naming them as additional insureds with respect to any claim arising from SRF's Services under this Agreement.
- (d) LOWER-TIER SUBCONTRACTOR. SRF shall require all lower-tier consultants and/or subcontractors engaged by SRF in connection with the performance of Services to carry and maintain insurance against the risks set forth above, in the amounts and under terms as determined to be appropriate by SRF to fulfill its obligations of this Agreement. SRF shall not allow its lower tier consultants and/or subcontractors to commence work until the insurance required has been obtained and the corresponding certificate(s) of insurance have been approved by SRF.

#### **ARTICLE 16: ASSIGNMENT.**

Neither SRF nor the Client shall be permitted to assign or transfer in any manner, this Agreement, or any portion hereof, or any of the rights or obligations hereunder, without the written consent of the other party, and any such attempt to assign or transfer shall be void and of no effect.

#### **ARTICLE 17: MISCELLANEOUS.**

- (a) Headings and captions used in this Agreement are for convenience only and shall not affect the meaning or interpretation of this Agreement, or any provision hereof.
- (b) This Agreement, including any Attachments or Exhibits hereto, constitutes the entire and exclusive agreement of the parties and supersedes any prior agreements whether oral or written, concerning the subject matter hereof.
- (c) SRF agrees that it is providing services under this Agreement as an independent contractor, and individuals employed or engaged by SRF shall not be considered employees of the Client for any purpose.
- (d) No waiver by SRF or the Client of any condition or breach of any term, covenant, representation, or warranty contained in this Agreement or any document referred to herein shall, whether by conduct or otherwise, be construed as a waiver or release of any other term, covenant, condition, or warranty.
- (e) This Agreement may be amended only in a written agreement signed by SRF and the Client.
- (f) Except as provided herein or as otherwise explicitly set forth in **ARTICLE 14**, nothing in or under this Agreement shall be construed to give any rights or benefits of this Agreement to anyone other than the Client or SRF and all duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of the Client and SRF and not for the benefit of any other party.
- (g) The invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder thereof, and the remainder shall be construed as if the invalidated portion shall have never been part of this Agreement.
- (h) Nothing herein shall establish an exclusive relationship between SRF and the Client. The Client may enter into similar agreements with other professionals for the same or different types of services contemplated hereunder.
- (i) A party may rely on data or information that the party receives from the other party by hard copy or electronic media. When transferring documents in electronic media format, the transferring party makes no representations as to long-term compatibility, usability, or readability of such documents. SRF's Work Product are for the Client's convenience. Any conclusions or information derived or obtained from these files will be at user's sole risk.

#### **ARTICLE 19: INTERPRETATION.**

The parties that they are aware that they have the right to be advised by legal counsel with respect to the negotiations, terms and conditions of this Agreement, and the decision of whether or not to seek advice of legal counsel is a decision which is the sole responsibility of each party. This Agreement shall not be construed in favor or against either party based upon authorship. Unless established as a term of art, with a well-understood and unequivocal technical or trade meaning, words are used in their common and ordinary meaning.



**ARTICLE 20: SIGNATURES.**

Each party represents that the person executing this Agreement has the necessary legal authority to do so on behalf of the respective party. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single Agreement.

The Client and SRF have duly executed this Agreement, effective from the date first written above.

**SRF CONSULTING GROUP, INC.:**

**VILLAGE OF HARTLAND:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

*The balance of this page has been intentionally left blank*

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: Village of Hartland  
Project: Comprehensive Plan and CORP Update and General Planning Services



11219.PP

Subconsultants:

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management
2.0	Data Collection
3.0	Stakeholder and Community Engagement
4.0	Comprehensvie/CORP Plan Development
5.0	Optional Task: Project Contingency (IF AUTHORIZED)

Project Overview:

## SRF Consulting Group, Inc.

## Work Tasks and Person-Hour Estimates

Client: Village of Hartland  
 Project: Comprehensive Plan and CORP Update and General Planning Services



11219.PP

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>PROF.</u>	<u>TOTALS</u>	<u>EST. FEE</u>
<b>1.0</b>	<b>Project Management</b> <u>Assumptions:</u> management of project files, coordination with project team monitoring schedule, budget and completion of monthly progress reports bi-weekly phone or email updates						
1.1	General Project Management	2	0	21	0	23 \$	2,752
	<b>SUBTOTAL - TASK 1</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>23 \$</b>	<b>2,752</b>
<b>2.0</b>	<b>Data Collection</b> <u>Assumptions:</u> Village Tour Collect data; desktop and field; demographic, economic, environmental, physical and SMART GROWTH/CORP Requirements Existing conditions review for COMP/CORP  <u>Client Deliverables:</u> GIS Shapefiles						
2.1	Village Tour and Existing Conditions Review	0	0	12	20	20 \$	3,048
2.2	Data Collection (COMP & CORP)	2	2	0	28	44 \$	3,014
	<b>SUBTOTAL - TASK 2</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>48</b>	<b>64 \$</b>	<b>6,062</b>
<b>3.0</b>	<b>Stakeholder and Community Engagement</b> <u>Assumptions:</u> 3 Steering Committee Meetings 2 Plan/Park Commission and Village Board Review Meetings/Hearings 2 Pop up event meetings 1 Traditional Open House meeting Completion of Online Community Survey						

## SRF Consulting Group, Inc.

## Work Tasks and Person-Hour Estimates

Client: Village of Hartland  
 Project: Comprehensive Plan and CORP Update and General Planning Services



11219.PP

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>PROF.</u>	<u>TOTALS</u>	<u>EST. FEE</u>
3.1	Stakeholder and Community Engagement	0	0	0	16	16 \$	1,344
3.2	Comprehensive and CORP Steering Committee	0	0	22	0	22 \$	2,508
3.3	Community Survey	0	0	24	0	24 \$	2,736
3.4	Pop Up Events	0	0	20	0	20 \$	2,280
3.5	Open House/Board Approval Meetings	0	0	22	0	22 \$	2,508
	<u>SRF Deliverables:</u> Results of Online Community Survey Memo						
	<b>SUBTOTAL - TASK 3</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>16</b>	<b>104 \$</b>	<b>11,376</b>
<b>4.0</b>	<b>Comprehensive/CORP Plan Development</b>						
	<u>Assumptions:</u> Development of an updated vision statement, goals and objectives Development of population projections Creation of a planned land use map Assessment of park and recreational facility needs Populate and draft all 9 chapters of the Comprehensive Plans as defined in Wis. Stats. 66.1001 (2) Contents of a Comprehensive Plan including: Issues and Opportunities, Housing, Transportation, Utilities and Community Facilities, Agricultural, Natural, and Cultural Resources, Economic Development, Intergovernmental Cooperation, Land Use, and Implementation						
	Update Draft and Final version of Hartland's CORP with all necessary items needed to assure WDNR Grant eligibility						
4.1	Vision Goals and Policies	0	0	12	4	16 \$	1,704
4.2	Planning Analysis	0	0	22	14	36 \$	3,684
4.3	Plan Development/Writing	4	2	60	80	146 \$	14,580
	<u>SRF Deliverables:</u> Draft and Final Version of the Comprehensive Plan Draft and Final Version of the CORP						

**SRF Consulting Group, Inc.**

**Work Tasks and Person-Hour Estimates**

Client: Village of Hartland  
 Project: Comprehensive Plan and CORP Update and General Planning Services



11219.PP

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	PROF.	TOTALS	EST. FEE
<b>SUBTOTAL - TASK 4</b>		<b>4</b>	<b>2</b>	<b>94</b>	<b>98</b>	<b>198</b>	<b>\$ 19,968</b>
<b>5.0</b>	<b>Optional Task: Project Contingency (IF AUTHORIZED)</b>						
5.1	Project Contingency for non-scoped or general planning tasks that arise	0		36	0	36	\$ 4,104
<b>SUBTOTAL - TASK 5</b>		<b>0</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>36</b>	<b>\$ 4,104</b>
<b>TOTAL ESTIMATED PERSON-HOURS</b>		<b>8</b>	<b>4</b>	<b>251</b>	<b>162</b>	<b>425</b>	
AVERAGE HOURLY BILLING RATES		\$179	\$152	\$114	\$84		
ESTIMATED LABOR AND OVERHEAD		\$1,432	\$608	\$28,614	\$13,608		\$ 44,262
ESTIMATED DIRECT NON-SALARY EXPENSES							\$ 1,708
<b>TOTAL ESTIMATED FEE</b>							<b>\$ 45,970</b>

ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	Personal Vehicles	840	\$0.545	\$ 458
REPRODUCTION:	Copy Duplication	1000	\$0.10	\$ 100
	Color Copies	600	\$0.35	\$ 210
	Bond Prints	10	\$6.00	\$ 60
MEALS		16	\$15.00	\$ 240
CAR RENTAL		4	\$80.00	\$ 320
HOTELS		4	\$80.00	\$ 320
<b>ESTIMATED DIRECT NON-SALARY EXPENSES</b>				<b>\$ 1,708</b>

SUMMARY OF COSTS:

	PRINCIPAL	SR. ASSOC.	ASSOCIATE	PROF.	TOTALS
1.0 Project Management	\$ 358	\$ -	\$ 2,394	\$ -	\$ 2,752
2.0 Data Collection	\$ 358	\$ 304	\$ 1,368	\$ 4,032	\$ 6,062

**SRF Consulting Group, Inc.**

**Work Tasks and Person-Hour Estimates**

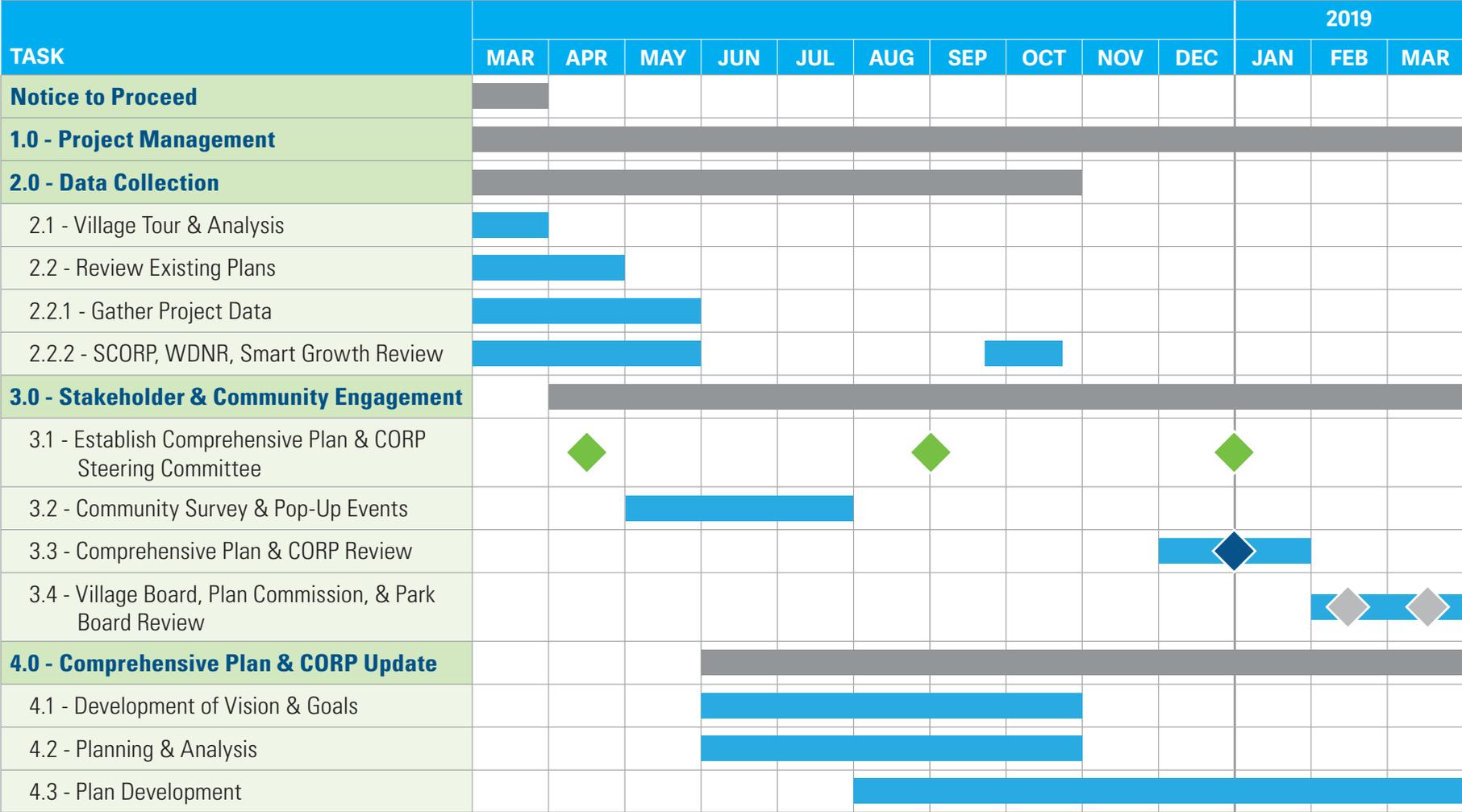


Client: Village of Hartland  
 Project: Comprehensive Plan and CORP Update and General Planning Services

11219.PP

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>PROF.</u>	<u>TOTALS</u>	<u>EST. FEE</u>
3.0	Stakeholder and Community Engagement	\$ -	\$ -	\$ 10,032	\$ 1,344	\$ 11,376	
4.0	Comprehensive/CORP Plan Development	\$ 716	\$ 304	\$ 10,716	\$ 8,232	\$ 19,968	
5.0	Optional Task: Project Contingency (IF AUTHORIZED)	\$ -	\$ -	\$ 4,104	\$ -	\$ 4,104	
							<u>\$ 44,262</u>
		\$ 1,432	\$ 608	\$ 28,614	\$ 13,608		\$ -
		\$ -	\$ -	\$ -	\$ -		

# ATTACHMENT B



◆ Steering Committee Meeting

◆ Public Open House

◆ Plan Commission, Park Board, Village Board Meeting

## David Cox

---

**From:** Ann Wallschlager  
**Sent:** Thursday, February 01, 2018 12:13 PM  
**To:** Jeffrey Pfannerstill; David Cox; familybrown4@comcast.net  
**Subject:** River Reserve Concern  
**Attachments:** Village Dog Waste stations.pdf

First I would like to thank Ms. Brown for bringing this issue to the village. Being a dog owner and lover, the easier we can make it for dog walkers to clean up after their pets, the less mess there should be.

I had my assistant do research yesterday on Pet Waste Stations and quality issues. Attached you will find the information that we went over. I feel that these stations would be good to have, not only along the ice age trail but throughout the village and parks.

The apartment complex in which my son lived in Florida was a pet friendly complex and had one of these for each building. There was also a fenced in exercise area for the dogs. In the 3 years he lived there, I did not see any issues with people not picking up after their dogs.

With this being said, I would like to request that is issue be put on the next Village Board agenda for discussion and/or vote. I would be willing to donate \$200 towards a waste station.

*Ann Wallschlager  
Village Trustee  
Village of Hartland*



 Fetch  
Price Now!

Zip Code **GO**

1.800.366.3922

- ☰ [Choosing The Best Pet Waste Stations](#)
- [Choosing The Right Pet Waste Bags](#)
- [DoodyCalls Pet Waste Stations](#)
- [Selecting Pet Waste Station Locations](#)

## Choosing The Best Pet Waste Stations

To help you make the right decision for your community, the following is a comprehensive guide to help you understand the various components of this equipment and how it all works.



Our team worked together to create what we believe are the smartest designed pet waste stations and pet waste bags available. Use the code DCN103115 to save \$25 off your first order at [DoodyCalls Direct >>](#)

[Pet Waste Station Components](#)

To start, pet waste stations have four main parts:

- ✕ • **Waste receptacle:** Where the waste goes. This part of the dog waste station holds a large plastic liner, which holds the dog waste residents drop off.
- ✕ • **Station post:** The backbone of a pet waste station. Every part of the station is secured to this post.
- ✕ • **Bag dispenser:** Holds fresh dog poop bags (or “litter bags”). These bags are what the pet owner will use to pick up after their dog. Most dispensers are made to hold one of two types of bags: “header style bags” or “Roll-style bags”
- ✕ • **Station sign:** A reminder sign located atop your station, encouraging owners to take a bag and pick up after their pets.

---

## Pet Waste Station Receptacles

Of these station components, the waste receptacle and bag dispenser are where you have the most options. When selecting a pet waste station, keep the following in mind:

### Construction and Material

There are three common materials used for constructing waste cans for pet waste stations: plastic, steel and aluminum. Stations may come in lightweight or heavy duty versions made from each of these three materials.

\* We recommend aluminum instead of steel because aluminum doesn't rust.

While receptacles will not rust, depending on the type of plastic used plastic but may crack and and fade in color more quickly and noticeably than powder coated metal.

We have found that over time, lightweight metal containers are more likely to rust or fall apart requiring more frequent replacement than heavy-duty metal models.

We have also found that plastic and lightweight metal or steel receptacles tend to result in higher expenses over the long run compared to making an upfront investment in heavy-duty aluminum models.

Other things to look for are:

-  **Hinges:** Are the hinges made of aluminum or steel? Steel hinges may rust.
-  **Bolts:** Are the bolts that hold the receptacle to the post smooth carriage bolts or angled hex bolts? Carriage bolts are less likely to catch on and tear the bag when it is pulled out of the receptacle.

---

### Protective Color Coating

Metal pet waste station parts are frequently either powder coated or painted. We recommend using stations that are powder coated. Powder coating is usually applied electrostatically. The powder coated metal is then heated to form a "skin." Powder coated finishes are generally tougher than paint.

### Design and Water Tightness

Pet waste stations should always have a tight cover to keep the dog waste in and the water out. We refer to the mess that is created when water mixes with the contents of a dog waste receptacle as "poop soup." Needless to say, it is not pleasant. Emptying a station that is filled with "poop soup" is difficult to manage and just plain disgusting.

Many plastic stations have large holes in the side for depositing soiled waste bags. Others have loose fitting lids. Both of these designs will allow water to enter the plastic receptacle.

\* The best stations have a small, mailbox-style chute that closes tightly and is just large enough for waste bags to be deposited. This helps to keep the water, vermin and insects out while keeping the waste and odors safely inside.

In addition, the mailbox-style chute greatly limits the types of items that can be placed in the bin, thereby making it difficult to dispose of inappropriate items - such as household trash - in the dog waste receptacle.

If you choose a station that has a round receptacle and a hinged lid you should look at the diameter of the lid compared to that of the waste receptacle. Does the diameter of lid match the can or is it larger? A larger diameter lid may help to keep water out better as it's unlikely that after frequent use the can lid will line up perfectly with can opening. A lid of equal diameter that is not perfectly aligned will provide an opening for water to enter the can. All DoodyCalls round lids are slightly oversized compared to the receptacle.

### Aesthetics

Pet waste stations come in many different shapes, sizes and colors. The most popular stations tend to stand six to seven feet in total height (including the station sign) and are typically colored green, brown or black. The goal is to have pet waste stations blend in with their background, while still remaining visible and convenient.

Some stations have *additional features designed to further increase the aesthetic appeal of the station. For example, we powder coat our hardware to match the color of the pet waste station.*

When selecting stations, keep in mind that your community does not necessarily need to commit to only one style. In fact, many don't. For the most part, stations

are not located near each other, which means that uniformity does not have a considerable impact. What really matters is that your community has well-stocked, durable stations that are compatible, fulfill the needs of locations, are properly serviced and are in good working order for residents to use.

### **Pet Waste Station Posts**

Pet waste stations are a combination of a bag dispenser and waste can with a sign at the top. These are all secured to one central post, which can either be a U-channel or a square post.

Posts may be powder coated or painted, two piece or one piece, and square and tubular or U-Channel.

X We recommend using square two piece powder coated posts. One piece posts are difficult to transport and are very heavy. We prefer the look of square posts and they are also frequently powder coated to match the color of the pet waste station. DoodyCalls uses two piece square posts for all of our pet waste stations.

Pet waste station posts should always be anchored in the ground with concrete, so you want to be strategic about placing them correctly the first time.

[Buy Posts >>](#)

### **Pet Waste Station Signs**

Most pet waste stations include a sign at the top to remind dog owners to pick up after their pet. There are many options when it comes to choosing a sign for your stations – simply pick the sign/s that are the most aesthetically pleasing to you and your community.

[Buy Signs >>](#)

---

If you have questions about choosing pet waste stations, our team of community pet waste management specialists can help! You can reach us seven days a week at 1.800.366.3922.

[To buy pet waste stations, visit DoodyCalls Direct >>](#)

### **Pet Waste Station Bags**

Pet waste stations aren't complete without Pet Waste Bags. To learn how to choose the pet waste bag that's right for your community read our guide [The Complete Guide to Choosing Pet Waste Bags!](#)

**Buy header pet waste bags and roll pet waste bags at DoodyCallsDirect**

>>

“When Doody Calls called, we answered! The local owners are terrific...”

- Peninsula Humane Society and SPCA

Zip Code

**GO**

[Home](#) | [Services](#) | [News + Resources](#) | [About Us](#) | [Franchise Directory](#) | [Contact Us](#)  
114 4th Street SE, Suite A | Charlottesville, VA 22902 | Phone: 1.800.366.3922 | Fax: 703.995.0601 | [Franchise Login](#)  
Copyright © 2014, DoodyCalls Franchising, LLC. All rights reserved. | [Privacy/Legal](#) | [Site Map](#) | [Gift Certificates](#) are available!

DoodyCalls is the nation’s trusted leader in pet waste removal services for homeowners and communities. Doody is our duty, and we take our job seriously—with all our services 100% guaranteed.

California and General Disclaimer: We do not make any claims regarding DoodyCalls bags in terms of “biodegradable” or “degradable” or “compostable” or in any way imply that the bags will break down in a landfill. In addition, DoodyCalls bags do not meet the California ASTM D6400 standard for biodegradable plastic bags.

Account Login

forgot password?

email

password



0  
\$0.00

home | items | why buy from DWD | testimonials | specials | contact | faq | assembly and W9 | return policy

DOG WASTE BAGS

**DOG WASTE STATIONS**

All > DOG WASTE STATIONS

**FREE SHIPPING  
EVERY ORDER**

[Click for details](#)

DOG WASTE STATIONS

KIBBI STATION

BAG DISPENSERS

WASTE CAN LINERS

LAKES POSTS SIGNS

Special Offers



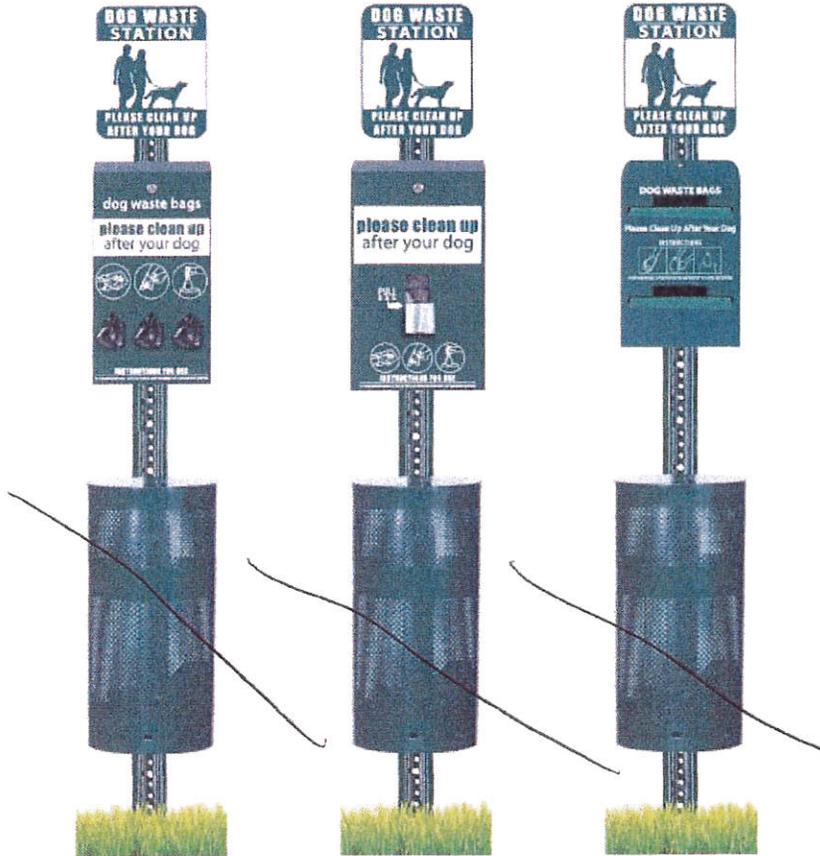
Accept Credit Card Payments

Order Toll  
**FREE**



800 678 1612





**DOG WASTE STATION with ROLL BAG SYSTEM - DEPOT-006-B**

4 reviews

List: \$279.00  
Price: \$199.99

Color(Required) ▾



Black Green

[add](#) [view](#)

**DOG WASTE STATION w/ONEpull BAG SYSTEM - DEPOT-022-B**

3 reviews

List: \$279.00  
Price: \$199.99

Color(Required) ▾



Black Green

[add](#) [view](#)

**DOG WASTE STATION w/TIE-HANDLE BAG SYSTEM - DEPOT-404-B**

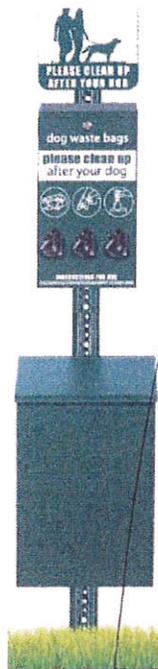
List: \$279.00  
Price: \$199.99

Color(Required) ▾



Black Green

[add](#) [view](#)



**DOG WASTE STATION with ROLL BAG SYSTEM - DEPOT-006**

1 reviews

List: \$279.00  
Price: \$199.99

Color(Required) ▾



Black

add



Green

view



**DOG WASTE STATION w/ONEpul<sup>®</sup> BAG SYSTEM - DEPOT 022**

1 reviews

List: \$279.00  
Price: \$199.99

Color(Required) ▾



Black

add



Green

view



**DOG WASTE STATION w/TIE-HANDLE BAG SYSTEM - DEPOT-404**

List: \$279.00

Price: \$199.99

Color(Required) ▾



Black

add



Green

view





**MINI DOG WASTE STATION**  
with ROLL BAG SYSTEM -  
**DEPOT-007**

1 reviews

List: \$179.00  
Price: \$119.99

Color(Required) ▾



Black Green

[add](#) [view](#)



**MINI DOG WASTE STATION**  
w/ONEpull® BAG SYSTEM -  
**DEPOT-023**

3 reviews

List: \$179.00  
Price: \$119.99

Color(Required) ▾



Black Green

[add](#) [view](#)



**MINI DOG WASTE STATION**  
w/TIE-HANDLE BAG  
SYSTEM - **DEPOT-405**

1 reviews

List: \$179.00  
Price: \$119.99

Color(Required) ▾



Black Green

[add](#) [view](#)



MINI DOG WASTE STATION  
w/The MittN BAG™  
SYSTEM - DEPOT-027

List: \$179.00  
Price: \$119.99

Color(Required) ▼



Black      Green

[add](#)    [view](#)



THE ULTIMATE DOG  
WASTE STATION with  
ROLL BAG SYSTEM -  
DEPOT-778

List: \$500.00  
Price: \$299.99

Color(Required) ▼



Black      Green

[add](#)    [view](#)



THE ULTIMATE DOG  
WASTE STATION with  
ONEpup® BAG SYSTEM -  
DEPOT-777

List: \$500.00  
Price: \$299.99

1 reviews

Color(Required) ▼



Black      Green

[add](#)    [view](#)



**THE ULTIMATE DOG WASTE STATION with TIE-HANDLE BAG SYSTEM - DEPOT-779**

List: \$500.00  
Price: \$299.99

Color(Required) ▼



Black Green

[add](#) [view](#)



**SQUARE CAN STATION w/The MittN BAG™ SYSTEM - DEPOT-029**

List: \$279.00  
Price: \$199.99

Color(Required) ▼



Black Green

[add](#) [view](#)



**ROUND CAN STATION w/The MittN BAG™ SYSTEM - DEPOT-029-B**

List: \$279.00  
Price: \$199.99

Color(Required) ▼



Black Green

[add](#) [view](#)



YARD BUDDY Home Dog  
Waste Station

List: \$259.00  
Price: \$189.99

[add](#) [view](#)

## Lowest Priced Dog Waste Stations in the USA!

**Forged from ultra-strong 14 and 16 gauge aluminum. Not poly-plastic resin like our competitor's.**

Professional Park and Property Managers have chosen our dog waste stations for their high quality and great value. **The best station you can buy for \$199.99!** Includes our 5-Year Warranty. Value Priced. Built to last!

**DogWasteDepot.com** Cheapest prices, period.

### Why Buy a Dog Waste Station?

Dog Waste Stations help keep parks, multi-family properties and residential backyards clean by providing a spot for people to throw away dog waste. Commercial Dog Waste Stations include a post, sign waste can and a bag dispenser, with plastic waste pick-up bags. These convenient pet stations have several advantages for a community, from keeping unsuspecting residents from "stepping in it," to keeping open areas, and waterways safe from the health dangers of uncollected dog waste.

Pet waste stations keep dog waste from ruining a nice walk, or someone's busy day. Without dog waste stations, those walking their dogs might be tempted to not clean up after them, leaving an unattractive mess for everyone else, which leads to unhappy citizens and residents. Well placed dog stations also help stop a much more dangerous hazard. Improperly discarded dog waste can be more than annoying; it can also cause serious health and environmental problems.

Pet waste can carry viruses, bacteria and parasites harmful to humans and other animals. Dog waste left in parks, playing fields, playgrounds, and on the ground, has the potential to spread those unhealthy bugs

to adults and children. Parasites such as roundworm, tapeworms, and a variety of bacteria and viruses that can cause flu-like systems, or worse, can be spread by pets, most often through their waste.

And, dog waste should never be used as fertilizer. It is more likely to kill a lawn or garden than help it grow. A dog does not have the proper diet for its waste to be safely composted.

Dog waste, through storm water run-off can wash into storm drains, then into lakes and streams. It harms fish and aquatic wildlife by depleting oxygen in the water by releasing ammonia. It also destroys the natural balance of the water by encouraging the growth of algae.

These problems can be curbed by installing dog waste stations in your community, which are convenient for both those using them and maintaining them. All dog waste stations provide bags that dog owners can use to clean-up during their walks. Providing pet stations and dog waste bags encourages compliance.

Besides the aesthetic and environmental issues, dog waste stations can help communities, apartment complexes and individuals economically. A relatively small investment in dog waste stations means crews don't have to clean it off the streets and sidewalks, saving hours of manpower. And, for individuals, having a convenient place to throw away waste leaves them less susceptible to tickets and fines. Clean waterways, parks and communities means a higher quality of life, which helps a city or town attract businesses and industry, or an apartment manager attract good tenants. Dog waste stations are readily available across the United States.

Dog Waste Depot is committed to helping communities develop pet waste programs to increase clean-up compliance. Pet stations make clean up easy.

The dog waste stations and the dog waste bags offered at DogWasteDepot.com are less expensive than all competitors. Even so, our pet stations are made from commercial grade, rust proof aluminum, with a post made of powder coated steel, ensuring the durability expected for outdoor public areas. DogWasteDepot.com is able to provide low prices by selling direct and through large volume and specialization. Dog stations from Dog Waste Depot are chosen by more than 40,000 customers.

DogWasteDepot.com offers poop stations that make it easy for those walking their dogs to clean-up after them, helping to keep the quality of life in the community high for everyone. The doggie stations from DogWasteDepot.com are easy to set up with simple tools. So whether you call them dog waste stations, or pet stations, or doggy waste stations or doggie poop stations or dog stations-- buy with confidence from Dog Waste Depot

Responsible community management begins with well placed dog waste stations to encourage dog waste clean-up compliance.

Product Categories

[dog waste bags](#)  
[dog digexers](#)

[dog waste stations](#)  
[waste canisters](#)

[dog station](#)  
[bag ports alone](#)

Site Map

[about](#)  
[why buy from DWD](#)  
[resources](#)  
[contact](#)  
[faq](#)  
[privacy policy](#)  
[return policy](#)  
[zip](#)

## David Cox

---

**From:** Jeff Pfannerstill <jeffpfannerstill@gmail.com>  
**Sent:** Friday, February 02, 2018 4:19 PM  
**To:** David Cox  
**Subject:** Fwd: River Reserve HOA concern

Please see below,

Paid for by Jeffrey Pfannerstill

Begin forwarded message:

**From:** Jeffrey Pfannerstill <[jeffreyp@VillageofHartland.com](mailto:jeffreyp@VillageofHartland.com)>  
**Date:** January 31, 2018 at 10:02:36 AM CST  
**To:** "[jeffpfannerstill@gmail.com](mailto:jeffpfannerstill@gmail.com)" <[jeffpfannerstill@gmail.com](mailto:jeffpfannerstill@gmail.com)>  
**Subject:** FW: River Reserve HOA concern

---

**From:** [familybrown4@comcast.net](mailto:familybrown4@comcast.net)  
**Sent:** Wednesday, January 31, 2018 10:02:29 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Richard Landwehr; Randy Swenson; Ann Wallschlager; Karen Compton; Rick Stevens; Michael Meyers; Jeffrey Pfannerstill  
**Subject:** River Reserve HOA concern

Good Morning,

My name is Caroline Brown and I am the current president of the River Reserve HOA and following our quarterly meeting the following issue was raise and would be interested in your response to this issue.

*Our residents are very concerned about the amount of dog waste not picked up on and around the Ice Age Trail that is part of the River Reserve Subdivision path. It is unsightly, smelly and harmful to our community. The most abuse seems to be coming from the Cottonwood wayside area and the Hwy E and Lindenwood Drive area. Would the village be willing to place signage, garbage bins, along with dog waste bags like I have seen in other communities? We are looking for your help with a solution as this issue that has become even worse. The mile path behind the Cottonwood Wayside also is filled with dog waste as well and would benefit from proper signage, doggy do-do bags as well. Proper placement of garbage cans and signage about picking up dog waste, along with doggy dodo bags would help our Village of Hartland community lead the way as we are an Ice Age Trail community.*

Please let me know how you can help us with this ever growing problem.

Caroline Brown

Hartland Downtown BID  
Bench and Waste Can Inventory

Downtown Benches

Red, steel coated benches are 55" long, two seating sections. Concrete pad, where applicable, is 58". **Eight total.**

Traditional style park benches: 6' long, located at Kaiser's, US Bank, two at 155 E. Capitol. **Four total.**

Library along river: **one** 6' metal bench, football sideline style. Same style as ones in Nixon Park.

Bark River by Riverwalk and new covered bridge: 6' steel coated traditional style benches. Two on west side, north of bridge and one on east side, north of bridge. Concrete pads under each bench. Sit closer to river, too far off the IAT paved path. **Three total.**

Village Hall back entrance: **one** 4' flat bench (no back) made of recycled plastic.

Add a bench at Citgo west side along sidewalk at crosswalk and at the RR crossing on Cottonwood by the path/Jenson Motors. **Two total.**

Concrete Garbage Cans

One by Klink's Karpets, one by Kaiser's, one by Palmer's/Zesti, one at Village Center, one of 155 E. Capitol. Can these be painted black? Order new plastic covers in black?

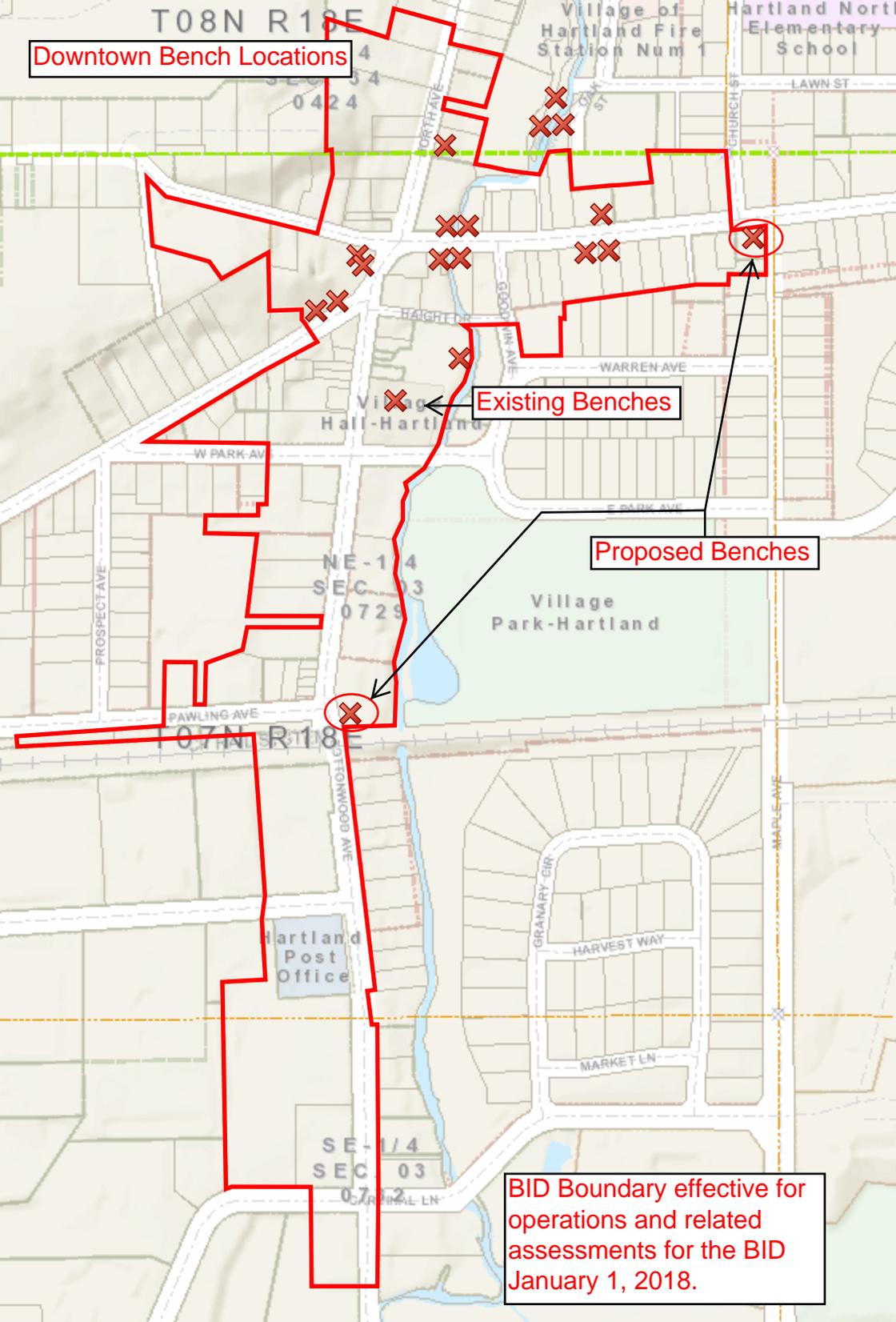
Can the one by Klink's be moved to a better, more noticeable location?

**Downtown Bench Locations**

**Existing Benches**

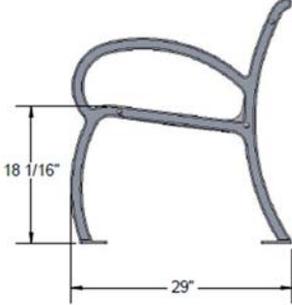
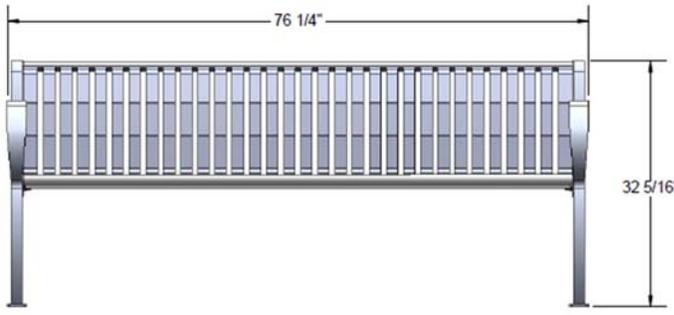
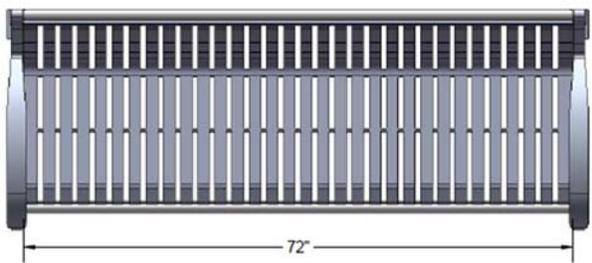
**Proposed Benches**

**BID Boundary effective for operations and related assessments for the BID January 1, 2018.**



Hartland Downtown BID

Proposed new bench style





# NATIONAL BUSINESS FURNITURE

**Quote # QM417325** (v4)

**National Business Furniture, LLC**

770 South 70th Street Milwaukee, WI 53214  
 Phone (800) 558-1010 x3549 Fax (800) 329-9349

**Ship-To Address** *hartlandbid@att.net*

CINDY  
 HARTLAND BID  
 135 COTTONWOOD AVE  
 HARTLAND, WI 53029  
 (262) 367-6560

Source: OS0007  
 Cat: 86-C  
 Cust#: BR5698

**Bill-To Address** *hartlandbid@att.net*

**SAME**

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
ULTCUST	9	4' WILMINGTON BENCH, SLAT BACK	BLACK	2-4 Wks	\$894.00	\$799.00	\$7,191.00
ULTCUST	10	6' WILMINGTON BENCH, SLAT BACK	BLACK	2-4 Wks	\$960.00	\$889.00	\$8,890.00

**Important Information:**

DELIVERY LEVEL - TAILGATE DELIVERY, YOU WILL NEED PERSONNEL OR EQUIPMENT TO LOWER THE ITEMS FROM THE TRUCK AND BRING THEM INSIDE. PLEASE CONTACT US IF INSIDE DELIVERY IS REQUIRED

YOUR ORDER IS MADE-TO-ORDER AND NON-RETURNABLE.

Customer: Your local sales associate is DAN WILKENS

Customer: Your local sales associate is DAN WILKENS

Customer: Your local sales associate is DAN WILKENS

Pricing is based on items and quantities quoted. Any changes will affect quoted price.

Price reflects quoted discount, valid for 90 days from 2/13/2018.

**Own this furniture for as little as \$633.75 per month for 36 months. Call or email me for details.**

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Merchandise	\$17,646.00
Total Discount	1,565.00
Merchandise Subtotal	16,081.00
Shipping & Handling	1,450.09
<b>Subtotal</b>	<b>17,531.09</b>
Total Tax	894.09
<b>Order Total</b>	<b>\$18,425.18</b>

**Customer PO#:** **Quoted By:** DAN WILKENS **Ext:** 3549 **On:** 02/13/18 Page 1

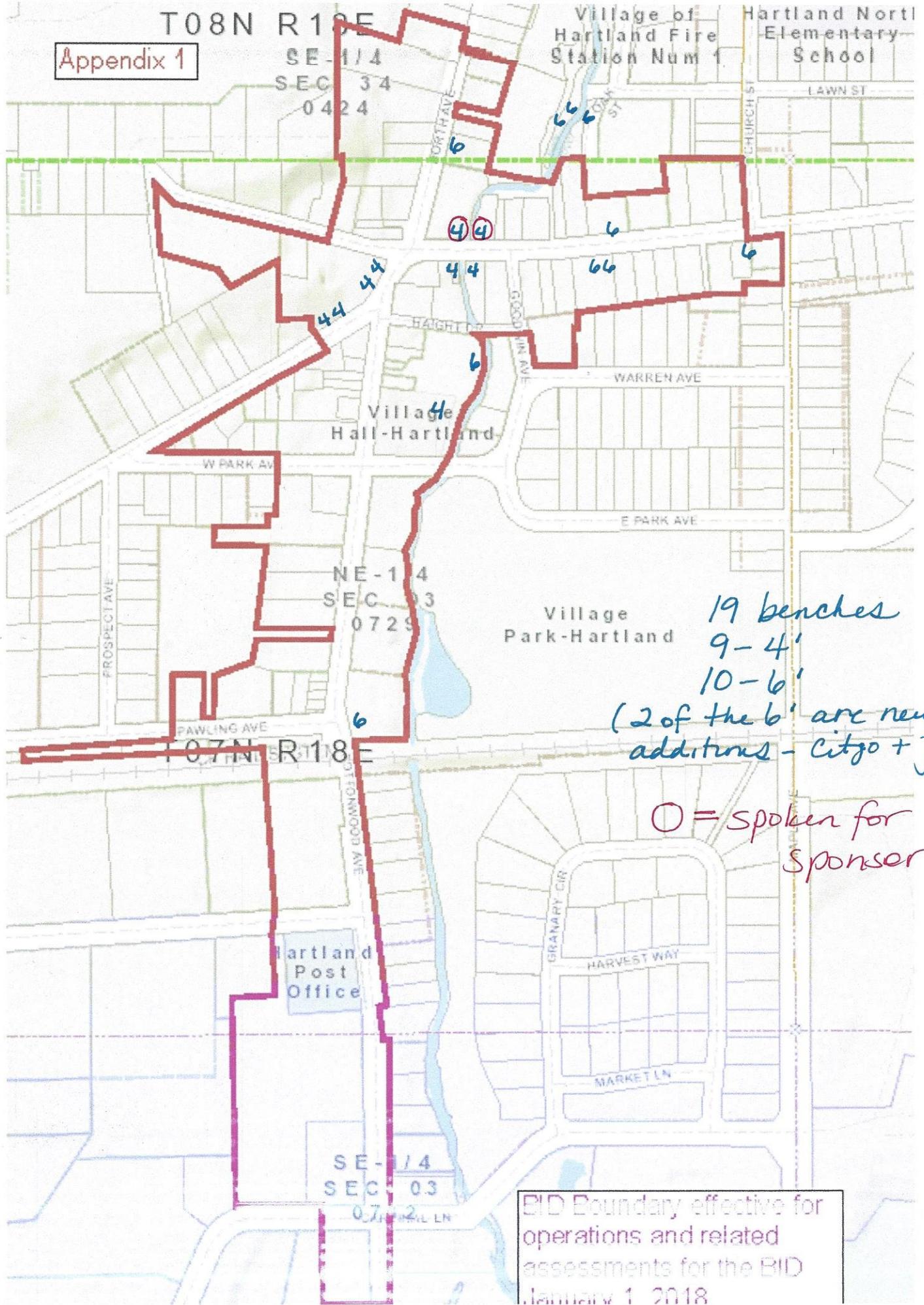
Appendix 1

T08N R18E

SE-1/4  
SEC 34  
0424

Village of  
Hartland Fire  
Station Num 1

Hartland North  
Elementary  
School



Village  
Park-Hartland

19 benches  
9-4'  
10-6'  
(2 of the 6' are new  
additions - Citgo + Jansen)

O = spoken for  
Sponsor

BID Boundary effective for  
operations and related  
assessments for the BID  
January 1 2018



February 15, 2018

Dear Member,

Over the last several months, there has been increasing concern about how municipalities and school districts should respond to the requirements of the Americans with Disabilities Act, particularly in regard to meeting coverage and other video programming cablecast on public, education, and government access channels and streamed on the web.

Wisconsin Community Media and the League of Wisconsin Municipalities have talked about this issue with Atty. Mike Bradley of Bradley Berkland Hagen & Herbst of Woodbury, MN. Atty. Bradley has a national reputation in the fields of cable television and telecommunications and has spoken recently about what cities need to do about the closed captioning requirements of the FCC and the ADA to the SouthEast Association of Telecommunications Officers and Advisors (SEATO). Atty. Bradley is also licensed to practice law in Wisconsin.

At our request, Atty. Bradley has developed a proposal to provide legal counsel on this issue for Wisconsin municipalities that are interested in obtaining a group rate. The report would include an analysis of the requirements of the FCC and the ADA as they relate to video programming (both cablecast and streamed), a survey of options and costs to meet the requirements of the law, and how each particular community can best respond based on their budget and the type and quantity of programming they produce and distribute. Each jurisdiction participating in the project would come away with a roadmap showing how to become ADA compliant.

Atty. Bradley's proposal is included in this email.

If you are interested in participating, please email Curt or Mary no later than Friday, March 15.

Sincerely,

A handwritten signature in black ink that reads "Mary Cardona".

Mary Cardona  
Executive Director  
Wisconsin Community Media  
[exec@wisconsincommunitymedia.com](mailto:exec@wisconsincommunitymedia.com)

A handwritten signature in blue ink that reads "Curt Witynski".

Curt Witynski  
Deputy Executive Director  
League of Wisconsin Municipalities  
[witynski@LWM-info.org](mailto:witynski@LWM-info.org)



**Bradley**

**To: Members of Wisconsin Community Media and League of Wisconsin Municipalities**  
**From: Bradley Berkland Hagen & Herbst, LLC**  
**Re: Closed Captioning Project**  
**Date: February 15, 2018**

---

### **Closed Captioning – Proposed Work Plan**

Local governments must comply with the closed captioning requirements of both the Federal Cable Act and the Americans with Disabilities Act (ADA). While local governments are likely exempt from the majority of closed captioning requirements under the Federal Cable Act without taking additional action, local governments are not exempt from the ADA and rules promulgated by the United States Department of Justice (DOJ) unless certain actions are taken. As a result, local governments risk exposure under the ADA's closed captioning requirements in the event the DOJ undertakes a compliance audit of the local government. I have attached some select slides from a presentation that I recently made at the SEATO Annual Conference that review closed captioning requirements under the Federal Cable Act and the ADA.

In short, every local government must do the following to ensure compliance with the ADA and DOJ rules:

- Consider how you can meet the needs of people with disabilities to the maximum extent possible.
- Determine the financial and administrative burden each option would have, considering all resources available to the Local Government/PEG Operator.
- If you conclude that closed captioning and/or other auxiliary aids or services would create an undue burden, prepare a written statement to that effect signed by the Head of Public Agency (or designee).

To assist local governments in ensuring compliance with the ADA and DOJ rules, we are putting together a group of clients to help each client determine whether and how it can provide captioning services and to determine the costs of providing such services. We will also work with each client in determining whether providing captioning services will create a financial and administrative burden considering all of the resources available. If appropriate, we will assist each client in preparing a written exemption statement.

---

**Bradley Berkland Hagen & Herbst, LLC**

2145 Woodlane Drive | Suite 106 | Woodbury, MN 55125 | (651) 379-0900 | [BradleyLawMN.com](http://BradleyLawMN.com)

## **Deliverables**

To accomplish these objectives, we will assist each client by providing the following services:

- Identify closed captioning options for PEG channels and web streaming;
- Obtain pricing estimates for the provision of closed captioning equipment from up to three sources for captioning both PEG channels and web streaming;
- Obtain pricing estimates for live captioning services from up to 3 sources;
- Obtain pricing estimates for description captioning services from up to 3 sources;
- Obtain pricing estimates for Spanish captioning (or other language of client's choice) from up to 3 sources;
- Confirm that the cable operators are capable of receipt and playback of closed captioning;
- Consult on feasibility of providing captioning with each client;
- Prepare a report for each client summarizing closed captioning rules, captioning options, captioning pricing, and captioning feasibility analysis; and
  - The report will include how and whether the ADA rules would affect Public access programs, where the "producer" is an individual, not the city, even though the city provides the facilities to produce the program.
  - The report will include a legal analysis of applicable FCC and ADA law and regulations (including citations) and cover whether there is any difference between the law and rules that are in effect for streaming video and cable-distributed video.
- Prepare documents required for ADA compliance, such as written exemption statement.

When we commence the project, we will request information from each participant related to Access Channel usage, web streaming, basic budget information, and such other information needed to review legal compliance.

**Fees**

Our fees for this project will be \$1,000.00 flat fee per municipality. A minimum of 20 municipalities are needed to commence the project at this pricing level. The flat fee will be reduced on a pro rata basis in the event 40 or more cities participate.

**Time Frame**

We expect to commence the project no later than April 1, 2018 and complete the project by July 31, 2018, provided we receive timely information from all of the participants.

**About Bradley Berkland Hagen & Herbst, LLC**

Bradley Berkland Hagen & Herbst, LLC is a municipal consulting firm assisting local government entities across the country.

**Contact Information**

**Bradley Berkland Hagen & Herbst, LLC**

Mike Bradley  
2145 Woodlane Drive, Suite 106  
Woodbury, MN 55125  
[mike@bradleylawmn.com](mailto:mike@bradleylawmn.com)  
[www.BradleyLawMN.com](http://www.BradleyLawMN.com)  
(651) 379-0900 ext. 101

**Request for Closed Captioning Study**

- Yes, our local government entity would like to participate in the Municipal Closed Captioning Project and agree to the flat fee listed above.

City: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please return this request to Mike Bradley at [mike@bradleylawmn.com](mailto:mike@bradleylawmn.com), or by fax to (651) 379-0999.





## Closed Captioning and PEG

### The 2017 SEATOA Annual Conference

By Mike Bradley  
Bradley Berkland Hagen & Herbst, LLC  
mike@bradleylawmn.com  
(651) 379-0900 ext. 101  
March 27, 2017

## FCC PEG Channel Exemption

- Closed captioning **not required** if the captioning expense would **exceed 2%** of gross revenues.
- **Any channel** producing **revenues below \$3M** annually is exempt from the closed captioning requirements of the Communications Act.
  - 47 CFR § 79.1(d)(11).
- **No PEG Channel Produces Revenues of \$3M** – All PEG Channels are Exempt from FCC Closed Captioning Laws




## Closed Captioning and the Americans with Disabilities Act

- ADA Title II
  - Prohibits discrimination against persons with disabilities
  - In all programs, services, and activities of state and local government.
- Effective Communications Requirement
  - When governments seek to communicate with the public, they must do so by means that are as effective to those with disabilities as to others.




## Does the ADA Cover PEG?

- Does the ADA Title II apply to PEG? DOJ Says Yes.
  - <https://www.fcc.gov/news-events/events/2015/11/roundtable-discussion-of-closed-captioning-for-public-access-and-governmental-programming>
  - Minutes 31-36
- FCC Roundtable on CC (Nov. 2015)




## ADA Application to Access TV

- DOJ Nondiscrimination Rules implementing Title II
- **“Television and videotape programming produced by public entities” are covered by Title II of the ADA.**
  - Explicitly inclusive of state and local governments and their subdivisions and instrumentalities
  - Include the City’s government access channel, since it is television programming produced by a City department.
  - Therefore, the City’s government access channel must provide “effective communication” to disabled persons under the ADA.
- Authority: Nondiscrimination Rules, 56 Fed. Reg. 35694 (July 26, 1991), available at <http://www.ada.gov/reg2.html>



## How to Provide Effective Communications

- Effective communication is accomplished through “auxiliary aids and services.”
- In determining what type of auxiliary aid and service is necessary, a public entity shall **give primary consideration to the requests of the individual with disabilities.**
- Authority: 28 C.F.R. § 35.160 (2009)



### Auxiliary Aids - Exemption Reasonableness Standard

- The broad mandate of Title II accommodations is limited by a **reasonableness standard**.
  - Exempts public entities from compliance
  - If providing auxiliary aids or services *"would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens."*
- Many (but not all) PEG Operations/Local Governments have limited financial and administrative resources
  - May therefore be exempt from compliance with Title II

### What Do I Have to Do?

- Determine what options it has to provide effective communications to disabled persons.
  - This would include, but would not be limited to, the auxiliary aid or service of closed captioning.
  - Study different methods to provide closed captioning
  - Study other auxiliary aids and services to provide effective communications to disabled persons in this context, such as using a transcription service or using voice recognition software.



### What Do I Have to Do?

- Consider how you can meet the needs of the disabled to the maximum extent possible
- Determine the financial and administrative burden each option would have, considering all resources available to the Local Government/PEG Operator.
- Prepare a **Written Statement**
  - If you conclude that closed captioning and/or other auxiliary aids or services would create an undue burden.
  - Signed by Head of Public Agency (or designee)

