

VILLAGE OF GERMANTOWN
WASHINGTON COUNTY

RESOLUTION NO. 28-2019

SCHEDULE OF FEES AMENDMENT –
REGARDING HOUSE ADDRESS FIRE NUMBERS AND
EROSION CONTROL PERMIT FEES

WHEREAS, the Village of Germantown does have a fee schedule for Erosion Control Permit Fees and House Address Fire Numbers; and,

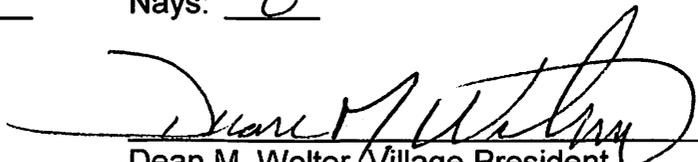
WHEREAS, the Schedule of Fees needs to be updated for the House Address Fire Number Fee and the Erosion Control Permit Fee; and,

NOW THEREFORE BE IT RESOLVED, that the Village Board approves of the Amendment to the Schedule of Fees to update the Erosion Control Permit Fee and the the House Address Fire Numbers as attached.

Introduced by: Trustee Baum

Adopted: May 6, 2019

Vote: Ayes: 9 Nays: 0


Dean M. Wolter, Village President

ATTEST:

Deanna Braunschweig
Deanna B. Braunschweig, WCMC/CMC
Village Clerk

**BUSINESS OF THE GENERAL GOVERNMENT & FINANCE
COMMITTEE And VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: April 16, 2019

AGENDA ITEM: New Business Item

ITEM TITLE: Resolution No. 28-2019; House Address/Fire Safety Number & Erosion Control Permit Fee Increases

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

SUMMARY EXPLANATION:

Many of the Village’s development and building-related permit fees and charges have not been updated since the last major fee schedule revision in 2008. Staff is requesting authorization to increase the following two items effectively immediately:

Erosion Control Permit Fee

Both the Engineering Division of the Public Works Department and the Inspection Services Division of the Community Development Department are involved in the plan review and inspection of new development construction sites to ensure erosion control measures are properly planned, installed and continuously functional before, during and after a site is under construction. With the number and size of new development construction sites increasing, Staff is committed to making sure that the erosion control measures for all construction sites are adequately planned and properly installed. To do so requires regular and consistent inspection and follow-up with contractors and developers. At the same time, Staff is aware that the costs associated with plan review and site inspection need to be paid by the developer/development creating the need for such services and should not be subsidized by the Village. To ensure both goals are met, Staff is recommending that the fees charged for erosion control permits issued by the Village be increased as presented below.

Table 1 presents a list of the current erosion control permit fees by category:

Table 1.

CURRENT FEE SCHEDULE			
Category	Fee/Rate	Min. Fee	Max. Fee
Single & Two-Family Lot/Site Construction	\$140 per lot	\$140	\$140
Residential Subdivision Site Construction	\$500 plus \$10 per lot	\$500	NONE
Multi-Family, Commercial, Industrial & Institutional Site Construction	\$170 plus \$5 for each 1,000 sqft of disturbed area	\$170	\$2,000
Other Site Filling/Grading Unrelated to Specific Development	\$3 per 1,000 sqft of disturbed area <1 acre PLUS \$1 per sqft > 1 acre	\$50	NONE

Table 2 presents a list of the recommended increases in fees charged for erosion control permits by category:

Table 2.

PROPOSED FEE SCHEDULE			
Category	Fee/Rate	Min. Fee	Max. Fee
Single & Two-Family Lot/Site Construction	\$140 per lot	\$150	\$150
Residential Subdivision Site Construction	\$1000 plus \$20 per lot	\$1,000	NONE
Multi-Family, Commercial, Industrial & Institutional Site Construction	\$500 plus \$10 for each 1,000 sqft of disturbed area	\$500	\$5,000
Other Site Filling/Grading Unrelated to Specific Development	\$5 per 1,000 sqft of disturbed area <1 acre PLUS \$3 per sqft > 1 acre	\$100	NONE

House Address/Fire Safety Number Fees

The Village’s Uniform Address System (Municipal Code Section 8.12) requires all residences and businesses to be assigned a unique address based on a pre-determined control grid for the Village. Address coordinates for each building are required to be placed on the home or business in a conspicuous place. The Inspection Services Division of the Community Development Department determines and assigns address coordinates, and, provides property and business owners a standardized set of “house numbers” (i.e. aluminum tray with 2”x4” reflective ceramic tiles to be installed on the building) and “fire safety numbers” (i.e. a blue reflective aluminum plate to be installed at the driveway).

Inspection Services currently charges and collects \$20 + tax (\$21.12) per set of house numbers at the time a building permit is issued. Property owners are responsible for installing house numbers on their buildings. The \$20 charge has been in place for a number of years and is/was intended to cover the actual cost of materials and administrative cost to the Village. The cost of materials alone has increased over the years and today the Village pays an average of \$21.59 per set of house numbers. Staff is requesting authorization to increase the charge for a set of “house numbers” from \$20 to \$25 to cover both the actual material and administrative cost to the Village.

In addition to house numbers, Inspection Services also distributes the blue “fire safety number” plates that get installed at the driveway on properties with buildings outside of residential subdivisions where the building is set too far back from the public road.

Resolution No. 15-04 establishes a charge of \$30 to be assessed to properties with new construction and/or for the maintenance (i.e. replacement) of existing fire number plates to cover both the cost of materials and installation. The blue fire safety number plates are produced by the Streets & Highways Division of the Public Works Department. The current cost to produce the blue plates along with the hardware needed for installation is \$56.44. It should be noted that this does NOT include the cost for actual installation (NOTE: Village staff does NOT install the blue safety number post or plates; the property owner is given the materials at the time the occupancy permit is issued with installation/location instructions).

Staff is requesting authorization to increase the charge for a blue “fire safety number” plate from \$30 to \$60 to cover the actual material and administrative cost to the Village.