

City of Oconomowoc
Public Services Committee
Aldermen: Ellis, Chairman / Rosek, Secy / Mulder

Tuesday, June 02, 2020 - 7:15 PM
City Hall - Conference Room 3



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - b. Consider/recommend Resolution 20-R2881 Setting Permit Fees for Section 8.04 of the City of Oconomowoc Municipal Code Right-of-Way Ordinance
3. Adjourn



Diane Coenen, City Clerk
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



MEMORANDUM

PUBLIC WORKS

Date: June 2, 2020
To: Public Services Committee
From: Mark Frye, Director of Public Works
Re: Permit Fees for the Repealed and Recreated Section 8.04 of the City of Oconomowoc Municipal Code

RELATES TO THE STRATEGIC PLAN

Strategic Plan:

- Section V: Enhance the Effectiveness of Our City Government
- Objective A: Develop/Update/Maintain City Ordinances/Policies
- Task 1: City Ordinances Update/Review

BACKGROUND

On May 5, 2020 the Common Council repealed and recreated section 8.04 of the City's ordinances. This section deals with excavating and placing utilities and structures in the right-of-way. The new ordinance stated that permit fees for excavating and above ground structures would be set by resolution.

City Staff has reviewed the expanded requirements of the ordinance and estimated the number of staff hours would be associated with the issuing of permits.

ADDITIONAL ANALYSIS

A summary of the ordinance requirements used by City Staff to determine the time and personnel to issue the permit is shown below.

1. Excavations
 - a. Minimum length and width
 - b. Permit Fee
 - c. Requires detailed plans
 - d. Sets time frame to approve, deny or conditionally grant the permit

2. Above Ground Installations
 - a. Provides reasonable exceptions (signs, mailboxes, ...)
 - b. Permit Fee
 - c. Professional fee charge back agreement
 - d. Detailed plans with structural engineering
 - e. Report detailing potential hazards to the public
 - f. Must not impact the operations/maintenance of the terrace, sidewalk or street

- g. Alternative analysis of options
- h. Additional requirements for use or installation regulated by Wisconsin Statutes Section 66.0414

3. Application for New Above Grade Uses

- a. Common Council to hold Public Hearing
- b. Common Council shall consider the following when considering an above ground right-of-way permit
 - i. Public safety, options and public good
 - ii. No new above grade where facilities don't exist or are underground
 - iii. No new above ground structures within 500 feet of historic structures or districts designated by the National Register or listed on State Register
 - iv. Mounted flush with existing structure and of matching color
 - v. Prohibited on decorative light poles unless installation is entirely on the interior of the pole
 - vi. Common Council may grant the permit, grant the permit with conditions or deny the permit

The proposed ordinance includes details for standards, agreements, permit conditions, protection of public, bonds, indemnification agreements, rights, compensation, waiver of deadlines, relocation, abandonment, appeals and penalties.

FINANCIAL IMPACT

Based on the Staff's review, the spreadsheet shown below was created to determine the permit fees. These numbers are estimates and the spreadsheet will be reviewed and updated as we gather data and adjust accordingly.

8.04 (2)(c)(1)(b) Right-of-Way Excavation Permit Fee						
Staff Position Responsible	Permit Review (hrs.)	Permit Issuance (hrs.)	Permit Management (hrs.)	Hourly Rate	Cost	Description of Task
Asst. Director of Public Works	0.5		2	\$ 76.22	\$ 190.55	Review project plans, monitor project during construction for traffic control, erosion control
Administrative Assistant		0.5		\$ 41.77	\$ 20.89	Issue permit number, file, send copy to applicant
DPW Supervisor			0.5	\$ 70.31	\$ 35.16	Review restoration for repairs
					\$ 246.59	Total Permit Fee

8.04 (3)(c)(1)(b) Above Grade Right-of-Way Permit Fee						
Staff Position Responsible	Permit Review (hrs.)	Permit Issuance (hrs.)	Permit Management (hrs.)	Hourly Rate	Cost	Description of Task
Director of Public Works	1			\$ 95.98	\$ 95.98	Review project plans
Asst. Director of Public Works	1		2	\$ 76.22	\$ 228.66	Review project plans, monitor project during construction for traffic control, erosion control
Administrative Assistant		0.5		\$ 41.77	\$ 20.89	Issue permit number, file, send copy to applicant
DPW Supervisor			0.5	\$ 70.31	\$ 35.16	Review restoration for repairs
					\$ 380.68	Total Permit Fee

RECOMMENDATION

Motion to recommend to the Common Council approval of the following permit fees:

8.04 (2)(c)(1)(b) Excavations \$250.00

8.04 (3)(c)(1)(b) Above Ground Structures \$380.00

SUGGESTED MOTION

Suggested Common Council Motion: Motion to approve Resolution 20-R2881 to set the permit fees for the repealed and recreated Section 8.04 of the Municipal Code concerning street excavations and above-ground installations in the right-of-way.

RESOLUTION No. 20-R2881

**RESOLUTION SETTING THE PERMIT FEES FOR §8.04 OF THE CITY OF OCONOMOWOC
MUNICIPAL CODE RIGHT-OF-WAY ORDINANCE**

WHEREAS, on May 5, 2020 Section 8.04 of the City's Ordinances was repealed and recreated to include both excavations and above ground installations; and

WHEREAS, the permit fees for the two areas of the ordinance need to be set by Council resolution; and

WHEREAS, City Staff has reviewed and estimated the hours associated with the excavating permit and above ground structures permit; and

WHEREAS, based on this review, the permit fees are recommended as follows:

Excavations	\$250.00
Above Ground Structures	\$380.00

NOW THEREFORE, BE IT HEREBY RESOLVED that permit fees for Section 8.04 of the City's Municipal Code be set as shown above.

Date: June 2, 2020

CITY OF OCONOMOWOC

By: _____
Robert P. Magnus, Mayor

ATTEST:

Diane Coenen, Clerk