



Wauwatosa, WI

Board of Public Works

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Monday, March 23, 2026

9:00 AM

Zoom Only:
<https://servetosa.zoom.us/j/89415047159>,
Meeting ID: 894 1504 7159

Special Meeting

VIRTUAL MEETING INFORMATION

Members of the public may observe and participate in the meeting via Zoom only at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Request by Greg Pappas of the Blue Mound Golf and Country Club for an encroachment within a public water main easement at 10122 W. North Avenue

[26-0508](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Staff Report

File #: 26-0508

Agenda Date: 3/23/2026

Agenda #: 1.

Request by Greg Pappas of the Blue Mound Golf and Country Club for an encroachment within a public water main easement at 10122 W. North Avenue

Submitted by:

Jennifer Stilling

Department

Public Works (Engineering Services Division)

A. Issue

The applicant is requesting encroachments to be installed within a 20 feet wide public water main easement located at 10122 W. North Avenue.

B. Background/Options

The easement area is highlighted on the attached plan.

An existing 24-inch transmission water main is located within a 20 feet wide easement on the property. The water main easement was recorded on December 17, 1977 and the pipe was installed in 1978.

Existing landscaping and parking lot lighting is currently located within the easement, but Staff was unable to confirm if an encroachment agreement was previously approved for these items. The proposed improvements to the site include updating the landscaping, adding a pedestrian lighted bollard, updating the parking lot lighting, adding a decorative median with a planting urn near the main entrance to the Club House, and updating a landscaped parking lot island. The parking lot lighting is located near the north edge of the 20 feet wide easement and is not directly on top of the water main pipe.

The Water Department is generally hesitant to allow any encroachments within a public water main easement. No water main line valves are located in the proposed encroachment area, but Water Department staff will need to access the main for maintenance and emergency purposes. Because the existing 24-inch transmission water main will need a large trench for any repairs, the proposed light pole bases will likely be compromised. The applicant has been made aware that if the Board of Public Works and Common Council approves of the encroachment, any private property that needs to be moved or is damaged is not the City's responsibility.

C. Strategic Plan (Area of Focus)

Priority Area One: Economic Development and Financial Resilience

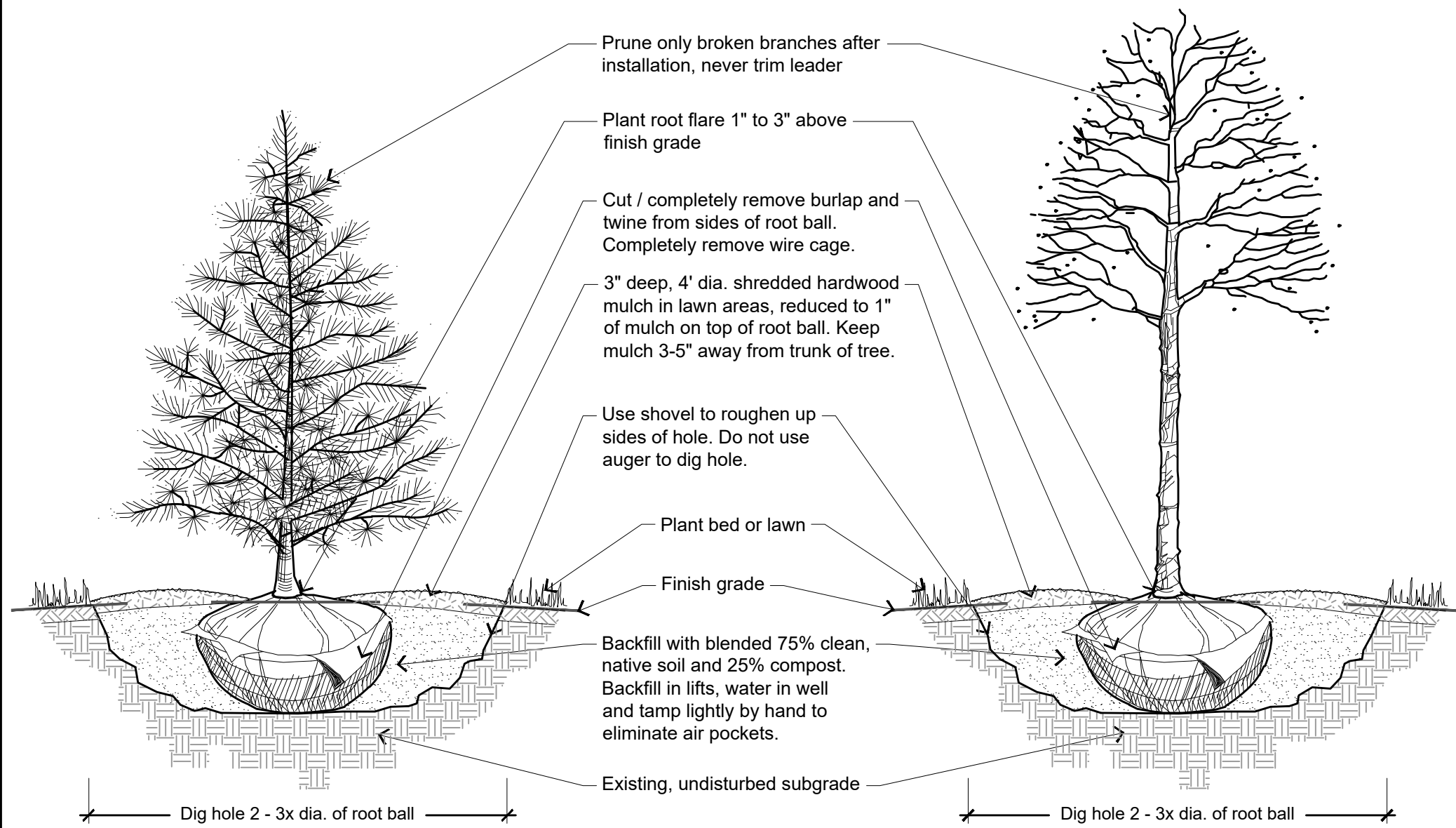
D. Fiscal Impact

No impact to the City of Wauwatosa. Proposed improvements will be done at the Owner's expense.

E. Recommendation

The proposed encroachments are generally similar in nature to what is already located within the easement. If the applicant understands the risks of placing the encroachments within the easement, the Board of Public Works could allow the encroachment at 10122 W. North Avenue subject to execution of a hold harmless agreement.

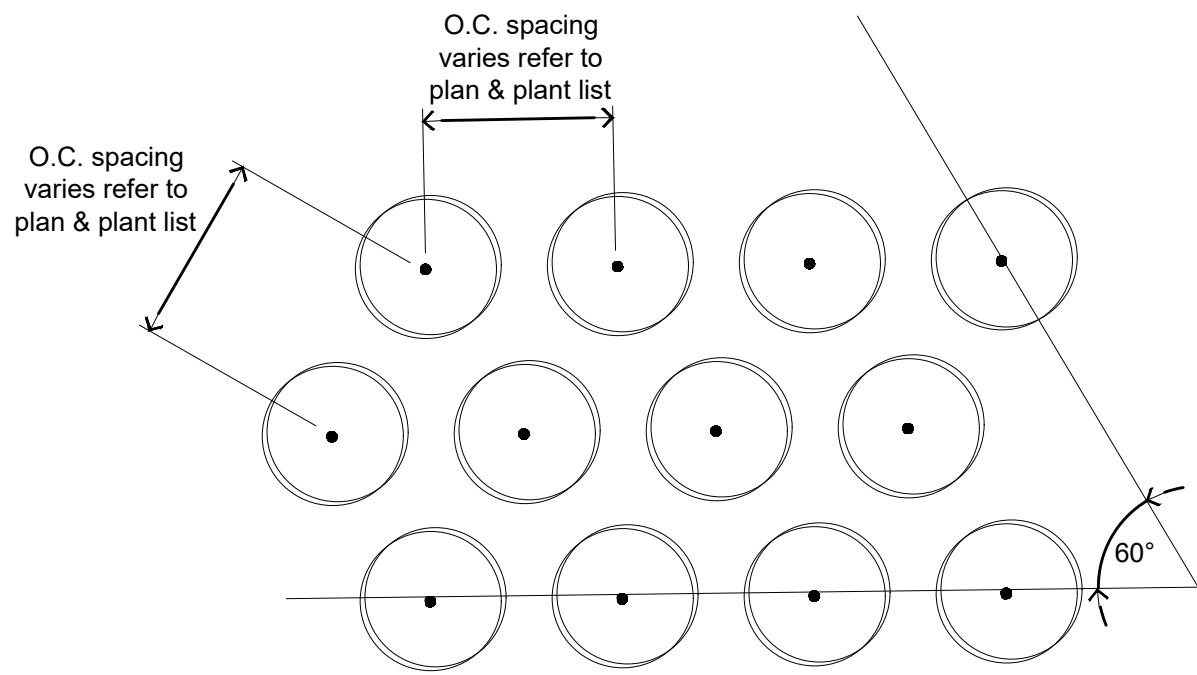
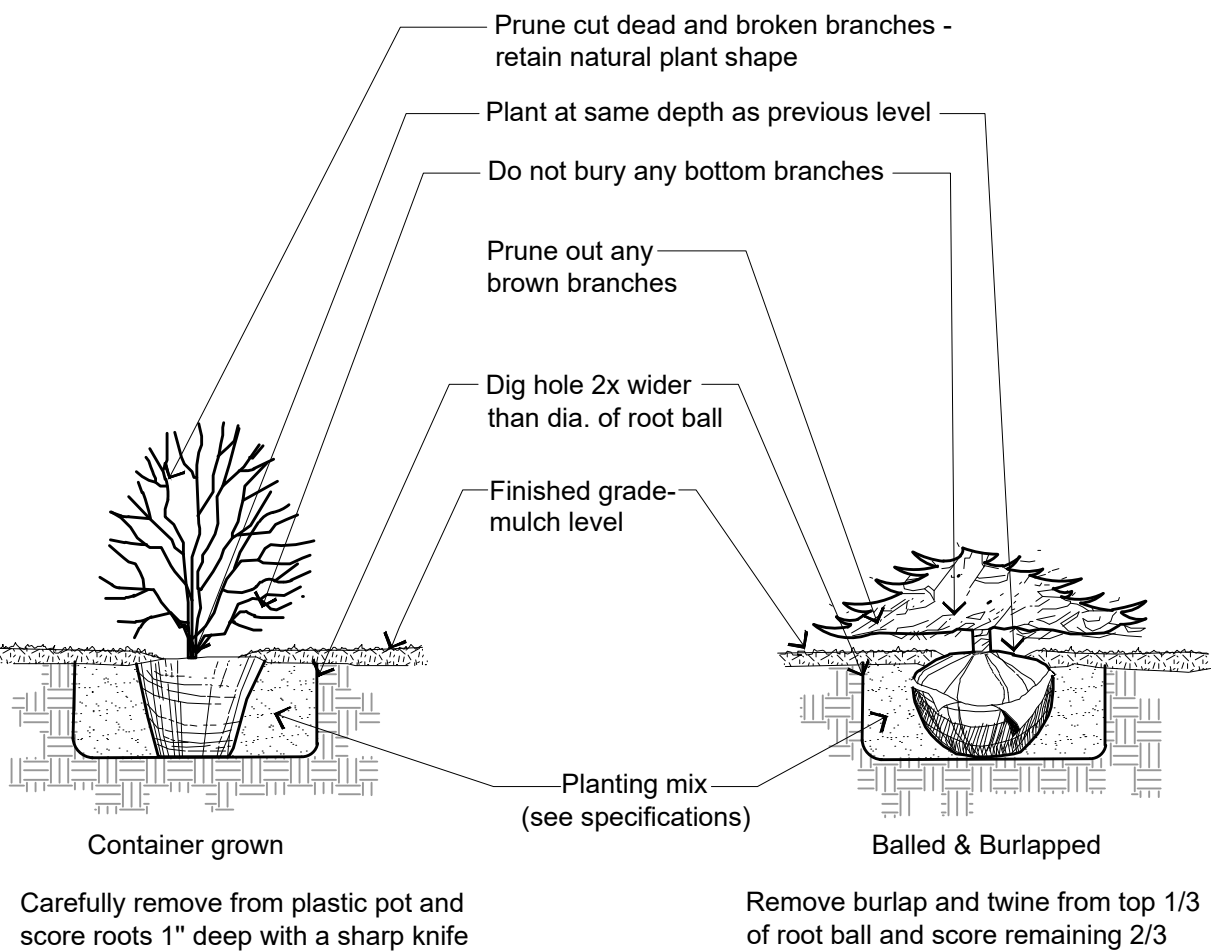
PLANTING DETAILS



1 TREE PLANTING DETAIL
NOT TO SCALE

P-PL-TREE-07

2 SHRUB PLANTING DETAIL
NOT TO SCALE

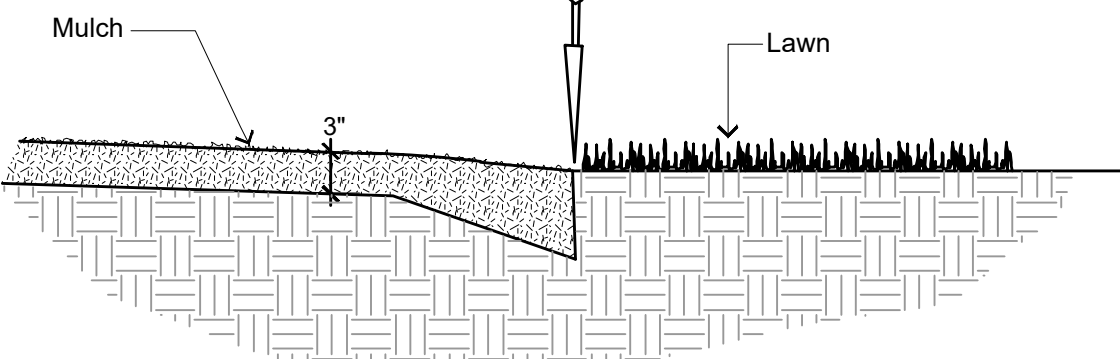


3 PLANTING LAYOUT
NOT TO SCALE

P-PL-PLC-01

Bedlines are to be cut crisp as per plan, a clean definition between turf and plant bed is required.

Top of mulch to be flush with turf



4 SHOVEL CUT PLANT BED EDGING DETAIL
NOT TO SCALE

P-PL-BDEG-01

5 LARGE URN -BY OWNER
N.T.S.



LONGSHADOW LS 6514 -
BARRINGTON 38
ON CLASSICAL PEDESTAL 34
58" HIGH x 38" DIAMETER x 25" BASE

GENERAL LANDSCAPE NOTES

- Contractor responsible for contacting public and private underground utility locating service to have site marked prior to any digging or earthwork.
- Contractor to verify all plant quantities shown on plant list and verify with plan. Report any discrepancies immediately to general contractor.
- All plantings shall comply with standards as described in American Standard of Nursery Stock - ANSI Z60.1 (latest version). General contractor or owner's representative reserves the right to inspect and potentially reject any plants that are inferior, compromised, undersized, diseased, improperly transported, installed incorrectly or damaged.
- Any potential plant substitutions must be submitted in writing to the general contractor and approved by the owner's representative or landscape architect prior to installation. All plants must be installed as per sizes and quantities shown on plant material schedule, unless approved by the owner's representative or landscape architect. Any potential changes to sizes shown on plan and appropriate cost credits / adjustments must be submitted in writing to the general contractor and approved by the owner's representative or landscape architect prior to installation.
- The subsequent requirements regarding topsoil should be coordinated between the general contractor, grading contractor and landscape contractor.
- Subgrade areas shall be graded to within 1", more or less, of proposed subgrade. Deviations shall not be consistent in one direction.
- Topsoil shall be placed to meet proposed finished grade. Planting islands to be backfilled with clean topsoil free of debris (per note below) to a minimum depth of 18" by general / grading contractor to insure long term plant health. All other landscaped areas to receive a minimum depth of 6" of clean topsoil (per note below).
- Topsoil shall be: screened existing stockpiled topsoil, existing in-place soil, or screened soil from an off-site source that will support plant growth, and meets the following requirements. Clean topsoil shall be free of rocks, coarse fragments, gravel, sticks, trash, roots, debris over 3/4" and any substances harmful to plant growth. It also must be free of plants or plant parts of any noxious weeds. Topsoil shall contain 3 to 5 percent decomposed organic matter and a pH between 5.5 and 7.0.
- Planting beds and parking lot islands: Landscape contractor is responsible for ensuring that unwanted material (gravel, debris, roots and other extraneous material harmful to plant growth) has been removed from the topsoil and for the fine grading of all landscaped areas. The fine grading of planting beds and parking lot islands may require additional topsoil to bring to finish grade, allowing for mulch depth. Crown all planting islands and planting beds not adjacent to buildings, a minimum of 6" to provide proper drainage, unless otherwise specified. All other finished landscaped areas to be smooth, uniform and provide positive drainage away from structures and pavement.
- Seeded areas: to receive a settled minimum depth of 6" of blended, prepared and non-compacted topsoil. Landscape contractor is responsible for excavation and removal of unwanted material (gravel, debris, roots and other extraneous material harmful to plant growth) to the specified depth, supplementing with additional topsoil (if necessary) and the fine grading of all seeded areas.
- Tree planting (see planting detail): plant all trees slightly higher than finished grade at root flare. Remove excess soil from top of root ball, if needed. An auger is not an acceptable method of digging tree planting holes. Scarify side walls of tree pit prior to installation. Once tree has been placed into the hole, is at the correct depth and vertical alignment and will no longer be moved, brace root ball by tamping soil around the lower portion of the root ball. Remove and discard twine / rope, burlap and support wire from the sides of root ball. Backfill pit with 75% existing soil removed from excavation and 25% compost blended prior to backfilling holes, in six-inch lifts. Lightly tamp each lift using foot pressure or hand tools to settle backfill, support the tree and eliminate voids. Do not over compact or use mechanical or pneumatic tamping equipment. Discard any gravel, heavy clay or stones. When hole has been backfilled to three-quarters of its depth, pour water around the root ball and allow to soak into soil to settle the soil. Continue backfilling until soil is brought to grade level.

Provide a 3" deep, 6 ft. diameter shredded hardwood bark mulch ring around all trees in lawn areas, reduced to 1" deep on top of root ball. Keep mulch 3"- 5" away from trunk of tree. Trees that are installed incorrectly will be replaced at the time and expense of the landscape contractor. Trees too large for two people to lift in and out of holes, shall be placed with stiles. Do not rock the trees in holes to raise them.
- Shrub planting (see planting detail): all shrubs to be pocket planted with a mix of 75% existing soil removed from excavation and 25% compost, blended prior to backfilling holes. When hole is two-thirds full, shrubs shall be watered thoroughly and water left to soak in before proceeding.
- Mulching: all tree and shrub planting beds to receive a 3" deep layer of high-quality shredded hardwood bark mulch (not envirmulch or wood chips). Mulch shall be uniform in size, color, quality and overall appearance. Mulch shall be free of debris, large wood chunks, soil, rocks, weeds, invasive plant parts or seeds and any other material injurious to plant growth. All perennial and ornamental grass planting areas to receive a 2" layer and groundcover areas a 1-2" layer of the same mulch. Do not mulch annual flower beds (if applicable). Do not allow mulch to contact plant stems and tree trunks.
- Edging: edge all planting beds with a 4" deep spaded edge (shovel cut or mechanical). Bedlines are to be cut crisp, as per plan. A clean definition between lawn area and plant bed is required.
- Plant bed preparation: the soil in all perennial, ornamental grass, annual and groundcover areas shall be amended with compost prior to plant installation. Spread a 2" layer of compost (per note below) on top of clean topsoil and rototill to a depth of approximately 8".
- Compost shall be stable, and weed-free organic matter. It shall be resistant to further decomposition and free of compounds, such as ammonia and organic acids, in concentrations toxic to plant growth. The compost shall contain no pathogens or other chemical contaminants and meet the requirements of WisDNR S100 Compost Specification.
- Lawn installation for all seeded turfgrass areas: remove / kill off any existing unwanted vegetation prior to seeding. Prepare the topsoil and seed bed by removing all surface stones 1" or larger and grading lawn areas to finish grade, allowing for thickness of sod. Use only premium sod blend according to TP1 (revised 1995) and ASPA standards. Install sod uniformly with staggered joints, laid tightly end to end and side to side. Roll sod with a walk behind roller and water immediately upon installation to a 3" depth. Stake any sod installed on steep slopes or in swales, etc. Landscape contractor is responsible to provide a smooth, uniform, healthy turf. Landscape contractor shall repair and re-sod any eroded, sunken or bare spots (larger than 1/2 square foot) until acceptance by owner.

An acceptable quality turf is defined as having no more than 5% of the total area with bare spots larger than 1/2 square foot and uniform coverage throughout all turf areas.
- Seed mix type 'A' for lawn areas - use only a premium quality seed mix. Premium blend seed mix (or equivalent): 50% blended bluegrass, 25% creeping red fescue, 25% perennial rye applied at 5 lbs per 1,000 SF or at recommended rates from supplier. Provide seed specifications to general contractor prior to installation.
- Lawn installation for all sodded turfgrass areas (Optional): remove / kill off any existing unwanted vegetation prior to sodding. Prepare the topsoil and sod bed by removing all surface stones 1" or larger and grading lawn areas to finish grade, allowing for thickness of sod. Use only premium sod blend according to TP1 (revised 1995) and ASPA standards. Install sod uniformly with staggered joints, laid tightly end to end and side to side. Roll sod with a walk behind roller and water immediately upon installation to a 3" depth. Stake any sod installed on steep slopes or in swales, etc. Landscape contractor is responsible to provide a smooth, uniform, healthy turf. Landscape contractor shall repair and re-sod any eroded, sunken or bare spots (larger than 1/2 square foot) until acceptance by owner.
- The landscape contractor is responsible for the watering and maintenance of all landscape areas at time of planting and throughout construction until the substantial completion of the installation and acceptance by the owner. This includes all trees, shrubs, evergreens, perennials, ornamental grasses, and seeded slopes and turf grass areas. Maintenance includes mowing, weeding, watering, mulching, edging, pruning, deshedding, raking leaves / debris, sweeping up grass clippings, fertilizing and maintaining turf areas (including applying pre and post emergent herbicides), and any other needs that are required to keep the landscape healthy and well maintained.
- Substantial Completion of Landscape: after the landscape has been installed, the landscape contractor is responsible to conduct a final review with the owner's representative and the general contractor to ensure that all plans and specifications have been met. After this review, the landscape will be considered to be installed in substantial completion unless otherwise noted by the owner's representative and/or general contractor. Any items missing or incomplete, shall be corrected within 30 days. The landscape contractor shall provide written watering and maintenance instructions for the new plantings and lawn to the owner.
- Warranty and replacements: All plants (trees, evergreens, shrubs, perennials, ornamental grasses and groundcovers) shall be warranted by the landscape contractor to be in healthy and flourishing condition for a period of one year from the date of substantial completion. This assumes the owner performs required maintenance (i.e. regular watering) after substantial completion of the landscape. Only one replacement per plant will be required during the warranty period, except for losses or replacements due to failure to comply with specified requirements. Replacements shall be plants of the same variety specified on the plan and closely match adjacent specimens in size. The landscape contractor is responsible for keeping a documented record of which plants have been replaced during the warranty period.
- The landscape contractor shall provide a design / build irrigation construction plan to the owner and municipality (if required) that complies with State and local code requirements for review and approval prior to construction. Irrigation plan to be coordinated with general contractor.
 - The Irrigation designer shall be certified by The Irrigation Association as a Commercial Irrigation Designer and have at least 5 years' experience designing irrigation systems of similar size and scope.
 - The Irrigation system shall be metered to meet the requirements of the State and local codes; be fully automatic utilizing a weather-based controller with rain/moisture sensors; zoned to water the turf with minimum over throw on hardscapes, buildings and other structures; coverage of all plant / turf areas with head-to-head watering and be operational from a domestic water source provided by the owner.
 - Turf areas shall be irrigated with pop-up rotary heads and all shrub / perennial beds shall be irrigated with a drip system.
 - Contractor may use the following approved manufacturers Hunter, Rainbird or Toro. Provide first year winterization and following spring startup.
 - Landscape contractor shall provide a complete set of "As-Built" plans of the installed irrigation system to the owner in a reproducible format.

DESCRIPTION		DATE		16745 W. Bluemound Road Brookfield, WI 53005-5938 (262) 781-1000 rosmith.com		Brookfield, WI Appleton, WI Madison, WI Cedarburg, WI Naperville, IL Irvine, CA	
BLUE MOUND GOLF AND COUNTRY CLUB		WAUWATOSA, WI		LANDSCAPE NOTES AND DETAILS			
© COPYRIGHT 2026 R.A. Smith, Inc.		DATE: 02/17/2026		SCALE: –			
JOB NO. 3210224		PROJECT MANAGER: TOM MORTESEN PLA, ASLA		DESIGNED BY: TAM			
CHECKED BY: REW		SHEET NUMBER		L200			



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