

City of Milwaukee
Department of Employee Relations
Board of City Service Commissioners

TEMPORARY HARDSHIP
Request For Temporary Residence Outside of the City of Milwaukee

Instructions:

- Complete the Employee Section of this form.
- Attach a separate page to provide a detailed explanation of the reason for the request, along with any supporting documentation.
- Forward the completed form to your Department Head for review and recommendation.
- Submit the completed form to:

City of Milwaukee
Department of Employee Relations
Administration Division
City Hall, Room 706
200 E Wells St
Milwaukee WI 53202

This Temporary Hardship Form is to be used by employees who are City of Milwaukee residents who need to request permission from the City Service Commission to live outside of the City of Milwaukee for a temporary period due to a hardship. Temporary hardships are generally related to an employee's immediate need to move outside of the City of Milwaukee for a short period of time to take care of family or personal emergencies. The City Service Commission will require the employee to demonstrate/document his/her intention to re-establish residency within the City of Milwaukee as soon as possible.

Questions should be directed to the Department of Employee Relations.

EMPLOYEE REQUEST

(To be completed by the employee)

Employee's Name: **Christopher Koterba**

Job title of present position: **VST III**

Department in which employed: **DPW Heavy Repair**

City start date (most recent employment date): **10/2/2022**

Present or last address: [REDACTED]

Intended address outside city limits: [REDACTED]

Length of time requested: **24 month(s)**

End date: **12/01/2027**

Reason for the request: *(You MUST provide a detailed statement and attach any supporting documentation you wish to have considered by the Commission).* My father, who lives alone, fell back in September. He spent a week in the hospital and just over two months in a rehab facility recovering. He was released to go back home but he can't live alone anymore. My mom passed away in 2019 and he's been getting by with bi-weekly visits from me but he just can't be alone anymore. He doesn't need skilled nursing, more of a modified assisted living. Even though he is a Navy Vet with 70% disability, he doesn't currently qualify for full time housing and it would be better for his quality of life to reside in his own house for the time being. He's lived there for over 40 years. We've modified it to be more accessible for mobility issues.

I'm an only child so it falls to me to assist my dad however I can which means, for the time being, living with him. He currently lives in Big Bend which is in Waukesha county and about a 26 minute drive from Central Garage on Canal Street. It does fall within the Fire and Police Residency Map. I will attach a Highlighted screenshot. I have requested a period of 24 months but it's my estimation that his living requirements may change prior to the end of that term in which case we would return home.

My wife and I currently own a house in Johnsons Woods and we are very fond of it. We love the location and are hoping to age in place there. We have no plans on selling or renting the house while we are staying with dad which means I will continue maintaining the house, clearing sidewalks from snow and ice and paying taxes and utilities on it.

I appreciate your consideration and I look forward to hearing from you.

I hereby request authorization to temporarily live outside the city limits of Milwaukee for the hardship reasons described above.

Employee Signature: 

Date of Request: **12/22/2025**

Note: Any permission granted hereby is only temporary. There must be documented intention to re-establish residency within the city limits of Milwaukee as soon as possible.

DEPARTMENT ENDORSEMENT

(To be completed by the Department or Bureau Head or authorized designee)

- This request is recommended.
- This request is NOT recommended.

Signature of Department Head:

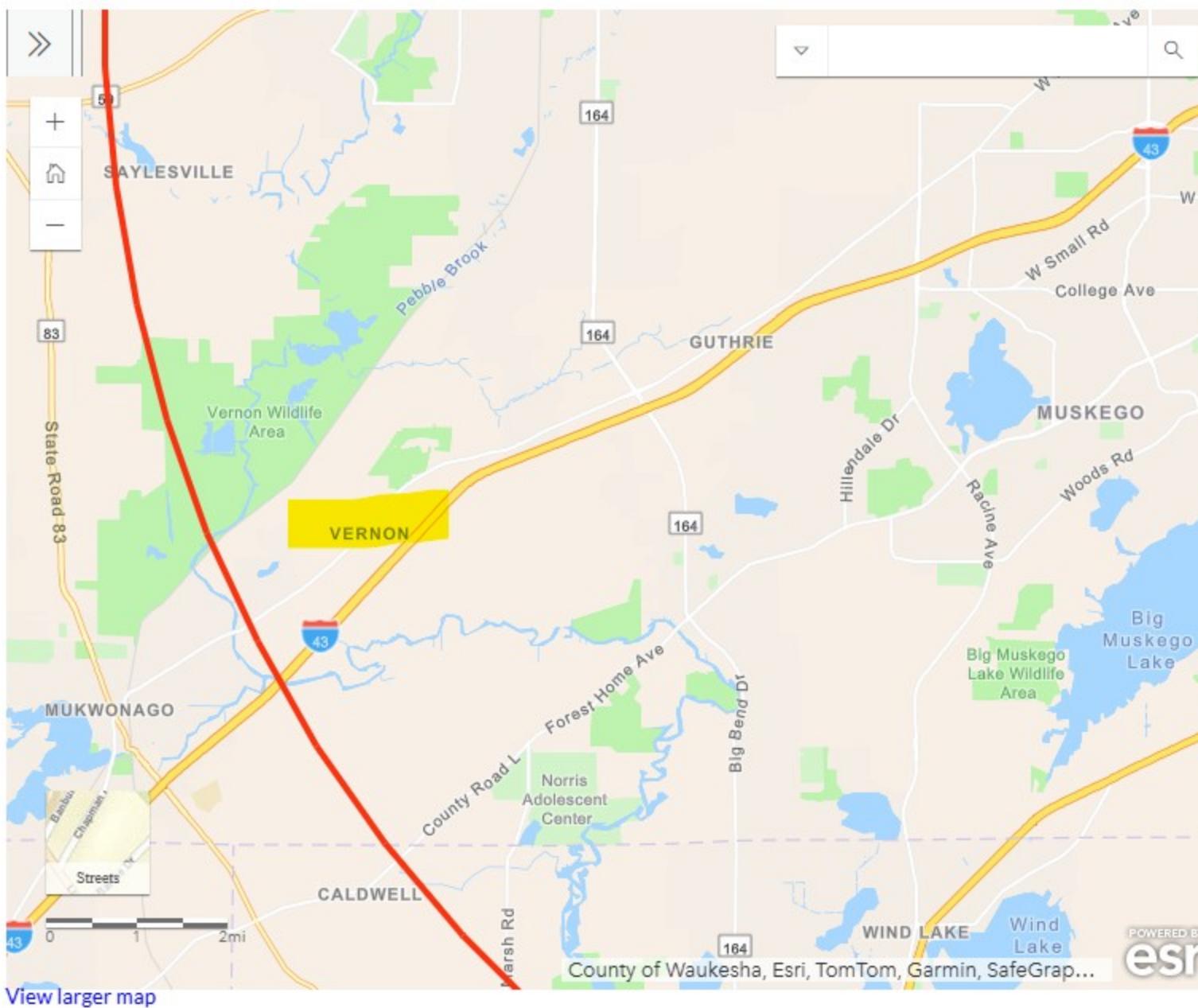
Date Signed:

Fire and Police Commission

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Clicking the house icon in the upper left corner will reset the map zoom to the default. Addresses may be located by typing them into the white box in the upper right corner of the map and subsequently clicking the icon in the upper right corner or pressing enter.



From: [Koterba, Christopher](#)
To: [Relations, Employee](#)
Subject: Residency Incentive
Date: Wednesday, December 17, 2025 1:52:46 PM

Good Afternoon,

I am looking for some information regarding the residency incentive. My wife and I currently live in Milwaukee (Johnson's Woods) but my father has gotten to a point very recently where he can't live alone, and it looks like we need to stay with him until such time as he moves to an assisted living center. We don't currently know when this transition will happen so I'm not sure how long we'll be staying there. We have no plans on selling or renting our house in Milwaukee. We are actually trying to make some repairs and improvement to it while we're at dad's house. It is a very small house with a lot of stair so moving him in with us isn't really an option.

My question is what qualifies me for the residency incentive? I'm still paying taxes and utilities on my home in Milwaukee. I'll be maintaining the sidewalks throughout the winter and the lawn in the spring as I work on the house repairs.

I really enjoy my job and don't want to jeopardize it by not being in compliance with residency regulations but losing a portion of my paycheck because I'm trying to maintain my father's quality of life is frustrating.

Thank you in advance for your assistance.

Sincerely,

Chris Koterba

Vehicle Services Technician
City of Milwaukee DPW

PLEASE NOTE: I'm only able to check this email a couple of times each day. If immediate action/response is necessary, please page me or see me in person. Thank you