

**AGENDA
TOWN OF LISBON
VILLAGE OF SUSSEX**

Joint Planning Committee Meeting
Thursday, February 21, 2019
6:15 P.M.
Lisbon Town Hall
W234N8676 Woodside Road

1. Call to order.
2. Roll call.
3. Comments from Citizens Present.
4. Discussion and necessary action on minutes of Joint Planning Committee Meeting of January 24, 2019.
5. Joint Planning Areas:
 - A. Discussion and necessary action on the request for John Matter, for the property located at W263N6314 Ridge Drive, Lisbon, LSBT 0257.995.001:
 - i. Ordinance 04-19, An Ordinance Rezoning LSBT 0257.995.001 from A-10 Agricultural District to A-5 Mini-Farm District, and recommendation to the Town Board of the same.
 - ii. Certified Survey Map and recommendation to the Town Board of the same.
 - B. Discussion and necessary action on the request from Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 for a 3-Lot Certified Survey Map and recommendation to the Town Board of the same.
6. Adjournment

Joseph Osterman, Chairman
Town of Lisbon

Greg Goetz, Village President
Village of Sussex

Jeremy Smith, Administrator
Village of Sussex

Gina Gresch, Administrator
Town of Lisbon

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

MEMBERS: Please notify Town Hall at 262-246-6100 if you are unable to attend the meeting.

Minutes
Town of Lisbon & Village of Sussex
Joint Planning Committee Meeting
Village of Sussex, Civic Center
Thursday, January 24, 2019

Call to Order.

Meeting was called to order by Village President Greg Goetz at 6:15 PM

Roll Call.

Village of Sussex: Village President Greg Goetz, Plan Commissioner/Village Trustee Scott Adkins and Plan Commissioner Annette Kremer.

Town of Lisbon: Present were: Chairman Joe Osterman and Plan Commissioner Chad Samanske. Excused Supervisor Becky Plotecher. Also present: Town Clerk Dan Green and Town Administrator Gina Gresch.

Comments from Citizens Present. None

Discussion and necessary action on minutes of Joint Planning Committee Meeting of October 22, 2018.

Motion by Annette Kremer to approve the October 22, 2018 Joint Planning Committee Meeting minutes. Seconded by Samanske. Motion passed 5-0.

Discussion and necessary action on the request for Casey's General Store, for the property located at W220N5701 Townline Road, LSBT 0244.999.003, for a Conditional Use Permit Amendment to the Plan of Operation, specifically the driveway location change and hours of operation.

Kremer asked the reason for the relocation of the driveway. Ryan Swanson of Arc Design Resources was present for this matter. Mr. Swanson stated the main reason for the change in the driveway is to work within the right of way. Goetz asked if the pumps would still be in the front. Swanson stated it is typical of the Casey's stores to have pumps in the front for security reasons.

Motion by Osterman to approve the request for Casey's General Store, for the property located at W220N5701 Townline Road, LSBT 0244.999.003, for a Conditional Use Permit Amendment to the Plan of Operation, specifically the driveway location change and hours of operation. Seconded by Kremer. Motion carried, 5-0.

Discussion and necessary action on the request from Jeremy Rush, for the property located at N72W24740 Good Hope Road, LSBT 0203.994.005, for a Conditional Use Amendment to remove a condition regarding "storage upstairs" from the originally approved Conditional Use.

Gresch stated this is a simple amendment, the original approval of the Conditional Use stated this space will be storage space but this will now be turned back to living space because one of the kids will use it.

Motion by Samanske to approve the request from Jeremy Rush, for the property located at N72W24740 Good Hope Road, LSBT 0203.994.005, for a Conditional Use Amendment to remove a condition regarding "storage upstairs" from the originally approved Conditional Use. Seconded by Goetz. Motion carried, 5-0

Discussion and necessary action on the request from Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 to adopt Ordinance 13-18, Ordinance Rezoning LSBT 0288.987.001, From A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District and recommendation to the Town Board of the same.

Osterman stated this is a standard rezone to a residential district.

Motion by Osterman to approve the request from Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 to adopt Ordinance 13-18, Ordinance Rezoning LSBT 0288.987.001, and From A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District and recommendation to the Town Board of the same. Seconded by Kremer. Motion carried, 5-0

Discussion on the site plan for residential development and rezone for property located south of Plainview Road north of Woodland Creek subdivision for RS-2 and RS-3 Single Family Residential with a Planned Development Overlay, Secondary Environmental Corridor and Low Conservancy Overlay.

Bryan Lindgren from Neumann Development, Inc. was present for this matter. Lindgren stated for the 107 acre parcel they are proposing a subdivision with mix zoning. West side will be similar to Coldwater Creek a RS-3 with a Planned Development Overlay preserving space along the railroad tracks for a buffer, and preserve the green space in the center is wetland and woodland preserve. East side zoning is a continuation of the Woodland Creek Subdivision, RS-2 with a Planned Development Overlay tying into the Forest Hill Lane.

Goetz stated this is designed to mirror Coldwater Creek to the west to keep it consistent and keep it consistent with the Woodland Creek Subdivision.

Osterman asked if this matched the Village Land Use plan. Fluet stated the Land Use plan was updated with our 2040 Comprehensive Plan and it does match with low and medium dense single family homes with an environmental corridor. Osterman stated you will have to deal with the Secondary Environmental Corridor. Fluet stated they wetlands will be delineated and from that they will need to address it.

Samanske asked about lot 107, why not make that two lots, everyone will walk thru that. Lindgren stated the grades don't work for another lot, the thought process is the homeowner of the lot will maintain it because of the extra privacy.

Osterman asked if there any improvements on Plainview like fix the road or turn lanes. Goetz stated the only item discussed was sidewalk on Plainview.

Motion by Goetz to approve the site plan for residential development and rezone for property located south of Plainview Road north of Woodland Creek subdivision for RS-2 and RS-3 Single Family Residential with a Planned Development Overlay, Secondary Environmental Corridor and Low Conservancy Overlay. Seconded by Samanske. Motion carried 5-0.

Discussion and necessary action to coordinate a meeting schedule for future JPC meetings.

Fluet stated it has been difficult to schedule these meetings and it would be best to set a monthly schedule of the third Thursday of the month with a start time of 6:15pm, the meeting locations will alternate between the Town and the Village location. This would make the next meeting on February 21st at 6:15pm at the Town Hall. It was the consensus of the JPC to start this schedule.

Adjournment.

Motion by Kremer to Adjourn the Thursday, January 24, 2019 Town of Lisbon & Village of Sussex Joint Planning Committee Meeting at 6:32pm. Seconded by Osterman. Motion carried 5-0.

Respectfully submitted,
Kasey Fluet, Assistant Development Director
Village of Sussex



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

PETITION FOR REZONING

Property Owner

John Matter
Name / Company Name

[Signature]
Signature

W263 N6314 Ridge Dr
Address

Lisbon WI 53089
City State Zip

414 745-1336 John.Matter@LisbonWI.com
Phone E-mail Address

Applicant

Name

Company

Address

City State Zip

Phone E-Mail Address

SAME

Property Information

W263 N6314 Ridge Dr
Property Address

Lisbon 53089
City Zip

LSBT 0257 995 001
Tax Key/Parcel ID #

A 10
Current Zoning

A 5
Proposed Zoning

Rezone Information

In the space below, please describe the purpose of the rezoning being applied for. Please attach or email a separate sheet if necessary.

<u>Re zoning to split the lot to sell it to a family</u>

INTERNAL USE ONLY		
Amount Due: \$ <u>2021-2025</u>	Check # _____	Date Paid: <u>2021-2025</u>



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME John Matter
ADDRESS 6263 N 6314 Ridge Dr.
DATE 12.12.18 SIGNATURE [Signature]
PHONE 414 745-1334 EMAIL Jmatter@smc.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____
ADDRESS _____
DATE _____ SIGNATURE _____
PHONE _____ EMAIL _____

PROJECT NAME _____



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____
ADDRESS _____
DATE _____ SIGNATURE _____
PHONE _____ EMAIL _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____
ADDRESS _____
DATE _____ SIGNATURE _____
PHONE _____ EMAIL _____

COMMENTS:

Town Official Accepting Form

Date

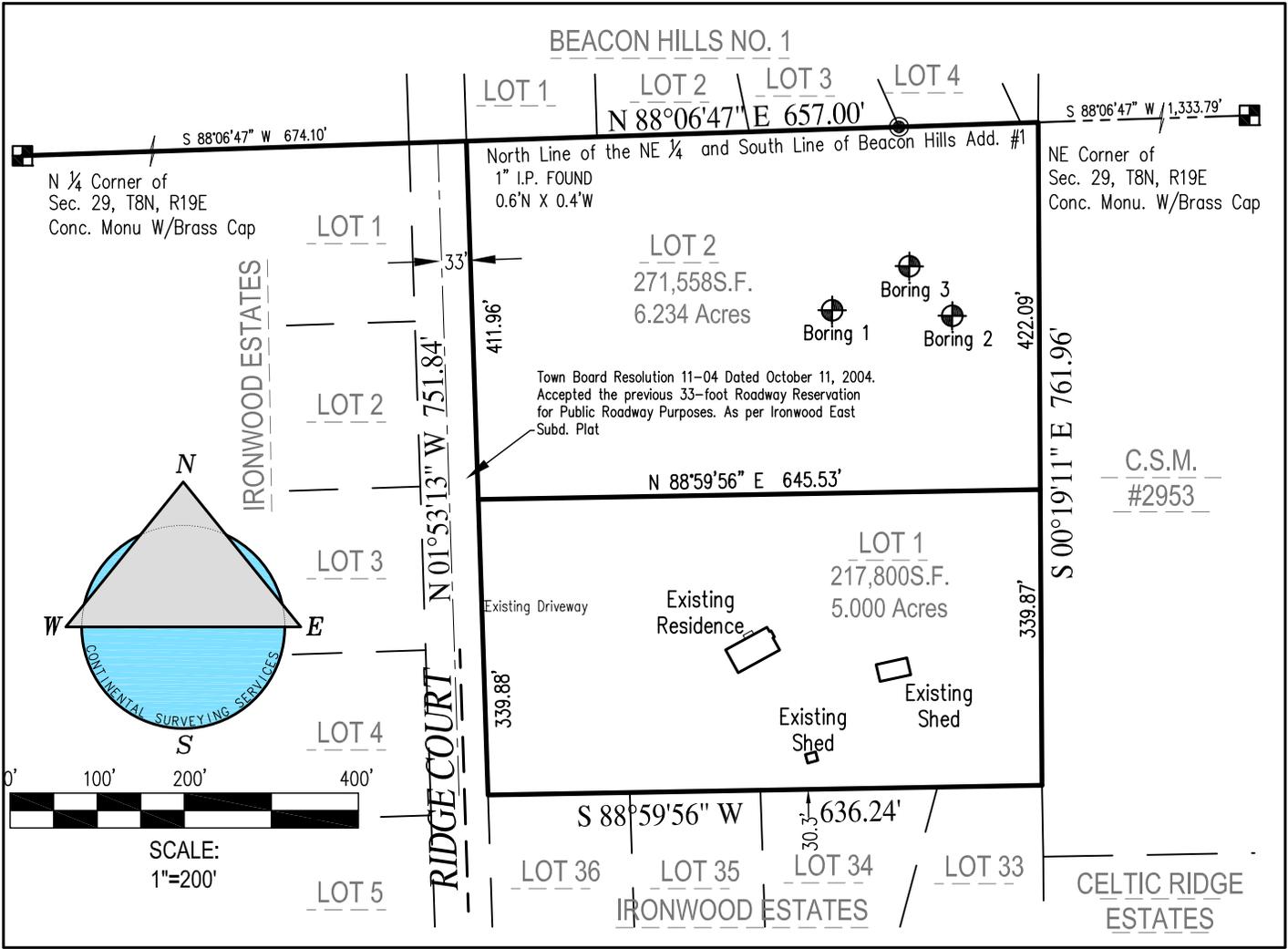
PROPERTY ADDRESS:
 W263N6314 Ridge Dr.
 Lisbon, WI. 53089
 TKN.: LSBT0257995001

EXHIBIT

Description of Exhibit

CLIENT:
 John and Michelle Matter
 W263N6314 Ridge Dr.
 Lisbon, WI. 53089

Redivision of Certified Survey Map NO. 2953, excepting that part Dedicated by Town of Lisbon, Board Resolution 11-04 being part of the NE 1/4 of Section 29, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin



Commencing at the North 1/4 Corner of Section 29, Township 8 North, Range 19 East, S 88°06'47" E along the North Line of said Northeast 1/4 and also being the South Line of Beacon Hills Add. #1, 674.10 feet to the Easterly Right of Way Line of Ridge Drive and also being the Point of Beginning of lands hereinafter described;

Thence N 88°06'47" E continuing along the North Line of said Northeast 1/4 and be also South Line of said Beacon Hills Add. #1 and being the North line of C.S.M. #2953, 690.00 feet to the Northeast Corner of said C.S.M. #2953 and the Southeast Corner of said Beacon Hills Add. #1; thence S 00°19'11" E along the East Line of said C.S.M. #2953, 761.96 feet to the Southeast Corner of Said C.S.M. #2953; thence S 88°59'56" W along the South Line of said C.S.M. #2359 and also being the North Line of Ironwood Estates, 636.24 feet to the Easterly Right of Way Line of Ridge Drive; thence N 01°53'13" W along the Easterly Right of Way Line of Ridge Drive, 751.84 feet to the place of beginning of this description.

The gross area of said parcel contains 489,358 Square feet or 11.2341 Acres of land more or less.

This map was drafted by: TLM

CONTINENTAL SURVEYING SERVICES LLC

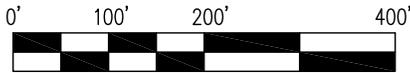
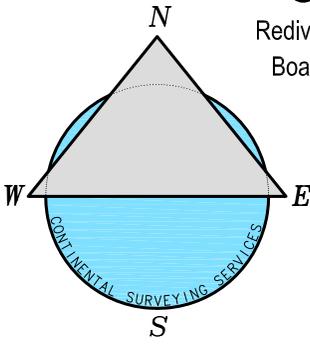
Main Office:
 2059 Hwy 175, Suite "A"
 Richfield WI. 53076

Phone: (262) 389-9200
 Website: www.csssurveys.com
 Email: survey@csssurveys.com

By the Graces of God and the talents given to us, we strive to provide the most Honest and Reliable Land Surveying Services

Certified Survey Map

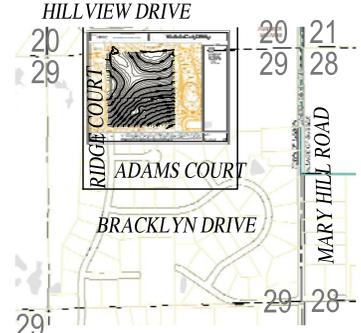
Redivision of Certified Survey Map NO. 2953, excepting that part Dedicated by Town Board Resolution 11-04 being part of the NE ¼ of Section 29, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin



SCALE:
1"=200'

LEGEND

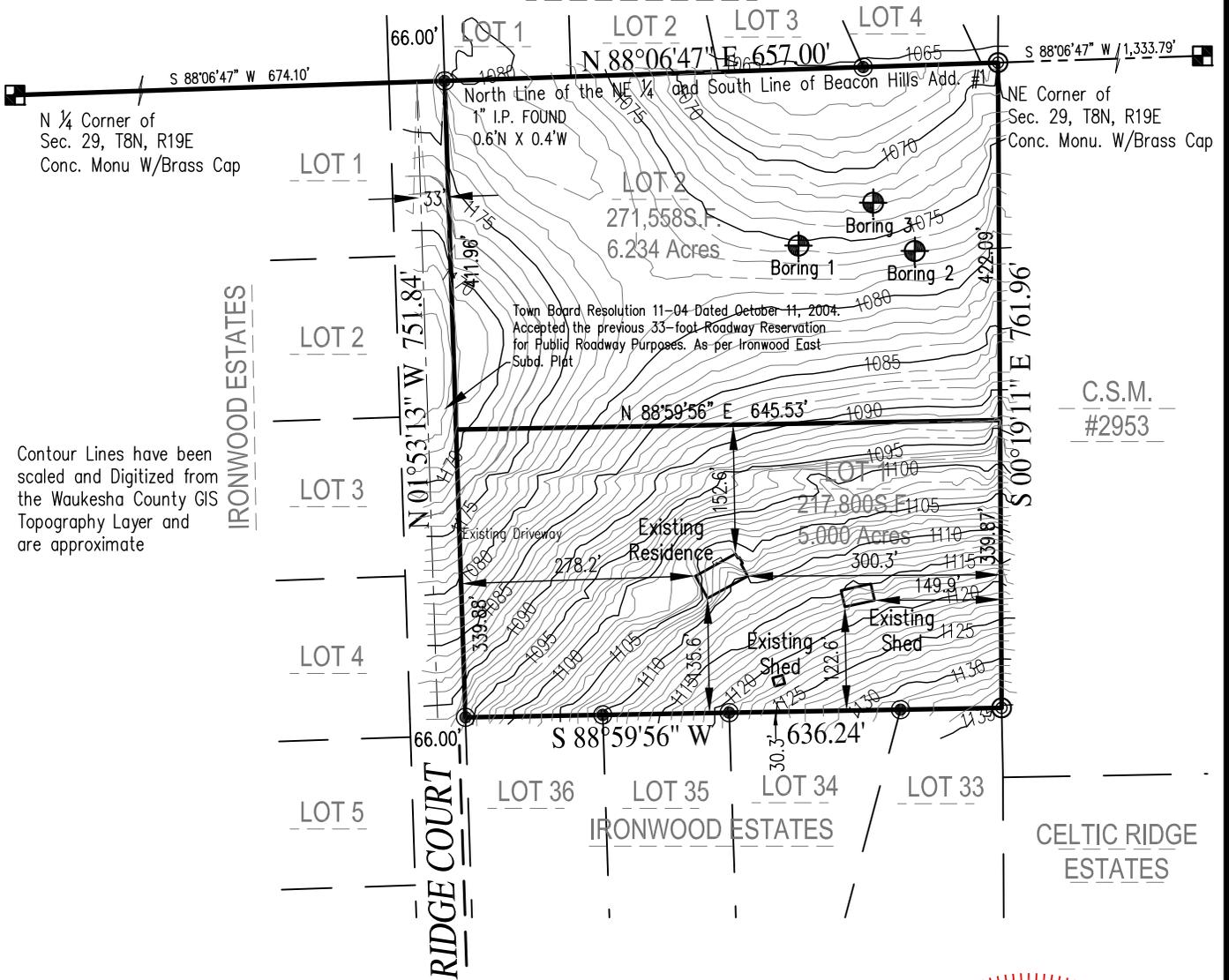
- 1" Iron Pipe Found
- 20"x ¾" Re-Bar Set (1.13 lb/foot)



Location Map

SCALE:
1"=2000'

BEACON HILLS NO. 1



C.S.M.
#2953

CONTINENTAL SURVEYING SERVICES LLC



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.cs surveys.com
Email: survey@cs surveys.com

OWNER

John and Michelle Matter
W263N6314 Ridge Dr.
Lisbon, WI. 53089
TKN.: LSBT0257995001



NOTE: All bearings are referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the North line of the NE ¼ of Section 29, Township 8 North, Range 19 East bears N 88°06'47" E.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this XXxx day of MONTH, 2018 Sheet 1 of 4



Certified Survey Map

Redivision of Certified Survey Map NO. 2953, excepting that part Deticated by Town Board Resolution 11-04 being part of the NE ¼ of Section 29, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin

SURVEYOR'S CERTIFICATE:

I Rick R. Hillmann, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a parcel of land located in a part of the Wisconsin, now being more particularly bounded and described and follows:

Commencing at the North ¼ Corner of Section 29, Township 8 North, Range 19 East, S 88°06'47" E along the North Line of said Northeast ¼ and also being the South Line of Beacon Hills Add. #1 , 674.10 feet to the Easterly Right of Way Line of Ridge Drive and also being the Point of Beginning of lands hereinafter described;

Thence N 88°06'47" E continuing along the North Line of said Northeast ¼ and be also South Line of said Beacon Hills Add. #1 and being the North line of C.S.M. #2953, 690.00 feet to the Northeast Corner of said C.S.M. #2953 and the Southeast Corner of said Beacon Hills Add. #1; thence S 00°19'11" E along the East Line of said C.S.M. #2953, 761.96 feet to the Southeast Corner of Said C.S.M. #2953; thence S 88°59'56" W along the South Line of said C.S.M. #2359 and also being the North Line of Ironwood Estates, 636.24 feet to the Easterly Right of Way Line of Ridge Drive; thence N 01°53'13" W along the Easterly Right of Way Line of Ridge Drive, 751.84 feet to the place of beginning of this description.

The gross area of said parcel contains 489,358 Square feet or 11.2341 Acres of land more or less.

That I have made such survey, land division and map by the direction of John and Michelle Matter, owner of said land. That such map is a correct representation of all exterior boundaries of land surveyed and land division made thereof. That I have fully complied with the provision of chapter 236 of the Wisconsin Statutes and the Platting ordinance of the Town of Lisbon in surveying, dividing and mapping same.

Dated this _____ day of _____, 20_____.

Rick R. Hillmann PLS
Professional Land Surveyor S-3005



TOWN OF LISBON PLAN COMMISSION APPROVAL:

Approved by the Plan Commission of the Town of Lisbon on this _____ day of _____, 20_____.

Joe Osterman, Plan Commission Chairman

Jane Stadler, Secretary

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.cssturveys.com
Email: survey@cssturveys.com

NOTE: All bearings are referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the North line of the NE ¼ of Section 29, Township 8 North, Range 19 East bears N 88°06'47" E.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this **XXxx** day of **MONTH**, 2018 Sheet 2 of 4



Certified Survey Map _____

Redivision of Certified Survey Map NO. 2953, excepting that part Dedicated by Town Board Resolution 11-04 being part of the NE ¼ of Section 29, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin

MORTGAGE CERTIFICATE:

As mortgage holder of the herein described land, (Bank Name) _____, does hereby consent to the surveying, dividing, and mapping of the lands described in this map and to the certificate of {owner}, as owner(s).

WITNESS the hand and seal of (Bank Name) _____, has caused this instrument to be executed by (First Name) _____ (Last Name) _____, its (Title) _____, and (First Name) _____ (Last Name) _____, its (Title) _____, in the (Select One (1) City, Village or Town) of (City Name) _____, Wisconsin, this _____ day of _____, 20_____.

In the presence of:

(Bank Name)

(Print - First Name, Last Name and Title)

(Signature)

(Print - First Name, Last Name and Title)

(Signature)

STATE OF WISCONSIN)
)ss.
County of _____)

Personally came before me this _____ day of _____, 20_____, (First Name) _____ (Last Name) _____, its (Title) _____, and (First Name) _____ (Last Name) _____, its (Title) _____, of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be the (Title) _____ and (Title) _____ respectively of the corporation, and acknowledged that they, he, or she executed the foregoing instrument and acknowledged the same.

Print Name _____

Notary Public, _____ County, WI.

My Commission Expires: _____

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.cssturveys.com
Email: survey@cssturveys.com



This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this XXxx day of MONTH, 2018 Sheet 3 of 4





Parcel IDLSBT0257995001: Site Map
 Town of Lisbon

1 inch = 192 feet
 0 95 190 380
 Feet

Subject Parcel 
 Lisbon Parcels 

vierbicher
 planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
 Phone: (262) 875-5000 Fax: (608) 826-0530



February 7, 2019

Town of Lisbon
Plan Commission
W234 N8676 Woodside Road
Lisbon, WI 53089-1545

RE: Ridge Drive Rezoning and Certified Survey Map and Review

Introduction

This letter reviews the Certified Survey Map (CSM) and Rezoning applications submitted by John Matter (Applicant) for the property located at W263 N6314 Ridge Road in the Town. The property in question is 11.8 acres including right-of-way and is currently zoned A-10 (Agricultural), with proposed zoning of A-5 (Mini Farm). The Applicant intends to divide the property into two lots of 5.000 acres (Lot 1) and 6.234 acres (Lot 2) then sell Lot 2 to a new owner.

Pertinent details with respect to this application, the Town of Lisbon Ordinances, and the Wisconsin Statutes are included below.

Pertinent Reviewed Materials

Property Owner:	John Matter
Applicant:	John Matter
Tax Key:	LSBT: 0257995001
Current Zoning:	AD-10 Agricultural Density 10-Acre District
Adjacent Zoning:	North: R-2 Single Family Residential South: R-1 Suburban Single Family Residential East: PR Park and Recreation West: R-1 Suburban Single Family Residential
Current Land Use Plan designation:	Rural Density and Other Agricultural Land
Proposed Use:	Residential (2 Lots)
Proposed Zoning:	A-5 (A-5 Mini-Farm District)
Joint Planning Commission Req:	Yes, the Sussex/Lisbon Joint Plan Commission will have to meet to review the proposed rezoning and CSM. Waukesha County will also have to approve of the rezoning following any actions by the Town.

Zoning Map Amendment Review

A request for an amendment to the Town of Lisbon's Zoning Map has been submitted in order to rezone this property. Approval of a Zoning Map Amendment is necessary in order to allow for potential subdivision of the property into two lots. The current zoning designation of A-10 does not allow for subdivision of land as there is a 10-acre minimum lot size associated with this zoning designation. Any amendment to the Zoning Map for this property would need to be in compliance with the proposed land use district. The primary information is as follows;

The proposed Zoning District A-5 is intended to provide for very low-density single-family residential development in predominantly rural areas in order to maintain the agricultural character of the property and rural character of the area to some degree. The requirements for A-5 lots are described under Ordinance §14 under Chapter 11 of the Town Ordinances. After reviewing for compliance with these requirements, we have the following comments:

The Town's Recommended Land Use Plan – 2035, which is part of the Comprehensive Plan, designates the property as. This is consistent with the intended character of the proposed A-5 Zoning District.

Ordinance §14(g)(2) states that the minimum area for A-5 lots is five acres and the minimum average width is 300 feet. Both proposed lots comply with these requirements.

Ordinance §14(g)(3) requires A-5 lots to have a minimum of two acres of open space. Both proposed lots comply with this requirement as well.

Ordinance §14(g)(1) states that the minimum required floor area for a principal structure is 1,000 square feet on the first floor and 1,800 square feet throughout the entire structure. Any new structure on Lot 2 will be required to meet these prescribed floor area minimums.

Recommendation:

Planning staff recommends approval of the requested Zoning Map amendment in order to change the current A- 10 zoning district to A-5 for a parcel (Parcel ID: LSBT 0257995001) generally located along Ridge Road. The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal.

Certified Survey Map (CSM) Review

A request for CSM land division has been submitted in order to subdivide this property. The review is as follows:

- The Applicant has complied with all requirements specified under Ordinances §6.01, §6.03, and §6.04 of Chapter 12.
- Ordinance §6.02 of Chapter 12 states that CSMs shall show the information required by Sections 4.01, 4.02, and 5.02 of Chapter 12 along with all existing buildings and structures, drives, streams and watercourses, drainage ditches, drainage easements, marshes, wooded areas, railroad tracks, and other pertinent features. After reviewing for compliance with these requirements, we have the following comments:
 - Ordinance §4.01 (d) requires land dividers to show a graphic scale at no more than 100 feet to one inch. The Applicant's scale is 200 feet to one inch. The Applicant shall amend the CSM before final Town approval.
 - Ordinance §4.02(m) requires Applicants to show the existing zoning on and adjacent to the proposed land division. The Applicant shall amend the CSM to show the adjacent zoning for the adjacent parcel to the west.

- Ordinance §4.02(i) requires CSM to also show existing drives. The Applicant shall amend the CSM to include the existing driveway to the existing home.
- Ordinance §5.02(k) requires Applicants to show septic systems and driveways with preplanned locations on the land division. While the location of the existing driveway for proposed Lot 1 is shown, there is no driveway location shown for proposed Lot 2. The Applicant shall amend the CSM to reflect the general location proposed location of the Lot 2 driveway. The CSM shall also amend the CSM to include a boundary area for a "Suitable Mound Location"

It appears the Applicant has complied with all requirements specified under Ordinances §6.03 and §6.04 of Chapter 12.

Additional CSM/Development Requirement of the Town code or of the Land Division Checklist

The CSM shall also include the following:

- Location of the existing on-site well.
- Location of the existing on-site waste disposal system.
- The building envelopes for each proposed lot created by the prescribed zoning code setback lines.
- The contour lines shall be located on an additional page of the CSM. This will also make the lot information more legible.
- Any utility easements are necessary to service the site. The Plan Commission may require utility easements at least 10 feet in width across lots or centered on rear or side lot lines for electric power, communication, and cable television lines, wires, conduits, storm and sanitary sewers and gas, water and other utility lines. All easements for town utilities shall be dedicated to the Town of Lisbon unless otherwise provided.
- Grading plans and drainage easements and other necessary information required to direct stormwater as approved by the Town Engineer and Waukesha County prior to final signatures.
- Include line types in the CSM legend.

Other Considerations

- While this property is not designated for addition to the Village of Sussex, it is required to be reviewed by the Sussex/Lisbon Joint Plan Commission. Certificates shall be added for the Joint Plan Commission and the Village of Sussex.
- The property also requires submittal of soil boring testing data to the Town Engineer and Waukesha County Environmental Health. The applicant shall then submit the "Preliminary Site Evaluation" letter from Waukesha County to the Town.
- Ordinance §2.05 of Chapter 12 of the Town Code states that the Town Board may waive some CSM requirements when it judges the literal application of these requirements to be inappropriate, subject to the following criteria: exceptional circumstances, preservation of property rights, and/or absence of detriment. The Town should decide whether it wishes to grant a waiver to the unaddressed requirements noted in this letter.

CSM - Recommendation

The list of conditions has been sent to the applicant representative. If the Applicants are in agreement with the conditions, the staff would recommend approval subject to the following conditions:

1. Subject to the Developer satisfying all comments, conditions and concerns of the Town Planner (as noted above) and separate comments from the Town Engineer, which includes compliance with the Town's adopted Land Division Review Checklist and Land Division and Development Ordinance; and all reviewing, objecting and approving bodies, which may include but not be limited to the State of Wisconsin Department of Commerce per Chapter 236, Wisconsin Statutes and Chapter COMM 85, Wisconsin Administrative Code; State of Wisconsin Department of Administration per Chapter 236, Wisconsin Statutes; the Waukesha County Department of Parks and Land Use (including where necessary the Planning and Zoning Division, Parks System Division, Land Resources Division, and Environmental Health Division) in regard to the CSM, and obtaining all necessary permits and approvals, prior to commencing construction of any improvement, whether public or private, or site development or approval of the CSM, whichever is earlier. All review comments shall be addressed prior to final signatures.
2. The Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this development, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Town by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.
4. Subject to the Developer applying for and receiving from the, Town Plan Commission, Town Board, and Waukesha County, all necessary variances and waivers (if any) to the Town of Lisbon Zoning Ordinance, the Waukesha County Shoreland and Floodland Protection Ordinance, the Waukesha County Shoreland and Floodland Subdivision Control Ordinance, and the Town of Lisbon Land Division and Development Ordinance prior to commencing construction of any improvement, whether public or private, or site development or approval of the Final Plat/CSM, whichever is earlier. This conditional approval document shall not be read as providing any assurance or expectation that such variances or waivers will be granted, and shall not vest any right regarding the grant of such variances or waivers.

The issues outlined above are meant to guide you in your discussions over whether to approve this proposal. This letter is subject to change upon review of any additional application materials submitted to the Town between the drafting of this letter and the public meeting. I will be in attendance at the February 14th Plan Commission meeting to answer any questions.

Sincerely,

Daniel J Lindstrom, AICP
Vierbicher

AP:

cc:

Gina Gresch, Administrator, Town of Lisbon & Daniel Green, Clerk, Town of Lisbon
Rick R. Hillmann, PLS, Continental Surveying Services LLC
John Matter, Applicant



W234 N8676 WOODSIDE RD.
LISBON, WI 53089-1545
TEL: (262) 246-6100

Project Review Checklist

Prior to the Plan Commission submittal deadline the property owner or applicant presents a site plan prepared with the information below to the Deputy Clerk at the Town Hall. The submittal material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting.

The information below is a required minimum and the other materials may be requested of the applicant during the review process.

- 1) A statement describing the general character of the intended development and including the property address, tax key number and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
- 2) An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
 - A. Structures, showing all entrances
 - B. Driveways & street access
 - C. Parking areas
 - D. Walkways
 - E. Existing landscaping
 - F. Abutting public and private streets
 - G. Public easements
 - H. Surrounding land uses and zoning
 - I. Retaining walls
 - J. Decorative accessories
 - K. Dumpster location and screening
 - L. Location, color, message, dimensions and materials of all signs
 - M. Location, size and character of dedicated or private open space
 - N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities
 - O. Floor plan of building or addition
- 3) Stormwater management plan.
- 4) Grading plan showing existing and finished grades to Town datum.
- 5) Professionally prepared landscape plan.
- 6) Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.
- 7) Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- 8) Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.
- 9) Names, address, telephone number, fax number and email address of the owner(s) and/or agent to be contacted with regard to the application.
- 10) Proof of ownership or agent status.

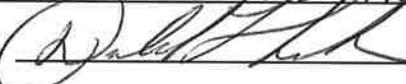


SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME DONALD L SCHNEIDER
ADDRESS W220 - N4879 TOWNLINE Rd, MEMORANDUM FALLS 53051
DATE 4/9/2019 SIGNATURE 
PHONE 262-246-4112 EMAIL _____

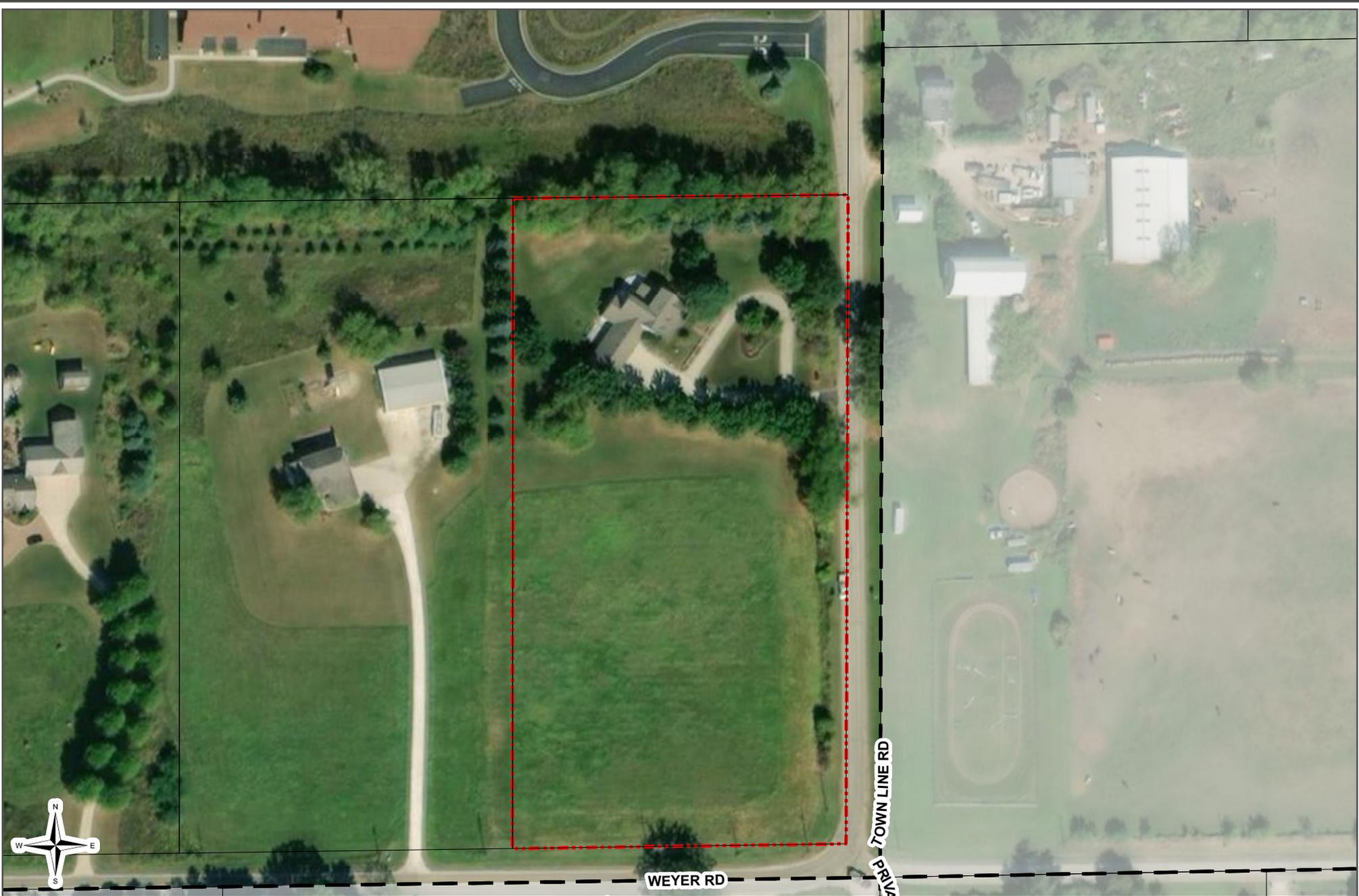
PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME SAME AS ABOVE
ADDRESS _____
DATE _____ SIGNATURE _____
PHONE _____ EMAIL _____

COMMENTS:

Town Official Accepting Form

Date



Parcel ID 987.001: Site Map

Town of Lisbon

1 inch = 125 feet



Town of Lisbon Boundary

vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 826-0530

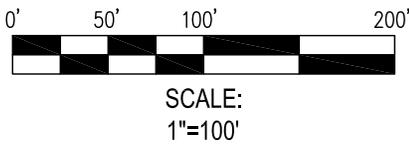
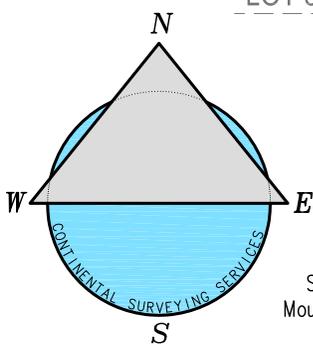
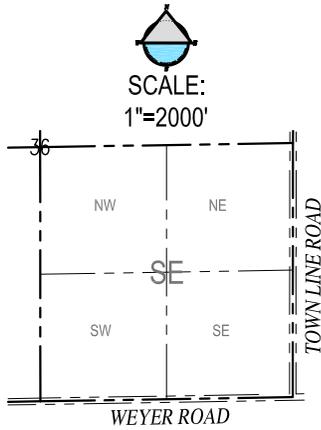
Certified Survey Map

A Revision of Lot 4 of Certified Survey Map No. 5824, being a part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 36, Township 8 North, Range 19 East
Town of Lisbon, Waukesha County, Wisconsin

LEGEND

- 1" Iron Pipe Found
- ⊙ 20"x $\frac{3}{4}$ " Re-Bar Set (1.13 lb/foot)

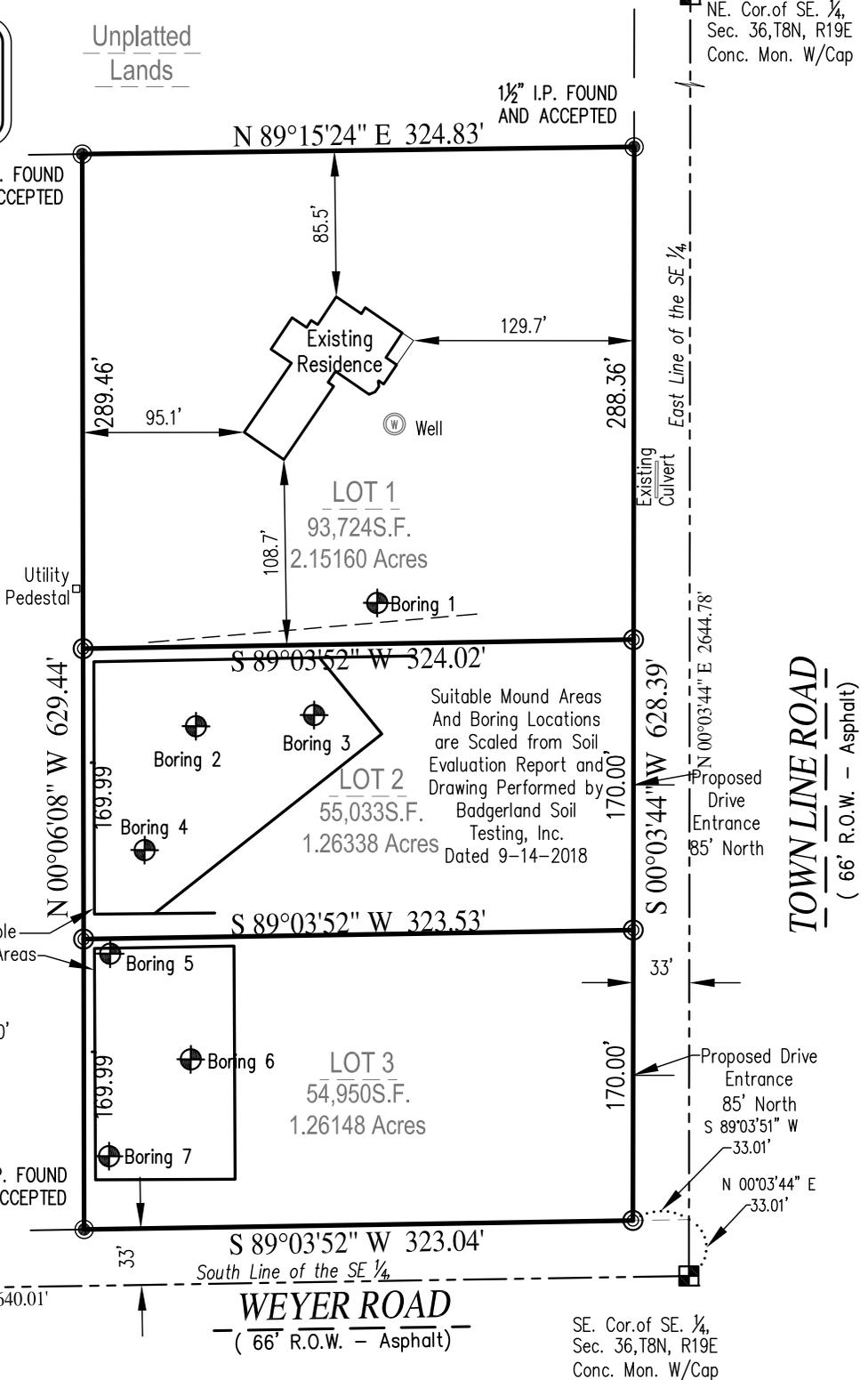
Location Map



Unplatted
Lands

1 1/2" I.P. FOUND
AND ACCEPTED

1 1/2" I.P. FOUND
AND ACCEPTED



TOWN LINE ROAD
(66' R.O.W. - Asphalt)

SW. Cor. of SE. $\frac{1}{4}$,
Sec. 36, T8N, R19E
Conc. Mon. W/Cap

SE. Cor. of SE. $\frac{1}{4}$,
Sec. 36, T8N, R19E
Conc. Mon. W/Cap

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.cssturveys.com
Email: survey@cssturveys.com



OWNER'S

Donald and Jeanette Schneider
W220N4879 Town Line Road
Menomonee Falls, WI. 53051
TKN.: LSBT 0288987001

NOTE: All bearings are referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the East line of the SE $\frac{1}{4}$ of Section 36, Township 08 North, Range 19 East bears S 00°03'44" E.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this XXXX day of MONTH, 20XX Sheet 1 of 4



Certified Survey Map

A Revision of Lot 4 of Certified Survey Map No. 5824, being a part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 36, Township 8 North, Range 19 East
Town of Lisbon, Waukesha County, Wisconsin

SURVEYOR'S CERTIFICATE:

I Rick R. Hillmann, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a parcel of land located in a part of the Wisconsin, now being more particularly bounded and described and follows:

All that part of the Southeast Quarter (SE $\frac{1}{4}$) of the Southeast Quarter (SE $\frac{1}{4}$) of Section 36, Township 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin, Commencing at the Southeast Corner of Section 36, Township 8 North, Range 19 East, thence North $0^{\circ}03'44''$ East a long the east line of said Southeast Quarter, 33.01 feet; thence South $89^{\circ}03'51''$ West, 33.01 feet to the point of Beginning, said point being the Southeast Corner of Lot 4 of Certified Survey Map Number 5824; thence continuing South $89^{\circ}03'52''$ West along the south line of said Lot 4, 323.04 feet to the Southwest Corner of said Lot 4; thence North $0^{\circ}06'08''$ West along the west line of said Lot 4, 629.45 feet to the Northwest Corner of said Lot 4; thence North $89^{\circ}15'24''$ East along the west line of said Lot 4, 324.83 feet to the Northeast Corner of said Lot 4; thence South $0^{\circ}03'44''$ West along the east line of said Lot 4, 628.39 feet to the Point of Beginning.

The gross area of said parcel contains 203,707 Square feet or 4.67646 Acres of land more or less.

That I have made such survey, land division and map by the direction of Donald and Jeanette Schnieder, owner of said land. That such map is a correct representation of all exterior boundaries of land surveyed and land division made thereof. That I have fully complied with the provision of chapter 236 of the Wisconsin Statutes and the Platting ordinance of the Town of Lisbon in surveying, dividing and mapping same.

Dated this _____ day of _____, 20_____.

Rick R. Hillmann PLS
Professional Land Surveyor S-3005

TOWN OF LISBON PLAN COMMISSION APPROVAL:

Approved by the Plan Commission of the Town of Lisbon on this _____ day of _____, 20_____.

Joe Osterman, Plan Commission Chairman

Jane Stadler, Secretary

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.csssurveys.com
Email: survey@csssurveys.com



NOTE: All bearings are referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the East line of the SE $\frac{1}{4}$ of Section 36, Township 08 North, Range 19 East bears S $00^{\circ}03'44''$ E.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this **XXxx** day of **MONTH**, 20**XX** Sheet 2 of 4



Certified Survey Map _____

A Revision of Lot 4 of Certified Survey Map No. 5824, being a part of the Southeast 1/4 of the Southeast 1/4 of Section 36, Township 8 North, Range 19 East Town of Lisbon, Waukesha County, Wisconsin

MORTGAGE CERTIFICATE:

As mortgage holder of the herein described land, JPMorgan Chase & Co., does hereby consent to the surveying, dividing, and mapping of the lands described in this map and to the certificate of Donald and Jeanette Schneider, as owners.

WITNESS the hand and seal of JPMorgan Chase & Co., has caused this instrument to be executed by (First Name) _____ (Last Name) _____, its (Title) _____, and (First Name) _____ (Last Name) _____, its (Title) _____, in the (Select One (1) City, Village or Town) of (City Name) _____, Wisconsin, this _____ day of _____, 20_____.

In the presence of:

JPMorgan Chase & Co.

(Print - First Name, Last Name and Title)

(Signature)

(Print - First Name, Last Name and Title)

(Signature)

STATE OF WISCONSIN)
)ss.
County of _____)

Personally came before me this _____ day of _____, 20_____, (First Name) _____ (Last Name) _____, its (Title) _____, and (First Name) _____ (Last Name) _____, its (Title) _____, of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be the (Title) _____ and (Title) _____ respectively of the corporation, and acknowledged that they, he, or she executed the foregoing instrument and acknowledged the same.

Print Name _____

Notary Public, _____ County, WI.

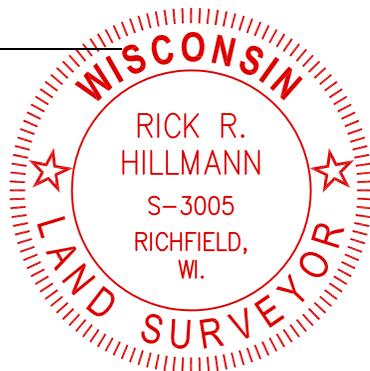
My Commission Expires: _____

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
2059 Hwy 175, Suite "A"
Richfield WI. 53076

Phone: (262) 389-9200
Website: www.cssturveys.com
Email: survey@cssturveys.com



This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this XXXX day of MONTH, 20XX Sheet 4 of 4





February 7, 2019

Town of Lisbon Plan Commission
W234 N8676 Woodside Road
Lisbon, WI 53089-1545

RE: Schneider Town Line Road Certified Survey Map Review

Introduction

This letter reviews the Certified Survey Map (CSM) application submitted by Donald Schneider (Applicant) on January 10, 2019, for the property located at W220N4879 Town Line Road. The property in question is 4.68 acres not including right-of-way and was rezoned from A-3 (Agricultural/Residential) to R-1 (Suburban Single Family Residential) by the Town in 2018. The Applicant intends to divide the property into three lots of 2.152 acres (Lot 1), 1.263 acres (Lot 2), and 1.261 acres (Lot 3).

Pertinent details with respect to this application, the Town of Lisbon Ordinances, and the Wisconsin Statutes are included below.

Pertinent Reviewed Materials

Property Owner:	Donald L. Schneider
Applicant:	Donald L. Schneider
Tax Key:	0288987001
Current Zoning:	A-3 (Agricultural/Residential Estate District)
Adjacent Zoning:	<u>North</u> – P-1 (Public Institutional) <u>South</u> – RS-6 (Single Family Residential – City of Pewaukee) <u>East</u> – A-1 (Agricultural – Village of Menomonee Falls) <u>West</u> – A-3 (Agricultural/Residential Estate)
Current Land Use Plan designation:	"Low-Density Residential" on the Recommended Land Use Plan for Town of Lisbon – 2035.
Proposed Use:	Residential
Proposed Zoning:	R-1 (Suburban Single Family Residential District)
Sussex Joint Planning Commission Req:	Yes, the Sussex/Lisbon Joint Plan Commission will have to meet to review the proposal. Waukesha County will also have to approve of the rezoning following any actions by the Town.

Town Ordinances – Comprehensive Development Plan

Exhibit B of the Town Recommended Land Use Plan designates the area as “Low-Density Residential” which recommends 20,000 square foot lot minimums. Therefore, all three proposed lots have an area that meets the recommended minimum area for the Town’s Recommended Land Use Plan. Lot one exceeds the recommended maximum size, but due to the shape of the lot and the location of the existing structure, the lot is logically planned and positioned.

Town Ordinances - Zoning

The minimum lot size for R-1 lots is 1 acre, per Chapter 11 Ordinance §16(g)(2)A. All three proposed lots in this CSM exceed 1 acre in area.

The minimum average width for R-1 lots is 150 feet, per Ordinance §16(g)(2)B. All three lots meet minimum lot width requirements.

Town Ordinances – Land Division

- The Applicant has complied with all requirements specified under Ordinances §6.01, §6.03, and §6.04 of Chapter 12.
- Ordinance §6.02 of Chapter 12 states that maps shall show information required by Sections 4.01 (preliminary Plat – General Information), 4.02 (Preliminary Plat – Plat Data, and 5.02 (Final Plan Additional Information) of Chapter 12 along with all existing buildings and structures, drives, streams and watercourses, drainage ditches, drainage easements, marshes, wooded areas, railroad tracks, and other pertinent features. The following section details the additional requirements necessary for the preliminary CSM review:
 - Ordinance §4.02(b) requires land dividers to show existing and proposed topographic contours of not more than two-foot intervals on the proposed land division. The Applicant should amend the CSM to include these contours on an additional page of the CSM.
 - Ordinance §4.02(i) requires CSM to also show existing drives. The Applicant shall amend the CSM to include the existing driveway to the existing home.
 - Ordinance §4.02(m) requires Applicants to show the existing zoning on and adjacent to the proposed land division. The Applicant shall amend the CSM to show the zoning for the adjacent parcel to the west.
 - Ordinance §7.04(c) – Street Intersections. Property lines at street intersections shall be rounded with a minimum radius of fifteen (15) feet or of a greater radius when required by the Plan Commission, or shall be cut off by a straight line through the points of tangency of an arc having a radius of fifteen (15) feet. The CSM shall be amended to reflect this standard.

Additional CSM/Development Requirement of the Town code or of the Land Division Checklist

The CSM shall also include the following:

- Location of all buildings within 50 feet of the subject site, which includes the accessory building to the east).
- Location of the existing on-site waste disposal system.
- The building envelopes for each proposed lot created by the prescribed zoning code setback lines.

- Any utility easements are necessary to service the site. The Plan Commission may require utility easements at least 10 feet in width across lots or centered on rear or side lot lines for electric power, communication, and cable television lines, wires, conduits, storm and sanitary sewers and gas, water and other utility lines. All easements for town utilities shall be dedicated to the Town of Lisbon unless otherwise provided.
- Grading plans and drainage easements and other necessary information required to direct stormwater as approved by the Town Engineer and Waukesha County prior to final signatures.
- Remove or identify the dashed line on Lot 1.
- Remove the line extensions from the "Suitable Mound Area" boundary lines.
- Include line types in the CSM legend.

Other Considerations

- While this property is not designated for addition to the Village of Sussex, it is required to be reviewed by the Sussex/Lisbon Joint Plan Commission. Certificates shall be added for the Joint Plan Commission and the Village of Sussex.
- The property also requires submittal of soil boring testing data to the Town Engineer and Waukesha County Environmental Health. The applicant shall then submit the "Preliminary Site Evaluation" letter from Waukesha County to the Town.
- Ordinance §2.05 of Chapter 12 of the Town Code states that the Town Board may waive some CSM requirements when it judges the literal application of these requirements to be inappropriate, subject to the following criteria: exceptional circumstances, preservation of property rights, and/or absence of detriment. The Town should decide whether it wishes to grant a waiver to the unaddressed requirements noted in this letter.

Recommendation

The list of conditions has been sent to the applicant's representative. If the Applicants are in agreement with the conditions, the staff would recommend approval subject to the following conditions:

1. Subject to the Developer satisfying all comments, conditions and concerns of the Town Planner (as noted above) and separate comments from the Town Engineer, which includes compliance with the Town's adopted Land Division Review Checklist and Land Division and Development Ordinance; and all reviewing, objecting and approving bodies, which may include but not be limited to the State of Wisconsin Department of Commerce per Chapter 236, Wisconsin Statutes and Chapter COMM 85, Wisconsin Administrative Code; State of Wisconsin Department of Administration per Chapter 236, Wisconsin Statutes; the Waukesha County Department of Parks and Land Use (including where necessary the Planning and Zoning Division, Parks System Division, Land Resources Division, and Environmental Health Division) in regard to the CSM, and obtaining all necessary permits and approvals, prior to commencing construction of any improvement, whether public or private, or site development or approval of the CSM, whichever is earlier.
2. The Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this development, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.

3. Any unpaid bills owed to the Town by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.
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The issues outlined above are meant to guide you in your discussions over whether to approve this proposal. This letter is subject to change upon review of any additional application materials submitted to the Town between the drafting of this letter and the public meeting. I will be in attendance at the February 14th Plan Commission meeting to answer any questions.

Sincerely,

Daniel Lindstrom, AICP
Vierbicher

AP

cc:
Gina Gresch, Administrator, Town of Lisbon
Daniel Green, Clerk, Town of Lisbon
Rick R. Hillmann, PLS, Continental Surveying Services LLC
Donald L. Schneider, Applicant