



**Agenda**  
**Plan Commission Meeting**  
**Town of Lisbon, Town Hall**  
**Thursday, June 13, 2019**  
**6:30 PM**

**1. Roll Call**

**2. Comments from citizens present pertaining to items on the agenda.** Citizens are invited to share their questions, comments, or concerns with the Plan Commission. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. If a response would involve discussion of Plan Commission policy or decisions that might be of interest to citizens not present at the meeting, the commission may place the item on a future meeting agenda.

**3. Discussion and necessary action on May 9, 2019 Plan Commission Public Hearing & Meeting minutes. (0003)**

**4. New Business**

- a. Discussion and necessary action on the request for Casey's Marketing Company on behalf of Casey's General Store for the property located at W220N5701 Town Line Road, LSBT 0244.999.003, for a site plan amendment to relocate the underground storage tanks and proposed curb location. (0008)
- b. Discussion and necessary action on the request for Jamason Ames on behalf of Sherwood Forest Bowmen, for the property located at N61W25600 Walnut Road, LSBT 0254.017, for a site plan amendment to construct a 24' x 32' gazebo. (Administratively approved) (0026)
- c. Discussion and necessary action on the request from Joel Pemberton dba Joes Car Care and Sales (property owner SPACE4U LLC), for the property located at W230N9515 Colgate Road, LSBT 0149.999, for a plan of operation amendment for change of ownership (formerly All American Automotive) for an auto repair and sales shop. (0048)
- d. Discussion and necessary action on the request from Mike Kaerek, for the properties located at W275N9101 Lake Five Road, Hartland, tax key LSBT 0167.999.001 and LSBT 0167.999, for a Preliminary Plat and recommendation to the Town Board of the same. (0069)
- e. Discussion and necessary action on the requests for Stark Pavement Corporation, for the property located at N51W23995 Lisbon Road, LSBT 0283.998: (0088)
  - i. Temporary Plan of Operation request to allow night operations
  - ii. Site Plan/Plan of Operation amendment to reflect the change of land ownership from Halquist to Lannon Stone Products.

**5. Town Clerk & Town Planner**

- a. Review quarry inspection reports
- b. Review and discussion regarding five area maps outlining special joint review areas with the Village of Sussex.

- c. Discussion regarding food truck ordinances and procedures
- d. Overview of June Planner Appointments

**6. Request from members to request items on future agendas.**

**7. Adjournment.**

Joseph Osterman  
Chairman

Jane Stadler  
Secretary

Posted: 2019-06-07

Clerk: D.G.

X Website

X Town Hall Bulletin Boards (2)

X Sent to Newspapers

**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 of the Plan Commission Public Hearing(s)  
 Town of Lisbon, Town Hall  
 Thursday, May 9, 2019  
 6:30 P.M.**

Public Hearings were held by the Town of Lisbon Plan Commission at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089 was called to order by Chairman Joseph Osterman at 6:30 P.M.

**Roll Call:** Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Mark Meyer, Chad Samanske, Jane Stadler and Bryan Oelhafen. Also present: Planner Dan Lindstrom, Town Clerk Dan Green and Attorney Kevin Clark.

Chairman Osterman stated the public hearings were published in the Lake Country Now and Northwest Now papers, on the Town's website and on the Town Hall posting boards.

**NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Lisbon Plan Commission on Thursday, May 9, 2019 beginning at 6:30 PM following the previously scheduled hearing at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on the Conditional Use Permit for a Major Grading Permit for Richard Pyka, for the property located at W235N9544 Mount Vernon Drive, Colgate, WI 53017, LSBT 0150.010.**

**Public Hearing Comments:** Chairman Osterman opened the hearing to comments from the public, which there were none. The public hearing was closed at 6:33 PM.

**Adjournment**

The public hearing was adjourned at 6:33 P.M.

**Minutes of the Plan Commission Meeting  
 Town of Lisbon, Town Hall  
 Thursday, May 9, 2019  
 Following the Public Hearing beginning at 6:30 P.M.**

Chairman Osterman called the Plan Commission meeting to order at 6:34 P.M.

**Roll Call:** Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Chad Samanske, Mark Meyer, Jane Stadler and Bryan Oelhafen. Also present: Planner Dan Lindstrom, Attorney Kevin Clark and Clerk Dan Green.

**Comments from citizens present pertaining to items on the agenda.** None.

**Discussion and necessary action on April 11, 2019 Plan Commission Public Hearing & Meeting minutes.**

*Motion by Supervisor Plotecher to approve the April 11, 2019 Plan Commission minutes. Seconded by Commissioner Nelson. Motion carried, 7-0.*

**New Business**

**Discussion and necessary action on the request Metropolitan Builders Association on behalf of MLG Capital and Twin Pines, LLC for a Temporary Plan of Operation for the Twin Pine Farms Parade of Homes event from August 9, 2019 through September 2, 2019.**

Planner Lindstrom reviewed his conditions of approval:

1. The Applicant shall comply with all site plan and operational aspects included in the previously approved submitted materials. The Site Plan shall be on file at the Town of Lisbon.
2. The Fire Chief shall inspect the Temporary SPPOO to ensure the site is in compliance with the respective fire codes, particularly with regard to access for response vehicles in relation to the Applicant's specified traffic and parking plans. Non-objection from the Fire Department and correction of any deficiencies prior to issuance of SPPOO.
3. Barricades shall be placed to clearly identified pathways for the safety of visitors.
4. There shall be no outdoor storage of materials.
5. Waste and sanitary receptacles will be emptied and cleaned by event staff and/or a private contractor at the end of each day throughout the duration of the event.
6. The Applicant shall comply with all road maintenance and parking concerns approved as part of the Applicant's submittal materials. These include placement of aprons at access points to parking areas, asphalt lifts, street sweeping, and separation of pedestrian paths through fencing and barricades. Town reserves the right to check the site for compliance or issues related to parking, including but not limited to location, surfaces, and times.
7. The final lift of asphalt shall be constructed accordance to the development agreement prior to the start of the event.
8. Site staff and personnel shall be clearly identified by uniform apparel.
9. Site Staff shall secure parade homes, and clean event site each night prior to closing.
10. MBA Event Manager and/or Parade Site Manager (or designated replacement) shall be onsite at all times during even open hours.
11. MBA Event Manager, Parade Site Manager (or designated replacement) shall maintain event phone to address any concerns from the Town or other agencies.
12. Security for the event shall adhere to the approved details outlined in the Applicant's Operation Plan submitted along with the Plan Commission application.
13. The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.
14. The Town reserves the right to review any condition imposed as part of this Temporary Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission may modify, change, delete, add, etc. any conditions, through the Temporary Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area. Any major

change, as determined by the Town Plan Commission may require modification to the Temporary SPPOO

Attorney Clark mentioned to the Commission that the applicant is requesting barricades for parking. The applicant explained there is only one barricade listed on the site plan and they do not expect to need more than that. The Commission also reviewed the temporary parking signage that would be used and when these signs would be erected and taken down. The Commission was in agreement of the applicant using the right of way for signage.

The Commission also mentioned there is a piece of roadway in this subdivision which is not paved. This will need to be completed before the event starts. The applicant also proposed using Phase 3 of the Twin Pine Farms development as overflow parking if needed.

*Motion by Commissioner Samanske to approve the request Metropolitan Builders Association on behalf of MLG Capital and Twin Pines, LLC for a Temporary Plan of Operation for the Twin Pine Farms Parade of Homes event from August 9, 2019 through September 2, 2019, contingent on removal of all signage within one week of the event and the Town Planner's recommendations. Seconded by Commissioner Nelson. Motion carried, 7-0.*

**Discussion and necessary action on the request from Gage Christianson dba J.P. Cullen on behalf of the Hamilton School District Intermediate School for the property located at W220N6151 Town Line Road, LSBT 0244.999.004, for a sign permit for two monument signs.**

Planner Lindstrom reviewed his conditions of approval and explained the proposed sign dimensions which meet the Town Code standards. The code only allows for one monument sign per institutional use. There is currently a sign on the property that would have to be removed. The Commission did not have an issue with the two signs given it is for two separate schools. Mr. Lindstrom also explained the sign would be a message board sign similar to new LED sign boards. The sign cannot be flashing or distracting to drivers. The sign also must be 10 feet from the property line. The current location is 4 feet which the applicant will need to modify and should be a condition of the approval.

Commissioner Meyer asked if the sign has any impact on the neighborhood. The Planner explained that the sign code requires scrolling message signs be at least 400 feet from a residentially zoned property. The current location is 415 feet and meets the requirement. Mr. Lindstrom also explained that the sign has to be turned from 11:00 PM until sunrise according to the sign code.

*Motion by Commissioner Nelson to approve the request from Gage Christianson dba J.P. Cullen on behalf of the Hamilton School District Intermediate School for the property located at W220N6151 Town Line Road, LSBT 0244.999.004, for a sign permit for two monument signs contingent on the sign being 10 feet from the property line. Seconded by Commissioner Samanske. Motion carried, 7-0.*

**Discussion and necessary action on the request from JK Lee Black Belt Academy Pewaukee LLC for the property located at N69W25055 Indian Grass Lane, LSBT 0225.999.009:**

**i. Site Plan/Plan of Operation for a martial arts studio.**

Planner Lindstrom explained there is no change to the site, only the internal use of the building. The use fits with the zoning so the review by the Plan Commission will be looking at the hours of operation, employees and the change to the signage. The conditions of approval are the planner's standard conditions and the applicant must meet the conditions of Waukesha County as this is within their jurisdiction.

The applicant reviewed hours of operation (8:30 a.m. to 9:00 p.m., Monday – Saturday). Mr. Lee will be closing his Pewaukee location and open in Lisbon. Commissioner Oelhafen explained the contractor did apply for their permit and the fire department will need to review their plans as well. Stier Construction is the contractor.

*Motion by Commissioner Nelson to approve the request from JK Lee Black Belt Academy Pewaukee LLC for the property located at N69W25055 Indian Grass Lane, LSBT 0225.999.009 for a Site Plan/Plan of Operation for a martial arts studio contingent on the Town Planner's conditions. Seconded by Commissioner Oelhafen. Motion carried, 7-0.*

## **ii. Sign permit.**

*Motion by Commissioner Samanske to approve the request from JK Lee Black Belt Academy Pewaukee LLC for the property located at N69W25055 Indian Grass Lane, LSBT 0225.999.009 for a sign permit contingent on the Town Planner's Conditions. Seconded by Commissioner Nelson. Motion carried, 7-0.*

### **Discussion and necessary action on the request from Richard Pyka, for the property located at W235N9544 Mount Vernon Drive, LSBT 0150.010, for a Condition Use Permit for a Major Grading Permit and recommendation to the Town Board of the same.**

Planner Lindstrom reviewed the application and Mr. Pyka was present for any questions or concerns from the Commission. Because the applicant is looking at greater than 1 acre of disturbance, the applicant needs to obtain a WDNR permit and construct a silt fence prior to construction. Upon completion of grading, seeds need to be reestablished. Chairman Osterman asked the applicant what the reason was for the grading permit. Mr. Pyka explained his lot is in a very low area which creates a lot of surface water on the northwest side of his property. Mr. Pyka wants to raise up the property by filling and establish a drainage ditch.

Commissioner Nelson asked if this would have any impact on the neighbors, creating water disbursement elsewhere. The applicant explained that it would not as all of his neighbor's properties are higher than his. Commissioner Oelhafen explained the applicant just put in a detached garage and had to raise his driveway and garage because it appeared the grading was very low. The applicant explained the grading was not done correctly when the home was originally built 30 years ago.

Chairman Osterman explained to the board that the applicant has to meet the town code as well as the DNR's requirements. He summarized that the applicant was looking to divert water from his lot to a ditch and explained this is not a natural spring, water simply collects on his property and evaporates. Commissioner Meyer expressed concern from a stormwater management perspective and wanted to make sure that the Town's engineer signed off on the plans before moving forward.

Mr. Pyka explained that Waukesha County has established a stormwater permit which is equivalent to WRAPP application process. He stated a retainer is required saying he has to comply with their standards and complete the project. Chairman Osterman reiterated that water has been a huge concern in Lisbon and they do not want to solve Mr. Pyka's problem by creating a problem for others.

*Motion by Commissioner Meyer to approve the request from Richard Pyka, for the property located at W235N9544 Mount Vernon Drive, LSBT 0150.010, for a Condition Use Permit for a Major Grading Permit contingent on the approval of stormwater plans from Kunkel Engineering as well as Waukesha County approval and recommendation to the Town Board of the same. Seconded by Commissioner Samanske. Motion carried, 7-0.*

## **Conceptual**

**Discussion on a preliminary Certified Survey Map to divide one lot into two lots, for the property located at W248N8875 E-Jay Lane, LSBT 0155.996.005.**

Town Clerk Dan Green reviewed requested the Plan Commission provide direction for a resident potentially wanting to divide their property via a certified survey map. The resident has a 60 foot road reservation at the north-most property line which hinders the ability to divide the property as the lot is only 2 acres. The applicant also has an accessory building on the property which would create a non-conforming structure on the north property as there would be no primary dwelling unit.

Attorney Clark noted that the State Statute has a separate section, separate from the statute listed in the review letter. Section 236 reserves a different process for releasing a road reservation that is reserved by a CSM. Commissioner Meyer asked how the reservation was established. The planner explained that the CSM for this parcel was approved in 2005 but the original reservation was established in 1999. The Planner explained that staff did not spend a lot of time reviewing this as we wanted to get an idea of how the Plan Commission would like to see this handled. The Plan Commission agreed that the neighbor to the west should be contacted to see if they would want that reservation removed as it may have an effect on their property value and the ability to develop their lot.

**Town Clerk & Town Planner**

**Assign Annual Inspection of Plans of Operation and Conditional Use Business Establishments.**

The following Plans of Operation and Conditional Use permits were assigned to the below Commission members:

Commissioner Oelhafen: Jeremy Rush In-Law Unit Conditional Use  
Commissioner Nelson: Sherwood Forest Bowmen Plan of Operation  
Commissioner Samanske: Big City Limousine & Detail Plan of Operation  
Commissioner Stadler: Iron Horse Polo Stables Plan of Operation

**Overview of April and May Planner Appointments.**

The Town Planner reviewed potential applications coming to future meetings including the CSM on Jay Lane, a CSM on Howard Pass and potential HWY 164 development (waiting for additional information from the Town's end).

**Requests from members to put future items on the agenda.**

**Adjournment.**

*Motion by Commissioner Nelson to adjourn the Thursday, May 9, 2019 Plan Commission Meeting at 8:07 P.M. Seconded by Commissioner Oelhafen. Motion carried, 7-0.*

Respectfully submitted,

Dan Green, WCMC  
Town of Lisbon Clerk

## Item 4A – Attachments



**PROCEDURE FOR SITE PLAN,  
PLAN OF OPERATION &/OR SIGNAGE**

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1. **PROPERTY OWNER** (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online at [www.townoflisbonwi.com/169/Permits-Forms-Applications](http://www.townoflisbonwi.com/169/Permits-Forms-Applications)
2. **PROPERTY OWNER** (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy or PDF please; PDF preferred. Also, please bring a check for the application fee made payable to the Town of Lisbon.
3. **PROPERTY OWNER** (or representative) attends the Plan Commission meeting. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda.
4. **PLAN COMMISSION** reviews application and facts presented at Plan Commission meeting and takes action.



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

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
- Residential** – Home-Based Bus. / In-Law Unit

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory Building Waiver: \$100<br/>(Size/Location/Architectural Review)</li> <li><input type="checkbox"/> After the Fact Application: Double Fees</li> <li><input type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot           <ul style="list-style-type: none"> <li><input type="checkbox"/> Dedication Fee (Per lot): \$2,658<br/>(Paid upon receipt of signed CSM)</li> </ul> </li> <li><input type="checkbox"/> Conditional Use Permit: \$350           <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendment / Original</li> <li><input type="checkbox"/> Major Grading Permit</li> </ul> </li> <li><input type="checkbox"/> Deed Restriction: \$100</li> <li><input type="checkbox"/> Developer's Agreement: \$250</li> <li><input type="checkbox"/> Groundwater Separation Waiver: \$100</li> <li><input type="checkbox"/> Land Use Amendment: \$300</li> <li><input type="checkbox"/> Conceptual: \$100</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Plat Review:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Final - \$200</li> <li><input type="checkbox"/> Preliminary - \$500</li> </ul> </li> <li><input type="checkbox"/> Re-Submittal: \$200</li> <li><input type="checkbox"/> Rezone: \$350</li> <li><input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees<br/>(See Adopted Fee Schedule)</li> <li><input type="checkbox"/> Site Plan/Plan of Operation:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Amendment: \$250</li> <li><input type="checkbox"/> Original: \$500</li> <li><input type="checkbox"/> Temporary: \$125</li> </ul> </li> <li><input type="checkbox"/> Special Meeting: \$600</li> <li><input type="checkbox"/> Waivers/Modification from Land Division and<br/>Development Ordinance: \$200</li> </ul> |
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## Property Information

W220N5701 Town Line Road	Lisbon	53089
Property Address	City	Zip
LSBT0244999003	3.33	B-4
Tax Key/Parcel ID #	Lot Size	Current Zoning

## Property Owner

Casey's Marketing Company

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Name / Company Name

*Marni Beck, Store Development Supervisor*

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Signature

One Convenience Blvd

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Address

Ankeny	IA	5002
City	State	Zip

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Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Applicant

Heather Hennick

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Name

Casey's Marketing Company

---

Company

One Convenience Blvd

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Address

Ankeny	IA	50021
City	State	Zip

515-965-6123

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Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.



**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 Casey's Marketing Company  
 ADDRESS One Convenience Blvd, Ankeny, IA 50021  
 DATE 4/12/2019 SIGNATURE Marni Beck, Store Development Supervisor  
 PHONE 515-965-6123 EMAIL heather.hennick@caseys.com

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Casey's Marketing Company  
 ADDRESS One Convenience Blvd, Ankeny, IA 50021  
 DATE 4/12/2019 SIGNATURE Marni Beck, Store Development Supervisor  
 PHONE 515-956-6123 EMAIL heather.hennick@caseys.com

**PROJECT NAME** Casey's General Store - Lisbon



**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 Casey's Marketing Company

ADDRESS One Convenience Blvd, Ankeny, IA 50021

DATE 4/12/2019 SIGNATURE Marni Bech, Store Development Supervisor

PHONE 515-965-6123 EMAIL heather.hennick@caseys.com

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Casey's Marketing Company

ADDRESS One Convenience Blvd, Ankeny, IA 50021

DATE 4/12/2019 SIGNATURE Marni Bech, Store Development Supervisor

PHONE 515-965-6123 EMAIL heather.hennick@caseys.com

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Official Accepting Form

\_\_\_\_\_  
Date



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

# Project Review Checklist

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**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.*

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- 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:
 

<ol style="list-style-type: none"> <li>A. Structures, showing all entrances</li> <li>B. Driveways &amp; street access</li> <li>C. Parking areas</li> <li>D. Walkways</li> <li>E. Existing landscaping</li> <li>F. Abutting public and private streets</li> <li>G. Public easements</li> <li>H. Surrounding land uses and zoning</li> <li>I. Retaining walls</li> <li>J. Decorative accessories</li> </ol>	<ol style="list-style-type: none"> <li>K. Dumpster location and screening</li> <li>L. Location, color, message, dimensions and materials of all signs</li> <li>M. Location, size and character of dedicated or private open space</li> <li>N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities</li> <li>O. Floor plan of building or addition</li> </ol>
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- 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.



W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023  
E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com) • Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

New business in existing building or on existing site       New Owner       Temporary Use

Change in Operations (summarize below what is changing; days/hours, etc)

N/A

Change in Use (summarize below prior and new use below)

N/A

### BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT0244999003      Acres 3.33      Zoning B-4

Business Name & Contact Person: Casey's Marketing Company, Heather Hennick

Full Address (include City & Zip): One Convenience Blvd, Ankeny, IA 50021

Phone Number & Email: 515-965-6123

Signature & Date: \_\_\_\_\_

\*\*\*\*\*

Property Owner Name: Casey's Marketing Company

Full Address (include City & Zip): One Convenience Blvd, Ankeny, IA 50021

Phone Number & Email: 515-965-6123

Signature & Date: \_\_\_\_\_

1. Is this business replacing another business?  Yes  No

a. If yes, what is the prior business' name: \_\_\_\_\_

2. Is this an expansion of an existing Town approved/based operation?  Yes  No

a. If yes, please explain: \_\_\_\_\_

**HOURS OF OPERATION & OPERATING SPECIFICS**

3. Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

Casey's Marketing Company is proposing the construction of a new convenience store and fuel station with canopy. The convenience store is approximately 4,670 square feet and will provide general goods including convenience items, beverages, and fresh made-to order food products including pizza, sandwiches, and donuts. For fuel sales the development will include (7) multi-product fuel dispensers (14 fueling positions) which will be housed under a canopy which runs parallel to County Highway VV.

4. Days & Times of Operation: 7 days/week, pumps available to operate 24 hours, employees available to work 3 AM - midnight with store hours 5 AM - 11PM

a. Days & Times: \_\_\_\_\_

5. Employees (if self-employed please count yourself)

a. Full-Time 10-15

b. Part-Time 10-15

**FOOD / BEVERAGE / LIQUOR**

6. Is there any food & beverage / liquor service?  Yes  No

a. If yes, please explain: Food made to order and beer/wine/liquor sales for off-site consumption only.

**7. Table Seating Capacity**

- a. **Outside:** 0
- b. **Inside:** 8
- c. **Bar:** N/A

**8. Food / Soda Vending Machines**  Yes  No

- a. **If yes, quantity of each:** \_\_\_\_\_

**OUTDOOR USES**

**9. Is there any outdoor storage?**  Yes  No

- a. **If yes, please explain:** Propane and Ice

**10. Will there be any outdoor events?**  Yes  No

- a. **If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.**

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**11. Will there be any customer dockage?**  Yes  No

- a. **If yes, please indicate on the Site Plan length and number of piers.**

**12. Parking Lot**

- a. **Dimensions** 196' x 20' & 36' x 20'
- b. **Total number of spaces** 25
- c. **Number of spaces allotted for employees** 3

**MUSIC / ENTERTAINMENT**

13. Are any problems such as odor, smoke or noise resulting from this operation?  Yes  No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

Odor resulting from fueling is not anticipated to be an issue, fuel stations are highly regulated. Casey's has state of the art systems and complies with regulations.

14. Game Machines  Yes  No

a. Quantity: N/A

b. Location: N/A

**BUILDINGS**

15. Building A

a. Dimensions & Levels: 42.5' x 110.25', 1 level

b. Use: Convenience store

16. Building B

a. Dimensions & Levels: 24' x 204'

b. Use: Canopy over fuel dispensers

17. Building C

a. Dimensions & Levels: N/A

b. Use: N/A

**LIGHTING (Submit Cut-Sheets)**

18. Outdoor Lighting

a. Type(s): LED cut off downward facing light poles, building mounted and under canopy LED lighting

b. Locations(s): Lighting plan is being revised. Revised lighting on driveway is anticipated to be similar to what was previously submitted

One light pole was removed.

**SIGNAGE (Also submit the Town's [Signage Application](#) & appropriate fees)**

**19. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs. See sign packet previously submitted. No sign changes.**

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**CHEMICALS/HAZARDOUS MATERIALS**

**20. Are there any Chemicals, Hazardous Waste or Solvents stored on the site?**  Yes  No

**a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.**  
See MSDS data sheet previously submitted.

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**21. Does this Operation involve the Storage/Sale of gasoline or any other Petroleum Products?**  Yes  No

**a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.**  
Gasoline is stored on-site in underground storage tanks. Storage and disposal follows state and federal requirements. Tanks on site plan moved from delivery area to east of the canopy. See included layout plan.

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**STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES**

**22. Are there surface water drainage facilities?**  Yes  No

**a. If yes, please explain:** On-site storm water drains to inlets and through storm sewer to an on-site detention basin. The detention basin controls the release rate of the site to CTH VV right of way. The new site plan reduces impervious surfaces by 278 square feet. Due to the new configuration one structure was removed.

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**REFUSE DISPOSAL**

23. Are there dumpsters/waste containers on the site?  Yes  No

a. If yes, show on the Site Plan submitted the location of dumpsters and any screening.

**PERMIT APPROVAL / ISSUANCE DATES**

24. Is Highway Access Permit Needed?  Yes  No

a. Date Issued: 01-11-2019

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: Yes, we are working with a well provider on this.

26. Septic System Approval (For New Constructions Only)

a. Date Approved: N/A, connect to sewer

27. Fire Department Inspection  Yes  No

a. Date Inspected: To be completed

28. Did the Wisconsin Department of Safety & Professional Services approve building plans?  Yes  No

a. Date Approved: \_\_\_\_\_

29. Is security fencing necessary?  Yes  No

**HORSE BOARDING**

30. Does this Operation involve the Boarding of Horses?  Yes  No

a. Maximum number of horses boarded: N/A

b. Maximum number of horses owned: N/A

31. Has a Conservation Plan been prepared by the Land Conservation Committee?  Yes  No

a. Date Prepared: \_\_\_\_\_

.....  
Town Approval Date(s): \_\_\_\_\_

County Approval Date(s): \_\_\_\_\_

**ARC DESIGN**  
RESOURCES INC.

5291 ZENITH PARKWAY  
LOVES PARK, IL 61111  
VOICE: (815) 484-4300  
FAX: (815) 484-4303  
www.arcdesign.com  
Design Firm License No. 184-001334

PROJECT NAME  
OWNER'S NAME

**CASEY'S  
GENERAL  
STORE**

NW CORNER OF CTH V  
AND CTH VV  
LISBON, WI 53089

CASEY'S MARKETING COMPANY  
ONE CONVENIENCE BLVD  
ANKENY, IA 50021  
KEVIN SCHULZE  
(515) 965-6223

CONSULTANTS

ISSUED FOR	DATE
1. AMENDMENT APPLICATION	04/18/19
2. ....	....
3. ....	....
4. ....	....
5. ....	....
6. ....	....
7. ....	....
8. ....	....
9. ....	....
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16. ....	....
17. ....	....

REVISIONS	DATE
1. ....	....
2. ....	....
3. ....	....
4. ....	....
5. ....	....
6. ....	....
7. ....	....

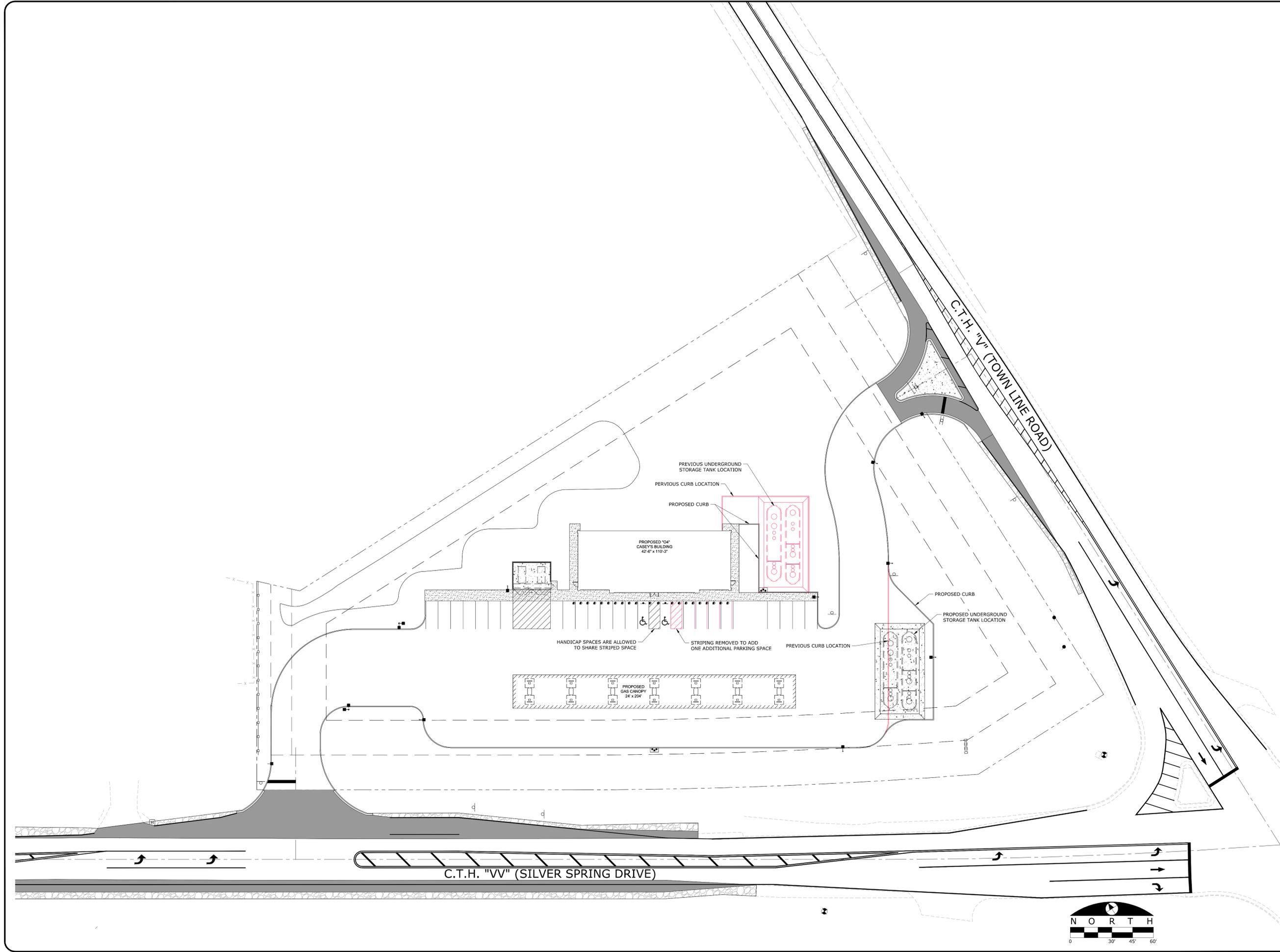
SHEET TITLE

**LAYOUT PLAN  
EXHIBIT**

DRAWN: KOG  
CHECKED: DRH  
PM: RCS

PROJECT NUMBER  
SHEET NUMBER

**17176  
C05**



PROJECT NAME  
OWNER'S NAME

CASEY'S  
GENERAL  
STORE

NW CORNER OF CTH V  
AND CTH VV  
LISBON, WI 53089

CASEY'S MARKETING COMPANY  
ONE CONVENIENCE BLVD  
ANKENY, IA 50021  
KEVIN SCHULZE  
(515) 965-6223

CONSULTANTS

ISSUED FOR

NO.	DESCRIPTION	DATE
1.	AGENCY REVIEW	7/20/2018
2.	AGENCY REVIEW	8/15/2018
3.	AGENCY REVIEW	8/28/2018
4.	AGENCY REVIEW	9/18/2018
5.	AGENCY REVIEW	10/02/2018
6.	AGENCY REVIEW	10/09/2018
7.	AGENCY REVIEW	11/12/2018
8.	AGENCY REVIEW	11/26/2018
9.	AGENCY REVIEW	11/28/2018
10.	ACCESS PERMIT	1/3/2019
11.	CONSTRUCTION	1/21/2019
12.	AGENCY REVIEW	04/17/2019
13.	.....	.....
14.	.....	.....
15.	.....	.....
16.	.....	.....
17.	.....	.....

REVISIONS

NO.	DESCRIPTION	DATE
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....

SHEET TITLE

LAYOUT PLAN

DRAWN: KOG  
CHECKED: DRH  
PM: RCS

PROJECT NUMBER  
SHEET NUMBER

17176

C05

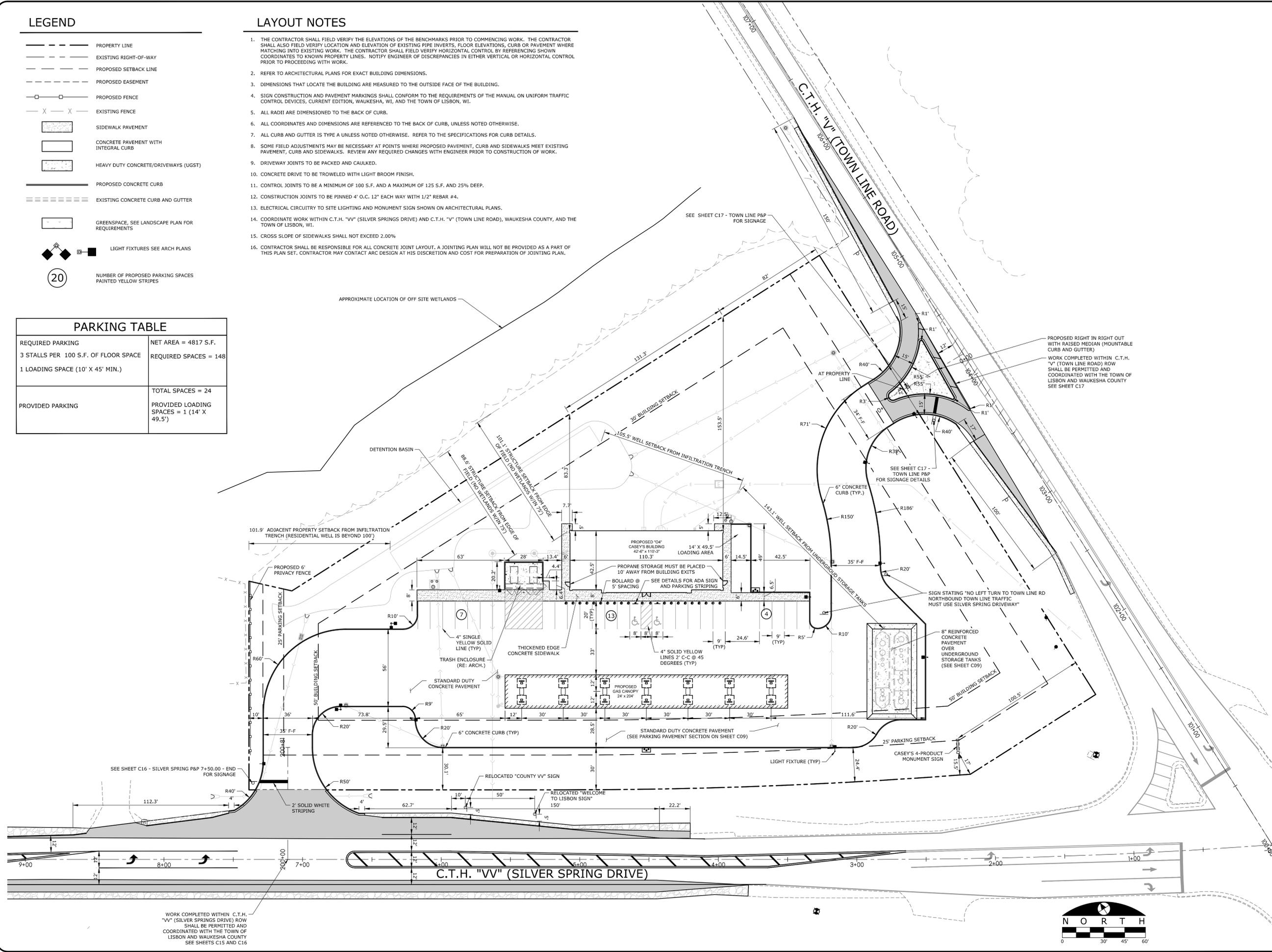
LEGEND

- PROPERTY LINE
- - - EXISTING RIGHT-OF-WAY
- - - PROPOSED SETBACK LINE
- - - PROPOSED EASEMENT
- PROPOSED FENCE
- X X EXISTING FENCE
- ▨ SIDEWALK PAVEMENT
- ▩ CONCRETE PAVEMENT WITH INTEGRAL CURB
- ▧ HEAVY DUTY CONCRETE/DRIVEWAYS (UGST)
- PROPOSED CONCRETE CURB
- ≡≡≡ EXISTING CONCRETE CURB AND GUTTER
- GREENSPACE, SEE LANDSCAPE PLAN FOR REQUIREMENTS
- ◆ LIGHT FIXTURES SEE ARCH PLANS
- 20 NUMBER OF PROPOSED PARKING SPACES PAINTED YELLOW STRIPES

LAYOUT NOTES

- THE CONTRACTOR SHALL FIELD VERIFY THE ELEVATIONS OF THE BENCHMARKS PRIOR TO COMMENCING WORK. THE CONTRACTOR SHALL ALSO FIELD VERIFY LOCATION AND ELEVATION OF EXISTING PIPE INVERTS, FLOOR ELEVATIONS, CURB OR PAVEMENT WHERE MATCHING INTO EXISTING WORK. THE CONTRACTOR SHALL FIELD VERIFY HORIZONTAL CONTROL BY REFERENCING SHOWN COORDINATES TO KNOWN PROPERTY LINES. NOTIFY ENGINEER OF DISCREPANCIES IN EITHER VERTICAL OR HORIZONTAL CONTROL PRIOR TO PROCEEDING WITH WORK.
- REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.
- DIMENSIONS THAT LOCATE THE BUILDING ARE MEASURED TO THE OUTSIDE FACE OF THE BUILDING.
- SIGN CONSTRUCTION AND PAVEMENT MARKINGS SHALL CONFORM TO THE REQUIREMENTS OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, CURRENT EDITION, WAUKESHA, WI, AND THE TOWN OF LISBON, WI.
- ALL RADII ARE DIMENSIONED TO THE BACK OF CURB.
- ALL COORDINATES AND DIMENSIONS ARE REFERENCED TO THE BACK OF CURB, UNLESS NOTED OTHERWISE.
- ALL CURB AND GUTTER IS TYPE A UNLESS NOTED OTHERWISE. REFER TO THE SPECIFICATIONS FOR CURB DETAILS.
- SOME FIELD ADJUSTMENTS MAY BE NECESSARY AT POINTS WHERE PROPOSED PAVEMENT, CURB AND SIDEWALKS MEET EXISTING PAVEMENT, CURB AND SIDEWALKS. REVIEW ANY REQUIRED CHANGES WITH ENGINEER PRIOR TO CONSTRUCTION OF WORK.
- DRIVEWAY JOINTS TO BE PACKED AND CAULKED.
- CONCRETE DRIVE TO BE TROWELED WITH LIGHT BROOM FINISH.
- CONTROL JOINTS TO BE A MINIMUM OF 100 S.F. AND A MAXIMUM OF 125 S.F. AND 25% DEEP.
- CONSTRUCTION JOINTS TO BE PINNED 4" O.C. 12" EACH WAY WITH 1/2" REBAR #4.
- ELECTRICAL CIRCUITRY TO SITE LIGHTING AND MONUMENT SIGN SHOWN ON ARCHITECTURAL PLANS.
- COORDINATE WORK WITHIN C.T.H. "VV" (SILVER SPRINGS DRIVE) AND C.T.H. "V" (TOWN LINE ROAD), WAUKESHA COUNTY, AND THE TOWN OF LISBON, WI.
- CROSS SLOPE OF SIDEWALKS SHALL NOT EXCEED 2.00%.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONCRETE JOINT LAYOUT. A JOINTING PLAN WILL NOT BE PROVIDED AS A PART OF THIS PLAN SET. CONTRACTOR MAY CONTACT ARC DESIGN AT HIS DISCRETION AND COST FOR PREPARATION OF JOINTING PLAN.

PARKING TABLE	
REQUIRED PARKING	NET AREA = 4817 S.F.
3 STALLS PER 100 S.F. OF FLOOR SPACE	REQUIRED SPACES = 148
1 LOADING SPACE (10' X 45' MIN.)	
PROVIDED PARKING	TOTAL SPACES = 24
	PROVIDED LOADING SPACES = 1 (14' X 49.5')



WORK COMPLETED WITHIN C.T.H. "VV" (SILVER SPRINGS DRIVE) ROW SHALL BE PERMITTED AND COORDINATED WITH THE TOWN OF LISBON AND WAUKESHA COUNTY. SEE SHEETS C15 AND C16



0022



# Parcel ID 999.003: Site Map

Town of Lisbon

1 inch = 83 feet



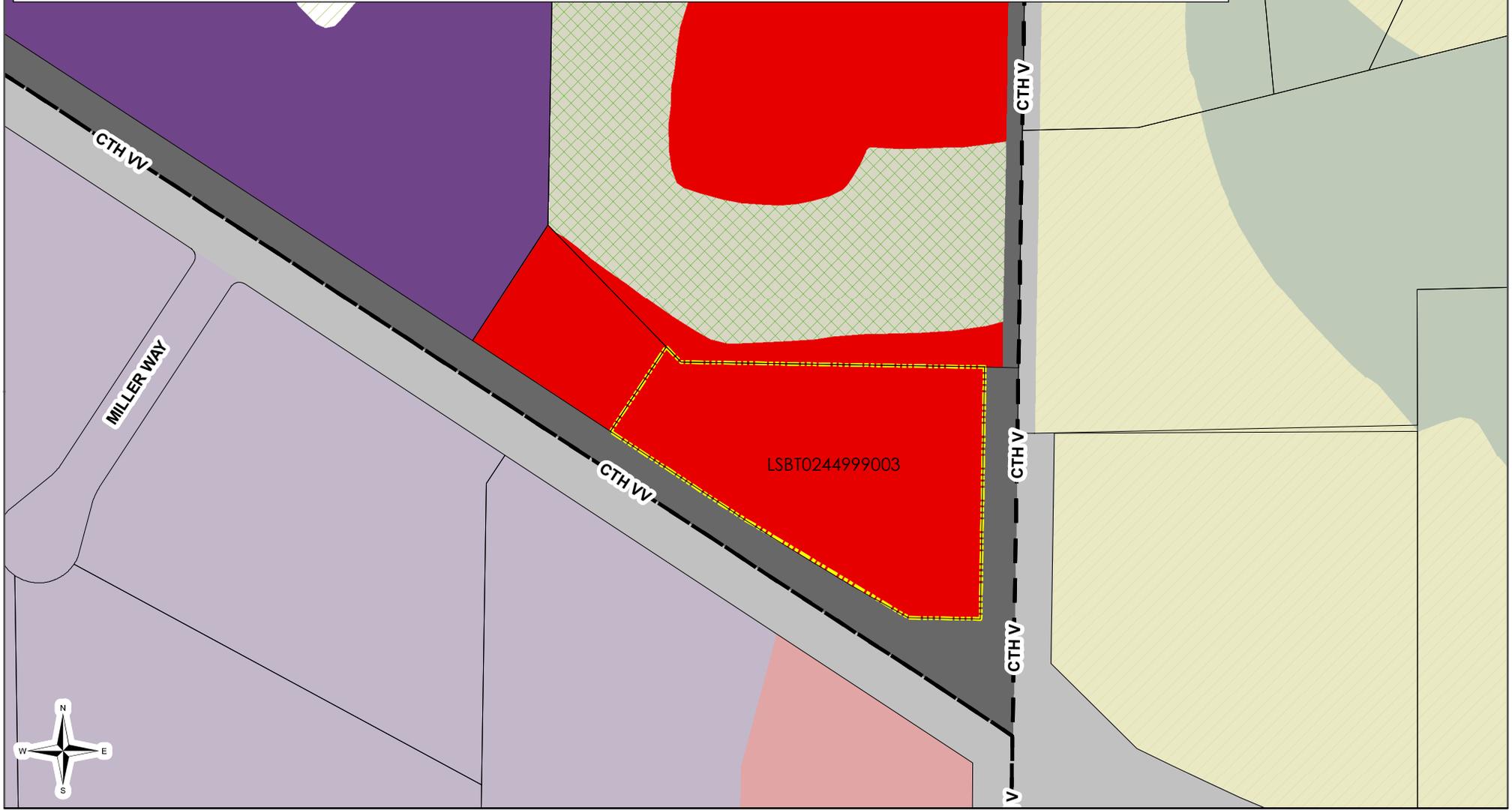
Town of Lisbon Boundary 

**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

	High density residential; High density residential		Farmland Preservation		Isolated Natural Resource Area		Transportation, communication and utilities
	Medium density residential		Farmland Preservation w/PEC		Surface Water		Highway Rights of Way
	Low density residential		Other Open Lands to be Preserved		Governmental and institutional		Landfill
	Suburban density I residential		Recreational		Commercial and Office Park		Extractive
	Suburban density II residential		Primary Environmental Corridor		Mixed Use		Industrial
	Rural density and Other Agricultural Land		Secondary Environmental Corridor				



**Parcel ID 999.003: Future Land Use**  
Town of Lisbon



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

0024

LSBT0244999003



# Parcel ID 999.003: Zoning

Town of Lisbon

1 inch = 212 feet



Waukesha Shoreland Zoning Town of Lisbon Boundary

Surface Water

AD-10	A-5	R-2	B-1	B-4	M-1	C-1
RD-5	A-3	R-3	B-2	B-P	M-2	UC
A-10	R-1	RM	B-3	Q-1	P-1	PR

**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

Data Sources: Vierbicher, Town of Lisbon, Waukesha County, ESRI



## STAFF REPORT: SITE PLAN AND PLAN OF OPERATION AMENDMENT

To: Chairperson Osterman  
Town Plan Commission Members  
Gina Gresch, Town Administrator

From: Daniel J. Lindstrom, AICP, Town Planner  
Joshua Langen, Community Development Consultant

Subject: Casey's General Store - Conditional Use Permit and Plan of Operation/Site Plan  
Amendment Review

Date: June 6, 2019

The above-referenced Conditional Use Permit (CUP) and Plan of Operation/Site Plan (SPPOO) amendment request was received by our office for review on behalf of the Town of Lisbon. The original CUP and SPPOO items were received by our office and approved by the Plan Commission in September 2018. A Rezoning request was received by our office and approved by the Town Board in September 2018. Additionally, a Conditional Use Permit (CUP) and Plan of Operation/Site Plan (SPPOO) amendment request was received by our office and approved by the Plan Commission in November 2018.

### Application Summary:

Casey's General Store was recently granted approval of a CUP and SPPOO for the construction of a new convenience store and fuel station with canopy at the northwest corner of County Highway VV (Silver Springs Drive) and County Highway V (Townline Road). This parcel was rezoned to C-4 (Commercial Special Use). The parcel is subject to compliance with the Town Code, Chapters 11, 12, 13, other applicable Chapters, Addendum E Design Standards as well as the conditions of the approved CUP and SPPOO. The parcel is also located in the Village of Sussex Joint Planning Area (JPA) and Extraterritorial Area.

The applicant is requesting an amendment to the Conditional Use Permit in order to allow for the relocation of proposed underground storage tanks. The applicant would like to move the underground storage tanks currently proposed along the southeastern side of the convenience store building to point away from the building and at the southeastern edge of the parking lot. The relocation of the storage tanks would also require the reconfiguration of existing curbs at the current proposed location as well as at the new proposed location. This would allow for a greater setback distance from existing well as well as easier access by refueling and service vehicles.

The applicant needs an amendment to the previously approved Site Plan/Plan of Operation in order to accommodate this request. If the Plan Commission elects to move forward with the amendment request then all other conditions should remain. An additional condition shall be added to ensure that if the site plan amendment is approved that all other plans that are revised as a result of this change shall be approved by the Town Planner and Town Engineer.

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. I will be in attendance at the XXX Plan Commission meeting to answer any questions.

vision to reality

## Item 4B – Attachments



**PROCEDURE FOR SITE PLAN,  
PLAN OF OPERATION &/OR SIGNAGE**

---

1. **PROPERTY OWNER** (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online at [www.townoflisbonwi.com\169\Permits-Forms-Applications](http://www.townoflisbonwi.com\169\Permits-Forms-Applications)
2. **PROPERTY OWNER** (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy or PDF please; PDF preferred. Also, please bring a check for the application fee made payable to the Town of Lisbon.
3. **PROPERTY OWNER** (or representative) attends the Plan Commission meeting. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda.
4. **PLAN COMMISSION** reviews application and facts presented at Plan Commission meeting and takes action.





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

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

**Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*

**Residential** – Home-Based Bus. / In-Law Unit

- |   |  |
|---|--|
| <input type="checkbox"/> Accessory Building Waiver: \$100<br>(Size/Location/Architectural Review)<br><input type="checkbox"/> After the Fact Application: Double Fees<br><input type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot<br><input type="checkbox"/> Dedication Fee (Per lot): \$2,658<br>(Paid upon receipt of signed CSM)<br><input type="checkbox"/> Conditional Use Permit: \$350<br><input type="checkbox"/> Amendment / Original<br><input type="checkbox"/> Major Grading Permit<br><input type="checkbox"/> Deed Restriction: \$100<br><input type="checkbox"/> Developer's Agreement: \$250<br><input type="checkbox"/> Groundwater Separation Waiver: \$100<br><input type="checkbox"/> Land Use Amendment: \$300<br><input type="checkbox"/> Conceptual: \$100 | <input type="checkbox"/> Plat Review:<br><input type="checkbox"/> Final - \$200<br><input type="checkbox"/> Preliminary - \$500<br><input type="checkbox"/> Re-Submittal: \$200<br><input type="checkbox"/> Rezone: \$350<br><input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees<br>(See Adopted Fee Schedule)<br><input type="checkbox"/> Site Plan/Plan of Operation:<br><input checked="" type="checkbox"/> Amendment: \$250<br><input type="checkbox"/> Original: \$500<br><input type="checkbox"/> Temporary: \$125<br><input type="checkbox"/> Special Meeting: \$600<br><input type="checkbox"/> Waivers/Modification from Land Division and<br>Development Ordinance: \$200 |
|---|--|

## Property Information

N61 W25600 Walnut Rd.	Sussex	53089
Property Address	City	Zip
0254017	24 acres	Park & Rec Waukesha Co P1
Tax Key/Parcel ID #	Lot Size	Current Zoning

## Property Owner

Shewrwood Forest Bowmen Instinctors

---

Name / Company Name

---

Signature

Jamason Ames

---

Address

N61W25600 Walnut Rd    WI                      53089

---

City    State    Zip

262-538-1879

---

Phone    E-mail Address

## Applicant

Jamason Ames

---

Name

---

Company

13050 Huntington Cir Upper

---

Address

Brookfield    WI                                      53005

---

City    State    Zip

414-531-8280

---

Phone    E-Mail Address

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. ***The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.***





### 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 Jamason Ames 13050 Huntington Cir Upper, Brookfield, 53005

ADDRESS \_\_\_\_\_

DATE 4/11/2019 SIGNATURE \_\_\_\_\_

PHONE 414-531-8280 EMAIL JamasonAmes24@yahoo.com

### PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Sherwood Forest Bowmen

ADDRESS \_\_\_\_\_

DATE 4/11/2019 SIGNATURE \_\_\_\_\_

PHONE 262-538-1879 EMAIL \_\_\_\_\_

PROJECT NAME Friar Tucks Gazebo



**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 Jamason Ames  
ADDRESS \_\_\_\_\_  
DATE 4/11/2019 SIGNATURE \_\_\_\_\_  
PHONE 414-531-8280 EMAIL JamasonAmes24@yahoo.com

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Sherwood Forest Bowmen  
ADDRESS \_\_\_\_\_  
DATE 4/11/2019 SIGNATURE \_\_\_\_\_  
PHONE 262-538-1879 EMAIL \_\_\_\_\_

**COMMENTS:**

Permission to inspect the site of purposed gazebo building on the outdoor practice range.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Official Accepting Form

\_\_\_\_\_  
Date



# 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.





W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023  
 E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com) • Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

- New business in existing building or on existing site       New Owner       Temporary Use  
 Change in Operations (summarize below what is changing; days/hours, etc)

- Change in Use (summarize below prior and new use below)  
 New building on property used for shelter

### BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number 39-1637159      Acres 24      Zoning Park & Rec. Wauk P1

Business Name & Contact Person: Sherwood Forest Bowmen Instinctors Inc. / Jamason Ames

Full Address (include City & Zip): N61 W25600 Walnut Rd. Sussex 53089

Phone Number & Email: JamasonAmes24@yahoo.com

Signature & Date: \_\_\_\_\_

\*\*\*\*\*

Property Owner Name: Sherwood Forest Bowmen Instinctors Inc. Represented by: Jamason Ames

Full Address (include City & Zip): 13050 Huntington Cir Upper

Phone Number & Email: 414-531-8280 JamasonAmes24@yahoo.com

Signature & Date: \_\_\_\_\_

1. Is this business replacing another business?  Yes  No

a. If yes, what is the prior business' name: \_\_\_\_\_

2. Is this an expansion of an existing Town approved/based operation?  Yes  No

a. If yes, please explain: Gazebo Rain shelter on outdoor range

**HOURS OF OPERATION & OPERATING SPECIFICS**

3. Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

SFB is a nonprofit social Archery Club. Members of the club may access the property to practice archery. SFB holds several open to the public archery shoots where we sell soda, beer, and food. The new gazebo will be used as a midway point on the outdoor target range.

4. Days & Times of Operation:

a. Days & Times: 24h to members only

5. Employees (if self-employed please count yourself)

a. Full-Time none

b. Part-Time none

**FOOD / BEVERAGE / LIQUOR**

6. Is there any food & beverage / liquor service?  Yes  No

a. If yes, please explain: No change from our Liquior License on file

7. Table Seating Capacity

- a. Outside: 15
- b. Inside: \_\_\_\_\_
- c. Bar: \_\_\_\_\_

8. Food / Soda Vending Machines  Yes  No

- a. If yes, quantity of each: \_\_\_\_\_

OUTDOOR USES

9. Is there any outdoor storage?  Yes  No

- a. If yes, please explain: \_\_\_\_\_

10. Will there be any outdoor events?  Yes  No

- a. If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will there be any customer dockage?  Yes  No

- a. If yes, please indicate on the Site Plan length and number of piers.

12. Parking Lot

- a. Dimensions n/a
- b. Total number of spaces n/a
- c. Number of spaces allotted for employees n/a

**MUSIC / ENTERTAINMENT**

13. Are any problems such as odor, smoke or noise resulting from this operation?  Yes  No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

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14. Game Machines  Yes  No

a. Quantity: \_\_\_\_\_

b. Location: \_\_\_\_\_

**BUILDINGS**

15. Building A

a. Dimensions & Levels: 24' x 32' x 15'2" high

b. Use: Used as a rain shelter on outdoor range

16. Building B

a. Dimensions & Levels: \_\_\_\_\_

b. Use: \_\_\_\_\_

17. Building C

a. Dimensions & Levels: \_\_\_\_\_

b. Use: \_\_\_\_\_

**LIGHTING (Submit Cut-Sheets)**

18. Outdoor Lighting

a. Type(s): n/a

b. Locations(s): \_\_\_\_\_

**SIGNAGE (Also submit the Town's [Signage Application](#) & appropriate fees)**

19. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs.

n/a

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**CHEMICALS/HAZARDOUS MATERIALS**

20. Are there any Chemicals, Hazardous Waste or Solvents stored on the site?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

---

---

---

---

21. Does this Operation involve the Storage/Sale of gasoline or any other Petroleum Products?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

---

---

---

---

**STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES**

22. Are there surface water drainage facilities?  Yes  No

a. If yes, please explain: \_\_\_\_\_

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**REFUSE DISPOSAL**

23. Are there dumpsters/waste containers on the site?  Yes  No

a. If yes, show on the Site Plan submitted the location of dumpsters and any screening.

**PERMIT APPROVAL / ISSUANCE DATES**

24. Is Highway Access Permit Needed?  Yes  No

a. Date Issued: \_\_\_\_\_

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: \_\_\_\_\_

26. Septic System Approval (For New Constructions Only)

a. Date Approved: \_\_\_\_\_

27. Fire Department Inspection  Yes  No

a. Date Inspected: \_\_\_\_\_

28. Did the Wisconsin Department of Safety & Professional Services approve building plans?  Yes  No

a. Date Approved: \_\_\_\_\_

29. Is security fencing necessary?  Yes  No

**HORSE BOARDING**

30. Does this Operation involve the Boarding of Horses?  Yes  No

a. Maximum number of horses boarded: \_\_\_\_\_

b. Maximum number of horses owned: \_\_\_\_\_

31. Has a Conservation Plan been prepared by the Land Conservation Committee?  Yes  No

a. Date Prepared: \_\_\_\_\_

.....  
Town Approval Date(s): \_\_\_\_\_

County Approval Date(s): \_\_\_\_\_

WALNUT ROAD

WALNUT ROAD

TOWN OF LISBON

VILLAGE OF SUSSEX

545' - 0"

127' - 0'

PROPOSED  
GAZEBO

295' - 0"

INDOOR RANGE  
CLUB HOUSE

PARKING

STORAGE  
SHED

TARGET  
SHED

OUTDOOR PRACTICE  
RANGE

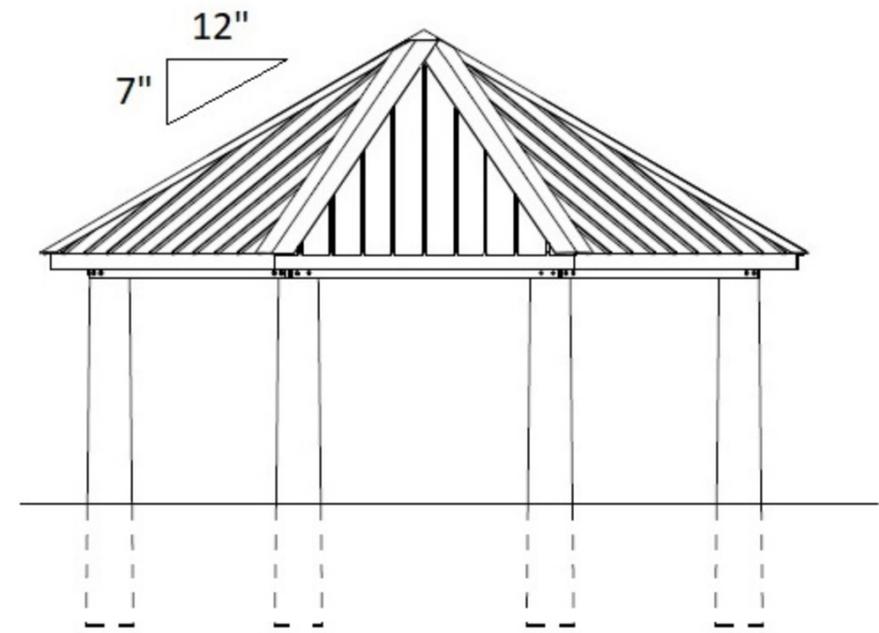
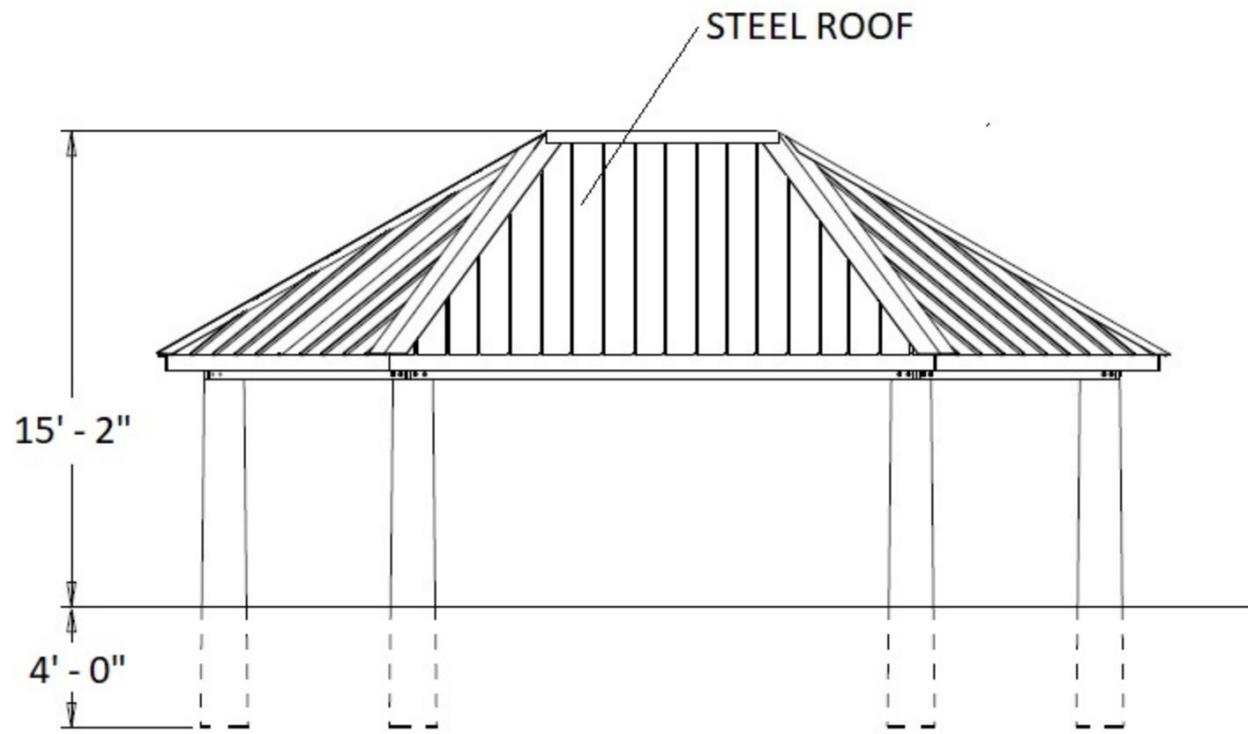
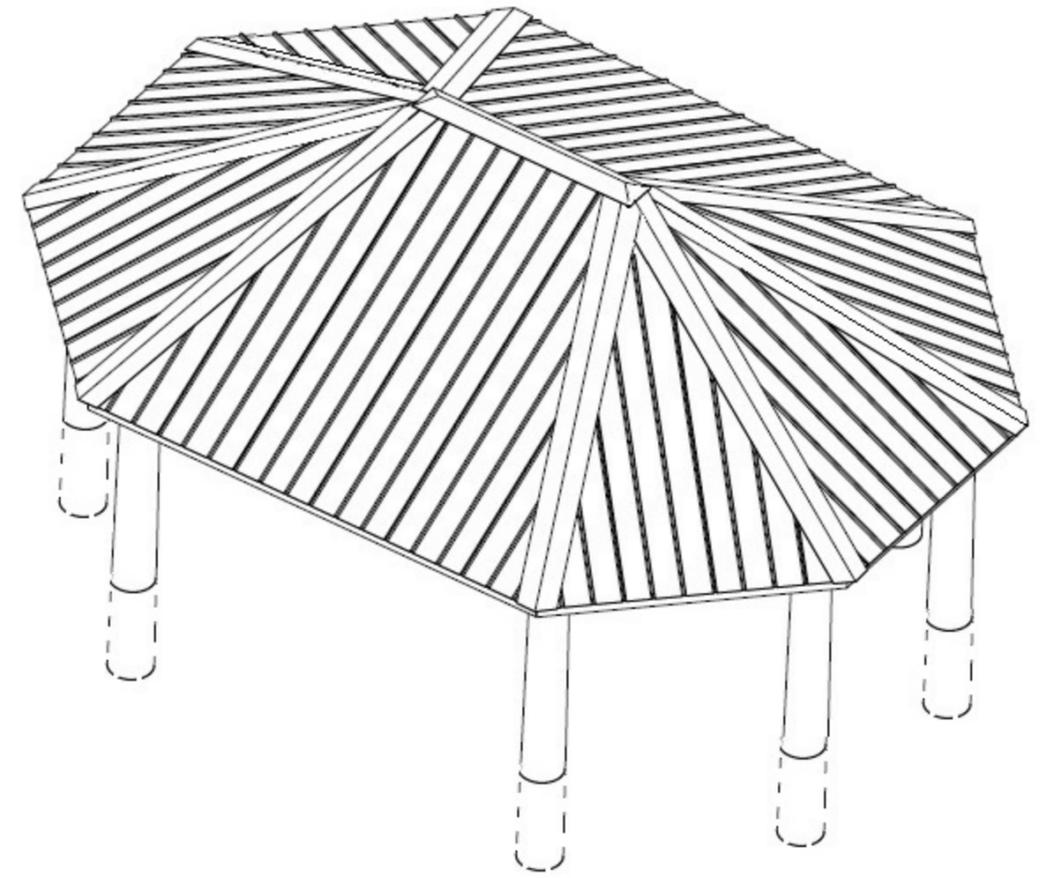
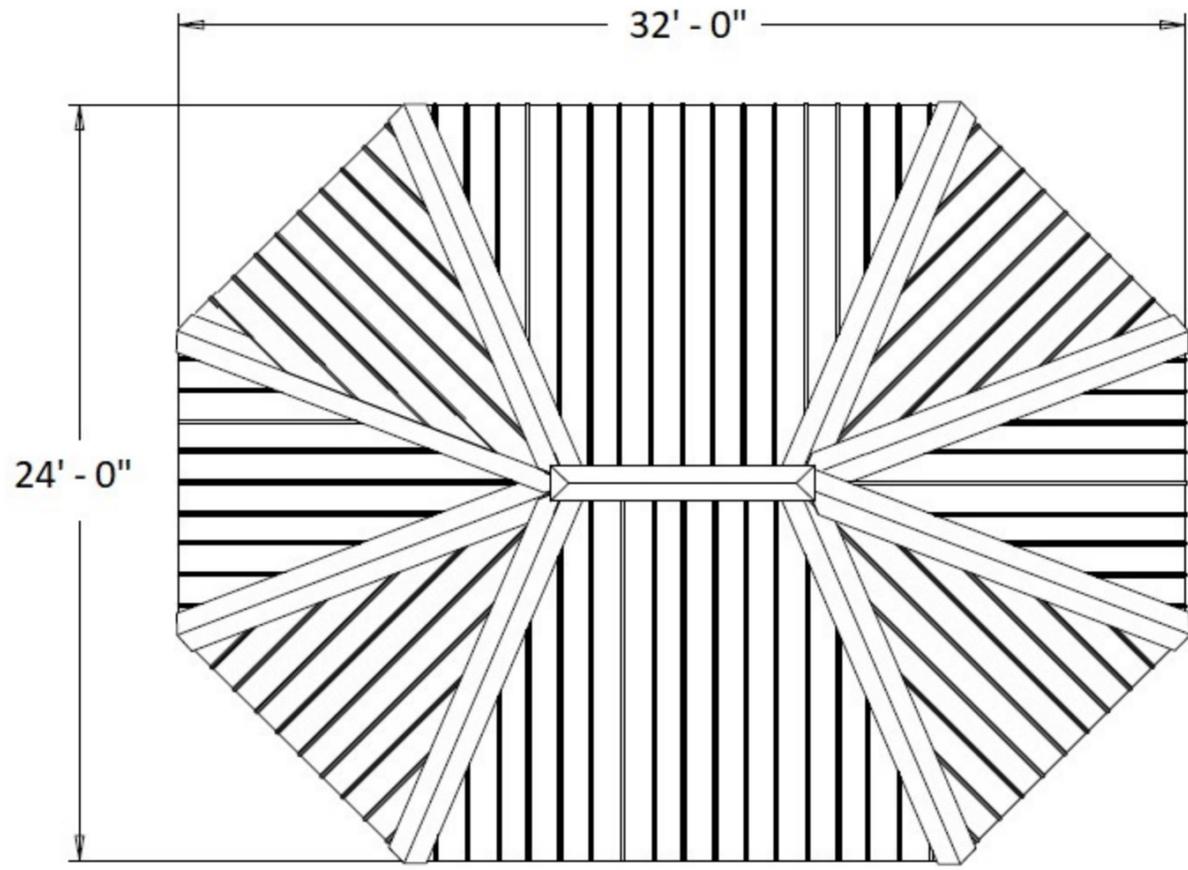
# SHERWOOD FOREST BOWMEN INSTINCTORS

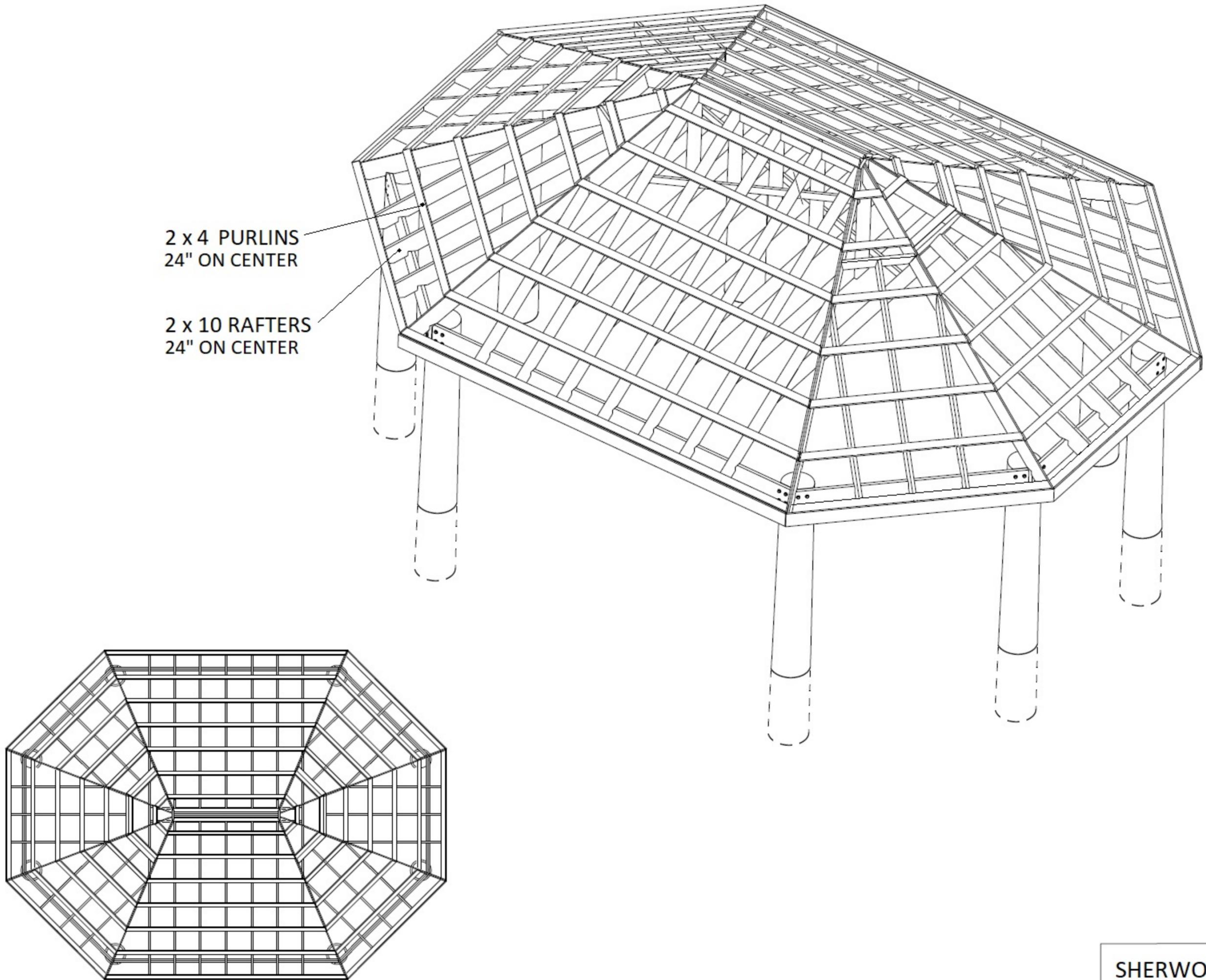
TOWN OF LISBON

LOTS 1, 2, 3 AND 4 BLK 2 WALNUT HILLS PT NW  
1/4 SEC 28 T8N R19/223

ALSO SE 1/4 NW 1/4 & 2 S RD SW 1/4 NW 1/4  
SEC 28 T8N R19E & 17 FT STRIP SW 1/4 NW 1/4  
VOL 558/154 DEEDS EX WALNUT HILLS



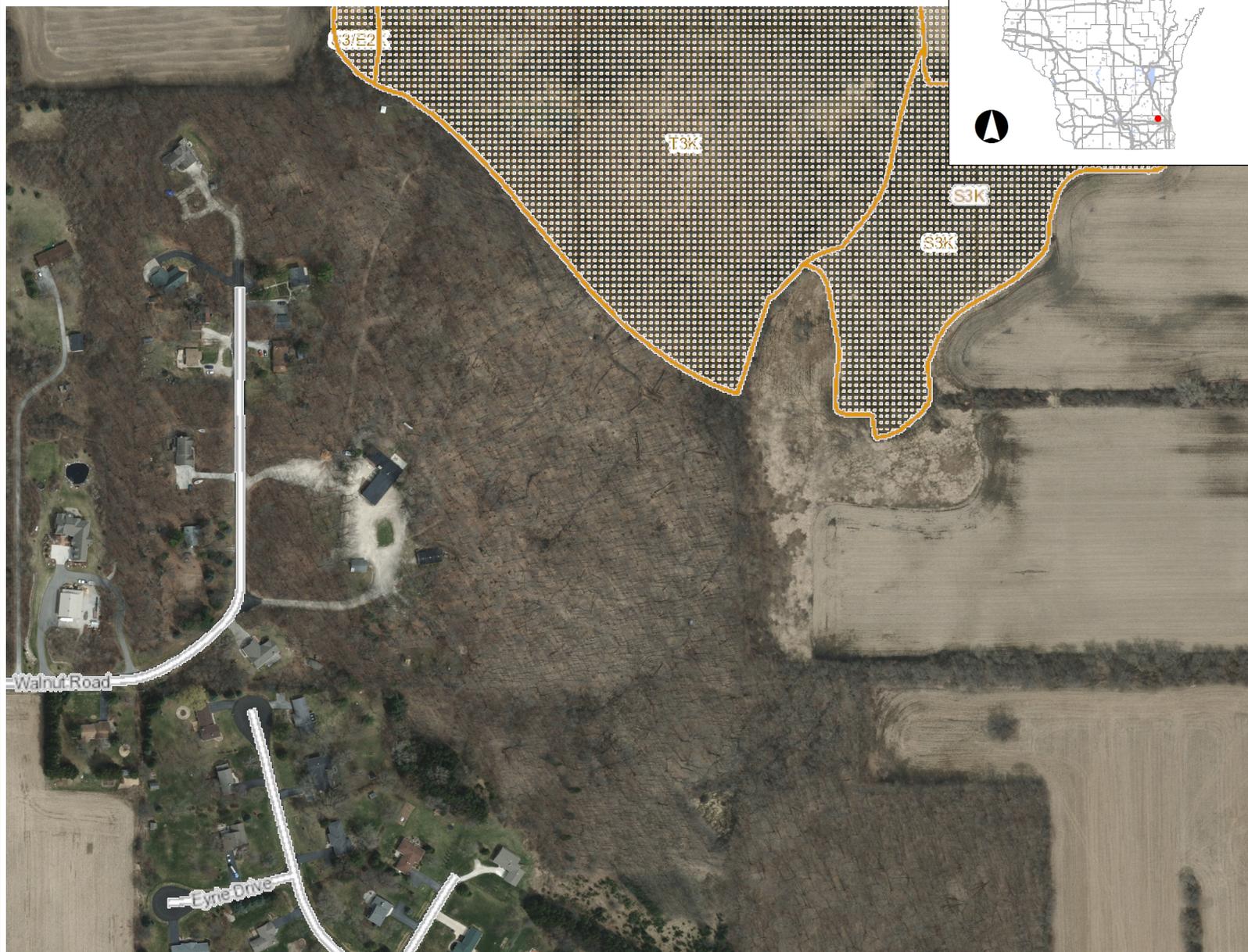




SHERWOOD FOREST  
BOWMEN GAZEBO



# Wetlands - Sherwood Forest Bowmen Club



- Legend** 0044
- ◆ Wetland Identifications and Confirmations
  - Wetland Class Points**
    - ▲ Dammed pond
    - Excavated pond
    - Filled excavated pond
    - ▲ Filled/draind wetland
    - Wetland too small to delineate
  - /// Filled Points
  - Wetland Class Areas**
    - Wetland
    - Upland
  - ▨ Filled Areas
  - Wetland Class Points**
    - ▲ Dammed pond
    - Excavated pond
    - Filled excavated pond
    - ▲ Filled/draind wetland
    - Wetland too small to delineate
  - /// Filled Points
  - Wetland Class Areas**
    - Wetland
    - Upland
  - ▨ Filled Areas
  - Municipality
  - State Boundaries
  - ▨ County Boundaries
  - Major Roads**
    - Interstate Highway
    - State Highway
    - US Highway
  - County and Local Roads**
    - County HWY
    - Local Road
  - Railroads



NAD\_1983\_HARN\_Wisconsin\_TM 1: 3,960

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

**Notes**



N27 W23957 Paul Road, Suite 105  
Pewaukee, WI 53072  
(262) 875-5000 phone  
(608) 826-0530 fax  
www.vierbicher.com

May 13, 2019

Chairperson Osterman and Members of the Town Plan Commission  
Town of Lisbon  
W23N8676 Woodside Road  
Lisbon, WI 53089

Re: Gazebo SPPOO Amendment Review – Sherwood Forest Instinctors

Dear Plan Commission Members:

The above-referenced Site Plan/Plan of Operation (SPPOO) was received by our office for review on behalf of the Town of Lisbon. Certain permitted and conditional uses require the submission of a Site Plan and Plan of Operation which provides a detailed description of the proposed use and serves as a basis for consideration prior to approval by the Town Plan Commission. This review will document the permit file and determine the adequacy of the submitted information in describing permitted and accessory uses and buildings proposed. This review will also document the plan and method of operation to enable the Town to make a determination of compatibility with the Ordinance and consideration of approval.

This letter reviews an amendment to the existing site plan. The Applicant proposes to construct a gazebo on the property.

#### **Pertinent Reviewed Materials – Summary Overview**

Property Owner:	Jamason Ames on behalf of Sherwood Forest Bowmen
Business Name/Applicant:	Sherwood Forest Instinctors
Tax Key:	LSBT0254017
Zoning:	Town: PR – Park and Recreation, Wetland and Environmental Corridor Overlays. County: P-I – Public and Institutional.
New or Existing Business:	Existing
New or Existing Structure:	New (Friar Tucks Gazebo)
Replacing an Existing Business:	No
Change of Use or Operation	No – owner wishes to add a new building to property.
Operation Summary:	A non-profit, private archery club with indoor and outdoor shooting ranges, a 3-D course, and a member's clubhouse with heat, bathrooms, couches, fireplace, kitchen, and bar.
Hours of Operation:	Round the clock access for members of the club.
Full-Time Employees:	None

vision to reality

May 13, 2019  
Page 2

Part-Time Employees: None

**Pertinent Reviewed Materials – Operation Details**

Outdoor Storage of Materials: No  
 Parking: No change to existing parking layout.  
 Outdoor Lighting: No change  
 Signage: No change  
 Trash/Recycle Impacts: No change  
 Stormwater Impacts: No  
 County Shoreland/Wetland  
 Zoning Review Required: A determination by Waukesha County shall be obtained before any Town approval is given.  
 Odor, Smoke, Noise from Operation: No  
 Chemical, Hazardous Waste,  
 Solvents Stored On-Site: No  
 Storage/Sale of Gasoline or  
 Petroleum Products: No  
 Fire Department Inspection Date: No  
 State Approved Building Plans Date: No

The comments mentioned above are intended to guide the Town's consideration of this application. The Town should approve, deny, or conditionally approve the amendment to the existing SPPOO.

If the Town Plan Commission elects to grant approval, Planning Staff would recommend the following conditions:

1. The Applicant shall comply with all site plan and operational aspects included in the previously approved submitted materials. The Site Plan shall be on file at the Town of Lisbon and Waukesha County.
2. The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans.
3. The Fire Chief shall inspect the premises to ensure the site is in compliance with the respective fire codes. Non-objection from the Fire Department and correction of any deficiencies prior to issuance of SPPOO.
4. The Building Inspector shall inspect the premises to ensure the site is in compliance with the respective building codes. Non-objection from the Building Inspector and correction of any deficiencies prior to issuance of SPPOO.
5. There shall be no outdoor storage of materials.
6. There shall be no trash stored outside of the building.
7. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.
8. The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in

May 13, 2019  
Page 3

question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.

9. The Town reserves the right to review any condition imposed as part of this Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission may modify, change, delete, add, etc. any conditions, through the Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area. Any major change, as determined by the Town Plan Commission may require modification to the SPPOO Permits or termination of the use.

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 Hearing. I will be in attendance at the June 13th Plan Commission meeting to answer any questions.

Sincerely,

Daniel J. Lindstrom, AICP  
Town Planner

AP:

cc:

Gina Gresch, Administrator, Town of Lisbon  
Daniel Green, Clerk, Town of Lisbon

## Item 4C – Attachments



0049  
 W234 N8676 WOODSIDE RD.  
 LISBON, WI 53089-1545  
 TEL: (262) 246-6100

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

**Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*

**Residential** – Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
  - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
  - Amendment / Original
  - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
  - Final - \$200
  - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
  - Amendment: \$250
    - Original: \$500
    - Temporary: \$125
  - Special Meeting: \$600
  - Waivers/Modification from Land Division and Development Ordinance: \$200

## Property Information

W230 N9515 Colgate Rd Sussex WI 53009  
 Property Address City Zip

LSBT0149999 6.61 (1.65) B3  
 Tax Key/Parcel ID # Lot Size <sup>after split</sup> Current Zoning

## Property Owner

Space4U LLC  
 Name/ Company Name

*[Signature]*  
 Signature

W226 N8947 Joyn Dr  
 Address

Sussex WI 53089  
 City State Zip

262-391-6065 Jwithen@yahoo.com  
 Phone E-mail Address

## Applicant

*[Signature]* Joel Pemberton  
 Name

Joel's Car Care and Sales  
 Company

2229 Senic Hill Trail  
 Address

Richfield WI 53076  
 City State Zip

414-491-0778 joelpemberton@ymail.com  
 Phone E-Mail Address

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.



RECEIVED  
APR 22 2019  
TOWN OF LISBON  
0050

W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023  
E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com) • Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

- New business in existing building or on existing site**       **New Owner**       **Temporary Use**
- Change in Operations (summarize below what is changing; days/hours, etc)**  
Same auto repair & sales (All american Automotive) formerly
- Change in Use (summarize below prior and new use below)**  
Same use as previous tenant

### BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT0149999      Acres 6.1      Zoning B3

Business Name & Contact Person: Joels Carcare and sales Joel Pemberton

Full Address (include City & Zip): 2229 Seven Hill trail Richfield WI 53076

Phone Number & Email: 414-491-0778 joelpemberton@ymail.com

Signature & Date: Joel Pemberton 4-22-19

Property Owner Name: Jon Then (Space4U) \*\*\*\*\*

Full Address (include City & Zip): W226 N094 Tolyn Dr Sussex, WI

Phone Number & Email: 262-391-6065 Jwthen@yahoo.com

Signature & Date: Jon 4/20/19

- 1. Is this business replacing another business?  Yes  No
  - a. If yes, what is the prior business' name: All American Automotive
- 2. Is this an expansion of an existing Town approved/based operation?  Yes  No
  - a. If yes, please explain: Same use Auto Repair & Sales

**HOURS OF OPERATION & OPERATING SPECIFICS**

3. Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

Auto repair ~~and~~ repair & sales  
formerly All american Automotive

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4. Days & Times of Operation:

- a. Days & Times: M-F 8-6pm Saturday by appointment

5. Employees (if self-employed please count yourself)

- a. Full-Time 2
- b. Part-Time \_\_\_\_\_

Planner Comment: Recommend Monday-Saturday 8am to 6pm to account for possible appointment.

**FOOD / BEVERAGE / LIQUOR**

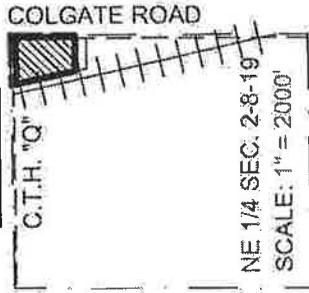
6. Is there any food & beverage / liquor service?  Yes  No

- a. If yes, please explain: \_\_\_\_\_

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon, County of Waukesha, State of Wisconsin

Vicinity Map:



## LEGEND & NOTES:

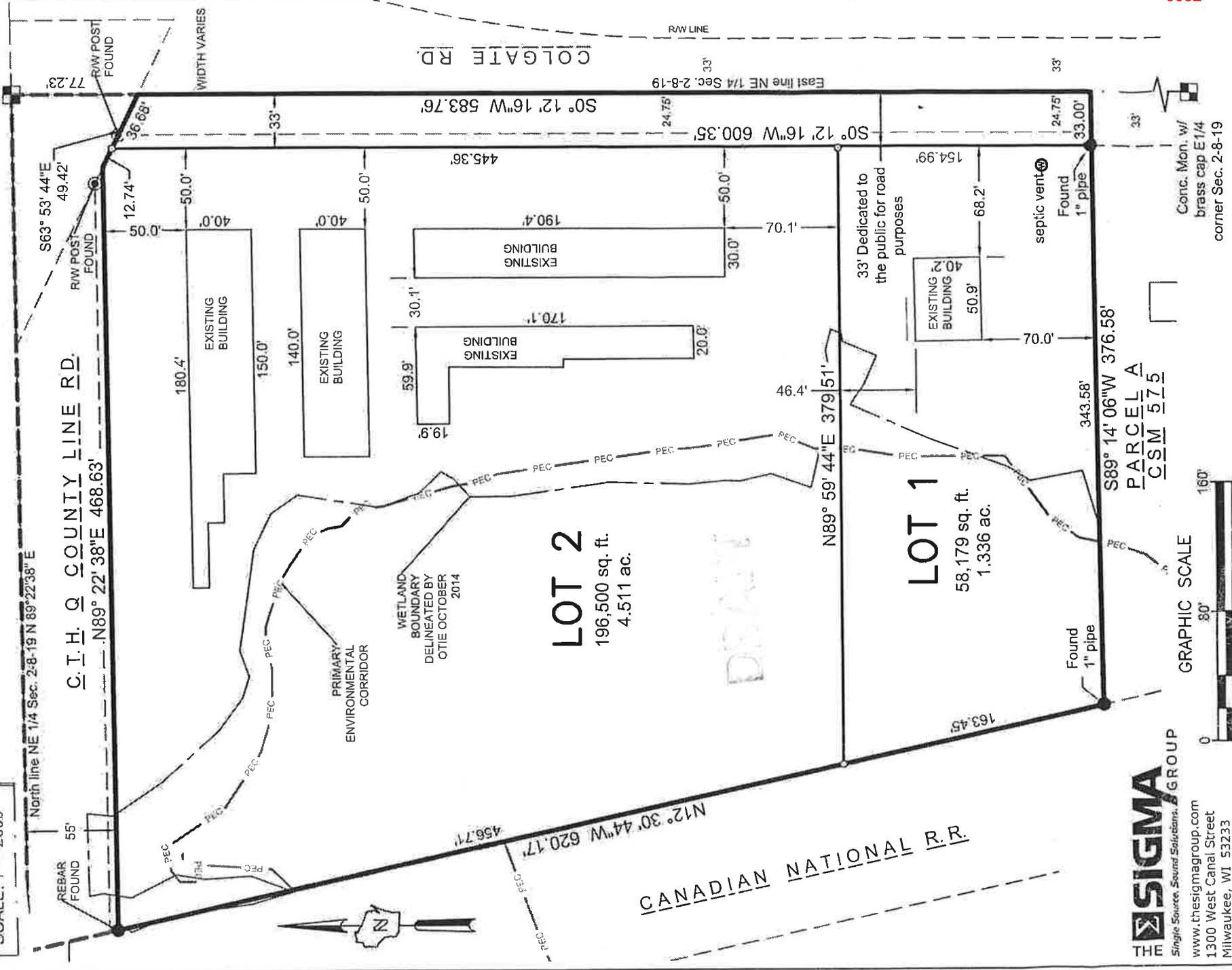
- INDICATES FOUND MONUMENTATION, AS NOTED ON DRAWING.
- INDICATES SET 3/4" DIAM. REBAR, 18" X 1.50 LBS/LIN. FT.

BEARINGS REFERENCED TO THE N. LINE OF THE NE CORNER OF SECTION 2, T8N, R19E BEARING N89°22'38"E. DISTANCES MEASURED TO THE NEAREST 0.01'. ANGLES MEASURED TO THE NEAREST 01". EXISTING EASEMENTS SHOWN ON SHEET 2.

Prepared for:

John Then  
Hwy Q Self Storage  
W226 NB947 Joly'n Drive  
Sussex, WI

Conc. Mon. w/  
brass cap NE  
corner Sec. 2-8-19



GRAPHIC SCALE

**THE SIGMA GROUP**  
Single Source. Sound Solutions.

www.thesigmagroup.com  
1300 West Canal Street  
Milwaukee, WI 53233  
Phone: 414-643-4200  
Fax: 414-643-4210

PROJECT NUMBER 17748 DRAFTED BY BMR 12-20-18

Sheet 1 of 5

0052



**MUSIC / ENTERTAINMENT**

13. Are any problems such as odor, smoke or noise resulting from this operation?  Yes  No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

0  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Game Machines  Yes  No

a. Quantity: 0

b. Location: \_\_\_\_\_

**BUILDINGS**

15. Building A

a. Dimensions & Levels:

40x50 (Auto repair Shop)

b. Use:

B3

16. Building B

a. Dimensions & Levels:

N/A

b. Use:

\_\_\_\_\_

17. Building C

a. Dimensions & Levels:

N/A

b. Use:

\_\_\_\_\_

**LIGHTING (Submit Cut-Sheets)**

18. Outdoor Lighting

a. Type(s):

1 Light Northside Building (incandescent)

b. Locations(s):

1 Light Southside Building (motion Lights)

7. Table Seating Capacity

- a. Outside: 0
- b. Inside: \_\_\_\_\_
- c. Bar: \_\_\_\_\_

8. Food / Soda Vending Machines  Yes  No

- a. If yes, quantity of each: 0

OUTDOOR USES

9. Is there any outdoor storage?  Yes  No

- a. If yes, please explain: 0

10. Will there be any outdoor events?  Yes  No

- a. If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.

0

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Will there be any customer dockage?  Yes  No

- a. If yes, please indicate on the Site Plan length and number of piers.

12. Parking Lot

- a. Dimensions
- b. Total number of spaces
- c. Number of spaces allotted for employees

~~0~~ north (40x42)

~~0~~ south (45x70)

~~0~~ 10-15

~~0~~ 2



**SIGNAGE (Also submit the Town's Signage Application & appropriate fees)**

19. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs.

Existing Building Sign  
North Side of Building, 5x3 Lighted

**CHEMICALS/HAZARDOUS MATERIALS**

20. Are there any Chemicals, Hazardous Waste or Solvents stored on the site?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

Temporary storage of oil and fluids used in the service of automobiles. Will be stored in certified containers and regularly removed by a service specializing in disposal.

21. Does this Operation involve the Storage/Sale of gasoline or any other Petroleum Products?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

Stored in certified disposal containers, removed and disposed from a regular scheduled certified disposal service.

**STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES**

22. Are there surface water drainage facilities?  Yes  No

a. If yes, please explain:

Not applicable



**Property Details**

Tax Key: **LSBT0149999**  
Tax Year: **2019**

**4/18/2019 7:35:26 AM**  
**WAUKESHA COUNTY**  
**TOWN OF LISBON**

**OWNER NAME AND MAILING ADDRESS**

**PROPERTY ADDRESS**

SPACE4U LLC  
W230N9491 COLGATE RD  
LISBON, WI 53089-1211

W230N9515 COLGATE RD  
LISBON, WI 53089-1213

Contact Us to Update Mailing Address

**LEGAL DESCRIPTION**

PT NE1/4 SEC 2 T8N R19E; COM NE COR SEC 2 S1°06'W 661.00 FT; N89°50'W 376.58 FT; N11°37'W 676.37 FT; S89°42'E 525.27 FT TO BGN :: EX HWY:: EX R189/1217 :: EX DOC# 3470491 :: DOC# 4121986 & DOC# 4130977

**ASSESSMENT STATUS**

**OWNERSHIP/LEGAL DESCRIPTION EXCEPTION DOCUMENTS**

Assessment Year:	2019	EXCEPTION	[EXCEPTION]	DOC	3470491
Assessment Status:	ACTIVE	DEED		DOC	4121986
Assessment Attributes:	NONE	AFFIDAVIT		DOC	4130977
Deeded Acres:	0.000				

Additional Documents

**ASSESSMENT INFORMATION**

Assessed By: GROTA APPRAISALS LLC  
262-253-1142  
mike@wi-assessor.com

Board of Review Date: 6/12/2019

**Links to WI Dept of Revenue Resources:**  
**Guide for Property Owners**  
**Property Assessment Appeal Guide**  
**Board of Review Calendar**

**PROPERTY VALUES**

Property Class	Acres	Land	Improvement	Total
----------------	-------	------	-------------	-------

The current property valuation is in process. You will find the contact information for the Municipal Assessor shown above. The Links to WI Dept of Revenue will provide more information about the property assessment process. You can see assessment values for a previous year by changing the tax year at the top of this screen.

**DISTRICTS**

District Type	District Name	DOR Code
TOWN	TOWN OF LISBON	010
SCHOOL	HAMILTON SCHOOL 2420	2420
TCDB	WAUKESHA TECH COLLEGE	08
SEWER	STORMWATER	

This program accesses data from databases maintained by several County Departments and Local Municipalities. There may be inconsistencies in data depending on the date the information was gathered or the purpose for which it is maintained. Due to variances in sources and update cycles, there is no guarantee as to the accuracy of the data. For questions regarding Tax Listing or Tax Bill information, please contact the Real Property Tax Listing Division at (262)896-8557 or [taxlisting@waukeshacounty.gov](mailto:taxlisting@waukeshacounty.gov). For questions regarding Outstanding Taxes and Tax Payment records, contact the County Treasurer's office at (262)548-7029.  
**For all GIS related issues, please contact Waukesha County Land Information Systems at [landinformation@waukeshacounty.gov](mailto:landinformation@waukeshacounty.gov).**

The following browsers are supported:    This page run 4/18/2019 7:35:26 AM.

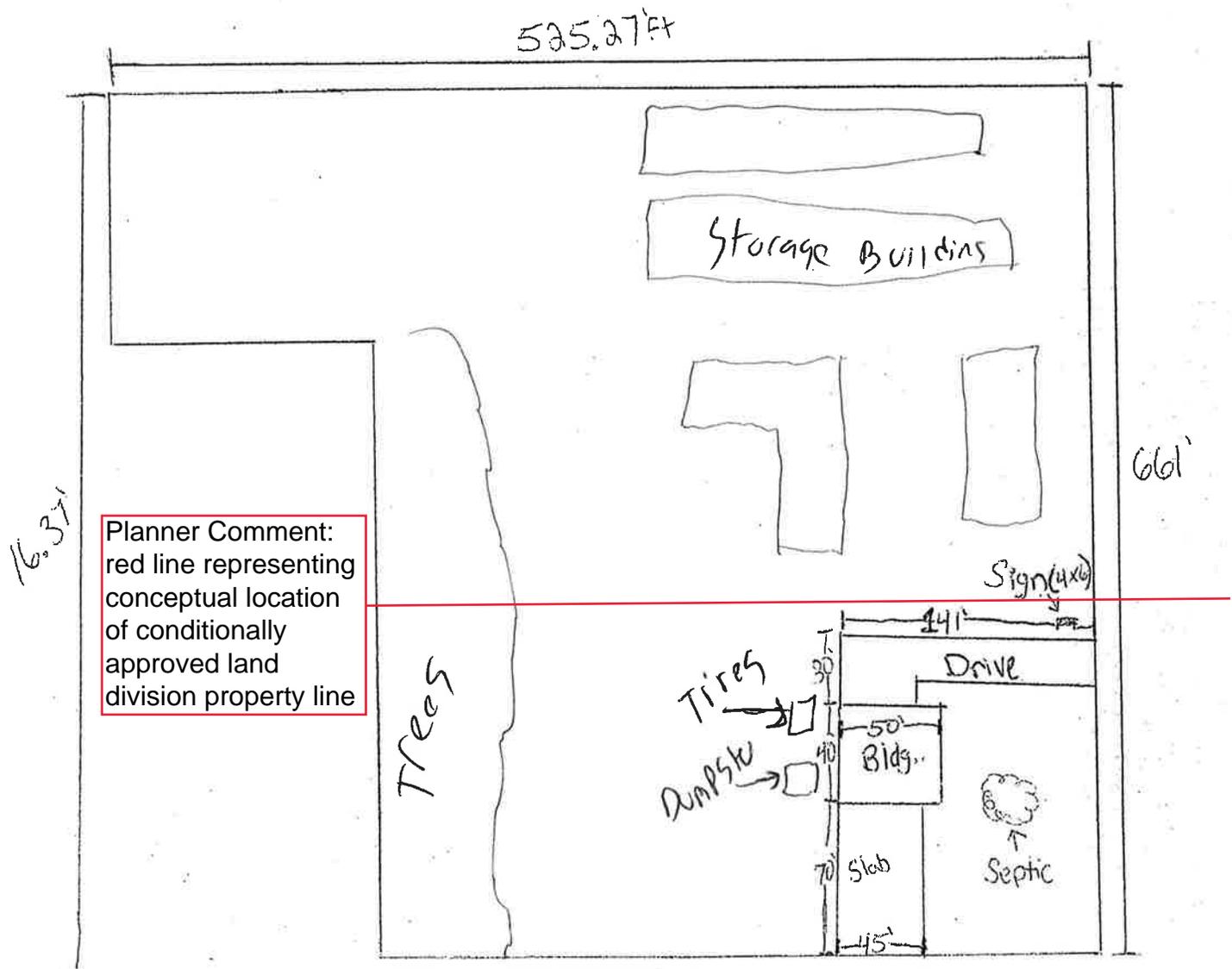
Joel Pemberton

Name of applicant: ~~Christopher Gaudreau~~ ~~Christopher Gaudreau~~

Submitted by: Same as above

Date of submittal: ~~11/3/2018~~ 4/20/19

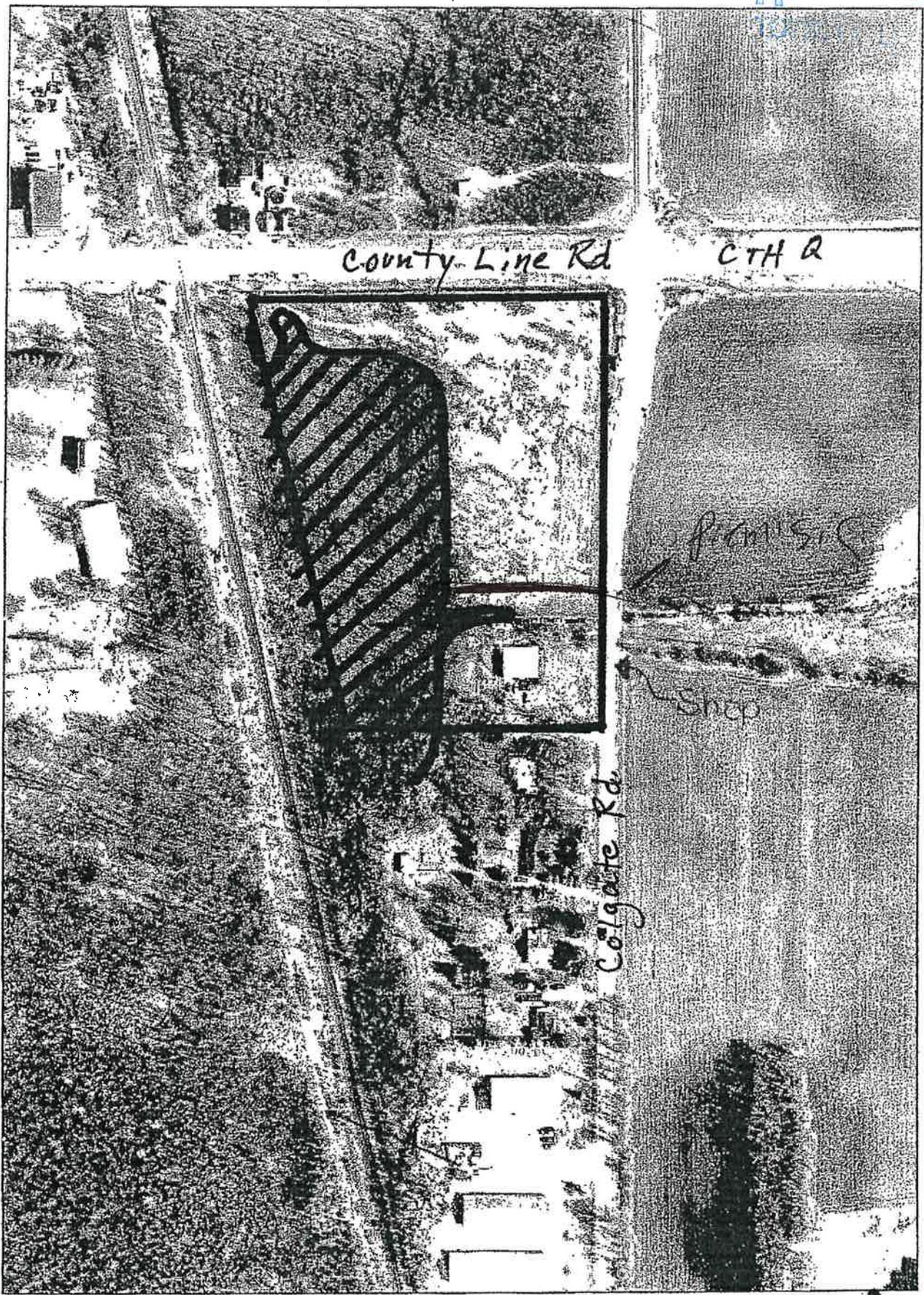
A detailed site plan with dimensions of all buildings, parking areas, location of septic and well, sign locations and other pertinent data is to be submitted with all applications.



Planner Comment:  
red line representing  
conceptual location  
of conditionally  
approved land  
division property line

NE 1/4 sec. 2, T8N R19E, T/Lisbon

RECEIVED  
0059  
APR 22 2019



County Line Rd

CTH R

POMISIC

Shop

Colgate Rd

Wetland staked by  
SEWRDC staff on 9/1/08

0 100 200 N↑

0060



**Parcel ID LSBT0149999: Site Map**  
 Town of Lisbon

1 inch = 250 feet



 Town of Lisbon Boundary  
 Subject Parcel

**vierbicher**  
 planners | engineers | advisors

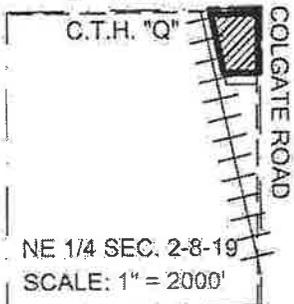


REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO  
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
 Phone: (262) 875-5000 Fax: (608) 826-0530

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon, County of Waukesha, State of Wisconsin

### Vicinity Map:



### LEGEND & NOTES:

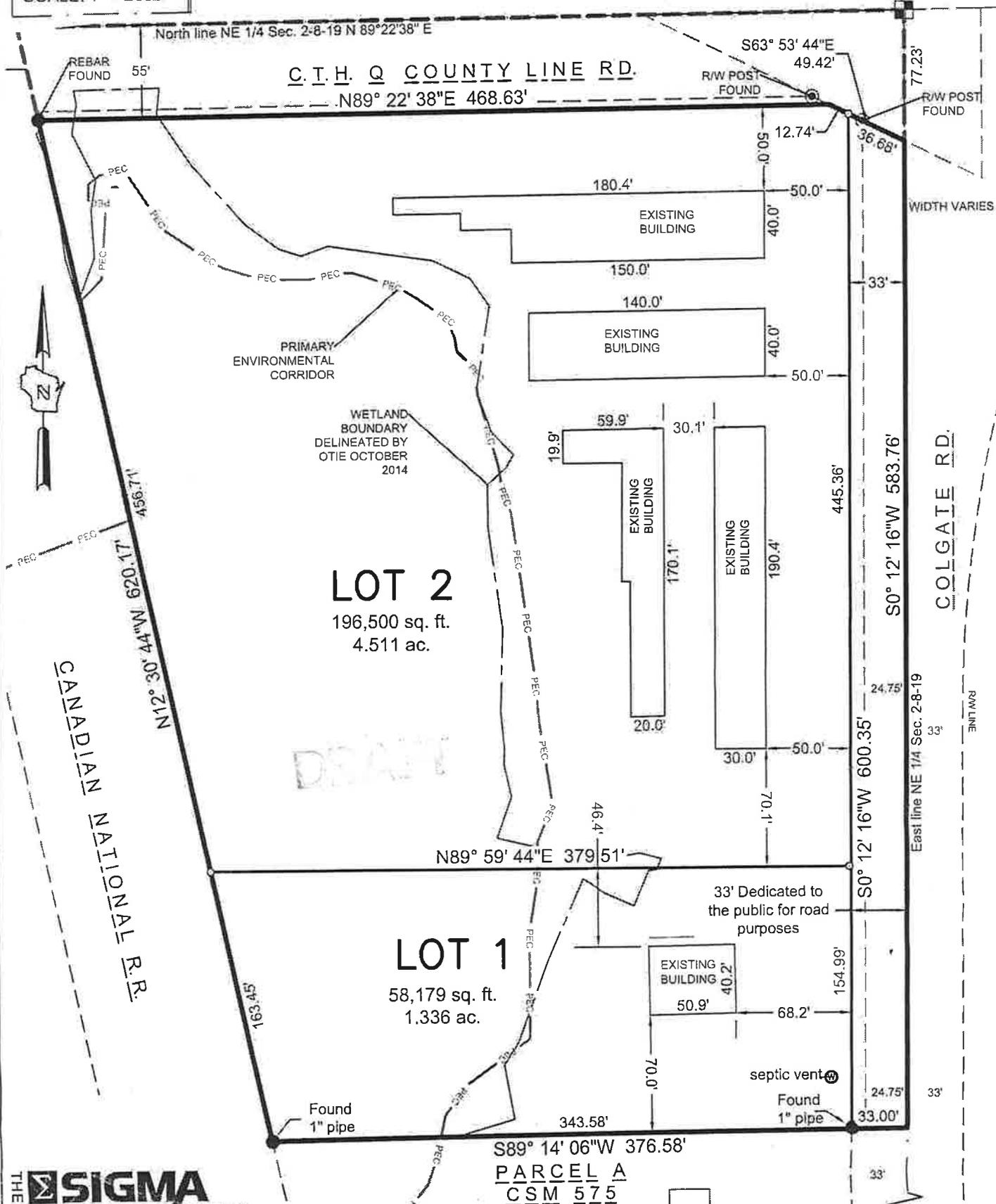
- INDICATES FOUND MONUMENTATION, AS NOTED ON DRAWING.
- INDICATES SET 3/4" DIAM. REBAR, 18" X 1.50 LBS/LIN. FT.

### Prepared for:

John Then  
 Hwy Q Self Storage  
 W226 N8947 Jolyn Drive  
 Sussex, WI

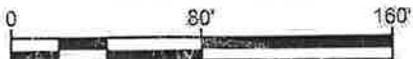
BEARINGS REFERENCED TO THE N. LINE OF THE NE CORNER OF SECTION 2, T8N, R19E BEARING N89°22'38" E.  
 DISTANCES MEASURED TO THE NEAREST 0.01'. ANGLES MEASURED TO THE NEAREST 01".  
 EXISTING EASEMENTS SHOWN ON SHEET 2.

Conc. Mon. w/  
 brass cap NE  
 corner Sec. 2-8-19

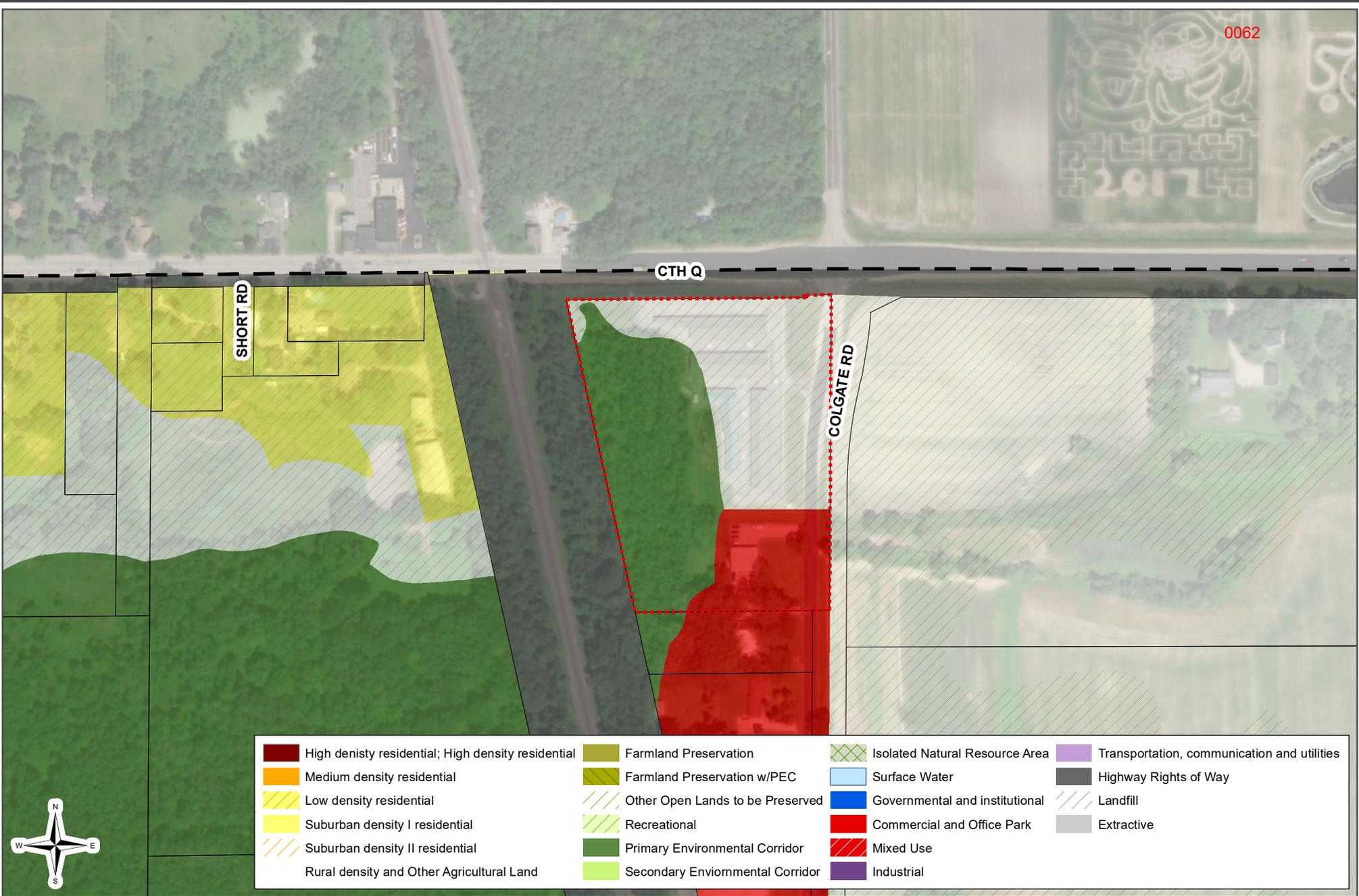


www.thesigmagroup.com  
 1300 West Canal Street  
 Milwaukee, WI 53233  
 Phone: 414-643-4200  
 Fax: 414-643-4210

### GRAPHIC SCALE



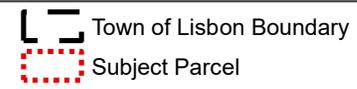
Conc. Mon. w/  
 brass cap E1/4  
 corner Sec. 2-8-19



High density residential; High density residential	Farmland Preservation	Isolated Natural Resource Area	Transportation, communication and utilities
Medium density residential	Farmland Preservation w/PEC	Surface Water	Highway Rights of Way
Low density residential	Other Open Lands to be Preserved	Governmental and institutional	Landfill
Suburban density I residential	Recreational	Commercial and Office Park	Extractive
Suburban density II residential	Primary Environmental Corridor	Mixed Use	
Rural density and Other Agricultural Land	Secondary Environmental Corridor	Industrial	



**Parcel ID LSBT0149999: Future Land Use**  
Town of Lisbon



**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



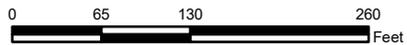


# Parcel ID LSBT0149999: DRAFT Proposed Zoning Amendment

Town of Lisbon

 Town of Lisbon Boundary  
 Subject Parcel

1 inch = 139 feet



 AD-10	 A-5	 R-2	 B-1	 B-4	 M-1	 C-1
 RD-5	 A-3	 R-3	 B-2	 B-P	 M-2	 UC
 A-10	 R-1	 RM	 B-3	 Q-1	 P-I	 PR

**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



## STAFF REPORT: SITE PLAN AND PLAN OF OPERATION AMENDMENT

To: Chairperson Osterman  
Town Plan Commission Members  
Gina Gresch, Town Administrator

From: Daniel J. Lindstrom, AICP, Town Planner  
Joshua Langen, AICP Community Development Consultant

Subject: Joe's Car Care Plan of Operation Amendment Review (Joel Pemberton)

Date: June 6, 2019

The above-referenced Site Plan/Plan of Operation (SPPOO) amendment was received by our office for review on behalf of the Town of Lisbon. Certain permitted and conditional uses require the submission of a Site Plan and Plan of Operation which provides a detailed description of the proposed use and serves as a basis for consideration prior to approval by the Town Plan Commission. This review will document the permit file and determine the adequacy of the submitted information in describing permitted and accessory uses and buildings proposed. This review will also document the plan and method of operation to enable the Town to make a determination of compatibility with the Ordinance and consideration of approval.

### **Pertinent Reviewed Materials – Summary Overview**

Property Owner:	Space4U LLC
Business Name/Applicant:	Joe's Car Care and Sales/Joel Pemberton
Tax Key:	LSBT0149999 (lot was conditionally approved CSM to split the lot)
Zoning:	B-3 General Business District, C-1 Conservancy Wetland and Floodplain, and UC Upland Corridor.
Proposed Use	Permitted "New and use automobile sales room and lots (...), along with the repair and service shops for service equipment."
New or Existing Business:	New
New or Existing Structure:	Existing
Replacing an Existing Business:	Yes – All American Automotive
Change of Use or Operation	No
Operation Summary:	The Applicant stated that the same operation as the last business will be kept, but a change of business name and operator – automotive repair and sales.
Hours of Operation:	Monday – Friday, 8:00 AM to 6:00 PM, Saturday by appointment. <i>Planning staff recommends expanding the listed time from Monday to Saturday from 8:00 AM to 6:00 PM to account for possible Saturday appointments.</i>

June 6, 2019  
Page 2 of 4

Full-Time Employees: Two (2)  
Part-Time Employees: None (0)

### **Pertinent Reviewed Materials – Operation Details**

Outdoor Storage of Materials: The Applicant marked 'No'. Any existing outdoor storage shall be removed prior to occupancy.

Parking: Dimensions: North Lot – 40' x 42', South Lot – 45' x 70'.  
Total Number of Spaces: 10-15 stalls  
Number of Spaces allotted for employees: 2 stalls

Outdoor Lighting: 1 light on north side of the building (incandescent), 1 light on south side of the building (motion lights)

Signage: Existing building sign: 5' x 3' lighted on north side of the building.

Trash/Recycle Impacts: The Applicant marked 'Yes' that there are dumpsters/waste containers on the site.

Stormwater Impacts: No surface water drainage facilities.

County Shoreland Zoning Review Required: No.

Odor, Smoke, Noise from Operation: The Applicant marked 'No'.

Chemical, Hazardous Waste, Solvents Stored On-Site: Temporary storage of oil and fluids used for automobile servicing. The Applicant stated they will store these materials in certified containers and regularly removed by a service specializing in disposal.

Storage/Sale of Gasoline or Petroleum Products: The Applicant marked 'Yes', stating they will store these materials in certified disposal containers, which will be removed and disposed of by a certified disposal service on a regular schedule.

Fire Department Inspection Date: A fire department inspection was completed in 2010.

State Approved Building Plans Date: The Applicant marked 'Yes', but did not include a date of approval or any other details.

### **Additional Comments:**

- All new tenant build-outs and occupancy must be submitted for review and inspections by the LFD. Any construction or changes of use must undergo code compliance evaluations and will require pre-construction communication with the general contractors and owners.
- Vehicles shall be stored on a hard surface and vehicles susceptible to leaking fluid shall be stored interior to the building while they await repair.

**Recommendation:**

The comments mentioned above are intended to guide the Town's consideration of this application. The Town should approve, deny, or conditionally approve the SPPOO.

If the Plan Commission elects to grant approval, Planning Staff recommends the following conditions.

1. The Applicant shall comply with all site plan and operational aspects included in the previously approved submitted materials. The Site Plan shall be on file at the Town of Lisbon and Waukesha County.
2. The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans.
3. The Fire Chief shall inspect the premises to ensure the site is in compliance with the respective fire codes. Non-objection from the Fire Department and correction of any deficiencies prior to issuance of SPPOO.
4. The Building Inspector shall inspect the premises to ensure the site is in compliance with the respective building codes. Non-objection from the Building Inspector and correction of any deficiencies prior to issuance of SPPOO.
5. There shall be no outdoor storage of materials and there shall be no outdoor storage and sale of junked or wrecked vehicles, equipment, or parts (Zoning Code – Section 26(b)(2)(d))
6. Hours of Operation shall be limited to Monday-Saturday 8:00 am to 6:00 pm. This shall mean the time employees and/or the operators are on-site.
7. There shall be no trash stored outside of the building. The existing dumpster/waste container shall be screened at all times by an enclosure.
8. Vehicles shall be stored on a hard surface and any vehicles susceptible of leaking fluid shall be stored interior to the building while they await repair. There shall be no parking on the road or in the road right-of-way.
9. There shall be no storage of gasoline on site, except for the removal of gasoline from vehicles prior to repair. Such gasoline shall be stored in appropriate containers and disposed of by a certified disposal service. Used gasoline shall be stored off the ground and secured until a certified disposal company can collect the used fluids. Applicant shall inform the Town Clerk of the contracted disposal services and such information shall be kept on file in with the Town and with the applicant.
10. Used and new engine oil, antifreeze, and other fluids shall be stored off the ground and secured until a certified disposal company can collect the used fluids. Applicant shall inform the Town Clerk of the contracted disposal services and such information shall be kept on file in with the Town and with the applicant.
11. The Waukesha County Environmental Health Division may review and approve of the uses on the subject property, prior to the issuance of any permits.
12. Any additional or future business signage shall be required to obtain signage approval through the Town of Lisbon sign application process.

13. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.
14. The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.
15. The Town reserves the right to review any condition imposed as part of this Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission may modify, change, delete, add, etc. any conditions, through the Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area. Any major change, as determined by the Town Plan Commission may require modification to the SPPOO Permits or termination of the use.

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 Hearing. I will be in attendance at the June 13 Plan Commission meeting to answer any questions.

## Item 4D – Attachments



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

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

**Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*

**Residential** – Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
  - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
  - Amendment / Original
  - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
  - Final - \$200
  - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
  - Amendment: \$250
  - Original: \$500
  - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and Development Ordinance: \$200

## Property Information

Property Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tax Key/Parcel ID # \_\_\_\_\_ Lot Size \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Property Owner

\_\_\_\_\_  
Name / Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-mail Address

## Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-Mail Address

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



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

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

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  - Amendment: \$250
  - Original: \$500
  - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and  
Development Ordinance: \$200

## Property Information

Property Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tax Key/Parcel ID # \_\_\_\_\_ Lot Size \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Property Owner

\_\_\_\_\_  
Name / Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-mail Address

## Applicant

\_\_\_\_\_  
Name

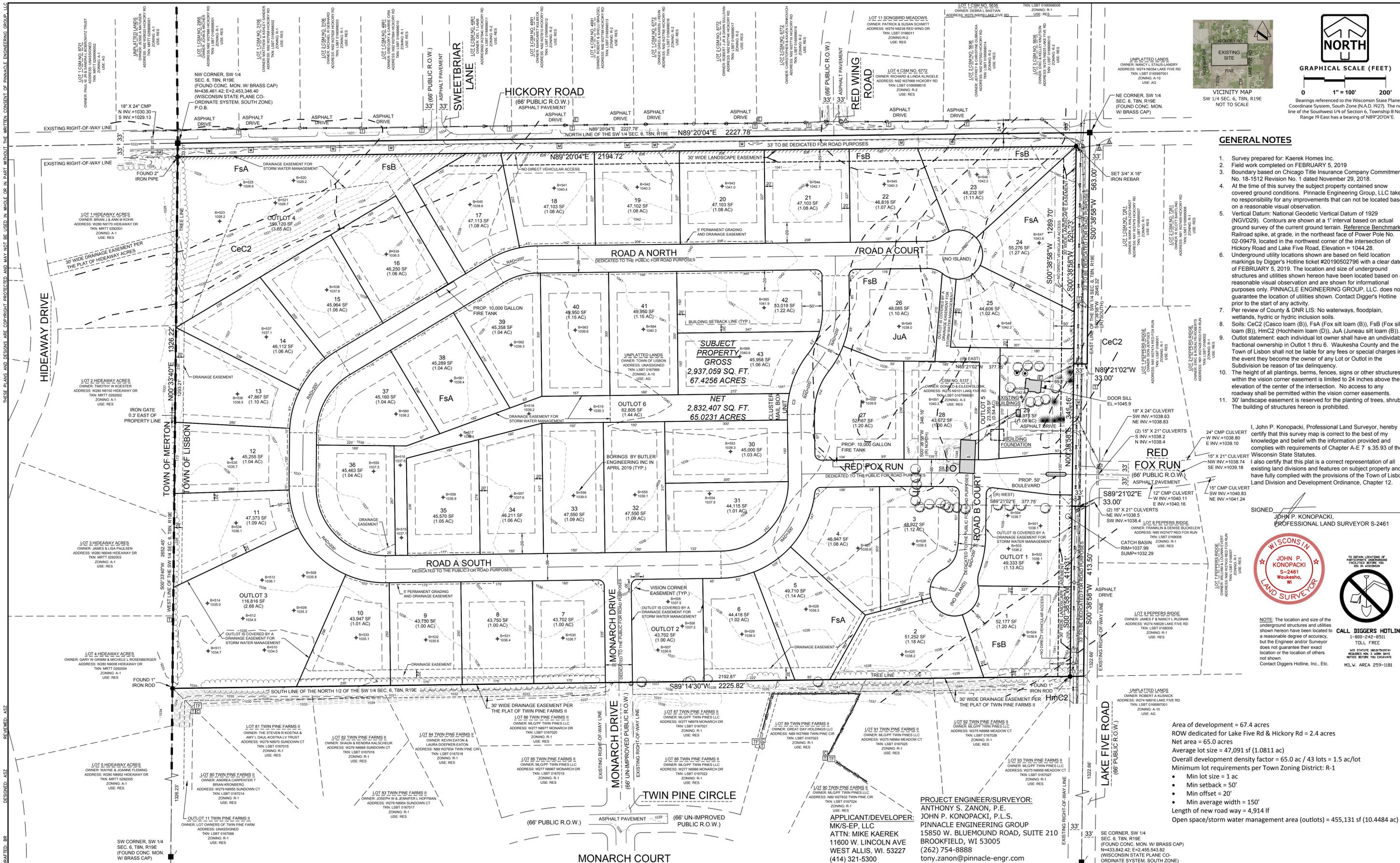
\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-Mail Address

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. ***The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.***



- GENERAL NOTES**
- Survey prepared for: Kaerek Homes Inc.
  - Field work completed on FEBRUARY 5, 2019
  - Boundary based on Chicago Title Insurance Company Commitment No. 18-152 Revision No. 1 dated November 29, 2018.
  - At the time of this survey the subject property contained snow covered ground conditions. Pinnacle Engineering Group, LLC takes no responsibility for any improvements that can not be located based on a reasonable visual observation.
  - Vertical Datum: National Geodetic Vertical Datum of 1929 (NGVD29). Contours are shown at a 1' interval based on actual ground survey of the current ground terrain. **Reference Benchmark:** Railroad spike, at grade, in the northeast face of Power Pole No. 02-09479, located in the northwest corner of the intersection of Hickory Road and Lake Five Road, Elevation = 1044.28.
  - Underground utility locations shown are based on field location markings by Digger's Hotline ticket #20190502796 with a clear date of FEBRUARY 5, 2019. The location and size of underground structures and utilities shown hereon have been located based on a reasonable visual observation and are shown for informational purposes only. PINNACLE ENGINEERING GROUP, LLC does not guarantee the location of utilities shown. Contact Digger's Hotline prior to the start of any activity.
  - Per review of County & DNR LIS: No waterways, floodplain, wetlands, hydric or hydric inclusion soils.
  - Soils: CeC2 (Casco loam (B)), FSA (Fox silt loam (B)), FSB (Fox silt loam (B)), HmC2 (Hocheim loam (D)), JuA (Juneau silt loam (B)).
  - Outlot statement: each individual lot owner shall have an undivided fractional ownership in Outlot 1 thru 6. Waukesha County and the Town of Lisbon shall not be liable for any fees or special charges in the event they become the owner of any Lot or Outlot in the Subdivision be reason of tax delinquency.
  - The height of all plantings, berms, fences, signs or other structures within the vision corner easement is limited to 24 inches above the elevation of the center of the intersection. No access to any roadway shall be permitted within the vision corner easements.
  - 30' landscape easement is reserved for the planting of trees, shrubs. The building of structures hereon is prohibited.

I, John P. Konopacki, Professional Land Surveyor, hereby certify that this survey map is correct to the best of my knowledge and belief with the information provided and complies with requirements of Chapter A-E 7. s.35.93 of the Wisconsin State Statutes.

I also certify that this plat is a correct representation of all existing land divisions and features on subject property and is fully compliant with the provisions of the Town of Lisbon Land Division and Development Ordinance, Chapter 12.

SIGNED: **JOHN P. KONOPACKI**  
PROFESSIONAL LAND SURVEYOR S-2461



NOTE: The location and size of the underground structures and utilities shown hereon have been located to a reasonable degree of accuracy, but the Engineer and/or Surveyor does not guarantee their exact location or the location of others not shown.

Contact Digger's Hotline, Inc., Etc.

Area of development = 67.4 acres  
 ROW dedicated for Lake Five Rd & Hickory Rd = 2.4 acres  
 Net area = 65.0 acres  
 Average lot size = 47,091 sf (1.0811 ac)  
 Overall development density factor = 65.0 ac / 43 lots = 1.5 ac/lot  
 Minimum lot requirements per Town Zoning District: R-1

- Min lot size = 1 ac
- Min setback = 50'
- Min offset = 20'
- Min average width = 150'

Length of new road way = 4,914 lf  
 Open space/storm water management area (outlots) = 455,131 sf (10.4884 ac)

**PROJECT ENGINEER/SURVEYOR:**  
ANTHONY S. ZANON, P.E.  
**JOHN P. KONOPACKI, P.L.S.**  
PINNACLE ENGINEERING GROUP  
15850 W. BLUEMOUND ROAD, SUITE 210  
BROOKFIELD, WI 53005  
(262) 754-8888  
tony.zanon@pinnacle-engr.com

**APPLICANT/DEVELOPER:**  
MK'S-EP, LLC  
ATTN: MIKE KAERK  
11600 W. LINCOLN AVE  
WEST ALLIS, WI. 53227  
(414) 321-5300

**PRELIMINARY PLAT**

**HAASS FARMS**  
TOWN OF LISBON, WAUKESHA CO., WI

**PINNACLE ENGINEERING GROUP**  
ENGINEERING | NATURAL RESOURCES | SURVEYING

PLAN | DESIGN | DELIVER  
www.pinnacle-engr.com

WISCONSIN OFFICE:  
15850 W. BLUEMOUND ROAD  
BROOKFIELD, WI 53005  
(262) 754-8888  
CHICAGO | MILWAUKEE | NATIONWIDE

# ENGINEERING IMPROVEMENT PLANS FOR HAASS FARMS

## TOWN OF LISBON, WI

PLANS PREPARED FOR  
**MK/S-EP, LLC**  
ATTN: MIKE KAEREK  
11600 W LINCOLN AVE  
WEST ALLIS, WI 53227  
PHONE: 414-321-5300

**PRELIMINARY**

### INDEX OF SHEETS

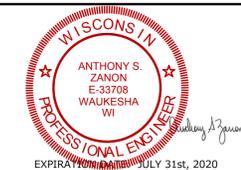
C-1	COVER SHEET
C-2	STORM SEWER SYSTEM MAP
C-3 - C-10	PROP PAVING AND STORM SEWER PLAN & PROFILE
C-11 - C-15	MASTER GRADING PLAN
C-16 - C-20	INTERIM GRADING & EROSION CONTROL PLAN
C-21 - C-22	CONSTRUCTION DETAILS
C-23	CULVERT SIZING MAP

### APPLICANT/ DEVELOPER

MIKE KAEREK, MK/S-EP, LLC  
11600 W. LINCOLN AVE.  
WEST ALLIS, WI. 53227  
(414) 321-5300

### CIVIL ENGINEERING CONTACTS

ANTHONY S. ZANON, P.E.  
15850 W. BLUEMOUND ROAD, SUITE 210  
BROOKFIELD, WI 53005  
(262) 754-8888

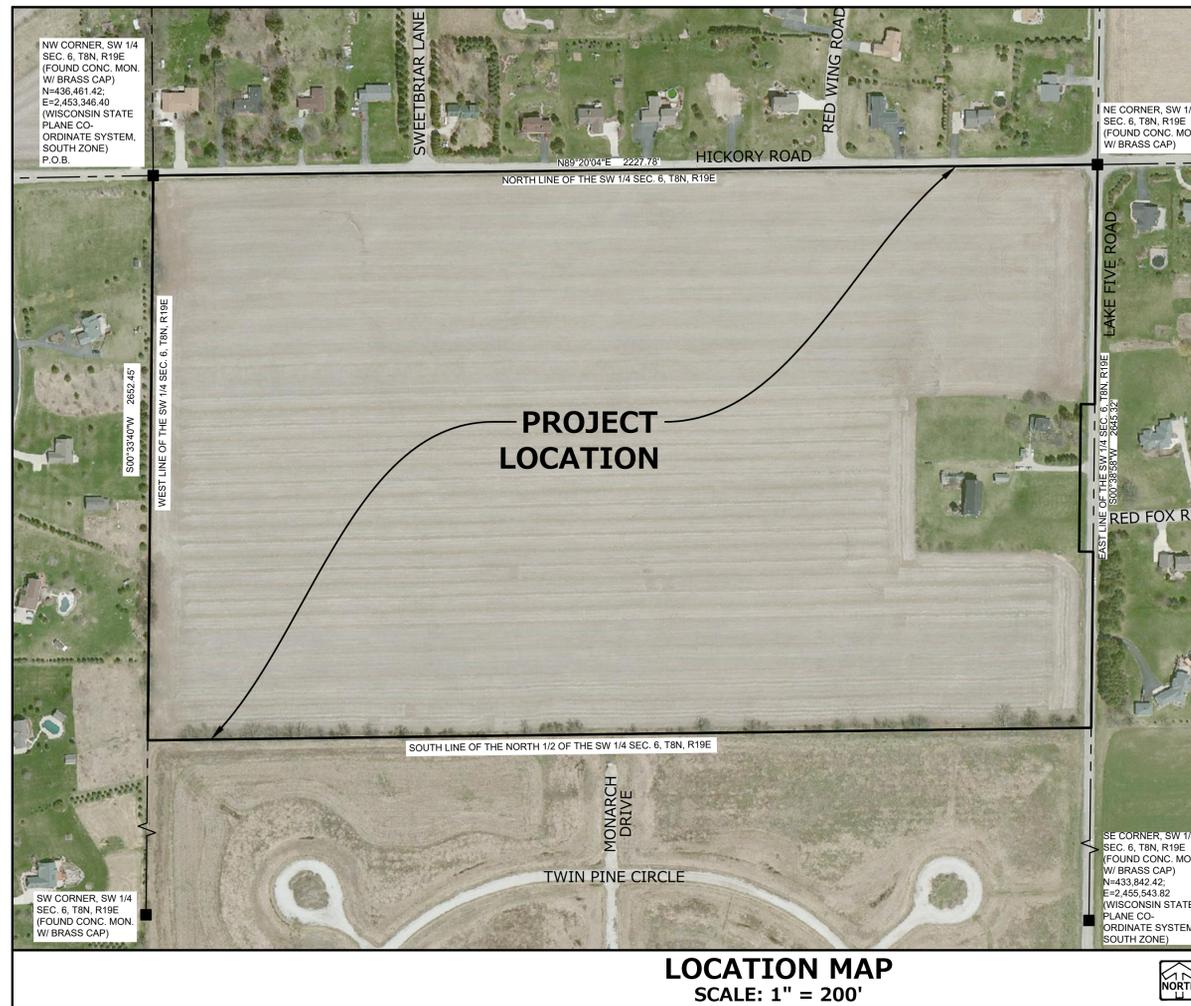


Toll Free (800) 242-8511  
Milwaukee Area (414) 259-1181  
Hearing Impaired TDD (800) 542-2289  
www.DiggersHotline.com

PINNACLE ENGINEERING GROUP, LLC  
ENGINEER'S LIMITATION

PINNACLE ENGINEERING GROUP, LLC AND THEIR CONSULTANTS DO NOT WARRANT OR GUARANTEE THE ACCURACY AND COMPLETENESS OF THE DELIVERABLES HEREIN BEYOND A REASONABLE DILIGENCE. IF ANY MISTAKES, OMISSIONS, OR DISCREPANCIES ARE FOUND TO EXIST WITHIN THE DELIVERABLES, THE ENGINEER SHALL BE PROMPTLY NOTIFIED PRIOR TO BID SO THAT HE MAY HAVE THE OPPORTUNITY TO TAKE WHATEVER STEPS NECESSARY TO RESOLVE THEM. FAILURE TO PROMPTLY NOTIFY THE ENGINEER OF SUCH CONDITIONS SHALL ABSOLVE THE ENGINEER FROM ANY RESPONSIBILITY FOR THE CONSEQUENCES OF SUCH FAILURE. ACTIONS TAKEN WITHOUT THE KNOWLEDGE AND CONSENT TO THE ENGINEER, OR IN CONTRADICTION TO THE ENGINEER'S DELIVERABLES OR RECOMMENDATIONS, SHALL BECOME THE RESPONSIBILITY NOT OF THE ENGINEER BUT OF THE PARTIES RESPONSIBLE FOR TAKING SUCH ACTION.

FURTHERMORE, PINNACLE ENGINEERING GROUP, LLC IS NOT RESPONSIBLE FOR CONSTRUCTION SAFETY OR THE MEANS AND METHODS OF CONSTRUCTION.



### GENERAL NOTES

1. THE INTENTION OF THE PLANS AND SPECIFICATIONS IS TO SET FORTH PERFORMANCE AND CONSTRUCTION MATERIAL STANDARDS FOR THE PROPER EXECUTION OF WORK. ALL WORKS CONTAINED WITHIN THE PLANS AND SPECIFICATIONS SHALL BE COMPLETED IN ACCORDANCE WITH ALL REQUIREMENTS FROM LOCAL, STATE, FEDERAL OR OTHER GOVERNING AGENCY'S LAWS, REGULATIONS, JURISDICTIONAL ORDINANCES/CODES/RULES/ETC., AND THE OWNER'S DIRECTION.
2. THE CONTRACTOR IS RESPONSIBLE TO REVIEW AND UNDERSTAND ALL COMPONENTS OF THE PLANS AND SPECIFICATIONS, INCLUDING FIELD VERIFYING SOIL CONDITIONS, PRIOR TO SUBMISSION OF A BID PROPOSAL.
3. THE CONTRACTOR SHALL PROMPTLY REPORT ANY ERRORS OR AMBIGUITIES LEARNED AS PART OF THEIR REVIEW OF PLANS, SPECIFICATIONS, REPORTS AND FIELD INVESTIGATIONS.
4. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE COMPUTATION OF QUANTITIES AND WORK REQUIRED TO COMPLETE THIS PROJECT. THE CONTRACTOR'S BID SHALL BE BASED ON ITS OWN COMPUTATIONS AND IN NO SUCH INSTANCE RELY ON THE ENGINEER'S ESTIMATE.
5. QUESTIONS/CLARIFICATIONS WILL BE INTERPRETED BY ENGINEER/OWNER PRIOR TO THE AWARD OF CONTRACT. ENGINEER/OWNER WILL SUBMIT OFFICIAL RESPONSES IN WRITING. INTERPRETATIONS PRESENTED IN OFFICIAL RESPONSES SHALL BE BINDING ON ALL PARTIES ASSOCIATED WITH THE CONTRACT. IN NO WAY SHALL WORD-OF-MOUTH DIALOG CONSTITUTE AN OFFICIAL RESPONSE.
6. PRIOR TO START OF WORK, CONTRACTOR SHALL BE COMPLETELY FAMILIAR WITH ALL CONDITIONS OF THE SITE, AND SHALL ACCOUNT FOR CONDITIONS THAT AFFECT, OR MAY AFFECT CONSTRUCTION INCLUDING, BUT NOT LIMITED TO, LIMITATIONS OF WORK ACCESS, SPACE LIMITATIONS, OVERHEAD OBSTRUCTIONS, TRAFFIC PATTERNS, LOCAL REQUIREMENTS, ADJACENT ACTIVITIES, ETC. FAILURE TO CONSIDER SITE CONDITIONS SHALL NOT BE CAUSE FOR CLAIM OF JOB EXTRAS.
7. COMMENCEMENT OF CONSTRUCTION SHALL EXPLICITLY CONFIRM THAT THE CONTRACTOR HAS REVIEWED THE PLANS AND SPECIFICATIONS IN ENTIRETY AND CERTIFIES THAT THEIR SUBMITTED BID PROPOSAL CONTAINS PROVISIONS TO COMPLETE THE PROJECT, WITH THE EXCEPTION OF UNFORESEEN FIELD CONDITIONS; ALL APPLICABLE PERMITS HAVE BEEN OBTAINED; AND CONTRACTOR UNDERSTANDS ALL OF THE REQUIREMENTS OF THE PROJECT.
8. SHOULD ANY DISCREPANCIES OR CONFLICTS IN THE PLANS OR SPECIFICATIONS BE DISCOVERED AFTER THE AWARD OF CONTRACT, ENGINEER SHALL BE NOTIFIED IN WRITING IMMEDIATELY AND CONSTRUCTION OF ITEMS AFFECTED BY THE DISCREPANCIES/CONFLICTS SHALL NOT COMMENCE, OR CONTINUE, UNTIL A WRITTEN RESPONSE FROM ENGINEER/OWNER IS DISTRIBUTED. IN THE EVENT OF A CONFLICT BETWEEN REFERENCED CODES, STANDARDS, SPECIFICATIONS AND PLANS, THE ONE ESTABLISHING THE MOST STRINGENT REQUIREMENTS SHALL BE FOLLOWED.
9. THE CONTRACTOR SHALL, AT ITS OWN EXPENSE, OBTAIN ALL NECESSARY PERMITS AND LICENSES TO COMPLETE THE PROJECT. OBTAINING PERMITS, OR DELAYS, IS NOT CAUSE FOR DELAY OF THE CONTRACT OR SCHEDULE. CONTRACTOR SHALL COMPLY WITH ALL PERMIT REQUIREMENTS.
10. THE CONTRACTOR SHALL NOTIFY ALL INTERESTED GOVERNING AGENCIES, UTILITY COMPANIES AFFECTED BY THIS CONSTRUCTION PROJECT, AND DIGGER'S HOTLINE IN ADVANCE OF CONSTRUCTION TO COMPLY WITH ALL JURISDICTIONAL ORDINANCES/CODES/RULES/ETC., PERMIT STIPULATIONS, AND OTHER APPLICABLE STANDARDS.
11. SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE TO INITIATE, INSTITUTE, ENFORCE, MAINTAIN, AND SUPERVISE ALL SAFETY PRECAUTIONS AND JOB SITE SAFETY PROGRAMS IN CONNECTION WITH THE WORK.
12. CONTRACTOR SHALL KEEP THE JOBSITE CLEAN AND ORDERLY AT ALL TIMES. ALL LOCATIONS OF THE SITE SHALL BE KEPT IN A WORKING MANNER SUCH THAT DEBRIS IS REMOVED CONTINUOUSLY AND ALL RESPECTIVE CONTRACTORS OPERATE UNDER GENERAL "GOOD HOUSEKEEPING."
13. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, ENGINEER, AND THEIR AGENTS FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.

### LEGEND

	EXISTING	PROPOSED
SANITARY SEWER MANHOLE	⊙	⊙
STORM SEWER MANHOLE	⊙	⊙
STORM SEWER CATCH BASIN (ROUND CASTING)	⊙	⊙
STORM SEWER CATCH BASIN (RECTANGULAR CASTING)	⊙	⊙
PRECAST FLARED END SECTION	⊙	⊙
CONCRETE HEADWALL	⊙	⊙
VALVE BOX	⊙	⊙
FIRE HYDRANT	⊙	⊙
CLEANOUT	⊙	⊙
SANITARY SEWER	—	—
FORCE MAIN	—	—
STORM SEWER	—	—
DRAIN TILE	—	—
WATER MAIN	—	—
FIRE PROTECTION	—	—
ELECTRICAL CABLE	—	—
OVERHEAD WIRES	—	—
GAS MAIN	—	—
TELEPHONE LINE	—	—
UTILITY CROSSING	—	—
CAUTION EXISTING UTILITIES NEARBY	⊙	⊙
GRANULAR TRENCH BACKFILL	—	—
LIGHTING	⊙	⊙
ELECTRICAL TRANSFORMER OR PEDESTAL	⊙	⊙
POWER POLE	⊙	⊙
POWER POLE WITH LIGHT	⊙	⊙
GUY WIRE	⊙	⊙
STREET SIGN	⊙	⊙
CONTOUR	—	—
SPOT ELEVATION	⊙	⊙
WETLANDS	—	—
PRIMARY ENVIRONMENTAL CORRIDOR	—	—
FLOODWAY	—	—
FLOODPLAIN	—	—
HIGH WATER LEVEL (HWL)	—	—
NORMAL WATER LEVEL (NWL)	—	—
DIRECTION OF SURFACE FLOW	—	—
DITCH OR SWALE	—	—
DIVERSION SWALE	—	—
OVERFLOW RELIEF ROUTING	—	—
TREE WITH TRUNK SIZE	⊙	⊙
SOIL BORING	⊙	⊙
TOPSOIL PROBE	⊙	⊙
FENCE LINE, TEMPORARY SILT	—	—
FENCE LINE, WIRE	—	—
FENCE LINE, CHAIN LINK OR IRON	—	—
FENCE LINE, WOOD OR PLASTIC	—	—
CONCRETE SIDEWALK	—	—
CURB AND GUTTER	—	—
DEPRESSED CURB	—	—
REVERSE PITCH CURB & GUTTER	—	—
EASEMENT LINE	—	—

### ABBREVIATIONS

BL	BASE LINE	MH	MANHOLE
BP	BOTTOM OF PIPE	NWL	NORMAL WATER LEVEL
C	LONG CHORD OF CURVE	PC	POINT OF CURVATURE
C & G	CURB AND GUTTER	PT	POINT OF TANGENCY
CB	CATCH BASIN	PVI	POINT OF VERTICAL INTERSECTION
CL	CENTERLINE	R	RADIUS
D	DEGREE OF CURVE	ROW	RIGHT-OF-WAY
EP	EDGE OF PAVEMENT	SAN	SANITARY SEWER
FF	FINISHED FLOOR	ST	STORM SEWER
FG	FINISHED GRADE	T	TANGENCY OF CURVE
FL	FLOW LINE	TB	TOP OF BANK
FP	FLOODPLAIN	TC	TOP OF CURB
FR	FRAME	TF	TOP OF FOUNDATION
FW	FLOODWAY	TP	TOP OF PIPE
FYG	FINISHED YARD GRADE	TS	TOP OF SIDEWALK
HWL	HIGH WATER LEVEL	TW	TOP OF FOUNDATION WALL
INV	INVERT	WM	WATER MAIN
L	LENGTH OF CURVE	Δ	INTERSECTION ANGLE

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## HAASS FARMS

### TOWN OF LISBON, WAUKESHA CO.

### COVER SHEET

### REVISIONS

NO.	DATE	DESCRIPTION

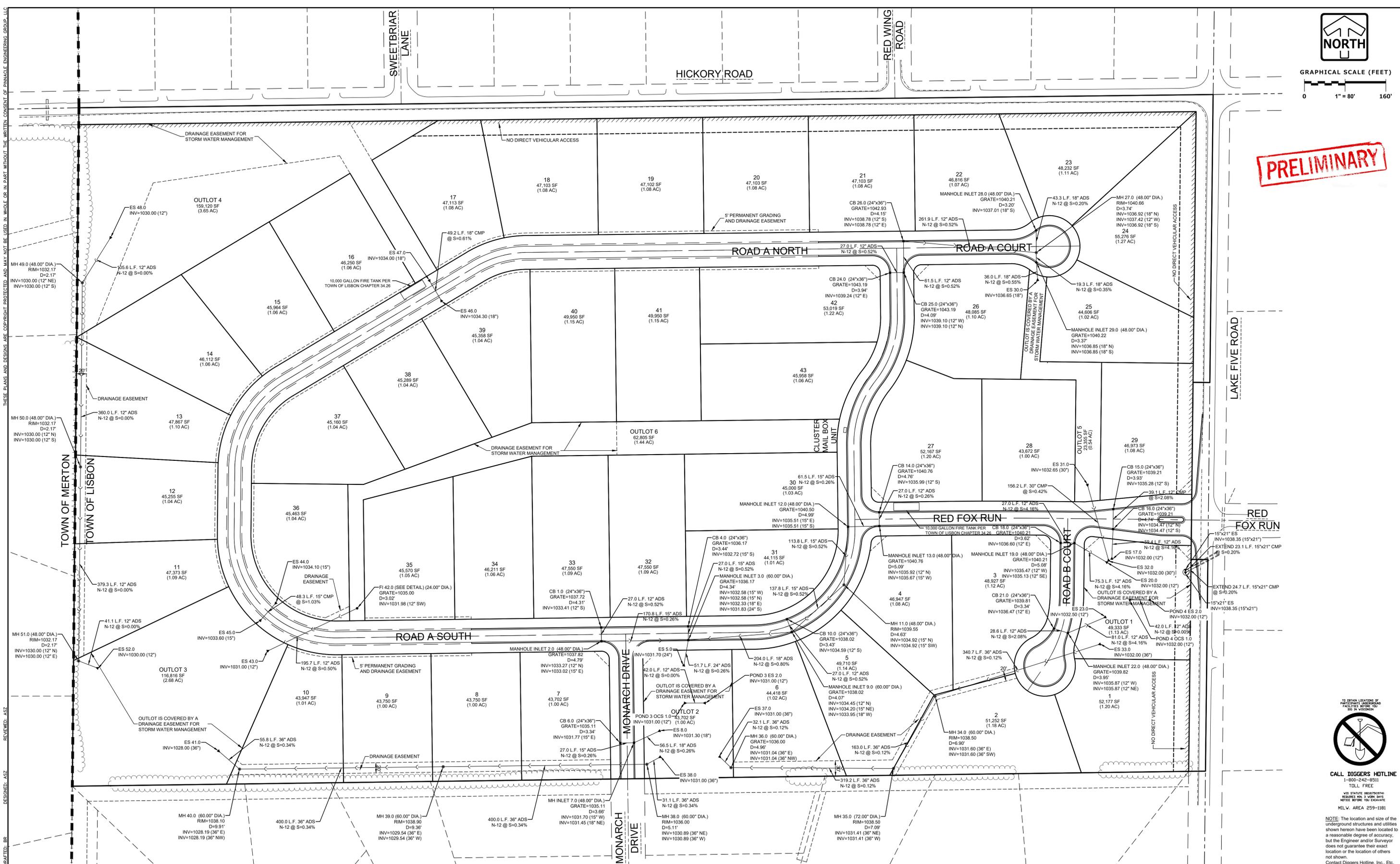
REG JOB No. 1449.00-WI  
ASZ  
START DATE 05-20-19  
SCALE 1" = 200'

SHEET  
C-1  
C-23



GRAPHICAL SCALE (FEET)  
0 1" = 80' 160'

**PRELIMINARY**



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**HAASS FARMS**  
TOWN OF LISBON, WAUKESHA CO.

**STORM SEWER SYSTEM MAP**

**REVISIONS**

NO.	DATE	DESCRIPTION

REC JOB NO: 1449-00-WI  
REC PLAN NO: 05-20-19  
SCALE: 1" = 80'  
START DATE: 05-20-19  
SHEET: C-2  
C-23

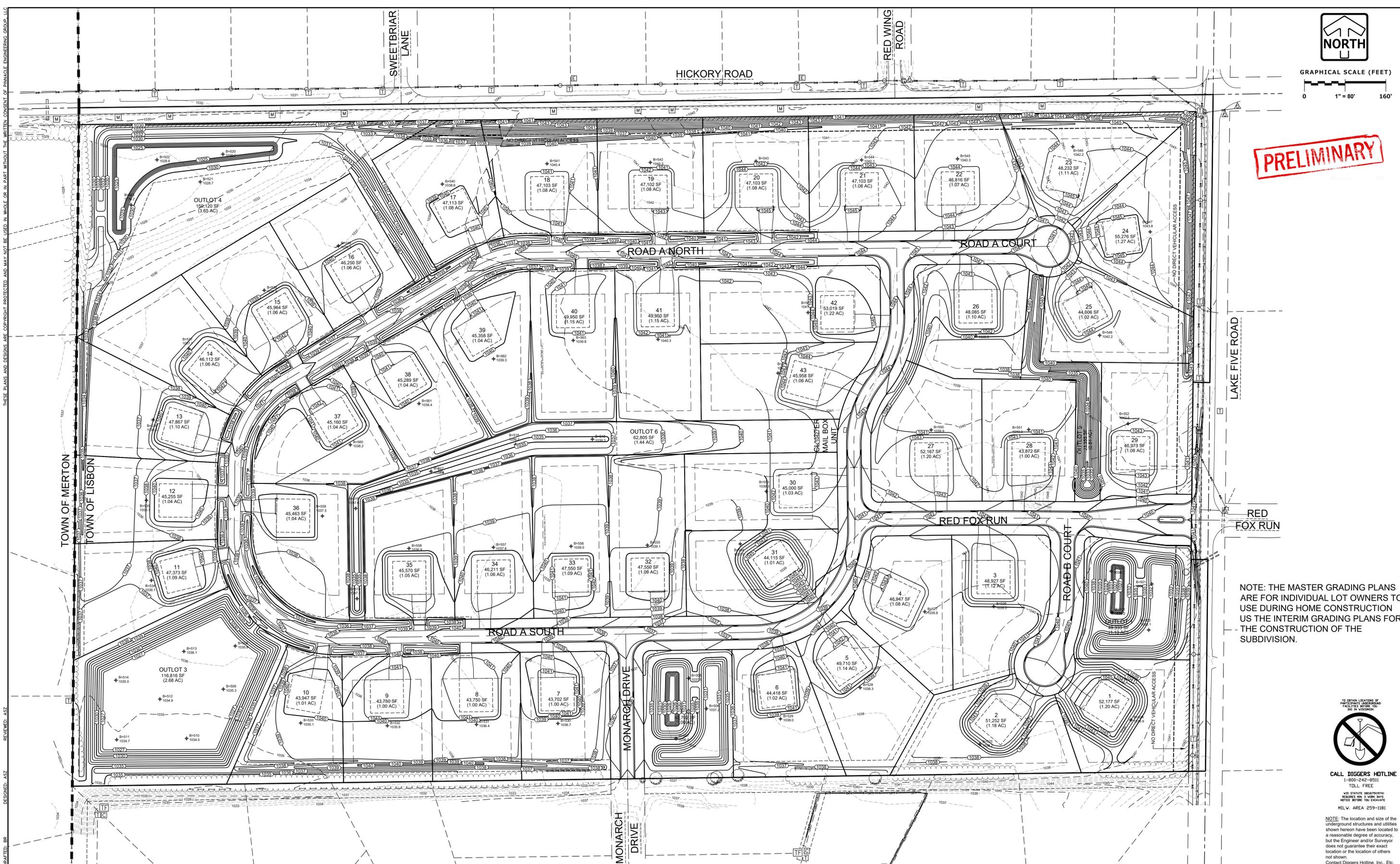
DESIGNED: BR  
DRAFTED: BR  
REVIEWED: ASZ

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GRAPHICAL SCALE (FEET)  
0 1" = 80' 160'

**PRELIMINARY**



NOTE: THE MASTER GRADING PLANS ARE FOR INDIVIDUAL LOT OWNERS TO USE DURING HOME CONSTRUCTION FOR THE INTERIM GRADING PLANS FOR THE CONSTRUCTION OF THE SUBDIVISION.



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# HAASS FARMS TOWN OF LISBON, WAUKESHA CO.

## OVERALL MASTER GRADING PLAN

REVISIONS		REG. JOB No. 1449.00-WI	AS2	SHEET
				C-11
				C-23

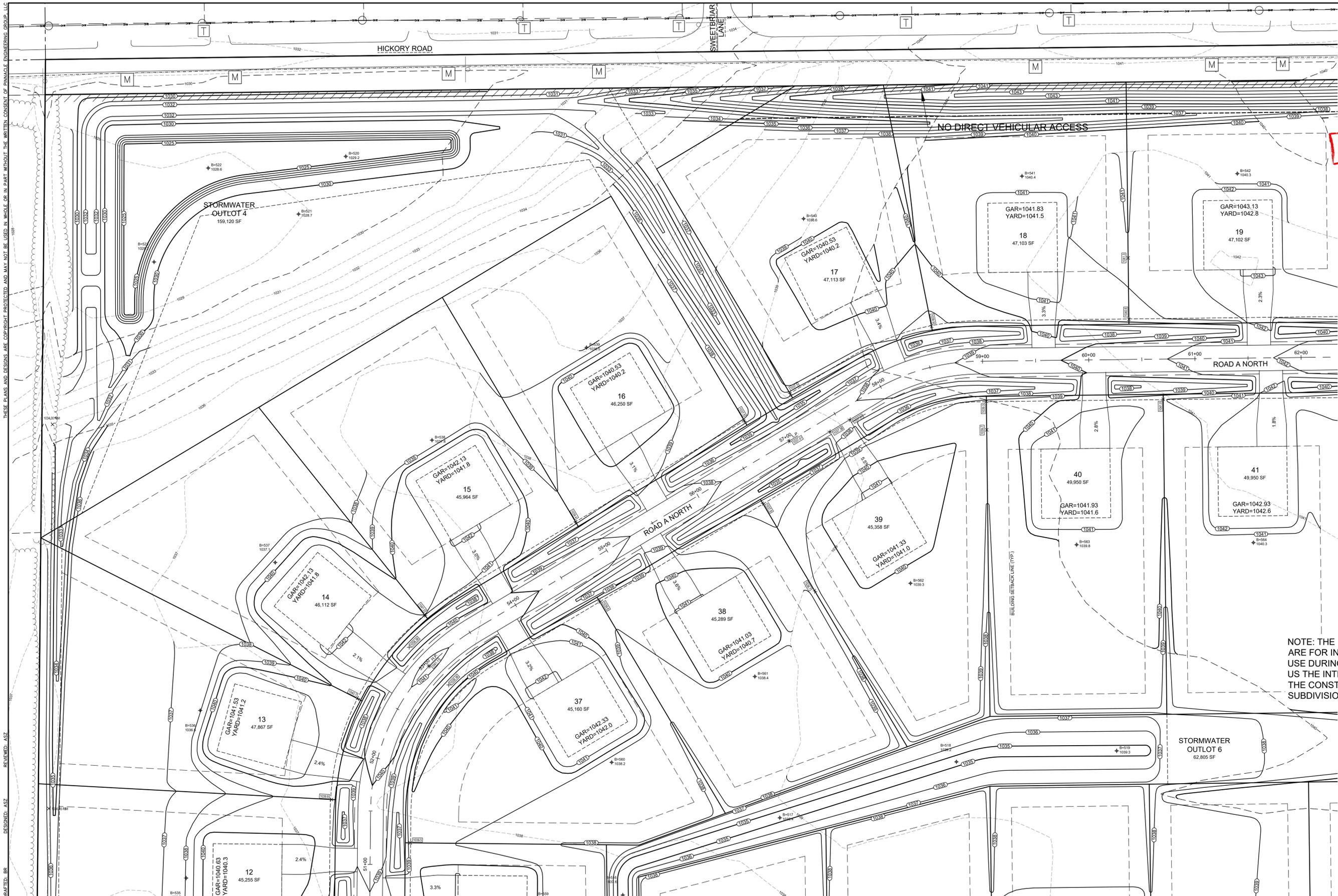
START DATE: 05-20-19  
SCALE: 1" = 80'  
SHEET C-11 OF C-23

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REVIEWED: ASZ  
DESIGNED: ASZ  
DRAFTED: BR



GRAPHICAL SCALE (FEET)  
0 1" = 40' 80'

**PRELIMINARY**



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DESIGNED: BR  
DRAFTED: BR  
REVIEWED: ASZ

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**MASTER GRADING PLAN**  
SHEET C-12 C-23  
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**HAASS FARMS**  
TOWN OF LISBON, WAUKESHA CO.

**MASTER GRADING PLAN**

REVISIONS	

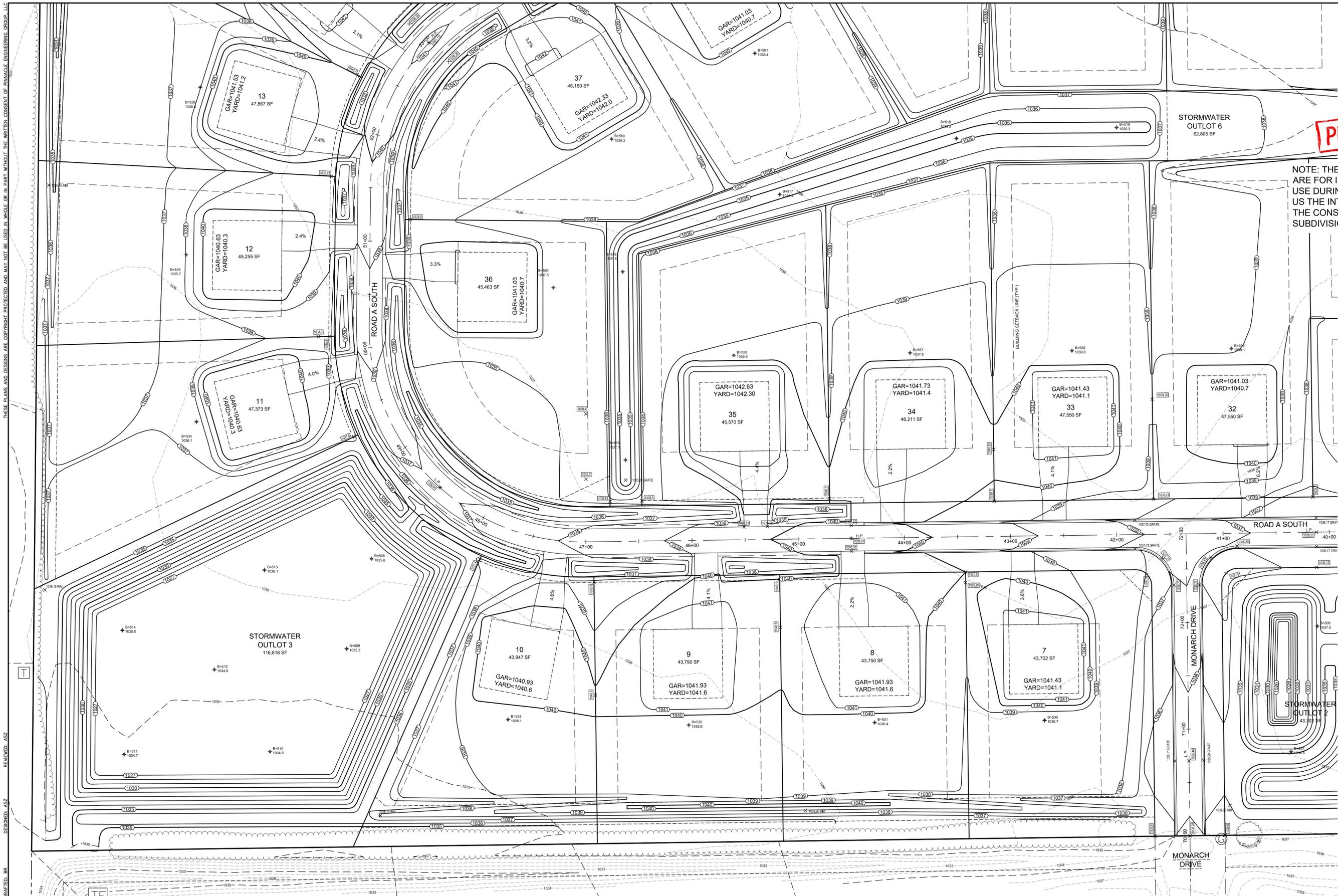
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ASZ  
START DATE: 05-20-19  
SCALE: 1" = 40'



GRAPHICAL SCALE (FEET)  
0 1" = 40' 80'

**PRELIMINARY**

NOTE: THE MASTER GRADING PLANS ARE FOR INDIVIDUAL LOT OWNERS TO USE DURING HOME CONSTRUCTION. USE THE INTERIM GRADING PLANS FOR THE CONSTRUCTION OF THE SUBDIVISION.



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WIS STATUTE BR49.02(4) REQUIRES YOU TO MARK ANY FACILITIES BEFORE YOU EXCAVATE. MIL W. AREA 259-1181

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**HAASS FARMS**  
TOWN OF LISBON, WAUKESHA CO.

**MASTER GRADING PLAN**

REVISIONS	

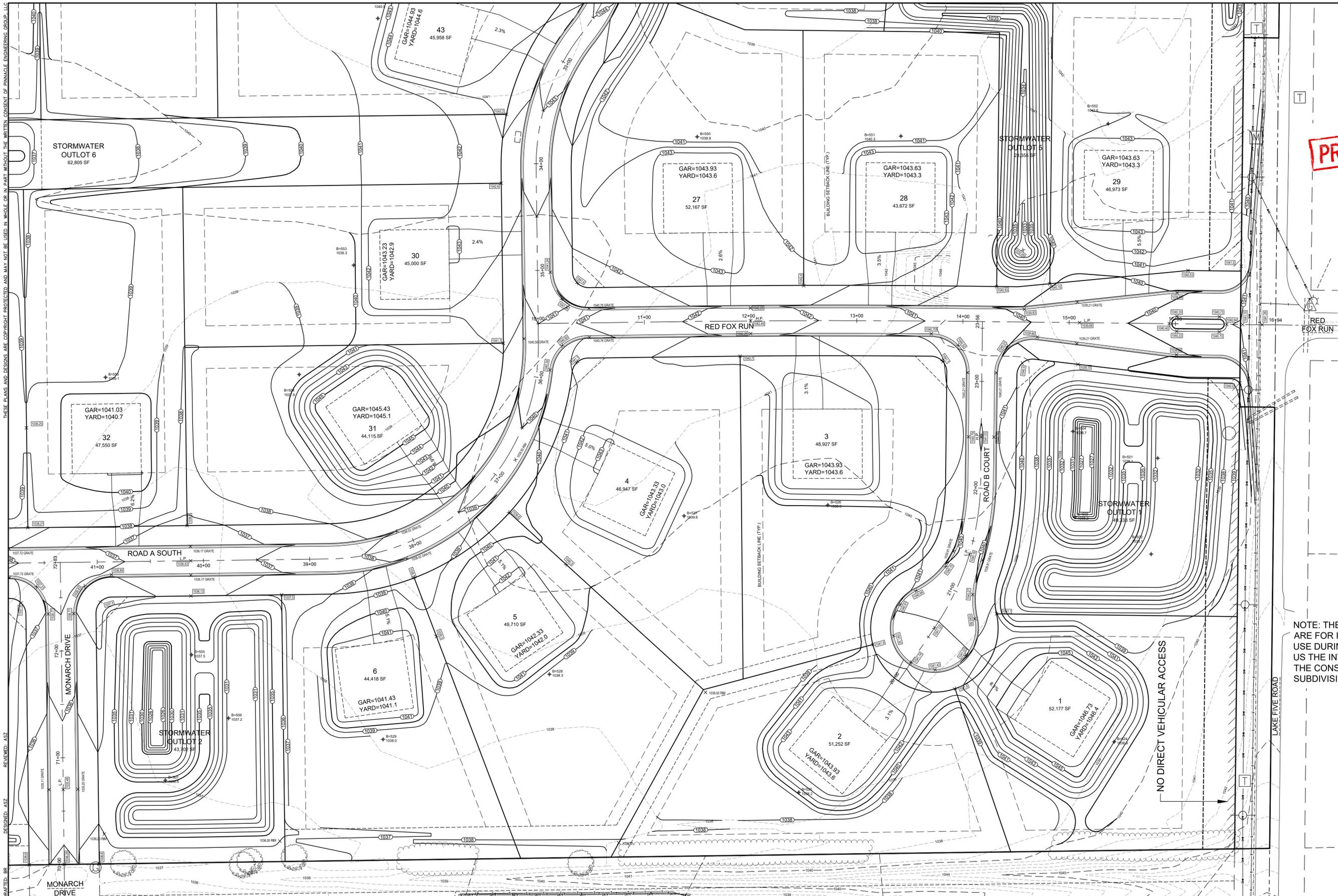
REG. JOB NO. 1449.00-WI	ASZ	SHEET
START DATE: 05-20-19	11	C-13
SCALE: 1" = 40'		C-23

MASTER GRADING PLAN



GRAPHICAL SCALE (FEET)  
0 1" = 40' 80'

**PRELIMINARY**



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DESIGNED: BR  
DRAWN: ASZ  
REVIEWED: ASZ

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**MASTER GRADING PLAN**

REVISIONS	

REG JOB NO: 1449.00-WI	ASZ	SHEET
START DATE: 05-20-19		C-14
SCALE: 1" = 40'		C-23



GRAPHICAL SCALE (FEET)  
0 1" = 40' 80'

**PRELIMINARY**



NO DIRECT VEHICULAR ACCESS

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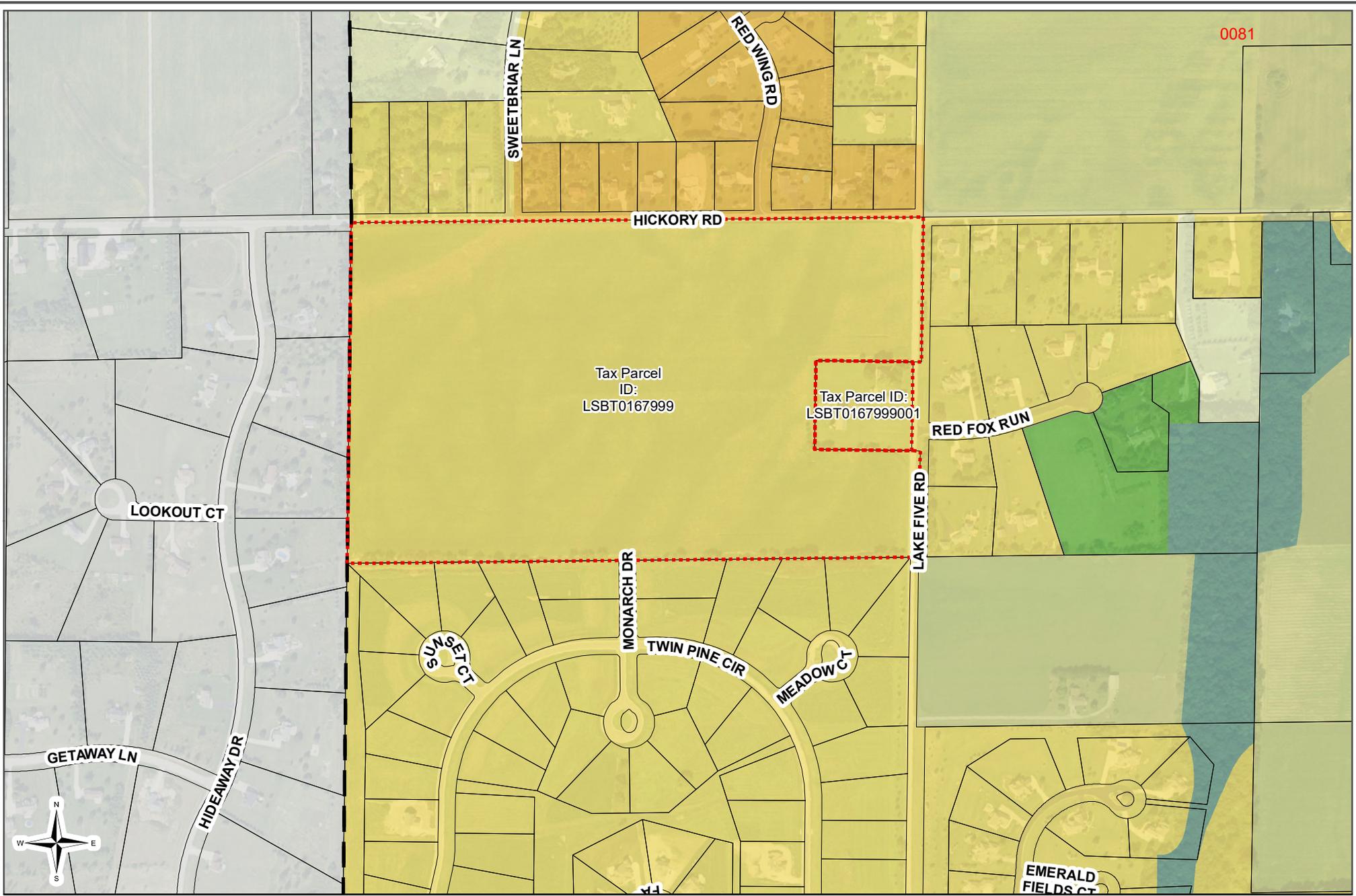
**HAASS FARMS**  
**TOWN OF LISBON, WAUKESHA CO.**

**MASTER GRADING PLAN**

REVISIONS	

REG. JOB NO. 1449.00-WI	ASZ	SHEET
REG. PM.	DATE: 05-20-19	C-15
SCALE: 1" = 40'		C-23





# Parcel ID 0167999 & 0167999001: Zoning

## Town of Lisbon



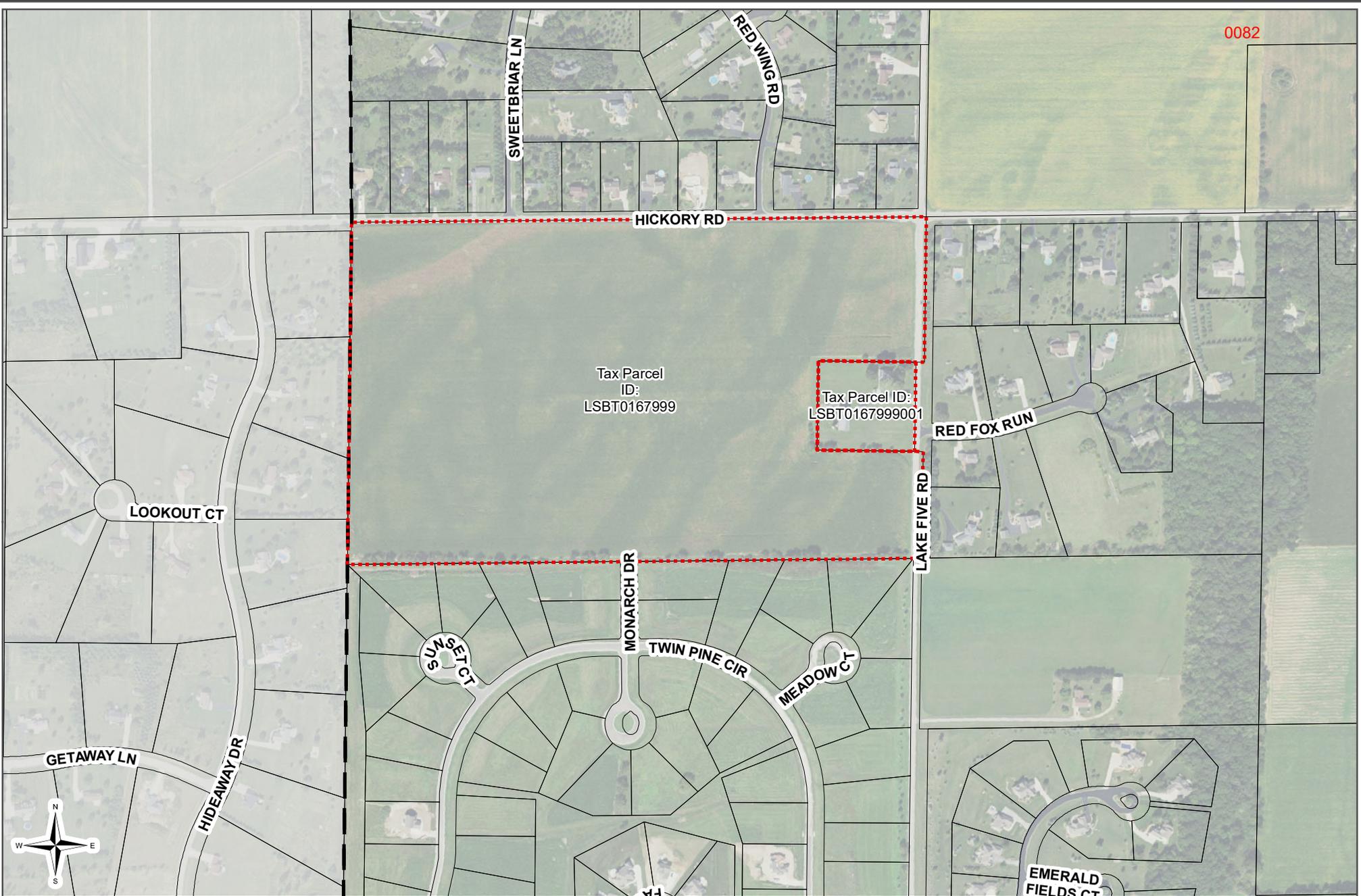
Town of Lisbon Boundary

Subject Parcels


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N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
Phone: (262) 875-5000 Fax: (608) 826-0530

0082



# Parcel ID 0167999 & 0167999001: Site Map

Town of Lisbon

1 inch = 500 feet



 Town of Lisbon Boundary  
 Subject Parcels

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## STAFF REPORT: PRELIMINARY PLAT REVIEW

To: Chairperson Osterman  
Town Plan Commission Members  
Gina Gresch, Town Administrator

From: Daniel J. Lindstrom, AICP, Town Planner  
Joshua Langen, AICP Community Development Consultant

Subject: Haass Farms Subdivision Preliminary Plat Review

Date: June 6, 2019

The above-referenced Preliminary Plat was received in our office for review on behalf of the Town of Lisbon. The proposed lots are situated north of Twin Pine Farm, south of Songbird Meadows, east of Peppers Ridge, and west of Hideaway Acres. The Preliminary Plat is being proposed by Mike Kaerek, an authorized member of MK/S-EP LLC. The land's existing zoning designation is R-1: Suburban Single Family Residential recently rezoned from A-1 Agricultural on March 14, 2019.

We have completed our review of the following documents for the Preliminary Plat of the Haass Farms Subdivision:

- Preliminary Plat and supporting documents received May 21, 2019
- Declaration of Restrictions - TBD

### **Preliminary Plat Summary and Review Criteria**

The Preliminary Plat consists of 43 lots and six (6) outlots with an area of 67.4 acres including right-of-ways. Lots will be accessed by internal streets consisting of Road A North, Road A South, Road A Court, and Road B Court, as well as extensions to existing Monarch Drive and Red Fox Run. The Preliminary Plat is being proposed to be serviced by well and soil absorption waste disposal (septic) systems, and to have 43 R-1 Zoning single-family lots, with an average size of 47,091 square feet. The Preliminary Plat proposes six (6) outlots of common open space in the proposed subdivision. Outlots 1-6 measure 1.13, 1.00, 2.68, 3.65, 0.54, and 1.44 acres respectively and act as stormwater management areas. No lakes, water courses, rivers or streams are within the Plat. The Preliminary Plat is within Zone X (minimal flooding), as designated by FEMA. The remainder of this letter reviews the submitted Preliminary Plat in accordance with the standards detailed in Chapter 12, Section 4: Preliminary Plat, and other applicable sections of the Town of Lisbon Municipal Code.

#### Soil Testing:

The applicant completed soil testing for each lot to determine the seasonal high groundwater. The Town of Lisbon ordinances requires a minimum of 18" of separation from the high water table. According to the report provided by Morgan Butler, of Butler Engineering Inc. the majority of the parcels are reported from eight to ten feet. Lot 1 and lot 31 report a two-foot separation distance from the high water table. While the two lots are above the minimum separation from high groundwater they are below the minimum 6' separation distance from groundwater and septic systems – a conventional system may not be utilized in this situation.

Percolation Test:

The preliminary plat shall include the Location of soil percolation tests where required by the Wisconsin Administrative Code, conducted in accordance with the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater. The results of such tests shall be submitted along with the Preliminary Plat. Where mound systems are proposed, information required by the Wisconsin Administrative Code shall be submitted and may be required to be shown on the plat. This should be a condition of preliminary plat approval.

Roadways:

The preliminary plat lists the unimproved Monarch Drive. It should be noted that Monarch Drive will be improved in 2019.

The preliminary plat shall include the approximate radii of all curves and length of tangents, the current preliminary plat does not include curve table. A tangent at least 100 feet in length shall be provided between curves. The section between Road A Court and Red Fox Run appears to be below the 100' threshold. The Town Board may elect to waive that requirement.

The preliminary plat lists the road right-of-ways, width, bearings for roads interior and exterior of the plat area; however, the preliminary plat does not list street names. It should be a condition that the selected road names be approved by the Waukesha County and the Town of Lisbon.

Layout:

The proposed layout does comply with the majority of the requirements. The plat does contain 11 double frontage lots; however, the locations are necessary to provide separation of residential development from traffic arteries. The plat also includes 30' landscaping easement along Hickory Road and Lake Five Road.

Soil Types:

The preliminary plat and soil reports contain the information required as part of the land division checklist and in Chapter 12 Land Division and Development Ordinance.

Easements and Building Sites:

The plat contains existing and proposed easements. The stormwater easements shall be labeled to be recorded by a separate document. Recommended that additional notes be placed on the final plat.

*Drainage and Grading.*

The land on all side lot lines containing drainage easement and all rear lot line shall be graded at the time of initial plat development by the developer and/or agent according to the Town of Lisbon and Waukesha County approved stormwater management plan in conformance with the requirements of the Town of Lisbon and Waukesha County. Lot owners and/or agents shall not change the approved and established lot grades.

All side and rear lot lines not regulated by Waukesha County or the Town of Lisbon shall be graded and maintained in cooperation with abutting property owners so as to neither impede the flow of stormwater water not negatively impact any abutting property, while function in harmony with the established approved and accepted stormwater management plan.

Floodplain: NA

June 6, 2019  
Page 3 of 4

Wetlands: NA

Environmental Corridors: NA

Monuments: The northeast corner of the subdivision shall be set by a 1-1/4" round iron bar (S.236.15)(1)(ag). The preliminary plat should include a map legend to document the different line and point symbols. Additional pages may be necessary to include the additional information.

Fire Tanks: The preliminary plat illustrates the location of two proposed fire tanks. The applicant has expressed interest in utilizing the fee in lieu of tank option and as such the tanks should be removed.

Comprehensive Plan/Park and Open Space Plan: As proposed, the preliminary plat does conform with the generalized future land use map for the Town of Lisbon and is consistent with the Waukesha County Comprehensive Development Plan. The subject site is also listed on the park and open space plan as current Town ownership, while the parcel is Town owned it was not the intention of the Town of hold the land for park uses.

Village of Richfield ETZ: The subject site is in the Village of Richfield ETZ area and the applicant has submitted an application to the Village.

### **Recommendation**

The Town should consider the items listed above, then either approve, conditionally approve, or hold over the Applicant's Preliminary Plat application until any concerns have been met. Planning staff recommend including an overview page of the preliminary plat that contains the basic information and four supporting larger scale drawings containing more detail plat information (contours, owner names,

Planning staff recommends the following conditions of approval.

1. Approval from all applicable Town Staff, Waukesha County reviewing departments, Village of Richfield, and other applicable reviewing agencies.
2. Revis the name of the plat to "Preliminary Plat of Haass Farms"
3. Include a preliminary plat symbol legend.
4. Removal of fire tanks locations if the applicant selects the fee in lieu of option.
5. Include a percolation test location for each proposed lot.
6. Label the building and structures to be removed.
7. Locate the general location of Onsite Soil Absorption Sewage Disposal System (OSASDS) envelops for each lot. Identify any differences for Lot 1 and Lot 31.
8. Note 11 should be revised to include the references to the impacted lots.
9. Revise the Surveyor certificate to also include references to Wisconsin State Statutes 236 and Waukesha County.
10. Include the following additional notes:

1. All wells shall be located within 50' of the front lot line to ensure proper separation to septic systems and stormwater management systems.
2. Utility easements shall be determined by the utility companies and included in the final plat.
3. Per the Wisconsin Historic Preservation database and State Archeologist, there are no reported archeological site on the site.
4. The 30-foot wide Landscaping Easement is granted to the Haass Farms Homeowners Association.
5. Outlot 1 contains Landscaping and stormwater easement.
6. Outlots 2-6 contains stormwater easement.

*Informational:* The County approval process includes, but is not limited to submitting the following.

- A soil percolation test for every lot.
- A completed Waukesha County Department of Parks and Land Use Subdivision Plat Submittal Form.
- A "Preliminary Storm Water Review Letter" from the Land Resources Division, in accordance with the Waukesha County Storm Water Management and Erosion Control Ordinance.
- Review of the Land Division Checklist.
- Subdivision Review Fee.

Should the County approve or conditionally approve the Preliminary Plat, the Applicant will then move to the next phase of the land development process with the Town, which is Final Plat approval subject to the conditions and requirements listed in the Town of Lisbon Land Division and Development Ordinance.



107 PARALLEL STREET  
BEAVER DAM, WI 53916

1115 S MAIN STREET  
WEST BEND, WI 53095

920-356-9447  
FAX 920-356-9454  
KUNKELENGINEERING.COM

May 30, 2019

Sent Via: Email

Gina Gresch, Town Administrator  
Town of Lisbon  
W234 N8678 Woodside Road  
Lisbon, WI 53089

**RE: Preliminary Plat Review | Haass Farms**

Dear Ms. Gresch,

On behalf of the Town of Lisbon, Kunkel Engineering Group has undertaken a review of the Plan Commission Application for a Preliminary Plat Review of the development of Haass Farms as prepared by Pinnacle Engineering Group and submitted for review by Mike Kaerek, MK/S-EP, LLC.

Documentation received for review include:

- Preliminary Plat
- Engineering Improvement Plans
- Stormwater Management Plan
- Stormwater Infiltration Testing Report
- Seasonal High Groundwater Determination Report
- Plan Commission Application for Preliminary Plat Review

It appears that all documentation is in order and in compliance with the Town of Lisbon Land Division Review Checklist and Waukesha County Code of Ordinance requirements. It is suggested that the preliminary plat be approved based on the following contingencies:

- Revise the Preliminary Plat sheet name as it is redundant with the project plan set cover page.
- Sheet C-6 label the storm pipe proposed between CB 1.0 and Manhole Inlet 2.0.
- Sheet C-6 label the storm pipe proposed between CB 4.0 and Manhole Inlet 3.0.
- Sheet C-9 label the storm pipe proposed between CB 25.0 and CB 26.0.
- Sheet C-18 relocate labels so they can be easily read, specifically in stormwater outlet 3 and hatched areas. Label the storm pipe and structures proposed between MH 40.0 and Monarch Drive.
- Sheet C-19 relocate labels so they can be easily read. Specifically, in stormwater outlet 1 and 2.
- Provide the Town documentation of all approved State, County and/or Municipal permits.

Gina, should you have any questions, please contact me your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

**Jackie Kohn – Born, PE**  
Design Engineer

cc: Dan Green, Town Clerk

## Item 4E – Attachments



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

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
- Residential** - Home-Based Bus. / In-Law Unit

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory Building Waiver: \$100<br/>(Size/Location/Architectural Review)</li> <li><input type="checkbox"/> After the Fact Application: Double Fees</li> <li><input type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot           <ul style="list-style-type: none"> <li><input type="checkbox"/> Dedication Fee (Per lot): \$2,658<br/>(Paid upon receipt of signed CSM)</li> </ul> </li> <li><input type="checkbox"/> Conditional Use Permit: \$350           <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendment / Original</li> <li><input type="checkbox"/> Major Grading Permit</li> </ul> </li> <li><input type="checkbox"/> Deed Restriction: \$100</li> <li><input type="checkbox"/> Developer's Agreement: \$250</li> <li><input type="checkbox"/> Groundwater Separation Waiver: \$100</li> <li><input type="checkbox"/> Land Use Amendment: \$300</li> <li><input type="checkbox"/> Conceptual: \$100</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Plat Review:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Final - \$200</li> <li><input type="checkbox"/> Preliminary - \$500</li> </ul> </li> <li><input type="checkbox"/> Re-Submittal: \$200</li> <li><input type="checkbox"/> Rezone: \$350</li> <li><input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees<br/>(See Adopted Fee Schedule)</li> <li><input checked="" type="checkbox"/> Site Plan/Plan of Operation:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Amendment: \$250</li> <li><input type="checkbox"/> Original: \$500</li> <li><input type="checkbox"/> Temporary: \$125</li> </ul> </li> <li><input type="checkbox"/> Special Meeting: \$600</li> <li><input type="checkbox"/> Waivers/Modification from Land Division and<br/>Development Ordinance: \$200</li> </ul> |
|---|---|

## Property Information

<u>N51 W23995 Lisbon Rd</u>	<u>Lisbon</u>	<u>53089</u>
Property Address	City	Zip
<u>LSBT0280992</u>	<u>44.747</u>	<u>Q-1</u>
Tax Key/Parcel ID #	Lot Size	Current Zoning

## Property Owner

Hans Dawson, Lannon Stone Products, Inc.

Name / Company Name

Signature

N52 W23096 Lisbon Rd

Address

<u>Sussex</u>	<u>WI</u>	<u>53089</u>
City	State	Zip

262-251-1520

Phone

E-mail Address

## Applicant

Carl Johnson

Name

Stark Pavement Corporation, Inc.

Company

12845 W Burleigh Rd

Address

<u>Brookfield WI</u>	<u>53005</u>
City	State

414-466-7820

Phone

E-Mail Address

**A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.**



W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023  
 E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com) • Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

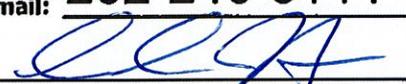
- New business in existing building or on existing site       New Owner       Temporary Use  
 Change in Operations (summarize below what is changing; days/hours, etc)

Property owner change

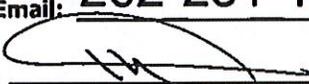
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- Change in Use (summarize below prior and new use below)
- 

### BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT0280992      Acres 44.747      Zoning Q-1  
 Business Name & Contact Person: Stark Pavement Corporation, Inc.; Attn: Carl Johnson  
 Full Address (include City & Zip): N51 W23995 Lisbon Rd, Lisbon, WI 53089  
 Phone Number & Email: 262-246-8144  
 Signature & Date:  5.24.19

\*\*\*\*\*

Property Owner Name: Lannon Stone Products, Inc.  
 Full Address (include City & Zip): N52 W23096 Lisbon Rd, Sussex, WI 53089  
 Phone Number & Email: 262-251-1520  
 Signature & Date:  5/23/19

1. Is this business replacing another business?  Yes  No

a. If yes, what is the prior business' name: \_\_\_\_\_

2. Is this an expansion of an existing Town approved/based operation?  Yes  No

a. If yes, please explain: \_\_\_\_\_

**HOURS OF OPERATION & OPERATING SPECIFICS**

3. Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

Manufacturing of asphalt paving mixture, which entails blending of heated aggregate and asphalt cement into a mixture used for road surfacing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Days & Times of Operation:

a. Days & Times: M-F: 6:00 AM to 6:00 PM, Saturday: 6:00 AM to 2:00 PM

5. Employees (if self-employed please count yourself)

a. Full-Time 3

b. Part-Time 0

**FOOD / BEVERAGE / LIQUOR**

6. Is there any food & beverage / liquor service?  Yes  No

a. If yes, please explain: \_\_\_\_\_

**7. Table Seating Capacity**

- a. Outside: \_\_\_\_\_
- b. Inside: \_\_\_\_\_
- c. Bar: \_\_\_\_\_

**8. Food / Soda Vending Machines**  Yes  No

- a. If yes, quantity of each: \_\_\_\_\_

**OUTDOOR USES**

**9. Is there any outdoor storage?**  Yes  No

- a. If yes, please explain: Approx. (7) aggregate stockpiles 20 feet high and 50 feet in diameter

**10. Will there be any outdoor events?**  Yes  No

- a. If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.

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**11. Will there be any customer dockage?**  Yes  No

- a. If yes, please indicate on the Site Plan length and number of piers.

**12. Parking Lot**

- a. Dimensions 70' X 30'
- b. Total number of spaces 5
- c. Number of spaces allotted for employees 2

**MUSIC / ENTERTAINMENT**

13. Are any problems such as odor, smoke or noise resulting from this operation?  Yes  No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

The asphalt plant is permitted and monitored by the DNR and shall remain compliant with the permit requirements.

14. Game Machines  Yes  No

a. Quantity: \_\_\_\_\_

b. Location: \_\_\_\_\_

**BUILDINGS**

15. Building A

a. Dimensions & Levels: 20' X 10', one level

b. Use: Electrical switch gear and process control computers

16. Building B

a. Dimensions & Levels: \_\_\_\_\_

b. Use: \_\_\_\_\_

17. Building C

a. Dimensions & Levels: \_\_\_\_\_

b. Use: \_\_\_\_\_

**LIGHTING (Submit Cut-Sheets)**

18. Outdoor Lighting

a. Type(s): LED floods

b. Locations(s): (2) on top of the asphalt storage silos, (1) atop water tank

**SIGNAGE (Also submit the Town's Signage Application & appropriate fees)**

19. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs.

One free-standing unlit sign is currently located at the Lisbon Rd entrance, including the name and address of the business.

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**CHEMICALS/HAZARDOUS MATERIALS**

20. Are there any Chemicals, Hazardous Waste of Solvents stored on the site?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

A 500 gallon diesel fuel storage tank is used for motor fuel for aggregate handling equipment.

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21. Does this Operation involve the Storage/Sale of gasoline or any other Petroleum Products?  Yes  No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

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**STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES**

22. Are there surface water drainage facilities?  Yes  No

a. If yes, please explain: Site is covered by WDNR Storm Water Industrial Tier 2 Permit No. WI-S067857-04. Stormwater is directed in a controlled manner into a bio-retention swale for infiltration.

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**REFUSE DISPOSAL**

23. Are there dumpsters/waste containers on the site?  Yes  No

a. If yes, show on the Site Plan submitted the location of dumpsters and any screening.

**PERMIT APPROVAL / ISSUANCE DATES**

24. Is Highway Access Permit Needed?  Yes  No

a. Date Issued: \_\_\_\_\_

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: \_\_\_\_\_

26. Septic System Approval (For New Constructions Only)

a. Date Approved: \_\_\_\_\_

27. Fire Department Inspection  Yes  No

a. Date Inspected: \_\_\_\_\_

28. Did the Wisconsin Department of Safety & Professional Services approve building plans?  Yes  No

a. Date Approved: \_\_\_\_\_

29. Is security fencing necessary?  Yes  No

**HORSE BOARDING**

30. Does this Operation involve the Boarding of Horses?  Yes  No

a. Maximum number of horses boarded: \_\_\_\_\_

b. Maximum number of horses owned: \_\_\_\_\_

31. Has a Conservation Plan been prepared by the Land Conservation Committee?  Yes  No

a. Date Prepared: \_\_\_\_\_

.....  
Town Approval Date(s): \_\_\_\_\_

County Approval Date(s): \_\_\_\_\_

**ASPHALT / CONCRETE PAVING CONTRACTOR**

T: 414-466-7820 • F: 262-784-6840

12845 W BURLEIGH RD • BROOKFIELD, WI 53005

*An Equal Opportunity Employer*



May 24, 2019

Mr. Dan Green  
Town Clerk  
Town of Lisbon  
W234 N 8676 Woodside Drive  
Lisbon, WI 53089

**Subject: Amendment to the Stark Pavement Corp. Asphalt Plant Plan of Operation**

Dear Mr. Green:

During a recent site inspection by Mr. Mark Meyer, it was noted that the owner/landlord of the site our facility sits on has recently changed. As such, we would like to amend our current Plan of Operation to reflect this change.

Additionally, in efforts to provide as little inconvenience to the traveling public as possible, many WisDOT highway construction jobs now require as much work to be done in off-peak traffic conditions as possible. Stark Pavement Corporation was awarded the asphalt paving portion of the upcoming work on Interstate Highway 41 in Waukesha County. The project is currently planned to be serviced by Stark's Milwaukee facility with a large portion of the work occurring during nighttime hours. In the event of a plant breakdown, Stark would like to request that the Town of Lisbon facility be used as a backup until the Milwaukee plant can be brought back to operational status. It is not anticipated that Stark would need more than ten (10) instances of this variance from our current plan of operation. Any additional instances would require advanced approval by the Town.

This project is currently underway and scheduled to continue until November. We have successfully operated asphalt plants at this location on a 24-hour cycle in the past, most notably in 2011 for the major East-West Freeway repaving project, with minimal inconvenience to neighbors and town residents. Two asphalt plants ran for the duration of the night in that instance, so we would anticipate that running a single asphalt plant only on an "as-needed" basis not to exceed (10) night would experience similar success.

We respectfully request that this item be placed on the June 13, 2019 Plan Commission agenda for consideration.

Thank you for your time and consideration, and should you have any questions or concerns regarding this request, please do not hesitate to contact me at (414) 466-7820. We greatly appreciate the opportunity to successfully operate within the Lisbon community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Carl Johnson', is written over a white background.

Carl Johnson  
Vice President  
Stark Pavement Corporation, Inc.



## STAFF REPORT: SITE PLAN AND PLAN OF OPERATION AMENDMENT

To: Chairperson Osterman  
Town Plan Commission Members  
Gina Gresch, Town Administrator

From: Daniel J. Lindstrom, AICP, Town Planner  
Joshua Langen, Community Development Consultant

Subject: Stark Pavement Corp Inc. SPPOO Amendment

Date: June 6, 2019

The above-referenced Plan of Operation/Site Plan was received by our office for review on behalf of the Town of Lisbon. Certain permitted uses, as well as certain conditional uses, require the submission of a Site Plan and Plan of Operation which provides a detailed description of the proposed use and serves as a basis for consideration prior to approval by the Town Plan Commission. The purpose of such a Site Plan and Plan of Operation review is to document the permit file, determine the adequacy of the data submitted to describe the permitted and accessory uses and buildings proposed and document the plan and method of operation to enable a determination of compatibility with the Ordinance and consideration of approval.

### **Pertinent Review Materials – Summary Overview**

Planner Appointment Date: -

Business Name: Stark Pavement Corp, Inc

Property Owner: Lannon Stone Products, Inc (New Owner – SPPOO Amendment)

Hours of Operation: Monday-Friday 6:00 AM to 6:00 PM, Saturday 6:00AM to 2:00 PM.  
Planner Comment: Previous approvals also included Sunday 7:00 AM to 5:00 PM if needed.

Other Site and Operation Details Remain Unchanged

Stark Pavement Corp requests to amend the SPPOO after the sale of the land from Halquist Stone to Lannon Stone Products Inc. Similar to 2018, Stark Pavement also requests limited 24-hour facility use to service the Highway 41 reconstruction project in the case of a breakdown at the Milwaukee facility.

If the Plan Commission elects to grant approval, Planning Staff recommends the following amended existing condition of approval.

1. Standard Hours of operations shall be from Monday-Friday 6:00 AM to 6:00 PM, Saturday 6:00 AM to 2:00 PM.
2. Sunday asphalt plant operations shall be from 7:00 AM to 5:00 PM if needed.

3. Temporary emergency operation terminates on or before November 30, 2019, or at the completion of the schedule Highway 41 work, whichever occurs first. Such use shall be limited to ten occurrences or nights.
4. 24-Hours continuous use of the site is to only be used in service emergency if a breakdown occurs at the Milwaukee facility.
5. Shall not be any processing (crushing or washing) of aggregates at night.
6. Trucks hauling into and out of the site will be routed forward as much as possible to eliminate potential noise from back up alarms.
7. The loaders feeding the plant will be equipped with low frequency back up alarms that utilize a "squawking" sound instead of emitting a high-frequency type sound that carries a further distance.
8. Trucks will not be allowed to bang their tailgates.
9. Nighttime truck routes will utilize state and county roads only. There will be no trucking on any town roads at night.
10. All the truck drivers hauling from the facility will be instructed to follow all highway safety rules and regulations including the use of engine brakes (especially at night) as they travel to and from the plant.
11. Truck drivers will be reminded that the use of this facility at night is a privilege and not a right and they need to respect our neighbors and follow all traffic regulations as they travel through Lisbon.
12. Maintain radio contact with the trucks hauling from our facility and address any complaints immediately.
13. Any truckers that do not abide by the rules will be removed from the job.
14. No jake-brake usage.
15. Non-objection from any Waukesha County reviewing agencies, including, but not limited to Waukesha County EHD.