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**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Monday, May 11, 2020**  
**6:30 PM**

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Comments from citizens present.** Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.
4. **Consent Agenda.** Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.
  - A. March 9, 2020 Town Board meeting minutes
  - B. April 27, 2020 Town Board meeting minutes
  - C. Discussion and necessary action to adopt Ordinance 02-20, Ordinance Repealing & Recreating Section 25.08 Relating to Issuance of Operator's Licenses.
  - D. Operator's License(s).
5. **Approval of Bills.**
6. **Announcements/Correspondence.**
  - Meeting Schedule
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Administrator
  - Parks Department
  - Public Works Department
8. **Supervisor's Reports** - This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.
9. **Unfinished Business.**

## 10. New Business.

- A. Discussion and necessary action on the request from David & Kim Meyer to void part of Invoice 2020-0019 in the amount of \$281.25.
- B. Discussion and necessary action to choose a Town of Lisbon website template.
- C. Discussion and necessary action to adopt Ordinance 01-20, Ordinance Approving the Detachment of the Vodicka Property Pursuant to Agreement with the Village of Sussex.
- D. Discussion and necessary action on the Waukesha County Release and Recreation of Restrictions for Craig Bald, N86W27840 Hawksview Court, LSBT 0170.033.
- E. Discussion and necessary action to appoint Gina Gresch as the Town Clerk, effective date to be determined by the Town Board.
- F. Discussion and necessary action the recommendations from Plan Commission for the following items:
  - i. Request for David Grgich, for the property located at W274N6710 Lake Five Road, Lisbon, WI 53089, LSBT 0220.998.009, for a Conditional Use Permit for a Limited Family Business, subject to the conditions set forth by the Plan Commission.
  - ii. Request for Carl Johnson of Stark Pavement Corporation, for the property owned by Lannon Stone Products, LSBT 0280.992 and LSBT 0280.999, for a Conditional Use Permit for a Major Grading Permit, subject to the conditions set forth by the Plan Commission.
  - iii. Request for Neumann Developments Inc. for the following items related to the proposed Hillside Ridge Subdivision, LSBT 0205.995 and 0208.987:
    - a. Preliminary Plat subject to the conditions set forth by the Plan Commission. and recommendation to Waukesha County of the same.
    - b. Resolution 10-20, Resolution to Approve the Specific Development Plan for Hillside Ridge, LLC., subject to the conditions set forth by the Plan Commission.

## 11. Adjournment.

Joseph Osterman  
Town Chairman

Gina C. Gresch, MMC/WCPC  
Town Administrator

**NOTE:** Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.  
**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.  
**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.



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Consent Agenda Items

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, May 7, 2020

**RECOMMENDATION:**

Approval of the Consent Agenda items.

**EXPLANATION:**

- a. **March 9, 2020 Town Board Minutes**
- b. **April 27, 2020 Town Board Minutes**
- c. **Discussion and necessary action to adopt Ordinance 02-20, Ordinance Repealing & Recreating Section 25.08 Relating to Issuance of Operator's Licenses.**

On March 3, 2020, the Wisconsin Legislature passed Wisconsin Act 166 and Senate Bill 203, which regulates how Operator's Licenses are approved, which has been by the governing body's approval. Now the statute allows the Clerk, by adoption of an ordinance, to issue the license provided the background check is clear. This will allow us to issue the operator/bartender their license within minutes since the background checks are instant. As always, if there is anything questionable, it will be brought before the Town Board.

- d. **Operator's License(s)**
  - Mari Elizabeth Last, Fairways of Woodside

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, March 9, 2020  
6:30 PM**

Chairman Osterman called the Town Board meeting to order at 6:33 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Gina Gresch, Town Administrator, Financial Advisor Jon Cameron, Public Works Director Joe DeStefano and Parks Director John Greiten.

**Comments from citizens present.** None.

**Consent Agenda.** Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.

- February 24 & March 2, 2020 Town Board meeting minutes
- Operator's Licenses
- Election Inspector Appointments

*Motion by Supervisor Moonen to approve the Consent Agenda. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Approval of Bills.**

*Motion by Supervisor Moonen to approve the March 5, 2020 check register as presented, for \$107,510.15. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Announcements/Correspondence.**

- Meeting Schedule
- Village of Sussex 2040 Comprehensive Land Use Plan Map Amendment & Rezoning Public Hearings.

**Department Reports - Presentation of activity statistics and recently attended meetings.**

**Administrator** – Administrator Gresch stated the Spring Gazette was finalized earlier last week and is going to print soon. It should be in everyone's mailbox around March 16. It was posted online and emailed to those on the newsletter email list last Thursday. There is a Town Board meeting the day before the August 11 Fall Primary election. The Town Hall meeting room will be re-arranged for the election on Monday morning. We will have to either have the meeting another day or cancel the meeting. The DOT-MLS awards were published on Wednesday, March 4, 2020 am disappointed to report our Lake Five Path project was not funded. The DOT received \$1.4 billion dollars in requests, but only had \$75M available, so the competition was fierce. Kunkel was truly hoping that DOT would fund this project because of the amount of the request and the connectivity and economic impact to other communities. Our application was strong, there simply was not enough money available. Lastly, the February ACH AutoPay Monthly Checklist is included for your review.

**Clerk** – Administrator Gresch stated the Spring Primary Election had a 23% turnout in Lisbon. We are working on reconciling the voter participation for the Spring Primary while working on the upcoming Spring Election and Presidential Preference Primary. We are preparing for a very high April turnout – 80% plus! The use of the Redeemer United Church of Christ as a polling location was a huge success with very positive reviews. We've had eight new poll workers signed up this year with another five in the works. Election work is a full task right now with several new registrations and numerous absentee ballot requests. Also, the Liquor and Operator/Bartender license renewals will be sent out this week in preparation of June approval. Open Book is scheduled for Wednesday May 20th from 9:00 to 11:00 A.M. Board of Review is scheduled for Wednesday June 10th from 6:00 to 8:00 P.M. The bi-annual tax-exempt property notices were mailed out this past week for verification.

**Public Works Department** – Public Works Director DeStefano stated the Public Works Department has been out five more times for winter events, plowing salt-brining the roads and cleaning up cul-de-sacs. They assisted with setup and takedown of the February election, hung the new speed radar signs, started grinding operations at the compost site and has been working on the DPW remodel. The radar signs aren't working yet because the batteries are charging, but will be working soon. He also attended various meetings with the Town and Village. Seasonal Weight Limits enforcement started today and isn't sure how long they will be up for. He made a lot of phone calls to be proactive to give those truckers a heads up. He will be on vacation March 23 and will return March 30. Mike Lund will cover for him while he is gone.

**Supervisor's Reports.** None.

**Unfinished Business.**

The Town Board deviated from the agenda to discuss General Obligation Promissory Notes with Ehlers.

**Discussion and necessary action on Resolution 07-20, Resolution Providing for the Sale of Approximately \$2,435,000 General Obligation Promissory Notes, Series 2020A.**

Jon Cameron from Ehlers stated the presale reports are consistent with what we talked about at last month's meeting, but with two changes; one sale is taxable, the other is non-taxable. After reviewing the draft Development Agreement, Quarrels & Brady determined the water system costs may be privately owned and operated within the association of the business park in the TIF District which triggers taxable financing. The rest of the financing is non-taxable so they had to separate General Obligation notes. Given the low interest rates, the spread between them, the total principal and interest costs and cost of issuance, the Town receives a better deal doing two borrowings rather than one. Ehlers should receive the preliminary official statement around the first week of April, will schedule the first conference call with Moody's around the second week of April and then the sale to award the notes will be on April 13. We are at a record low with interest rates so it's a good time for the Town to be borrowing.

*Motion by Chairman Osterman to adopt Resolution 07-20, Resolution Providing for the Sale of Approximately \$2,435,000 General Obligation Promissory Notes, Series 2020A. Seconded by Supervisor Moonen. Motion carried, 5-0.*

**Discussion and necessary action on Resolution 08-20, Resolution Providing for the Sale of Approximately \$1,540,000 Taxable General Obligation Promissory Notes, Series 2020B.**

*Motion by Chairman Osterman to adopt Resolution 08-20, Resolution Providing for the Sale of Approximately \$1,540,000 Taxable General Obligation Promissory Notes, Series 2020B. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Discussion and necessary action on the Fire Department's 2019 Capital Projects Carryover requests.**

Administrator Gresch stated Chief Brahm and Treasurer Buchman reviewed the Fire Department's Capital Projects carry over figured and both agree on the following: Waukesha County digital paging - from 2018. The Digital paging project was just completed end of December 2019. Have not received an invoice as of this date. \$1,670. Hose and appliances - Reconsidering inventories and needs with the upcoming merger with Merton. \$5,193.36

*Motion by Supervisor Beal to approve the Fire Department's 2019 Capital Projects Carryover requests, for a total of \$6,863.36. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Discussion and necessary action on the updated Town of Lisbon Employee Handbook.**

Administrator Gresch reviewed the minor changes made since the packet was published. The first is to Section 5.07(a), DPW Comp Time. DPW should have a deadline of November 14 since plowing season starts November 15. DPW accumulates comp time through the winter season and then come end of March they can use their 80 hours. 99% of the time, everyone will have used their comp time up by November 15. Comp time is used first before vacation time. Town Board members discussed comp time, how it's earned and paid. Supervisor Moonen stated with those dates the employee is earning at one rate of pay and then being paid out at another rate. Supervisor Gamiño stated both rates of pay should be the same, even if earned/paid in different years. Parks Director John Greiten stated most of the comp time hour earned are going to accumulate after January. It takes 54.5 regular hours to earn 80 hours of comp time and comp time max's at 80 hours. The amount of time someone would earn between November 15 to December 31 would be minimum. Supervisor Moonen stated he is in favor of postponing this topic until we see what other municipalities are doing.

The next item discussed was vacation days. Chairman Osterman stated there used to be 13 paid holidays and then it was reduced to 11 when the Town had a union contract and was carried through after Act 10 was adopted. Supervisor Moonen suggested changing Good Friday and the day before or after July 4 to floating holidays. Chairman Osterman stated those two days were floating holiday and it was changed during contact negotiation because it's easier for the whole Public Works Department to have those days off rather than some taking off for one or the other. It was harder to manage staff's days off. Also remember that the Public Works and Parks Director, and some others do not receive comp time, so you can't really compare comp time to a floating holiday. Supervisor Gamiño suggested if someone works on a holiday then they get that day off as a floating holiday. Chairman Osterman stated now another Public Works employee can have off another day in the summer and it's already hard on the schedule when everyone wants to

take off in the summer. Supervisor Moonen stated instead of showing "Good Friday / Floating Holiday", make a provision in text below that should an employee (essential employee) be forced to report to work on Good Friday, that employee will be given opportunity to take those hours off at another time. Verbiage should also be included that Good Friday is paid at straight time. Town Board members would like the Labor Attorney to review the proposed language.

Administrator Gresch stated there are two changes to the Benefits Manual. The first is about not asking an employee why they are calling in sick. She stated if there is an employee abusing sick time then there would be disciplinary action. Also, after being off sick for three or more days, a doctor's note is required. Supervisor Moonen stated he thinks we can ask the employee why they are sick. Administrator Gresch stated she already emailed the labor attorney and is awaiting a response.

The other refers to the four employees who have frozen time hours prior to Act 10. The Manual refers to a maximum of 960 hours. Parks Director Greiten stated not everyone has exactly 960 hours, that was just the maximum an employee could have. Supervisor Plotecher suggested removing the text "960" since the four people have different amounts of time, specific to them. Supervisor Moonen suggested removing the proposed change and replacing with verbiage about planning and Memorandum of Understanding in their file.

Supervisor Plotecher stated she would like everyone to be on direct deposit. Administrator Gresch stated she wasn't sure if that is legal or not but will check with the Labor Attorney. If it is legal, she will report back and add it to the Benefits Manual.

Supervisor Beal would like the word "yearly" to the \$100 safety equipment payment/reimbursement.

*Motion by Chairman Osterman to postpone the Town of Lisbon Employee Handbook. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **Discussion and necessary action on the new Town of Lisbon Employee Benefits Manual.**

*Motion by Chairman Osterman to postpone the Town of Lisbon Employee Benefits Manual. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **New Business.**

### **Discussion and necessary action on the Wikoff Color Corporation Development Agreement.**

*Motion by Chairman Osterman to postpone the Wikoff Color Corporation Development Agreement. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

**Discussion and necessary action to award the TID #1 Site Development Utility Extension Project Bid to Woleske Construction, in an amount not to exceed \$1,211,550.51.**

Chairman Osterman stated was an error in the bid tabulation regarding the piping's linear feet calculation. It was corrected in the bid and even after that, Woleske Construction still submitted the lowest bid and they are committed to the \$1,211,550.51.

*Motion by Supervisor Moonen to award the TID #1 Site Development Utility Extension Project Bid to Woleske Construction, in an amount not to exceed \$1,211,550.51. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Discussion and necessary action on the 2020 Seasonal Portable Restroom Facilities.**

Park Director John Greiten stated he sent out bids for parks and compost site portable restroom facilities. He asked everyone for the same items to be able to compare. He recommends Service Sanitation. They are \$70 more a month than Port-a-John, but we have an issue with PAJ. The weekly cleanings weren't done right, and had monthly billing issues of overbilling. Also not a timely response if there was an issue with the facilities. Service Sanitation actually gave the Town two extra units for free because they couldn't change their cleaning day schedule. They are very easy to work with for customer service. Marc asked how long this goes for. John stated beginning of April through mid-October, about 7 months. Different sites get them at different times and they are removed at different times. They do prorate the service dates.

*Motion by Chairman Osterman to approve using Service Sanitation for the 2020 Seasonal Portable Restroom Facilities, not to exceed \$670 per month, not using the lowest bid per John's recommendation. Seconded by Supervisor . Motion carried, 5-0.*

**Discussion and necessary action on Town Hall staffing.**

Chairman Osterman stated agenda item affects more than one position. Administrator Gresch read a statement into the record. *"Last week I spoke with Chairman Osterman and let him know that I would like the Town Board to allow me to return to my position as the Town Clerk. I appreciate the Town Board's leap of faith in me since June 2018, but I really have missed my Clerk position. Being a Clerk is really what I am. I may be a good Administrator, but I'm a great Clerk. I feel this would be the best for me and the Town to re-appoint me as clerk and advertise for an Administrator. If the Town Board would like, I will continue to serve as the Administrator until one is hired. If we get started on that now, we could probably have someone in here around late July early August.*

*Since both Dan Green and Lindstrom left Lisbon, there has been too much on my plate. There is a lot going on in Lisbon and I feel as though I'm not able to handle all of it as well as one should. I've been very overwhelmed the last couple of months and it's taking a toll on me.*

*There is someone out there who is a better administrator than I, and I'm ok with that. I feel as though I was needed to fill in at a time where the Town needed someone like me in that leadership role to pull people together to get things done, which we did. We accomplished a lot in almost two years! I feel like the Town is at a point where someone other than me would be a much*

*better fit to be involved in these higher level projects like the TIF District, economic development, utilities, infrastructure, issues with Sussex, trying to incorporate, etc.*

*I really enjoy and miss my statutory duties, elections, licenses, records management and working more with the residents. I've felt out of touch with all of that. I miss being involved in the election process, training the election inspectors, helping people at the window and actually being able to help them. Once again in my career, I stepped back from being the clerk, only to realize that really is what I'm meant to be. I know I can serve everyone in Lisbon better as your Clerk. Thank you for your support."* Administrator Gresch stated she would continue working as the Administrator until another one is hired, then she will resign as the Administrator and the Town Board will re-appoint her as the Clerk. At that time, Interim Clerk Goeckner would be done.

Chairman Osterman stated the Town has used GovHR before and it would cost around \$20,000 - \$50,000 to have them complete the whole Administrator hiring process from start to finish. Or they can pick which services they want GovHR's help with which is what the Town did last time and cost around \$7,000. GovHR did the background checks and vetting. There are other companies that do this type of work but only checked with this one company for now. It is a process and he will send the Town Board GovHR's quote. The Town Board has to decide how, when and where they want to advertise the position; local or nationwide for example. There is a lot to discuss and that includes what we want Town Hall staff to look like. If the Town incorporates, then the Sanitary District would be managed in-house at the Town Hall. The Lieds Property could also have water so there would be utility billing to be done. The Treasurer's position would have to be brought up to 32 hours per week to do those tasks, and then benefits would be assigned. Supervisor Moonen is in favor of doing an RFP to solicit companies to do the hiring process. Supervisor Plotecher doesn't want the Town Board to do them all themselves and suggested setting up a workshop to set up a scope of what the Town Board wants and how much help we will need to accomplish that. Chairman Osterman suggested that only two board members be involved in keeping this moving forward and to bounce ideas off of. Supervisors Gamiño and Moonen agreed it would be one of them. Supervisor Plotecher's brother owns an employment agency and will ask him for some guidance and ideas.

### **Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, March 9, 2020 Town Board of Supervisors meeting at 8:38 PM. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Administrator

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, April 27, 2020  
6:30 PM**

Chairman Osterman called the Town Board meeting to order at 6:35 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal.  
Also present: Gina Gresch, Town Administrator.

**Comments from citizens present.** None.

**Consent Agenda.** Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.

- March 23, 2020 Town Board Minutes
- 2020 Lisbon Community Crafter Contract
- Appoint Public Works Director Joe DeStefano as the Weed Commissioner
- Election Inspector Appointments

*Motion by Supervisor Gamiño to approve the Consent Agenda. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Approval of Bills.**

*Motion by Supervisor Moonen to approve the April 14, 2020 check register as presented, for \$402,878.52. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

*Motion by Supervisor Moonen to approve the April 23, 2020 check register as presented, for \$233,939.86. Seconded by Supervisor Beal. Motion carried, 5-0.*

**New Business.**

**Discussion and necessary action on the Village of Lannon joining the Compost Site.**

Chairman Osterman stated he asked for this item on the agenda. Even though the border agreement approved by both municipalities was denied by the state, he would still like to offer usage of the compost site for a fee as a gesture of good faith. Lannon would not be paying towards the hourly rate but paying a much higher pass fee of \$35. Lisbon would then refund each Merton \$10 per pass sold. Supervisor Gamiño agreed that it's a good idea to share services. Supervisor Beal asked why they won't be paying towards the wages. Chairman Osterman stated Lannon didn't budget for that and we don't know how many people will purchase a pass. For example, if only 10 people purchases passes and Lannon pays into the wages, then that would average out to several hundred dollars per resident. Supervisors Beal and Moonen both agree this is a good idea. Supervisor Moonen stated we already have to staff the site for our residents so this is a great opportunity for shared services for both municipalities.

*Motion by Chairman Osterman to approve the Intermunicipal Agreement Between the Town of Lisbon and the Village of Lannon to Utilize the Town of Lisbon Compost Site on Lands Owned by Payne & Dolan, subject to Lannon also approving the contract. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

**Discussion and necessary action to re-adopt Ordinance 19-19, An Ordinance Amending Chapter 11, Section 27 of the Town Zoning Code Related to the B-4 Commercial Special Use Zoning District and Recommendation to Waukesha County of the same.**

Attorney VanKluenen stated there are a few changes Waukesha County Parks and Land Use wanted included in the ordinance in order for them to adopt it.

*Motion by Chairman Osterman to re-adopt Ordinance 19-19, An Ordinance Amending Chapter 11, Section 27 of the Town Zoning Code Related to the B-4 Commercial Special Use Zoning District and Recommendation to Waukesha County of the same. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Adjournment.**

*Motion by Supervisor Gamiño to adjourn the Monday, April 27, 2020 Town Board of Supervisors meeting at 6:58 PM. Seconded by Supervisor Beal. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Administrator

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

Ord. 02-20

**AN ORDINANCE REPEALING AND RECREATING SECTION 25.08 OF THE TOWN  
OF LISBON CODE RELATING TO ISSUANCE OF OPERATOR'S LICENSES**

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**WHEREAS**, on March 3, 2020, the Wisconsin Legislature passed Wisconsin Act 166 and Senate Bill 203, to permit municipalities to authorize municipal officials to issue operator's licenses, in lieu of the governing body issuing the license; and

**WHEREAS**, Town staff recommend amending the current procedures to permit the Town Clerk to issue Operator's Licenses upon meeting the background check requirements; and

**NOW, THEREFORE, the Town Board of the Town of Lisbon, does ordain as follows:**

**SECTION 1:** Section 25.08 of the Town of Lisbon Code is hereby repealed and recreated as follows:

**25.08 OPERATOR'S LICENSE**

~~An operator's license entitles a holder thereof to be an operator in any place operated under a Class B intoxicating liquor or fermented malt beverage license issued by the Town Board.~~

**Procedure Upon Application for Operator's License.**

(a) **Application.** An operator's license may be issued to qualifying individuals meeting the applicable requirements set forth under Wis. Stats. § 125.04(5) and this Section. Applications for operator's licenses must be submitted on a form provided by the Town Clerk, and shall include the following information:

- Name, address, home, and work phone numbers.
- Date of birth, gender, Social Security number, and driver's license or state identification card number.
- Whether the applicant has completed a responsible beverage server training course pursuant to Wis. Stats. § 125.17(6).
- Whether the applicant has held an operator's license within the previous two years. If one has been held in a different municipality, a copy of the license or a letter from the clerk of the municipality shall be provided.
- The applicant's arrest and conviction record substantially related to the licensed activity, including:
  - Whether the applicant has ever been convicted of a felony.
  - Whether the applicant has been arrested for and/or convicted of violating any law or ordinance during the last ten years.
  - Whether the applicant has any pending charges, including criminal and ordinance violations.

If so, the applicant shall provide the details of each arrest, conviction and charge, including:

- The dates of the arrest and conviction.
- The specific offense for which the applicant was arrested or charged.
- The name and location of the court that adjudicated the case, and case number.
- A description of the nature and circumstances of the offense.
- Whether the applicant was consuming alcohol beverages or drugs at the time of the incident, not including non-impairing medications prescribed to the applicant.
- Whether the incident occurred in or around an establishment that serves alcohol beverages.
- Whether the incident involved alcohol beverages or controlled substances in any other way.

The applicant may also submit evidence of rehabilitation and fitness to perform the licensed activity.

- Whether the applicant has had a license to serve alcohol beverages suspended, revoked, or surrendered in lieu of suspension or revocation and if so, the name of the municipality and the date the license was suspended, revoked, or surrendered.
- The address and date of residency for each place the applicant has resided for the previous five years.
- Any other information required by the Town Clerk or Chief of Police to run all required background checks or to otherwise process the application.
- Any other information required by the Town Board.

(b) **Investigation.** All applications are subject to a background check conducted by the Town Clerk using the Department of Justice's website to determine whether the applicant to be licensed complies with all regulations, ordinances and laws applicable thereto. If the applicant's background check returns a record, the matter shall be referred to the Police Department to investigate the applicant and, as part of that investigation, request information from the state, surrounding municipalities, and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. Based upon such investigation, the Police Department shall issue written recommendations to grant or deny the license. If the Police Department recommends denial, the Police Department shall provide, in writing, the reasons for such recommendation. The recommendation for denial shall be forwarded to the Town Board. If the Town Clerk finds the application to be incomplete or omitting any required information from Subsection (a), the application shall be rejected and returned to the applicant.

(c) **Training Course.**

- (1) Except as provided in Subsection (c)(2) of this Section, the Town Clerk may not issue an operator's license unless the applicant has successfully completed a responsible beverage server training course at any location that is offered by a technical college district and that conforms to curriculum guidelines specified by the technical college system board or a comparable training course, which may include computer-based training and testing that is approved by the department or the educational approval board or unless the applicant fulfills one of the following requirements:
  - a. The person is renewing an operator's license.
  - b. The person held a Wisconsin alcohol beverage license, including an operator's license, within the past two years. The municipality may issue you a provisional operator's license if you are enrolled in a responsible beverage server course when you apply. An operator's license is only good in the municipality that issues it.
- (2) The Town Clerk may issue a provisional operator's license to a person who is enrolled in a training course under Subsection (c)(1) of this Section and who meets the standards established by the Town and shall revoke that license if the applicant fails to successfully complete the course in which the applicant enrolls.
- (3) The Town Clerk may not require that applicants for operator's licenses undergo training in addition to that under Subsection (c)(1) of this Section, but may require applicants to purchase, at cost, materials that deal with relevant local subjects not covered in the course under Subsection (c)(1) of this Section.

(a) **Issuance of Approved Licenses.** If the Town Clerk recommends granting the operator's license, or the Town Board approves granting the operator's license, the Town Clerk shall issue the license. Such licenses shall state the applicant's name and address and the date of the expiration of such license. The Town Clerk shall make the license available for pick up at the Town Clerk's office. Any operator's license for which the fee is not paid within 15 days of approval of the application by the Town Board shall be returned to the Town Clerk for cancellation or other disposition.

**SECTION 2:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 3:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of May, 2020.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Rick J. Goeckner, MMC  
Interim Town Clerk



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ADELMAN CLEANERS</b>						
11	ADELMAN CLEANERS	304388	CARPET CLEANING - TOWN HALL	04/23/2020	460.00	10-516-530-5210 BLDG MAINTENANCE - TOWN HALL
Total ADELMAN CLEANERS:					460.00	
<b>AGROCHEM, INC</b>						
2717	AGROCHEM, INC	37919	4 GAL HAND SANITIZER	04/03/2020	103.80	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total AGROCHEM, INC:					103.80	
<b>ARC DOCUMENT SOLUTIONS LLC</b>						
2627	ARC DOCUMENT SOLUTIONS L	55WII9020655	COPIES OF LISBON MAPS	04/23/2020	56.00	10-533-530-3100 SUPPLIES - HIGHWAY
Total ARC DOCUMENT SOLUTIONS LLC:					56.00	
<b>BAKER TILLY VIRCHOW KRAUSE, LLP</b>						
2572	BAKER TILLY VIRCHOW KRAUS	BT1609062	FINAL BILLING FOR 2019 AUDIT	04/30/2020	2,450.00	10-514-530-4200 AUDIT & ACCOUNTING FEES
Total BAKER TILLY VIRCHOW KRAUSE, LLP:					2,450.00	
<b>BOUND TREE MEDICAL LLC</b>						
130	BOUND TREE MEDICAL LLC	83595125	SHARPS CONTAINER	04/17/2020	2.65	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83609176	SANI SOLUTION	04/29/2020	40.95	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total BOUND TREE MEDICAL LLC:					43.60	
<b>BUELOW VETTER BUIKEMA OLSON &amp;</b>						
145	BUELOW VETTER BUIKEMA OL	MAY 2020	GENERAL LABOR ATTY	05/06/2020	617.00	10-518-530-4130 LABOR ATTY - ALL BUT FD
Total BUELOW VETTER BUIKEMA OLSON &:					617.00	
<b>CRAMER MULTHAUF &amp; HAMMES LLP</b>						
212	CRAMER MULTHAUF & HAMME	327	REG TOWN LEGAL ISSUES	03/31/2020	2,326.25	10-518-530-4110 LEGAL FEES - GEN GOV'T
212	CRAMER MULTHAUF & HAMME	327	SUSSEX LITIGATION	03/31/2020	1,611.25	10-518-530-4110 LEGAL FEES - GEN GOV'T
212	CRAMER MULTHAUF & HAMME	327	WKLY PHONE CALL RVW PC MATTER	03/31/2020	3,016.25	10-563-530-4110 ATTORNEY - PC - NON-REIMB
212	CRAMER MULTHAUF & HAMME	327	TID #1 LEGAL WORK	03/31/2020	1,898.75	65-561-530-2100 TID #1 - ATTORNEY
212	CRAMER MULTHAUF & HAMME	327	BORDER AGRMT/INCORPORATION W	03/31/2020	56.25	10-511-530-8000 INCORPORATION EFFORTS
Total CRAMER MULTHAUF & HAMMES LLP:					8,908.75	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>DEMLANG BUILDERS</b>						
911	DEMLANG BUILDERS	S436-19-19	BOND REFUND - RAUE LOT 109	04/29/2020	2,500.00	10-200-230-1000 SPECIAL DEPOSITS
Total DEMLANG BUILDERS:					2,500.00	
<b>DORNBROOK CONCRETE COATINGS</b>						
2678	DORNBROOK CONCRETE COA	2004-2919-380	EPOXY FLOOR - DPW OFFICES	04/29/2020	2,034.00	70-533-570-8000 BUILDING IMPROVMENTS - HIGHWAY
Total DORNBROOK CONCRETE COATINGS:					2,034.00	
<b>ELLIOTT ACE PEWAUKEE</b>						
2603	ELLIOTT ACE PEWAUKEE	825518	CHAIN SAW OIL	04/30/2020	42.54	10-552-530-5410 EQUIP MAINTENANCE - PARKS
Total ELLIOTT ACE PEWAUKEE:					42.54	
<b>FALLS AUTO PARTS &amp; SUPPLIES</b>						
307	FALLS AUTO PARTS & SUPPLIE	598613	OIL FILTER 2662	04/21/2020	27.28	10-522-530-5500 VEHICLE MAINTENACE - FD
307	FALLS AUTO PARTS & SUPPLIE	598646	OIL WRENCH	04/22/2020	31.95	10-522-530-5500 VEHICLE MAINTENACE - FD
Total FALLS AUTO PARTS & SUPPLIES:					59.23	
<b>GROTA APPRAISALS LLC</b>						
405	GROTA APPRAISALS LLC	1182	ANNUAL ASSESSMENT WORK - MAY 2	05/01/2020	3,150.00	10-515-530-4400 CONTRACTED SERVICES - ASSESSOR
Total GROTA APPRAISALS LLC:					3,150.00	
<b>HALEY TOMAN</b>						
2716	HALEY TOMAN	0001	TOWN HALL CLEANING	05/03/2020	165.00	10-516-530-4400 CONTRACTED SVS -TOWN HALL
Total HALEY TOMAN:					165.00	
<b>ITU ABSORB TECH INC.</b>						
469	ITU ABSORB TECH INC.	7460791	MATS & RUGS TOWN HALL	04/27/2020	73.62	10-516-530-4400 CONTRACTED SVS -TOWN HALL
Total ITU ABSORB TECH INC.:					73.62	
<b>JANE STADLER</b>						
863	JANE STADLER	APRIL 2020	APRIL PC MTG PAY 4/30/20	05/01/2020	25.00	10-563-510-1100 SALARIES - PC

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total JANE STADLER:					25.00	
<b>KAESTNER AUTO ELECTRIC CO.</b>						
500	KAESTNER AUTO ELECTRIC C	339081	LEDS FOR DUMP TRUCK	04/30/2020	189.00	10-552-530-5410 EQUIP MAINTENANCE - PARKS
500	KAESTNER AUTO ELECTRIC C	339163	LED BAR FOR CASE LOADER	05/04/2020	329.00	70-533-570-8100 EQUIPMENT - HIGHWAY
Total KAESTNER AUTO ELECTRIC CO.:					518.00	
<b>KUNKEL ENGINEERING GROUP</b>						
370	KUNKEL ENGINEERING GROUP	241085	TID #1 - ENGINEERING -TEA GRANT	04/14/2020	1,397.50	65-561-530-3100 TID #1 - ENGINEERING
370	KUNKEL ENGINEERING GROUP	241086	TID #1 - ENGINEERING - LIED'S	04/14/2020	33,320.05	65-561-530-3100 TID #1 - ENGINEERING
370	KUNKEL ENGINEERING GROUP	241150	PLAN STAFF MTG	04/15/2020	250.00	10-563-530-4375 ENGINEER - PC - NON-REIMB
370	KUNKEL ENGINEERING GROUP	241150	MS4 PERMITTING	04/15/2020	2,100.00	90-563-530-4400 ENGINEERING CONSULTANT - SW
370	KUNKEL ENGINEERING GROUP	241156	2020 PAVEMENT RESURFACING PRG	04/15/2020	1,097.50	70-533-570-8100 EQUIPMENT - HIGHWAY
Total KUNKEL ENGINEERING GROUP:					38,165.05	
<b>LAURA OBERT</b>						
2714	LAURA OBERT	MAY 2020	REIMB BAR LICENSE ERROR	05/05/2020	25.00	10-440-441-1100 OPERATOR LICENSE
Total LAURA OBERT:					25.00	
<b>LISBON SANITARY DISTRICT #1</b>						
575	LISBON SANITARY DISTRICT #1	FEB 2020	SEWER FLOW FROM SUSSEX	04/22/2020	61.35	10-522-530-7250 SEWER FLOW SUSSEX - FD
575	LISBON SANITARY DISTRICT #1	FEB 2020	SEWER MAINTENANCE	04/22/2020	589.80	10-522-530-7260 SEWER MAINTENANCE - FD
Total LISBON SANITARY DISTRICT #1:					651.15	
<b>MAJOR LEAGUE BUILDERS, LLC</b>						
2614	MAJOR LEAGUE BUILDERS, LL	APR 2020	KEYED DOOR HANDLES	04/29/2020	460.00	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
Total MAJOR LEAGUE BUILDERS, LLC:					460.00	
<b>MENARDS -- PEWAUKEE</b>						
607	MENARDS -- PEWAUKEE	63255	CLEANING SUPPLIES	04/30/2020	55.37	10-552-530-5200 FACILITY MAINTENANCE - PARKS
Total MENARDS -- PEWAUKEE:					55.37	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>MILLER MARRIOTT CONSTRUCTION CO</b>						
2624	MILLER MARRIOTT CONSTRUC	S344-19-16	BOND REFUND - FUGLEBERG LOT 11	04/29/2020	2,500.00	10-200-230-1000 SPECIAL DEPOSITS
Total MILLER MARRIOTT CONSTRUCTION CO:					2,500.00	
<b>MILLER-BRADFORD &amp; RISBERG INC</b>						
628	MILLER-BRADFORD & RISBER	E00907	CASE 721G WHEEL LOADER	04/23/2020	201,045.00	70-533-570-8100 EQUIPMENT - HIGHWAY
628	MILLER-BRADFORD & RISBER	R01681	DOZER RENTAL - COMPOST & PARK	04/23/2020	1,000.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
Total MILLER-BRADFORD & RISBERG INC:					202,045.00	
<b>OFFICE COPYING EQUIPMENT LTD</b>						
686	OFFICE COPYING EQUIPMENT	AR112398	FD-COPIER LEASE-RICHMOND-APRIL	04/30/2020	23.04	10-522-530-4400 CONTRACTED SERVICES - FD
Total OFFICE COPYING EQUIPMENT LTD:					23.04	
<b>PIRTEK MENOMONEE FALLS</b>						
730	PIRTEK MENOMONEE FALLS	MF-T00001254	ASSEMBLY INSTALLED ON LOADER	04/29/2020	2,429.83	70-533-570-8100 EQUIPMENT - HIGHWAY
Total PIRTEK MENOMONEE FALLS:					2,429.83	
<b>POMP'S TIRE SERVICE INC</b>						
738	POMP'S TIRE SERVICE INC	60207555	TIRE REPAIR CAT EXCAVATOR	04/14/2020	229.50	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
738	POMP'S TIRE SERVICE INC	60209273	TIRE FOR TRAILER	04/30/2020	216.02	10-552-530-5410 EQUIP MAINTENANCE - PARKS
Total POMP'S TIRE SERVICE INC:					445.52	
<b>PREMIER BLDG INSPECTIONS LLC</b>						
745	PREMIER BLDG INSPECTIONS	APRIL 2020	APRIL CONTRACT BLDG INSPECT	04/30/2020	17,644.24	10-524-530-4400 CONTRACTED SVCS - BLDG INSP
Total PREMIER BLDG INSPECTIONS LLC:					17,644.24	
<b>RELIANT FIRE APPARATUS INC.</b>						
776	RELIANT FIRE APPARATUS INC.	CI001675	WEATHERPROOF COVER 2661	04/28/2020	47.93	10-522-530-5500 VEHICLE MAINTENANCE - FD
Total RELIANT FIRE APPARATUS INC.:					47.93	
<b>ROBERT SCHLUGA</b>						
2715	ROBERT SCHLUGA	REIMB	REFUND \$37 LICENSE FEE N/A	04/30/2020	37.00	10-440-441-1000 LIQUOR, BEER & CIGARETTE LIC

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ROBERT SCHLUGA:					37.00	
<b>SERVICE SANITATION WISCONSIN, INC</b>						
2576	SERVICE SANITATION WISCON	7902340	PORTABLE RESTROOM - COMPOST S	04/28/2020	8.57	35-561-530-4400 CONTRACTED SVCS - GRINDER
2576	SERVICE SANITATION WISCON	7934309	PORTABLE RESTROOM - COMPOST S	05/01/2020	80.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
Total SERVICE SANITATION WISCONSIN, INC:					88.57	
<b>STARK ASPHALT</b>						
866	STARK ASPHALT	50048678	RCYCLD ASPHLT SHOULDERING	04/30/2020	209.02	10-533-530-3550 GRAVEL - HIGHWAY
Total STARK ASPHALT:					209.02	
<b>STICKYBOYZ LLC</b>						
877	STICKYBOYZ LLC	8345	DECALS FOR DRY ERASE BOARD	04/10/2020	75.00	10-533-530-3540 SIGNS - HIGHWAY
Total STICKYBOYZ LLC:					75.00	
<b>SUSSEX ACE HARDWARE</b>						
7	SUSSEX ACE HARDWARE	191656	TAPE & TIRE WET	04/22/2020	30.56	10-522-530-5500 VEHICLE MAINTENACE - FD
7	SUSSEX ACE HARDWARE	191671	SWIFFER WET JET KIT	04/23/2020	23.39	10-522-530-3100 SUPPLIES - FD
7	SUSSEX ACE HARDWARE	191740	HARDWARE	04/27/2020	35.38	10-522-530-5500 VEHICLE MAINTENACE - FD
Total SUSSEX ACE HARDWARE:					89.33	
<b>THE SYNECTIC GROUP</b>						
2660	THE SYNECTIC GROUP	APRIL 2020	INTERIM CLERK CONTRACT WORK	04/30/2020	5,530.00	10-519-520-1100 SALARIES - CLERK & RECEPTION
Total THE SYNECTIC GROUP:					5,530.00	
<b>UNIFIRST CORPORATION</b>						
2349	UNIFIRST CORPORATION	096 1126232	DPW UNIFORMS & MATS	04/27/2020	91.82	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
2349	UNIFIRST CORPORATION	096 1127249	DPW UNIFORMS & MATS	05/04/2020	91.82	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
Total UNIFIRST CORPORATION:					183.64	
<b>VILLAGE OF SUSSEX</b>						
2376	VILLAGE OF SUSSEX	5221	MONTHLY TICKET PROCESSING	04/30/2020	587.55	10-521-530-4410 TICKET PROCESSING - SUSSEX

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total VILLAGE OF SUSSEX:					587.55	
<b>WAUKESHA COUNTY TREASURER</b>						
2390	WAUKESHA COUNTY TREASUR	2020-0000002	ANNUAL NETMOTION & CAD MOBILE	04/27/2020	2,225.46	10-522-530-4400 CONTRACTED SERVICES - FD
2390	WAUKESHA COUNTY TREASUR	2020-0000004	Q1 POLICE OT HRS 2020	04/21/2020	4,408.95	10-521-530-4405 OVERTIME - WCSO
Total WAUKESHA COUNTY TREASURER:					6,634.41	
<b>WISCONSIN DEPT OF REVENUE</b>						
2438	WISCONSIN DEPT OF REVENU	2020	BIZ TAX REGISTRATION RENEWAL	04/21/2020	10.00	10-514-530-4400 CONTRACTED SERVICES -TREASURER
Total WISCONSIN DEPT OF REVENUE:					10.00	
<b>WISCONSIN TOWNS ASSOCIATION</b>						
2435	WISCONSIN TOWNS ASSOCIAT	APR 2020	2020 WTA DUES	04/16/2020	1,299.00	10-511-530-3700 DUES/FEES/SUBS - TOWN BOARD
Total WISCONSIN TOWNS ASSOCIATION:					1,299.00	
Grand Totals:					300,442.19	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Dated: \_\_\_\_\_

**TOP 5 EXPENDITURES**

Chairman: \_\_\_\_\_

\$ 202,045.00 MILLER-BRADFORD & RISBERG: Case 721G Wheel Loader & Compost Dozer Rental

Board Member #1: \_\_\_\_\_

\$ 38,165.05 KUNKEL ENGINEERING: TID#1 Lied's & Tea Grant, MS4 Permitting, 2020 Pavement

Board Member #2: \_\_\_\_\_

\$ 17,644.24 PREMIER BLDG INSPECTIONS: April Contract Building Inspections

Board Member #3: \_\_\_\_\_

\$ 8,908.75 CRAMER MULTHAUF & HAMMES: Wkly Phone Call, Reg Legal, Sussex Litigation

Board Member #4: \_\_\_\_\_

\$ 6,634.41 WAUKESHA COUNTY TREASURER: FD Annual CAD Mobile, Q1 Police OT Hours

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.



Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **May 12, 2020 through May 28, 2020** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

11	MAY, MON	●	6:30 – 8:30pm	Supervisor's Office Hours - 6PM followed by Town Board - 6:30PM Town Hall
13	MAY, WED	●	7 – 8pm	Annual Town Mtg of the Electors @ 7PM Town Hall
14	MAY, THU	●	6:30 – 9pm	Plan Commission - 6:30PM Town Hall
18	MAY, MON	●	6:30 – 8pm	Park Committee - 6:30PM Richard Jung Memorial Fire Station
20	MAY, WED	●	9 – 11am	Open Book - 9AM-11AM Via Email or Phone Only
		●	6:30 – 8:30pm	Sanitary District - 6:30 PM Town Hall
25	MAY, MON	●	All day	OFFICE CLOSED - MEMORIAL DAY
26	MAY, TUE	●	6:30 – 8:30pm	Supervisor's Office Hours - 6PM followed by Town Board - 6:30PM Town Hall

Sincerely,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Administrator

**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 meetings to gather information: no action will be taken by any governmental body at the above-stated meetings other than the governmental body specifically referred to above in this notice. (All meetings are subject to change or cancellation)



# ADMINISTRATOR REPORT

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, May 7, 2020

## **UPGRADED TOWN HALL INTERNET SPEED**

Spectrum is upgrading the Town Hall's internet speed from 200x10 to 600x35 for NO additional monthly charge; only \$99 to change out equipment. This should help our connections to the server, WIFI and streaming Town Board and Plan Commission meetings to YouTube (when not using Zoom). Spectrum will be doing this on May 19.

## **ACH AUTOPAY MONTHLY CHECKLIST**

The April ACH AutoPay Monthly Checklist is included for your review.

## ACH &amp; AUTOPAYS CHECKLIST

APRIL 2020

VENDOR	AMT	DATE PAID	DATE JE DONE	PRINT PAYMENT FOR		NOTES
				AMY		
<b>WE ENERGIES</b>						
Community Park -970	\$ 115.06	2020-04-24	2020-04-14	Y		
Down Under Shelter -137	\$ 15.71	2020-04-24	2020-04-14			
Hilltop Shelter -397	\$ 15.71	2020-04-24	2020-04-14			
Hwy Elec -736	\$ 304.55	2020-04-24	2020-04-14			
Park Maint Bldg -004	\$ 91.45	2020-04-24	2020-04-14			
Park Dept Gas -457	\$ 147.32	2020-04-24	2020-04-14			
Pump House -168	\$ 15.71	2020-04-24	2020-04-14			
Richmond St Elec -455	\$ 2,099.82	2020-04-24	2020-04-14			
Richmond St Gas -286	\$ 383.96	2020-04-24	2020-04-14			
Rivers End Street Lights -548	\$ 9.19	2020-04-24	2020-04-14			
Stone Family Park -734	\$ 16.02	2020-04-24	2020-04-14			
Street Lights -265	\$ 2,179.72	2020-04-24	2020-04-14			
Town Hall Pavillion -126	\$ 5.41	2020-04-24	2020-04-14			
911 Memorial -126	\$ 62.17					
Town Hall Elec -685	\$ 273.99	2020-04-24	2020-04-14			
DPW Garage Rear Elec -695	\$ 24.86	2020-04-24	2020-04-14			
Town Hall Gas -025	\$ 120.79	2020-04-24	2020-04-14			
Good Hope Fire Elec -146	\$ 156.05					
Good Hope Fire Gas -146	\$ 273.08	2020-04-24	2020-04-14			
Good Hope Hwy Gas -146	\$ 546.17					
<b>GRAND TOTAL WE ENERGIES</b>	<b>\$ 6,856.74</b>					
<b>US CELLULAR</b>						
Park Director						
Compost Site	\$ 168.39	2020-04-08	2020-04-14	Y		
Fire Chief						
<b>SPECTRUM</b>						
Server	\$ 179.61	2020-04-01	2020-04-14	Y		
Good Hope DPW / FD	\$ 104.98	2020-04-24	2020-04-14	Y		
Parks	\$ 89.99	2020-04-24	2020-04-14	Y		
Town Hall	\$ 119.99	2020-04-24	2020-04-14	Y		
<b>VERIZON</b>						
(5) Account	\$ 198.91	2020-04-30	2020-04-14	Y		
(6) Account	\$ 9.65	2020-04-13	2020-04-14	Y		
<b>E.H. WOLF &amp; SONS</b>						
Diesel	\$ 602.65	2020-04-02	2020-04-28	Y		
Unleaded	\$ 234.07	2020-04-02	2020-04-28	Y		
Diesel	\$ 336.12	2020-04-09	2020-04-28	Y		
Unleaded	\$ 182.81	2020-04-22	2020-04-28	Y		
Diesel	\$ 685.92	2020-04-22	2020-04-28	Y		
<b>ANTHEM</b>						
Insurance	\$ 8,026.58	2020-04-03	2020-04-14	Y		
<b>DELTA DENTAL</b>						
Insurance	\$ 797.96	2020-04-02	2020-04-14	Y		
<b>UHC</b>						
Insurance	\$ 192.87	2020-04-15	2020-04-14	Y		
<b>AFLAC</b>						
KP, GG, AB, RP	\$ 400.92	2020-04-14	2020-04-14	Y		

# APRIL 2020 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff received road salt for Lisbon and pushed it up into our shed
  - Staff performed a thorough post winter wash on all the trucks
  - Staff applied Fluid Film, a rust preventative, to all trucks post winter wash
  - Staff performed a post winter sweeping of all the intersections throughout Town
  - Staff painted all the plows and wings
  - Staff removed all the plows, wings, and salters from trucks
  - Staff completed the sod damage repairs and mailbox repairs that were damaged this past plow season
  - Staff prepped the Compost Site for its May opening date
  - Staff began the 2020 spring brush pickup
  - Staff built spit shields for the April primary election
  - Staff setup and took down the election equipment at the three polling places for the April primary.
  - Staff performed repairs and preventive maintenance on trucks and equipment as needed
- 
- I sat in on the conference call meeting for the utility work project taking place at the former Lied's property.
  - I sat in on a conference call that Waukesha County Highway put on regarding changes in their department due to Covid - 19.
  - I met with Mitch at Kunkel to talk about our 2020 road maintenance plans.
  - With Covid - 19 present, we took steps to stay safe within the Highway Department.
  - I spent time with staff throughout the month meeting with vendors on our new equipment, rounding up supplies and building the spit shields, setting up election equipment, prepping the Compost Site, and assisting with brush pickup.

**REGARDS,  
JOE DESTEFANO JR.  
DPW DIRECTOR**

## Fire Chiefs Report

January 2020

Notes on special activities and events:

1. January 6<sup>th</sup>, 7<sup>th</sup>, Lisbon Fire Dept. provides instruction and CPR certification to the Hamilton HS 10<sup>th</sup> grade health class students.
2. January 18<sup>th</sup>, Lisbon Fire Dept. stood by the Saber Cat Wrestling matches held at Hamilton High School.
3. January 18<sup>th</sup>, Awards dinner was held for the firefighters, spouses and guests. Congratulations to Firefighter/EMT-P; Ricky Dominquez for receiving the 2019 Chief's Award. Ricky Dominquez also was honored as the EMT of the year, and Eric Siebert and Nick Ruiz received the Achievement and Merit awards.

Meetings attended by the Chief:

1. January 3<sup>rd</sup>, meeting with Merton Chief
2. January 13<sup>th</sup>, Officer meeting
3. January 13<sup>th</sup>, Town Board meeting

## February 2020

Notes on special activities and events:

1. February 1st, Lisbon FD participated in Winterfest at the park
2. February 16<sup>th</sup>, Lisbon FD conducted the full-time position testing
3. February 18<sup>th</sup>, Waukesha Fire Department presented hazmat training to Bark River at Lisbon FD

Meetings attended by the Chief:

1. February 3<sup>rd</sup>, Officer Meeting
2. February 6<sup>th</sup>, PFC meeting
3. February 6<sup>th</sup>, Meeting with Horton group
4. February 10<sup>th</sup>, Meeting with developer for training house
5. February 13<sup>th</sup>, Meet with Merton Chief
6. February 26<sup>th</sup>, Bark River meeting
7. February 28<sup>th</sup>, Meet with medical control

## March 2020

Notes on special activities and events:

1. March 7<sup>th</sup>, Lisbon FD judged the regional Boy Scout first aid meet at Templeton Middle School.
2. March
3. March 20<sup>th</sup>, Lisbon declares a state of health emergency
4. March 9<sup>th</sup>, Lisbon Fire Department goes into COVID-19 readiness and response mode

Meetings attended by the Chief:

1. March 4<sup>th</sup>, Meet with Hartland Interim Chief
2. March 9<sup>th</sup>, Meet with Captain Panas
3. March 11<sup>th</sup>, County Fire Chiefs meeting
4. March 19<sup>th</sup>, Meet with Town Chairman
5. From Mid-March on attended daily County EOC (emergency operations center) meetings
6. From Mid-March on DC M Drager attended all State weekly EOC meetings

## April 2020

Notes on special activities and events:

1. April 6<sup>th</sup>, Assisted in a setting up polling places by disinfecting rooms
2. April 8<sup>th</sup>, Assisted in disinfecting polling places after election
3. April 22<sup>nd</sup>, Participated in Hospital tour around the County to show support for doctors and nurses.
4. Over period of Corona virus spread Lisbon

Meetings attended by the Chief:

1. April 8<sup>th</sup>, County Chiefs meeting over teleconference
2. Attended all County EOC meetings
3. Frequent communications with Town Chairman on phone

## Special Notes on Corona Virus Health Emergency

1. Over period of Corona virus spread in Lisbon, had 8 confirmed cases, no deaths
2. During period Lisbon had 8 Firefighter/EMTs out and self-quarantined for 14 days with suspect symptoms. All back at this time.

Respectfully Submitted;



Douglas J. Brahm  
Lisbon Fire Chief





## Parks Monthly Report APRIL/May 2020



### **Job task completed or still in progress:**

☺ **Park trails and open green spaces are open to the public, but all park facilities, shelters, restrooms and sport fields are closed due to the COVID-19 pandemic.**

- ☺ Staff has worked in Turface mix to all five of our baseball infields.
- ☺ Staff has completed spreading wood chips over the hiking trails throughout Community Park.
- ☺ We aerated all turf areas on our soccer and baseballs sport fields.
- ☺ We used the DPW Kubota mower to cut down all prairie areas in Community Park.
- ☺ Staff are repairing plow damage areas in parks and municipal parking lots. (Turf areas, removal plow markers, removal of winter debris from parking lots and turf areas)
- ☺ Mike Lund's wife company Cargill donated 35 white and red oak tree seedlings to Lisbon and staff has planted them throughout Community Park.
- ☺ Staff has removed 18 dead ash trees from Plainview pkwy, 7 ash trees in Stone family Park, 2 trees in Community Park, 6 ash trees in Lisbon Oaks Park and 2 in Halquist Park as of 5/6/2020. Staff will continue removing ash trees throughout the Lisbon Park System as staffing and weather allows. Brush is hauled to compost site.
- ☺ Staff trim down grass around ice rink and trim up shrubs around restroom in LCP.
- ☺ Our sport field reservations for our upcoming spring Soccer, Baseball programs. Organizations so far that are using our sport fields are on hold into mid-May due to Covid-19. Will update in May depending on Gov. Evers orders are lifted.
- ☺ John completed the 2020 port o let seasonal contracts for the parks and compost site. Town board approved Sanitation Services with the 2020 Seasonal contract. Delivers of facilities are on hold until the State health Orders are lifted, will look into setting up delivery's later this month possible.
- ☺ The Easter Egg Event held on April 4, 2020 from 12:30-2:00 at Community Park. Was concealed due to helping try stopping the spread of the Covid-19 virus to the public and staff.

☺ Equipment & Fleet service/maintenance is be performed as needed. oil changes, lube and grease on fleet vehicles, removal matt tracks and replace with tires on gator, checking over lights , electrical connections and trailer connections, wash and wax vehicles and equipment, removal of plows etc.

Submitted by:  
John Greiten  
Lisbon Park Director



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** David & Kim Meyer's Invoice Appeal

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Tuesday, April 21, 2020

**RECOMMENDATION:** None.

## EXPLANATION

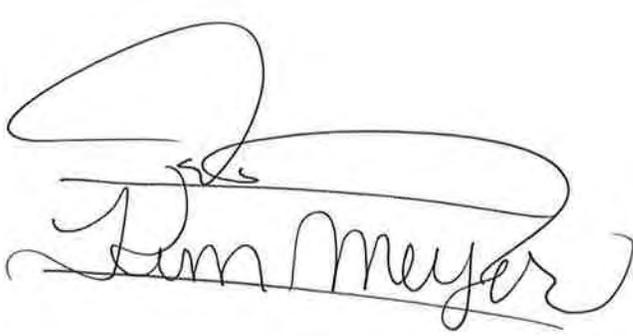
David & Kim Meyer are appealing a portion of Invoice 2020-019, in the amount of \$281.25. Their appeal request is on the following page. They state this was the call to the Attorney at the Town Board meeting, which it was not. When the Treasurer creates the invoices for charges to be reimbursed, she types the exact description on the invoice, but not the date or hourly rate. In this case, the charge is for January 9, 2020, 1.25 hours at \$225 per hour for Attorney Gutenkunst's time researching this.

TOWN OF LISBON,

WE CONTEST THE SECOND PORTION OF INVOICE NUMBER 20200019. THE ATTORNEY FEE FOR A PHONE CALL RE: VARIANCE FOR FARE CODE, WE FEEL THE PHONE CALL WAS UNNECESSARY. THE TOWN EXPLAINED AT THE DECEMBER 9, 2019 MEETING THAT IT WOULD BE CONTACTING THE TOWNS INSURANCE COMPANY FOR YOUR LIABILITY CONCERNS. THREE WEEKS LATER WE RECEIVED AN EMAIL STATING THE TOWN WOULD BE CONTACTING THE ATTORNEY DUE TO THE "INSURANCE COMPANY OPINION." THIS IS UPSETTING TO US AS BECAUSE THE INSURANCE COMPANY "OPINION" SHOULD CONCLUDE IF THE TOWN WAS LIABLE OR NOT. WE FEEL THE CALL TO THE ATTORNEY WAS NOT NEEDED. ALL THE INFORMATION SEEMED TO BE ANSWERED AT THE MEETING.

WE REQUEST THAT THE 10 MINUTE PHONE CALL CHARGE OF \$281.25 BE WAIVED. THE ATTORNEY'S FEE OF \$1,687.50 PER HOUR SEEM OUT OF LINE. IF THE TOWN IS PAYING THIS AMOUNT TO OUR ATTORNEY WE MAY WANT TO FIND A NEW FIRM.

DAVID MEYER  
 KIM MEYER



W259N8598 STATE ROAD 164  
 HARTLAND WI 53029

RECEIVED  
 MAR 25 2020

# INVOICE



**Town of Lisbon WI**  
 W234N8676 Woodside Road  
 Lisbon WI 53089  
 Phone (262) 246-6100

**Invoice Number:** 20200019  
**Invoice Date:** 02/24/2020  
**Customer Number:** 1316  
**Amount Due:** \$821.88  
**Due Date:** 03/25/2020

**Bill To: DAVID & KIM MEYER**  
 W259N8598 STATE ROAD 164  
 HARTLAND WI 53029

Quantity	Description	Unit Price	Net Amount
1	Jan 2020 Attorney Fees - Meyer Event Barn - Research government immunity related to variance of fire code; phone conferences drafting of emails	540.63	540.63
1	Jan 2020 Attorney Fees - Meyer Event Barn - Phone call re: variance from fire code	281.25	281.25
<b>Invoice Total:</b>			<b>\$821.88</b>

*Return This Portion with Your Payment*

02/24/2020 **Customer Number:** 1316

**Amount Due:** \$821.88

**Amount Paid:** \_\_\_\_\_

**Customer Name:** DAVID & KIM MEYER

**Invoice Number:** 20200019

W259N8598 STATE ROAD 164

**Make Check Payable to:**

HARTLAND WI 53029

**Town of Lisbon WI**

W234N8676 Woodside Road

Lisbon WI 53089

Phone (262) 246-6100

*Check box for address change and print correct address on reverse side*



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Website Templates

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Tuesday, April 21, 2020

**RECOMMENDATION:** Approve a new template for Lisbon's website.

## EXPLANATION

Prior to March 16 when all the Covid-19 and election craziness hit, OneClick and I have been working hard on improving the Town's website. They were able to create a better email / text notification system which people can sign up. Next, we modified the home page to give quick access to those people ask about the most; agendas/minutes/packets, events and announcements and a better calendar. The new home page has been up and running for about a month now and we've received really good feedback from residents about it.

OneClick was going to be at one of our last TB meetings to give a presentation to you on the templates they created based on feedback we've received and looking at other municipal websites. Our goal is for the Town Board to pick a design template and then OneClick can apply that to the rest of the website. Below are the links to the design templates they created for us. There are slight differences between them. All of them are very nice, but Chairman Osterman and I like Template #5 the best.

<https://www.townoflisbonwi.com/alert-center-2/>

<https://www.townoflisbonwi.com/alert-3/>

<https://www.townoflisbonwi.com/alert-4/>

<https://www.townoflisbonwi.com/alert-5/>

<https://www.townoflisbonwi.com/alert-6/>

I recommend approval of Template #5.





# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Ordinance 01-20, Ordinance Approving the Detachment of the Vodicka Property Pursuant to Agreement with the Village of Sussex

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Tuesday, April 21, 2020

**RECOMMENDATION:** Adopt Ordinance 01-20

## EXPLANATION

This owner of this property are putting an addition on to their house which per the Border Agreement triggers a detachment. This property is in the Village Growth Area.

I recommend adoption.

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

## Ord. 01-20

---

**ORDINANCE APPROVING THE DETACHMENT OF THE VODICKA  
PROPERTY PURSUANT TO AGREEMENT WITH THE VILLAGE OF SUSSEX**

---

**WHEREAS**, the Town of Lisbon and the Village of Sussex entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement (Agreement) on January 22, 2001 pursuant to Chapter 66.0225 Wis. Stats.; and

**WHEREAS**, the Waukesha County Circuit Court incorporated the Agreement as a judgement of the Court which was entered on March 12, 2001, (case Number 99CV2407), which is its effective date; and

**WHEREAS**, the Agreement provides in Article II (C) (1), a process by which property owners within the Village Growth Area (VGA) may detach from the Town of Lisbon and attach to the Village of Sussex; and

**WHEREAS**, the Town of Lisbon has received a petition for detachment and attachment from the Village of Sussex for the property located at W233N5801 Waukesha Avenue, LSBT 0248.984, as shown on the attached petition, legal description and map; and

**WHEREAS**, the Town Clerk reviewed the petition and property description and verified that the subject property is within the VGA; and

**WHEREAS**, the Town Clerk has received a copy of the Ordinance of the Village of Sussex approving the attachment of the above described property; and

**WHEREAS**, Article II (B) provides that the Town of Lisbon shall detach any lands for which the Town receives a petition for detachment which are located within the VGA; now

**THEREFORE BE IT ORDAINED**, that the Town Board of the Town of Lisbon finds that the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the agreement, and hereby approves the detachment of the property described above pursuant to Article II of the Agreement and directs the Town Clerk to forward a certified copy of this ordinance to the Village of Sussex Clerk.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of May, 2020.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Rick J. Goeckner, MMC  
Town of Lisbon Interim Clerk



**PETITION FOR**  
**DETACHMENT AND ATTACHMENT**

**TOWN OF LISBON**

**VILLAGE OF SUSSEX**

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Sussex, Waukesha County, Wisconsin.



I/We, the undersigned, being the owner(s) of the land described within this petition, hereby petition the Town of Lisbon for detachment and the Village of Sussex for attachment of the following described real estate presently located within the Town of Lisbon,

Address of requested property W240 N 6859 Maple Ave  
Tax Key # 0229994

Pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement dated January 22, 2001, and entered by the court on March 2, 2001 (Case No. 99 CV 2407).

The total area of the Land to be detached is 2 acres, more or less.

The number of people residing on the land to be detached is 4.

A legal description and scale map of the property is attached to this petition. Additional attached documents, if any.

Owner signature [Signature] Date 4-8-20

Print name Anthony Vodicka

Address W240 N 6859 Maple Ave

Daytime phone # 262 894 0579

Owner signature Jami M Vodicka Date 4-8-20

Print name JAMI M VODICKA

Address W240 N 6859 Maple Ave

Daytime phone # 262 - 370 - 8275

Attach additional copies of this petition as needed for signatures.

**This form and attached information must be filed with both the Town Clerk and the Village Clerk**

**Print Form**

**Clear Form**

Real Property

1. The legal description of the Property is as follows: CERT SURV 1191 VOL 8/57 PT SE1/4 NE1/4 SEC 22 T8N R19E VOL 1186/217 DEEDS

Tax Key Id: LSBT022994, which includes the fixtures and improvements located on the Property that are listed within this Offer. All property included within is referred to as the "Property".

RECEIVED  
APR 08 2020  
TOWN OF LISBON

# PLAT OF SURVEY

DESCRIPTION OF LANDS BEING CERTIFIED SURVEY MAP NO. 1191 LOCATED IN PART OF THE SOUTHEAST 1/4 OF SECTION 22, TOWNSHIP 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, Donald W. Lenz, Professional Land Surveyor for the State of Wisconsin, hereby certify that I have at the order of Jami and Anthony Vodicka, as owners thereof, surveyed lands being Certified Survey Map No. 1191, as recorded in the Office of the Register of Deeds for Waukesha County, Wisconsin on May 1, 1976, as Document Number 759403 in Volume 8, on Pages 57 and 58 of Certified Survey Maps, located in part of the Southeast 1/4 of Section 22, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin. Containing 1.7989 acres (78,359 sq. ft.). Being subject to all easements and restrictions of record. I further certify that I have surveyed the property described herein, and that the map shown on this Plat of Survey is a true representation thereof to the best of my knowledge and belief. This survey is made for the use of the present owners of the property, also for those who purchase, mortgage, or guarantee the title thereto, as of the date hereon. I further certify that such survey is a correct representation of all exterior boundaries of the land surveyed and the map made thereof, and that I have fully complied with the provisions of Chapter A-E 7 of the Wisconsin Administrative Code and the Wisconsin State Statutes in surveying and mapping the same.

GREEN LAKE SURVEYING COMPANY  
Green Lake, Wisconsin

*Donald W. Lenz*  
Donald W. Lenz, P. L. S. No. S-2003  
Dated this 12th day of March, 2020.

REFERENCE BEARING: THE EAST LINE OF THE NE 1/4 OF SECTION 22, T8N, R17E WAS USED AS THE REFERENCE BEARING AND HAS A BEARING OF NORTH 00°09'14" EAST BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE NAD 27 DATUM)  
ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.



SCALE: 1" = 30'

**LEGEND:**

- SECTION CORNER CONCRETE MONUMENT WITH 3" DIA. BRASS CAP FOUND
- 1 1/2" DIA. IRON PIPE FOUND
- 1" DIA. IRON PIPE FOUND
- PIN IN TREE FOUND
- 3/4" DIA. X 18" REBAR SET 1.50 LBS PER LINEAL FOOT UNLESS NOTED



(NORTH REC. AS)  
N 00°08'07" E

(256.00' REC. AS)  
256.22'

305.92'  
(306.00 REC. AS)

(EAST REC. AS)  
S 89°50'46" E

SE 1/4  
NE 1/4

**JAMI AND ANTHONY VODICKA**  
**LOT 1**  
**CSM NO. 1191**

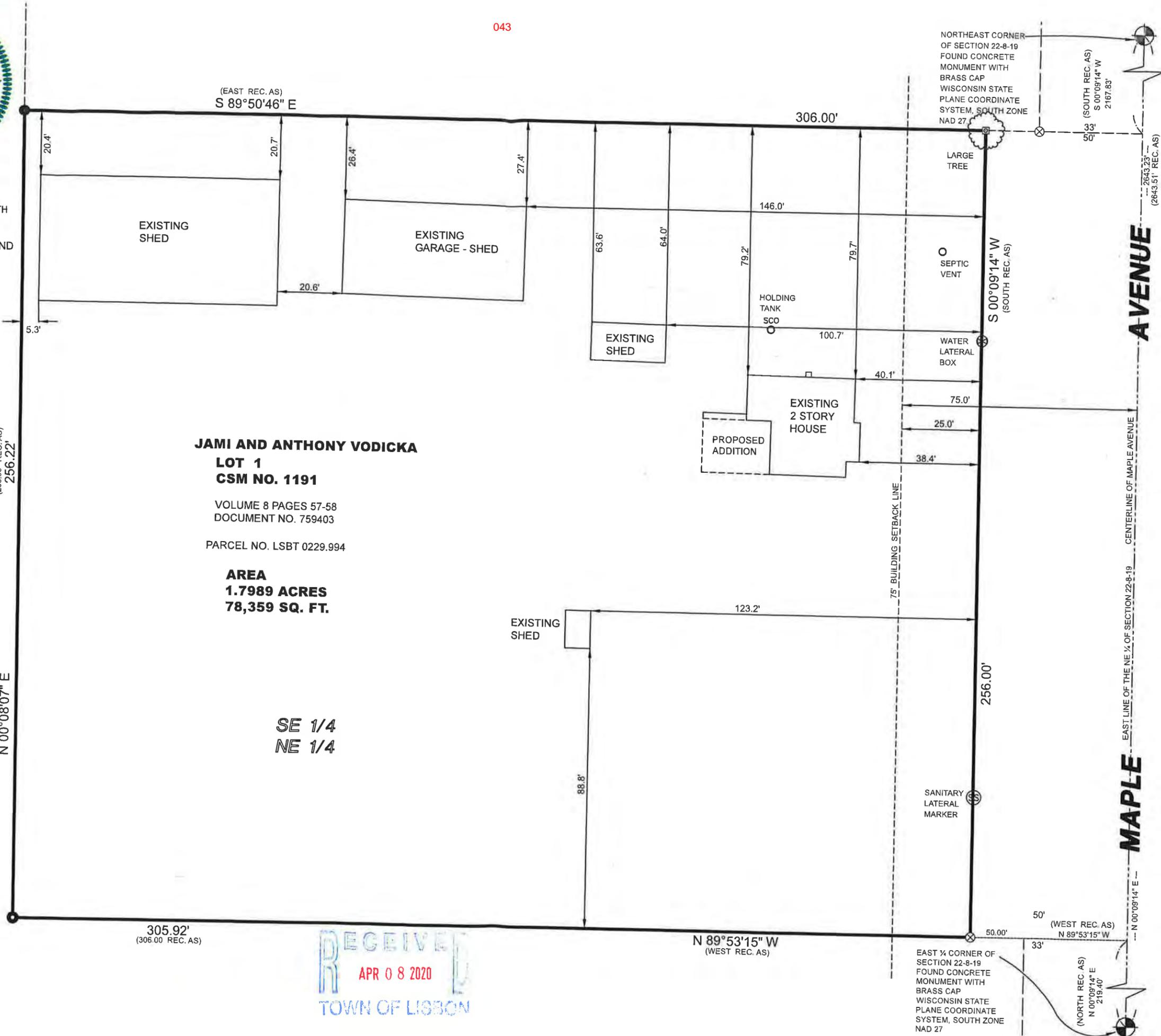
VOLUME 8 PAGES 57-58  
DOCUMENT NO. 759403

PARCEL NO. LSBT 0229.994

**AREA**  
**1.7989 ACRES**  
**78,359 SQ. FT.**



043



40'

40'

STATE OF WISCONSIN                      VILLAGE OF SUSSEX                      WAUKESHA COUNTY

**ORDINANCE 867**

**APPROVING THE ATTACHMENT OF PROPERTY  
WITHIN THE VILLAGE GROWTH AREA UNDER THE BOUNDARY STIPULATION  
AND INTERGOVERNMENTAL COOPERATION AGREEMENT  
WITH THE TOWN OF LISBON**

WHEREAS, the Village of Sussex and the Town of Lisbon entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement (“Agreement”) on January 22, 2001, pursuant to §66.0225, and;

WHEREAS, the Waukesha County Circuit Court incorporated the Agreement as the judgment of the Court which was entered on March 12, 2001, (Case No. 99 CV 2407) which is its effective date, and;

WHEREAS, the Agreement provides in Article II, C. 1., a process by which property owners within the Village Growth Area (“VGA”) may detach from the Town of Lisbon and attach to the Village of Sussex, and;

WHEREAS, the Village of Sussex has received a petition for detachment and attachment from Anthony and Jami Vodicka, hereinafter collectively referred as “Petitioner”, owner of the property located at W240N6859 Maple Avenue Tax Key No. LSBT0229994, as shown on the attached petition, legal description and map, and;

WHEREAS, the Village Clerk reviewed the petition and the property description and verified that the subject property is within the VGA, and;

WHEREAS, Article II, B provides that the Village of Sussex may attach any lands for which the Village receives a petition for detachment and attachment which are located within the VGA without contest by the Town, and;

WHEREAS, in accordance with the Land Use Map this parcel is designated with a Medium Density Single Family Use and the properties surrounding this property are zoned Residential therefore the appropriate zoning would be RS-4 Single Family Residential District, and

WHEREAS, any development to the property will require extending public utilities and shall be done in accordance with Village practices, policies and procedures, and

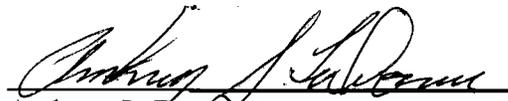
THEREFORE BE IT ORDAINED, that the Village Board of the Village of Sussex finds that the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the Agreement, and hereby approves the attachment of the property described above pursuant to Article II of the Agreement and directs the Village Clerk to forward a certified copy of this Ordinance to the Town of Lisbon Clerk.

BE IT FURTHER ORDAINED that this property is placed in Ward 5.

BE IT FURTHER ORDAINED that this property is zoned RS-4 Single Family Residential District all hereto and incorporated herein.

BE IT FINALLY ORDAINED, as part of this attachment to the Village said property owner is now placed on notice of the advanced utility work, the costs and obligations of the same, the public purpose for said work and acknowledges the same.

Dated this 7 day of May, 2020.

  
Anthony LeDonne  
Village of Sussex President

Attest: Samuel E. Liebert  
Sam E. Liebert  
Village Clerk

# MEMORANDUM

SENT VIA EMAIL

**To:** Town of Lisbon Board of Supervisors  
**From:** Sandy Scherer, Town of Lisbon Community Assistance Planner  
**Subject:** Bald Release and Recreation of Restrictions  
**Date:** May 11, 2020

This Memorandum is to accompany the Release and Recreation of Restrictions document for Craig Bald.

- As outlined in the Release and Recreation of Restrictions document, Mr. Bald proposes to minimally encroach on the existing Isolated Natural Resource Area (INRA) surveyed on the Twin Pine Farms subdivision plat with an in ground swimming pool project.
- Review of the current conditions by the Department of Parks and Land Use staff and revisions to the proposal by the property owner have resulted in the minimal encroachment and the staff is therefore recommending the Release and Recreation of Restrictions be approved which will adjust the location of the INRA so that the owner can construct his pool as proposed herein without compromising the INRA.
- The owner has been asked to provide construction fence at the drip lines of all of the trees for their protection during construction.
- The owner should consult with the Town staff regarding any required land altering permits, permits for retaining walls and the pool itself, as well as erosion control.

*It is recommended the Town Board approve of the Release and Recreation of Restrictions.*

The next steps are:

The Town Chair and Town Clerk sign and acknowledge the document.

The Town returns the document to Waukesha County for County signatures.

The County provides the signed document to the owner for recordation in the Register of Deeds office.

Attachment: Release and Recreation of Restrictions

**RESTRICTIONS (RELEASE AND RECREATION)**

Lot 33, Twin Pine Farm

**LEGAL DESCRIPTION:** Lot 33, Twin Pine Farm, which includes an undivided interest in outlots 1-10 Twin Pine Farm and an undivided interest in outlots 11-16 Twin Pine Farm II, located in the SW ¼ and SE ¼ of the SE ¼ of Section 6, the NW ¼ and part of the N ½ of the SW ¼ of Section 7, T8N, R19E, Town of Lisbon, Waukesha County, Wisconsin

**Recording Area****Parcel Identification Number (PIN):**

LSBT 0170.033

**Name and Return Address:**

Waukesha Co. Dept. Parks and Land Use  
Planning and Zoning Division  
515 W. Moreland Blvd. Rm AC 230  
Waukesha, WI 53188

**RELEASE FROM, AND RECREATION OF, RESTRICTIONS FOR LOT 33, TWIN PINE FARM, TOWN OF LISBON**

WHEREAS, Twin Pine Farm is a recorded sixty-six (66) lot subdivision plat in the Town of Lisbon, Waukesha County, Wisconsin, recorded as Document No. 3338886 on November 18, 2005, and

WHEREAS, the recorded plat contains an Isolated Natural Resource Area (INRA) and Isolated Natural Resource Preservation Restrictions, and

WHEREAS, part of Lot 33 is part of a surveyed INRA designated on the recorded subdivision plat, and

WHEREAS, the INRA is subject to Isolated Natural Resource Preservation Restrictions contained on the recorded subdivision plat, and

WHEREAS, the Preservation Restrictions prohibit grading and filling, the removal or destruction of certain vegetative cover, and the introduction of non-indigenous plant material, among other restrictions, and

WHEREAS, the owner of Lot 33 has proposed an in-ground swimming pool project depicted on Exhibit A attached which involves, at a minimum, grading and filling activity which encroaches on the existing INRA designated on the recorded subdivision plat recorded as Document No. 3338886, and which violates the Preservation Restrictions of the recorded plat.

NOW, THEREFORE, Waukesha County and the Town of Lisbon have determined that the INRA as surveyed on Lot 33 of the recorded Twin Pine Farm plat can be released and adjusted as depicted on Exhibit B attached to accommodate the proposed project depicted on Exhibit A attached, and the undersigned hereby recreate the INRA as depicted on Exhibit B attached which delineates the revised INRA location on Lot 33 Twin Pine Farm.

**Lisbon Town Board**

This Release and Recreation of Restrictions was approved by Town Board action on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Town Chair

\_\_\_\_\_  
Town Clerk

**ACKNOWLEDGMENT**

STATE OF WISCONSIN  
COUNTY OF WAUKESHA

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by \_\_\_\_\_, Town Chair, and \_\_\_\_\_, Town Clerk, on behalf of the Town of Lisbon.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My commission expires: \_\_\_\_\_

**Waukesha County Department of Parks and Land Use**

The above, which has been filed as required by Chapter 236 of the Wisconsin State Statutes, is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Dale R. Shaver, Director

STATE OF WISCONSIN)  
COUNTY OF WAUKESHA) <sup>SS</sup>

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, \_\_\_\_\_ to be known to be the representative who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Attachments:**    **Exhibit A**  
                          **Exhibit B**

This instrument was drafted by the *Waukesha County Department of Parks and Land Use*

# EXHIBIT "A"

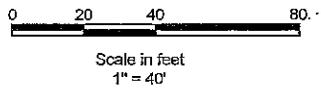
## Plat of Survey for Craig Bald

Lot 33, Twin Pine Farm, all of the Southwest 1/4 and Southeast 1/4 of the Southwest 1/4 of Section 6, all of the Northeast 1/4, Southeast 1/4, Southwest 1/4 and the Northwest 1/4 of the Northwest 1/4, and part of the Northeast 1/4 and the Northwest 1/4 of the Southwest 1/4 of Section 7, Town 8 North, Range 19 East, Town of Lisbon, County of Waukesha, State of Wisconsin.

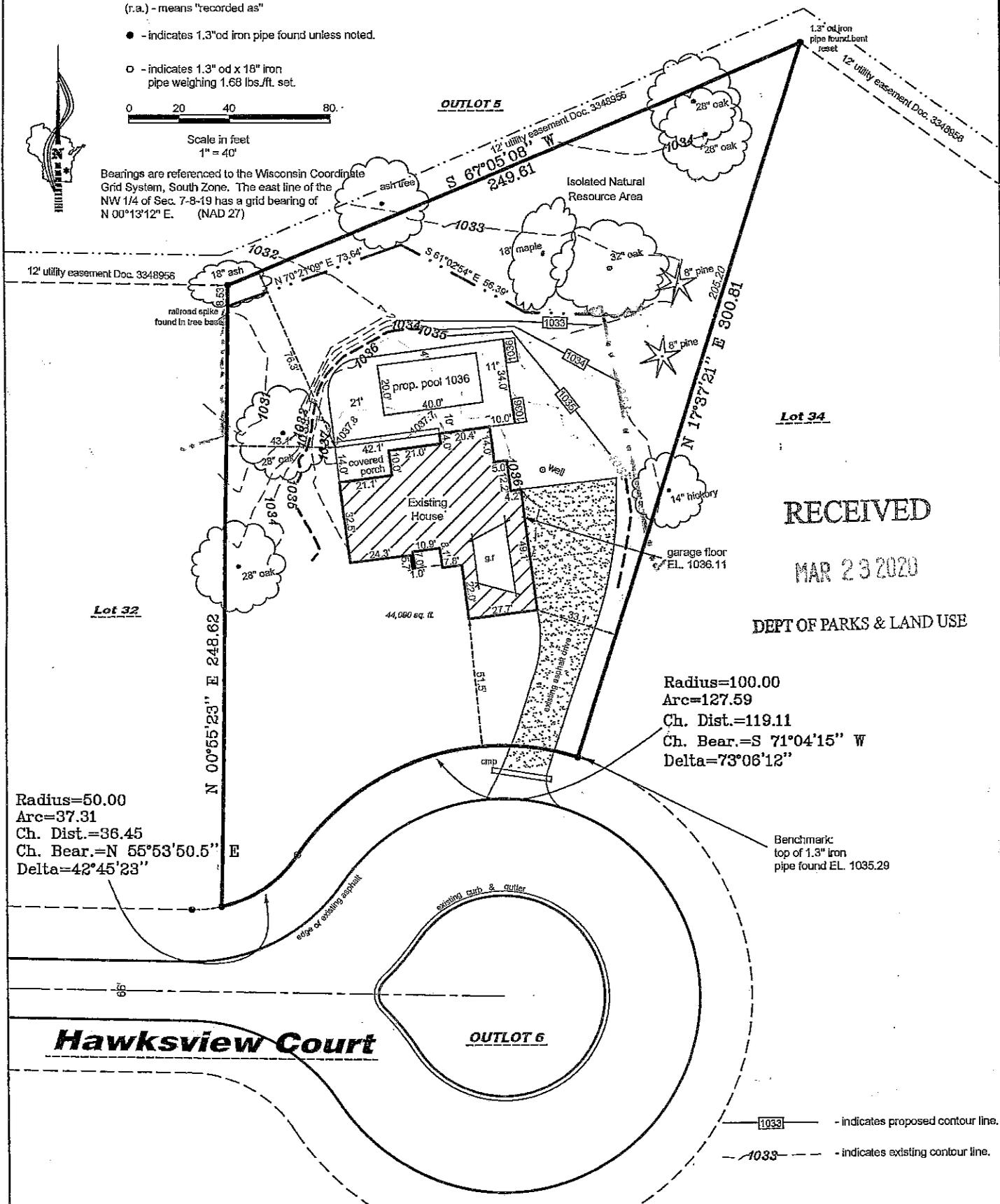
(r.a.) - means "recorded as"

● - indicates 1.3" od iron pipe found unless noted.

○ - indicates 1.3" od x 18" iron pipe weighing 1.68 lbs./ft. set.



Bearings are referenced to the Wisconsin Coordinate Grid System, South Zone. The east line of the NW 1/4 of Sec. 7-8-19 has a grid bearing of N 00°13'12" E. (NAD 27)



Lot 34

RECEIVED

MAR 23 2020

DEPT OF PARKS & LAND USE

Radius=50.00  
Arc=37.31  
Ch. Dist.=36.45  
Ch. Bear.=N 55°53'50.5" E  
Delta=42°45'23"

Radius=100.00  
Arc=127.59  
Ch. Dist.=119.11  
Ch. Bear.=S 71°04'15" W  
Delta=73°06'12"

Benchmark  
top of 1.3" iron  
pipe found EL. 1035.29

**Hawkview Court**

1033 - indicates proposed contour line.  
1033 - indicates existing contour line.

State of Wisconsin)  
Washington County)s.s.

I certify that I have surveyed the above described (Property), and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, and roadways, to the best of my knowledge and belief.

This survey is made for the exclusive use of the present owners of the Property, for one (1) year from date hereof.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020. \_\_\_\_\_  
Professional Land Surveyor

Accurate   
Surveying & Engineering LLP

Land Surveying, Consulting, Developing  
2911 Wildlife Lane  
Richfield, WI 53076  
262 677-2120

# EXHIBIT "B"

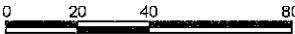
## Plat of Survey for Craig Bald

Lot 33, Twin Pine Farm, all of the Southwest 1/4 and Southeast 1/4 of the Southwest 1/4 of Section 6, all of the Northeast 1/4, Southeast 1/4, Southwest 1/4 and the Northwest 1/4 of the Northwest 1/4, and part of the Northeast 1/4 and the Northwest 1/4 of the Southwest 1/4 of Section 7, Town 8 North, Range 19 East, Town of Lisbon, County of Waukesha, State of Wisconsin.

(r.a.) - means "recorded as"

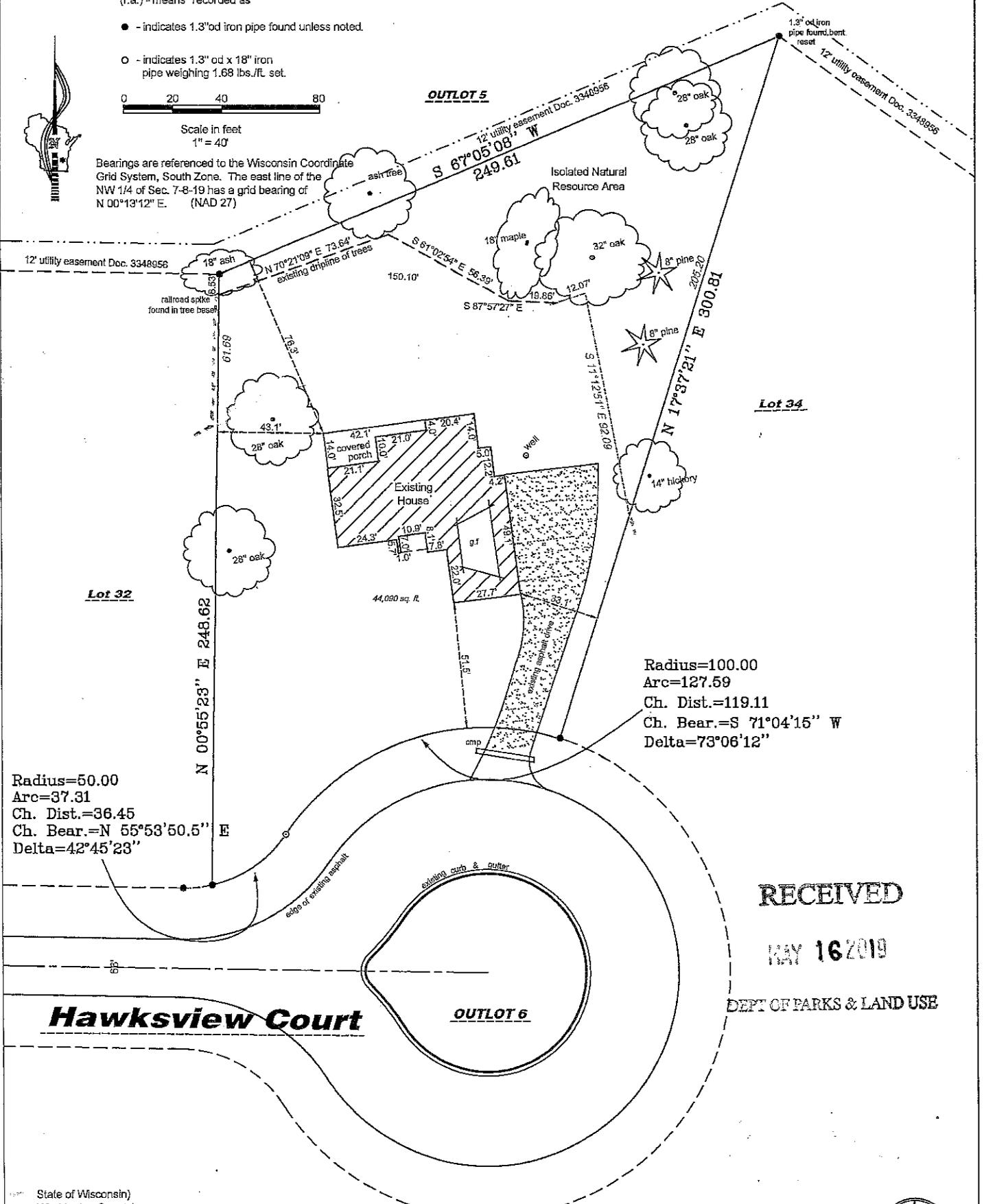
● - indicates 1.3" od iron pipe found unless noted.

○ - indicates 1.3" od x 18" iron pipe weighing 1.68 lbs./ft. set.



Scale in feet  
1" = 40'

Bearings are referenced to the Wisconsin Coordinate Grid System, South Zone. The east line of the NW 1/4 of Sec. 7-8-19 has a grid bearing of N 00°13'12" E. (NAD 27)



Radius=50.00  
Arc=37.31  
Ch. Dist.=36.45  
Ch. Bear.=N 55°53'50.5" E  
Delta=42°45'23"

Radius=100.00  
Arc=127.59  
Ch. Dist.=119.11  
Ch. Bear.=S 71°04'15" W  
Delta=73°06'12"

RECEIVED

MAY 16 2019

DEPT OF PARKS & LAND USE

State of Wisconsin)  
Washington County)s.s.

I certify that I have surveyed the above described (Property), and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, and roadways, to the best of my knowledge and belief.

This survey is made for the exclusive use of the present owners of the Property, for one (1) year from date hereof.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019. \_\_\_\_\_  
Professional Land Surveyor

Accurate   
Surveying & Engineering LLP

Land Surveying, Consulting, Developing

2911 Wildlife Lane  
Richfield, WI 53076

262 677-2120



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Recommendations from Plan Commission

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, May 7, 2020

**RECOMMENDATION:** Approve Plan Commission Recommendations

## EXPLANATION

### **David Grgich Conditional Use Permit for a Limited Family Business.**

This request is for a Conditional Use for a Limited Family Business to operate a driveway sealcoating, landscaping and snowplow business at his primary residence on Lake Fire Road. The site is approximately 6 acres in size and is zoned A-5 Mini Farm. Limited Family Businesses are allowed in the A-5 district by Conditional Use Permit. The applicant anticipates himself, his son and one (1) other employee to be working. The driveway and landscaping operations will generally have seasonal work hours between 6am and 9pm. The snowplow operations will generally be off-season. All mechanical work will be done inside the garage.

### **Stark Pavement Corporation Conditional Use Permit for a Major Grading Permit.**

This request is for Stark Pavement Corporation and they are proposing to expand their existing aggregate stockpiling area in order to improve the efficiency of the asphalt plant. They will need to grade approximately 180,000 sq. ft. of ground area, plus associated drainage improvements, in order to do so. The property is located at the County Highway K, west of the intersection with County Highway F. Plan Commission members requested a berm be installed on the west side of the parcel to cut down on any noise that may carry. The applicant stated they will do that, but they are required to come back to Plan Commission again for another Conditional Use Permit for a Major Grading Permit.

### **Hillside Ridge Subdivision Preliminary Plat.**

This request is for the Hillside Ridge Subdivision which contains 79 acres located northeast of STH 164, west of Hillside Road, and north of the residential lots and church on Howard Lane. The Plat and SDP are modified re-submittals of applications that the Town reviewed in fall of 2019; the applicant needed to start over with the project after soil conditions in the south end of the site prompted revisions to the plat layout. The changes include the removal of a cul-de-sac road in the southwest corner of the plat and the addition of a lot in the southeast corner along Hillside Road, for a total reduction in the number of lots from 54 to 48. The revised Plat consists of 48 lots and seven (7) outlots. Lots will be accessed by three new public streets – an extension of Beverly Lane, a new temporary cul-de-sac extending westward from Beverly Lane to the edge of the plat ("Highland Drive"), and a new permanent cul-de-sac extending east off of Beverly Lane ("Ridgeline Court"). The lots would be served with well and septic.

**Resolution 10-20, Hillside Ridge Specific Development Plan.**

This request is for the Hillside Ridge Subdivision Specific Development Plan (SDP) which was reviewed under the Town's Ordinance, Section 33 – Planned Unit Development Ordinance, as well as Ordinance 06-19 which approved the PUD overlay and the General Development Plan (GDP) for this development. The SDP complies with the conditions from Ordinance 06-19. It is consistent with the approved GDP and adds detail. At the request of the Plan Commission, the developer included an internal trail network and a planned tot lot (small park) to add neighborhood amenities in exchange for smaller lot sizes. The paved walking trail would be located in outlots and would be privately owned and maintained, but built to Town standards. The plat shows the tot lot park located within Outlot 1.

I recommend approval of all of the items.



**RECEIVED**

By Gina Gresch at 2:15 pm, Apr 23, 2020

600 W. Virginia Street, Suite 601  
Milwaukee, WI 53204  
(262) 875-5000 phone  
(608) 826-0530 FAX  
www.vierbicher.com

April 22, 2020

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

Re: David Grgich – Conditional Use Permit Application Review

Dear Plan Commission Members:

The above-referenced Conditional Use Permit (CUP) and Site Plan/Plan of Operation application was received in our office for review on behalf of the Town of Lisbon, along with a statement of intent, an aerial photo of the operation, and a copy of the zoning regulations, as addressed by the applicant.

### Summary

David Grgich is proposing to operate a landscaping, driveway sealcoating, and snowplow business as a Limited Family Business at his primary residence on Lake Fire Road. The site is approximately 6 acres in size and is zoned A-5 Mini Farm. Limited Family Businesses are allowed in the A-5 district by Conditional Use Permit. The applicant anticipates himself and one (1) other employee to be working. The driveway and landscaping operations will generally have seasonal work hours between 6am and 9pm. The snowplow operations will generally be off-season.

### Application Review

The parcel is subject to compliance with the Town Code Chapters 11, 12, 13, other applicable Chapters.

### Background Information

Property owner: David Grgich

Location: East of the intersection of Moraine Dr. and Silver Spring Drive.

Tax Key: LSBT 0220998009

Adjacent land uses and zoning:

North: Undeveloped platted residential subdivision (zoned R-1 Suburban Single Family Residential)

South: Agricultural (zoned A-5 Mini Farm)

East: Residential Subdivision (zoned R-1 Suburban Single Family Residential)

West: Self-storage and convenience stores/gas station (zoned B-3 General Business District)



Existing and Proposed Zoning: A-5 Mini Farm, proposed CUP and SPPOO for driveway, landscaping, and snowplow Limited Family Business.

Future Land Use: " Rural density and Other Agricultural Land" (see inset map image)

### **Conditional Use Permit (CUP) Review**

Chapter 11 of the Town Ordinances (Zoning Code) lays out the requirements for application and approval of Conditional Use Permits in the Town. Certain uses of a special nature require the approval of a Conditional Use Permit by the Town. The basis for approval of the CUP is based on the following five standards. Per Sec. 4(d) of the Zoning Code, the Plan Commission may deny the conditional use request if it concludes, based upon the information submitted, that the proposed use and/or development would likely:

1. Materially endanger the public health, general welfare, and safety.
2. Be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factor.
3. For any other reason cause a substantially adverse effect on property values.
4. Be inharmonious with the area in which it is to be located.
5. Will not be in general conformity with the land use plan, comprehensive plan, transportation plan, environmental plan, park, and recreational plan, or other officially adopted plan.

### **Consistency with Comprehensive Plan**

The proposed use is consistent with the Town Comprehensive Plan, including the Future Land Use Map. The Future Land Use Map designates this area as "Rural density and Other Agricultural Land" and the proposed use is for a Limited Family Business on a large well-landscaped lot with no outdoor storage. The site is located along County Highway VV and is adjacent to a self-storage operation, farm operations, and large-lot residential subdivisions.

### **Site Plan and Plan of Operation Review Standards**

The Site Plan and Plan of Operation outlines the operation and provides details on the specifics of the operation. Some relevant sections of the Chapter 11 have been provided showing the applicant has reviewed and agreed to comply with the relevant sections. As no grading, site work, or construction has been proposed, the to-scale aerial photo serves as the site plan.

### **Consistency with Zoning**

The proposed CUP and SPPOO propose a landscaping, driveway sealcoating, and snowplow business as a Limited Family Business at the applicants primary residence on Lake Fire Road. The A-5 Mini Farm zoning district allows for "Limited Family Business" as a Conditional Use. A "Limited Family Business" is defined as a "small, home occupation type business operated by a family or family member where personal business services are performed or assistance is given (as opposed to products) involving predominantly professional operations". This application meets this definition. In addition, there are a number of requirements to be met in order to grant a condition use. These include the following;

- i. The property is located in the A-10, A-5, A-3, R-1 or R-2 zoning district.
- ii. The main portion of the business is run by members of the family residing on the premises, who is also the owner of the business.
- iii. The business does not employ more than one (1) person who is not a resident on such lot, whether they are family members or not.
- iv. The business is operated in the residence, the attached garage, or detached accessory building, and only where the principal use of the property is single family residential and where the business use is clearly incidental to the use of the property for residential purposes.
- v. The business is operated entirely within a building(s).
- vi. The business is run primarily for monetary gain or financial support.
- vii. There is no manufacturing or assembling of products, and/or no sale of products on the premises unless the products are those produced by the LFB/SOB.

- viii. Such business does not include conduct of any retail (other than subsection G above) or wholesale business on the premises, nor the removal of sand, gravel or stone from the premises for commercial purposes.
- ix. Such business does not include the use of any machinery, tools, or other appliances, unless specifically allowed by the Conditional Use Permit.
- x. Such business does not occupy more than twenty (20) percent of the site.
- xi. Adequate off-street parking facilities are provided adjacent, or reasonably adjacent, to the building that houses such business.
- xii. The nameplate does not exceed three (3) square feet in area.
- xiii. Such business does not affect the residential character of the property or the neighborhood in the sole determination of the Town Plan Commission.
- xiv. Such business does not adversely affect the exterior of the structure or the property in the sole determination of the Town Plan Commission.
- xv. The limited family business must operate on a parcel having at least the minimum parcel size required for the district in which it is located.

The CUP and SPPOO application meets these requirements. The applicant has indicated conformance with these regulations and submitted as part of the application. Specifically, there is extensive driveway and parking space available on the property large enough to park the proposed one (1) truck and two (2) trailers. Employees will be limited to family-members and/or one (1) non-family employee as needed. Although, the majority of the business will be conducted by the applicant. No outdoor events, storage, dumpsters, or signage is proposed. The property is heavily wooded and shield from view from the County Highway as well as neighboring properties.

In addition, there are minimum conditions which shall be imposed as part of any approval.

### **Recommendation**

If the Plan Commission would require additional materials they have the ability to table the CUP application and/or the SPPOO application. If the Plan Commission is generally comfortable with the CUP and the SPPOO request, they may conditionally approve it. Recommended conditions may include:

1. The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans.
2. 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 occupancy permits.
3. 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 occupancy permits.
4. The Town Engineer review the site plans to ensure the site is in compliance with the respective Town codes. Non-objection from the Town Engineer and correction of any deficiencies prior to issuance of SPPOO approval.
5. The Waukesha County Environmental Health Division may review and approve of the uses on the subject property, prior to the issuance of any permits.
6. Any unauthorized expansion of the limited family business will be subject to an amendment to the conditional use permit and, if said amendment is denied, the existing use may not be able to operate, any proposed expansion could not take place, and/or the existing conditional use permit could be terminated.
7. All employees, except one full-time equivalent, shall be members of the family residing on the premises.

April 23, 2020

Page 4 of 4

8. The plan commission shall determine the total percentage of the buildings that may be devoted to the limited family business. However, the total percentage used shall not exceed 20% of what is available.
9. The limited family business is restricted to a service oriented business or home occupation type business and is prohibited from manufacturing or assembling products. The sale of products on the premises, which are not produced by the limited family business, is prohibited. The limited sale of products as accessories to the business may be permitted or limited by specific conditions in the conditional use permit.
10. The conditional use permit shall restrict the number and types of machinery and equipment the limited family business operator may be allowed to bring onto the premises, and the machinery and equipment must be stored inside a building. If the use of any machinery, tools, or other appliances can reasonably be construed as creating an abnormal nuisance to the surrounding property owners, the Town Plan Commission may consider termination of said business after a public hearing is held.
11. The structures used in the limited family business shall be considered to be residential accessory buildings and shall meet all of the requirements for such buildings. The design and size of the structures are subject to conditions in the conditional use permit.
12. The conditional use permit shall automatically expire and terminate upon the sale of the property or its transfer to a non-occupant of the property.
13. The limited family business shall not operate on a parcel having less than the minimum parcel size required for the district in which it is located. For certain uses that are determined by the town to have a potential adverse affect on adjacent residential zoned properties, additional requirements regarding location and site standards (i.e. screening) may be required as conditions of the conditional use permit.
14. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.
15. 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 Conditional Use Permit and/or Site Plan/Plan of Operation permit, as applicable, with all the zoning procedures at the time of being followed.
16. The Town reserves the right to review any condition imposed as part of this Conditional Use Permit and 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 CUP and/or SPPOO Permits or termination of the use.

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. We will be in attendance at the April Plan Commission meeting to answer any questions.

Sincerely,

Joshua Langen, AICP  
Community Development Planner

Rachel Holloway, AICP  
Town Planner

cc: Gina Gresch, Town Administrator, Town of Lisbon



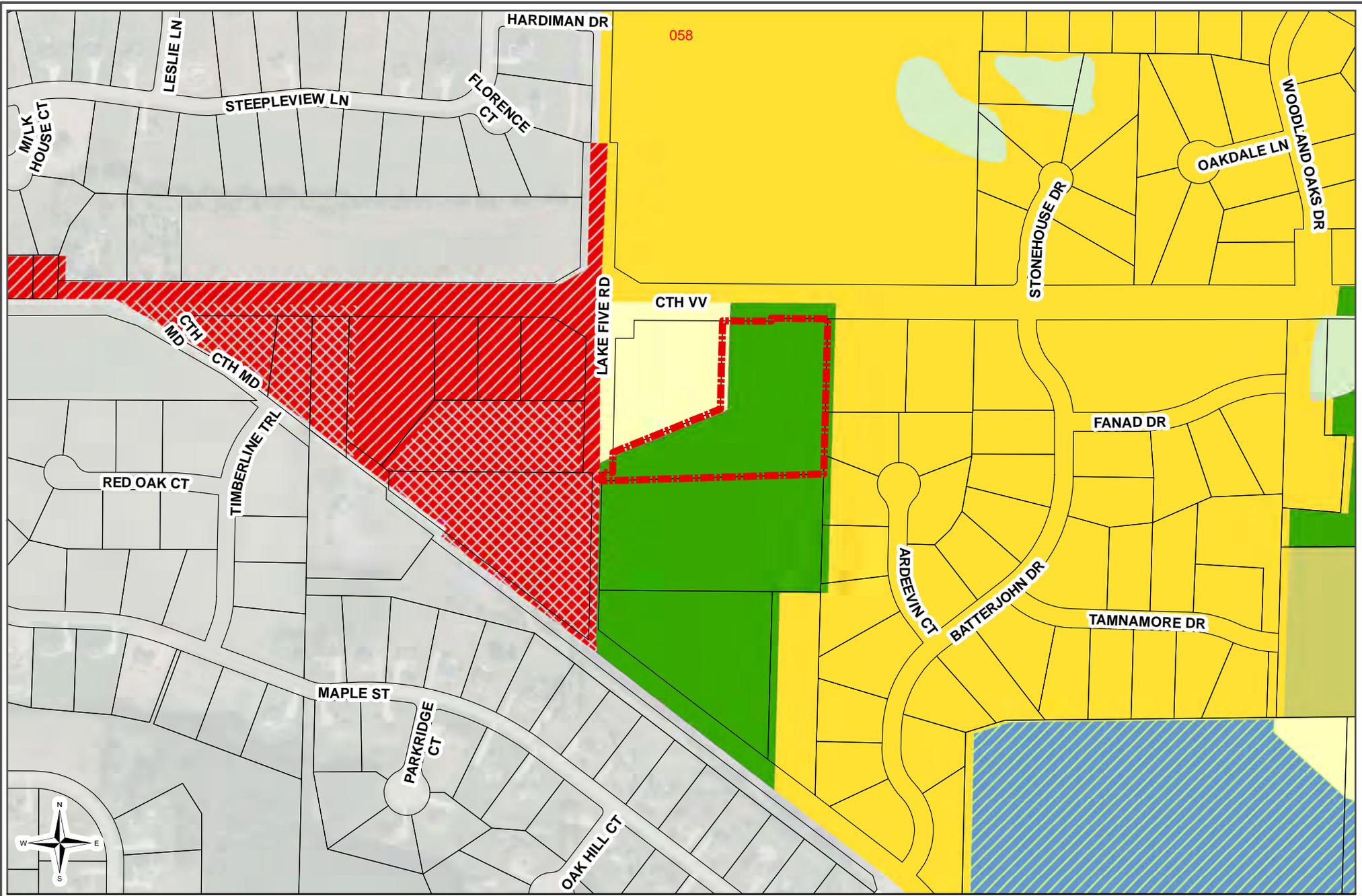
Exhibit A: Parcel 0220.998.009 Site Map  
*Town of Lisbon*



 Subject Property

**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



# Exhibit B: Parcel 0220.998.009 Zoning Map

Town of Lisbon



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

Subject Property

**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



059

pd 2/24/20

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

W274 N6710 Lake Fire Rd. Lisbon, WI 53089  
 Property Address City Zip

LSBT 0220 998 009 6.02 ac A-5  
 Tax Key/Parcel ID # Lot Size Current Zoning

## Property Owner

David Ergich / Driveway Maintenance  
 Name / Company Name

\_\_\_\_\_  
 Signature

W274 N6710 Lake Fire Rd.  
 Address

Lisbon WI 53089  
 City State Zip

262-538-1010 drivewaydave@gmail.com  
 Phone E-mail Address

## Applicant

David Ergich  
 Name

Driveway Maintenance  
 Company

W274 N6710 Lake Fire Rd.  
 Address

Lisbon WI 53089  
 City State Zip

262-366-1818 drivewaydave@gmail.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.



060

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

### PETITION FOR A CONDITIONAL USE PERMIT

#### Property Owner

David Grgich / Driveway Maintenance

Name / Company Name

Signature

W274 N6710 Lake Five Rd.

Address

Lisbon WI 53089

City State Zip

262-538-1010 drivewaydave@gmail.com

Phone E-mail Address

#### Applicant

David Grgich

Name

Driveway Maintenance

Company

W274 N6710 Lake Five Rd.

Address

Lisbon WI 53089

City State Zip

262-366-1818 drivewaydave@gmail.com

Phone E-Mail Address

#### Property Information

W274 N6710 Lake Five Rd

Property Address

Lisbon, WI 53089

City Zip

LSBT 0220 998 009

Tax Key/Parcel ID #

6.02 ac

Lot Size

A-5

Current Zoning

#### Conditional Use Information

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

<u>I run a small driveway sealcoating, landscaping, snowplowing service.</u>	

RECEIVED  
FEB 24 2020  
TOWN OF LISBON

INTERNAL USE ONLY		
Amount Due: \$ <u>350<sup>00</sup></u>	Check # _____	Date Paid: <u>2-24-20</u>

## Conditional Use Information:

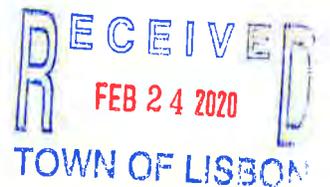
With the number of trees that line my property it provides for a very private setting where the general public cannot see onto the property from any of the surrounding public roads.

In addition, the neighbors are separated from the property by woods, natural landscaping, and acres of land.

David H Gagich

Phil H. Gagich

2/20/20



062

Lake Five Rd

Lake Five Rd

Lake Five Rd

Silver Spring Dr

W

Waukesha Wv

Silver Spring Dr

W274N6710  
Lake Five Road

Google



**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 David Grgich  
ADDRESS W274 N6710 Lake Five Rd Lisbon, WI 53089  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
PHONE 262-366-1818 EMAIL drivewaydave@gmail.com

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

NAME David Grgich  
ADDRESS W274 N6710 Lake Five Rd. Lisbon, WI 53089  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
PHONE 262-366-1818 EMAIL drivewaydave@gmail.com

**PROJECT NAME** Driveway Maintenance



**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 David Grgich  
ADDRESS W274 N6710 Lake Fire Rd Lisbon WI 53089  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
PHONE 262-366-1818 EMAIL driveway dave @ gmail .com

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

NAME David Grgich  
ADDRESS W274 N6710 Lake Fire Rd Lisbon WI 53089  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
PHONE 262-366-1818 EMAIL driveway dave @ gmail .com

COMMENTS:

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

Town Official Accepting Form

2-24-20

Date



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)

Formalizing business operations in compliance with CUP regulations

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

### BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT 0220 998 009      Acres 6.02 ac      Zoning A-5

Business Name & Contact Person: Driveway Maintenance - David Grgich

Full Address (include City & Zip): W274 N 6710 Lake Five Rd Lisbon, WI 53089

Phone Number & Email: 262-366-1818 drivewaydave@gmail.com

Signature & Date: *David Grgich* 2/23/20

\*\*\*\*\*

Property Owner Name: David Grgich

Full Address (include City & Zip): W274 N 6710 Lake Five Rd Lisbon WI 53089

Phone Number & Email: 262-366-1818 drivewaydave@gmail.com

Signature & Date: *David Grgich* 2/23/20

1. Is this business replacing another business?  Yes  No

a. If yes, what is the prior business' name: N/A

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

a. If yes, please explain: N/A

**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.

Small driveway Sealcoating, landscaping,  
lawn, Snowplowing Service. Parking (1) truck  
and (2) trailers outside if and when necessary.

4. Days & Times of Operation:

a. Days & Times: Seasonal work-hours vary between 6am. - 9pm.

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

a. Full-Time 1

b. Part-Time N/A

**FOOD / BEVERAGE / LIQUOR**

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

a. If yes, please explain: N/A

**7. Table Seating Capacity**

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

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

- a. If yes, quantity of each:     N/A

**OUTDOOR USES**

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

- a. If yes, please explain:     N/A

**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.

    N/A      
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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     10' x 18'     total SQ feet 720
- b. Total number of spaces     4
- c. Number of spaces allotted for employees     2 + 2 for Trucks and trailers

**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.

N/A

14. Game Machines  Yes  No

a. Quantity:

N/A

b. Location:

N/A

**BUILDINGS**

15. Building A

a. Dimensions & Levels:

42' x 60' (1) Level

b. Use:

Service Facility

16. Building B

a. Dimensions & Levels:

N/A

b. Use:

N/A

17. Building C

a. Dimensions & Levels:

N/A

b. Use:

N/A

**LIGHTING (Submit Cut-Sheets)**

18. Outdoor Lighting

a. Type(s):

(1) 60 watt light by entryway

b. Locations(s):

Small flood lights facing down in front of garage doors when necessary

**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.

No Signs

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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.

N/A

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bry

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.

N/A

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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: N/A

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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: N/A

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: N/A

26. Septic System Approval (For New Constructions Only)

a. Date Approved: N/A

27. Fire Department Inspection  Yes  No

a. Date Inspected: N/A

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

a. Date Approved: N/A

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: N/A

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

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

Dave Grgich,  
262-366-1818

071

CHAPTER 11  
TOWN OF LISBON ZONING ORDINANCE

14. Land-altering Activities: Land-altering activities in excess of those limits set forth in Section 3 (c) of this Ordinance may be permitted as a conditional use in any district, except the Conservancy/Wetland District unless rezoned to allow such activity. The UC district limits disturbance to 15% of the lot. In all cases, the following requirements shall be met in order to grant a conditional use:

A. Highway construction which may be exempted by Wisconsin statutes by a written Memorandum of Understanding between the Wisconsin Department of Natural Resources and Department of Transportation for a specific highway project, new home construction and the attendant limited grading and filling necessary to achieve positive drainage away from the foundation, dredging as may be allowed in Section 3 (c) of this Ordinance, and minor grading as defined in the Ordinance, shall be excluded from regulation under this provision, but may be regulated elsewhere in this Ordinance.

B. The above land-altering activities permitted as a conditional use and in all cases, the following requirements shall be met in order to grant a conditional use:

- i. Detailed plans of the project, at a scale of not less than 1" = 100', including all areas to be graded, filled, or otherwise altered along with seeding and/or vegetation plans, a planting schedule, and erosion and sedimentation practices to be employed shall be submitted for review and approval.
- ii. No such use shall create flooding, concentrated runoff, inadequate drainage, unfavorable topography, excessive erosion and sedimentation, or restrict navigation in navigable waters.
- iii. Such use shall comply with any ordinances or regulations established by the town and the county regulations as well as Chapter 30, 87, and 281 of the 2001-2002 Wisconsin Statutes and any federal regulations.
- iv. Such use conforms to Section 3 (c) of this Ordinance.
- v. If a rezoning is required, the procedure established in this Ordinance shall be complied with and the amendment to any other appropriate zoning district shall be approved in conjunction with the conditional use approval.
- vi. The proposed grading and land-altering activities shall conform to the Town of Lisbon's adopted Storm Water Management and Erosion Control Ordinance (refer to Addendum F and Section 3 (c) 11) and a permit under that ordinance must be issued prior to the issuance of the conditional use permit.

15. Legal non-conforming uses: In any district as provided by Section 3 (n).

✓ 16. Limited Family Business or Service Oriented Businesses: The purpose and intent of this section is to provide a listing of procedures and standards of operation for limited family businesses/service oriented businesses (LFB/SOB) that may be allowed to operate in an attached garage or detached accessory building under a conditional use permit in the A-10, A-5, and A-3 zoning districts. The use is not permitted in C-1, UC, EFD, PR, AD-10, RD-5, R-1, R-2, R-3, RM, Q-1, B-1, B-2, B-3, B-4, B-P, M-1, M-2 and P-I zoning districts. A conditional use permit for a limited family business is designed to accommodate small



grgich ps 1 of 4

**CHAPTER 11**  
**TOWN OF LISBON ZONING ORDINANCE**

family businesses without the necessity for relocation or rezoning, while at the same time protecting the interests of the adjacent property owners and any future development of the area.

- A. Examples of a LFB/SOB include, but are not necessarily limited to, the following:
- i. Non-health related professional office or studio (architect, lawyer, accountant, realtor, travel agent, photographer, insurance agent, salesman, interior decorator, artist, crafter, tailor, shoe repair, beautician, barber, housekeeping, woodworker, music teacher, dance teacher, massage therapist, etc.).
  - ii. Small engine repair
  - iii. Certain outdoor or indoor storage for off-season vehicles (boats, snowmobiles, etc.) or for certain retail products (vending machine items, for example).
  - iv. A business where the only part of the business located on the property is the business office and/or the storage of the vehicles used for the business that are used at an off site location.

In the event a question arises, the town plan commission shall make the determination as to whether or not a business is considered a LFB/SOB.

- B. **Application requirements.** In all cases, the following requirements shall be met in order to grant a conditional use. An applicant may apply for a LFB/SOB if all of the following are true:

- i. The property is located in the A-10, (A-5) A-3, R-1 or R-2 zoning district. *yes*
- ii. The main portion of the business is run by members of the family residing on the premises, who is also the owner of the business. *yes*
- iii. The business does not employ more than one (1) person who is not a resident on such lot, whether they are family members or not. *yes*
- iv. The business is operated in the residence, the attached garage, or detached accessory building, and only where the principal use of the property is single family residential and where the business use is clearly incidental to the use of the property for residential purposes. *yes*
- v. The business is operated entirely within a building(s). *yes*
- vi. The business is run primarily for monetary gain or financial support. *yes*
- vii. There is no manufacturing or assembling of products, and/or no sale of products on the premises unless the products are those produced by the LFB/SOB. *yes*
- viii. Such business does not include conduct of any retail (other than subsection G above) or wholesale business on the premises, nor the removal of sand, gravel or stone from the premises for commercial purposes. *yes*
- ix. Such business does not include the use of any machinery, tools, or other appliances, unless specifically allowed by the Conditional Use Permit. *yes*
- x. Such business does not occupy more than twenty (20) percent of the site. *yes*
- xi. Adequate off-street parking facilities are provided adjacent, or reasonably adjacent, to the building that houses such business. *yes*
- xii. The nameplate does not exceed three (3) square feet in area. *No name plate*
- xiii. Such business does not affect the residential character of the property or the neighborhood in the sole determination of the Town Plan Commission. *yes*

**CHAPTER 11**  
**TOWN OF LISBON ZONING ORDINANCE**

- xiv. Such business does not adversely affect the exterior of the structure or the property in the sole determination of the Town Plan Commission. *yes*
- xv. The limited family business must operate on a parcel having at least the minimum parcel size required for the district in which it is located. *yes*
- C. In addition to the application requirements listed above, the minimum conditions of any approval must include, but not be limited to:
- i. Any unauthorized expansion of the limited family business will be subject to an amendment to the conditional use permit and, if said amendment is denied, the existing use may not be able to operate, any proposed expansion could not take place, and/or the existing conditional use permit could be terminated.
  - ii. All employees, except one full-time equivalent, shall be members of the family residing on the premises.
  - iii. The plan commission shall determine the total percentage of the buildings that may be devoted to the limited family business. However, the total percentage used shall not exceed 20% of what is available.
  - iv. The limited family business is restricted to a service oriented business or home occupation type business and is prohibited from manufacturing or assembling products. The sale of products on the premises, which are not produced by the limited family business, is prohibited. The limited sale of products as accessories to the business may be permitted or limited by specific conditions in the conditional use permit (i.e. hair care products such as shampoo and conditioners normally associated with a business that cuts or styles hair).
  - v. The conditional use permit shall restrict the number and types of machinery and equipment the limited family business operator may be allowed to bring onto the premises, and the machinery and equipment must be stored inside a building. If the use of any machinery, tools, or other appliances can reasonably be construed as creating an abnormal nuisance to the surrounding property owners, the Town Plan Commission may consider termination of said business after a public hearing is held.
  - vi. The structures used in the limited family business shall be considered to be residential accessory buildings and shall meet all of the requirements for such buildings. The design and size of the structures are subject to conditions in the conditional use permit.
  - vii. The conditional use permit shall automatically expire and terminate upon the sale of the property or its transfer to a non-occupant of the property.
  - viii. The limited family business shall not operate on a parcel having less than the minimum parcel size required for the district in which it is located. For certain uses that are determined by the town to have a potential adverse affect on adjacent residential zoned properties, additional requirements regarding location and site standards (i.e. screening) may be required as conditions of the conditional use permit.

**CHAPTER 11  
TOWN OF LISBON ZONING ORDINANCE**

17. Marinas and boat liveries: In the PR District and any business district, except B-4 and B-P, and in all cases, the following requirements shall be met in order to grant a conditional use:
- A. Such use shall be located at least five hundred (500) feet from the nearest public bathing beach or park.
  - B. Such use is designed and constructed so as to not interfere with adjacent riparian owners' uses of the water for swimming, fishing, or boating; nor interfere or obstruct the public's free navigation.
  - C. The minimum lot area shall be three (3) acres with a minimum average width of lot not less than three hundred (300) feet.
  - D. Sewerage disposal field shall be located no closer than one hundred (100) feet from the ordinary high water mark.
  - E. Fuel pumps shall be located two (2) feet above the ordinary high water mark. Fuel storage tanks shall be located no closer than fifty (50) feet from the ordinary high water mark, shall be located above ground and shall be adequately screened and fireproofed. The offset requirements for fuel pumps shall be at least twenty (20) feet from the side lot line and storage tanks shall be located no closer than fifty (50) feet from any side lot line. All other locational requirements shall conform to the requirements of the district in which the use is located.
  - F. No lighting installation shall be permitted which creates a hazard to any type of vehicular traffic or nuisance to surrounding properties.
  - G. No arcade as defined herein shall be permitted unless specifically authorized by the conditional use permit.
  - H. No pier may be permitted to extend beyond the pierhead line if established. The total length of all piers, and T's or L's extending from the pier may not exceed the total length of the lake frontage of the property and in no case greater than one hundred fifty (150) feet from shore, unless DNR requirements are more restrictive.
  - I. Any other condition of operation such as long term boat storage, launching, or other associated commercial activity on the site may be considered for inclusion in the terms and conditions of the conditional use permit in order to make the facility compatible with the neighborhood and the lake and to meet the spirit and intent of the Ordinance.
18. Mobile home parks and trailer camps: In B-2, B-3, M-1, and M-2 districts, and in all cases, the following requirements shall be met in order to grant a conditional use:
- A. The provisions of all other trailer camp or mobile home ordinances shall be met. Reference Chapter 14, Mobile Homes and Mobile Home Parks, of the Town of Lisbon, Waukesha County, Wisconsin, General Code of Ordinances (Addendum C).
  - B. No such use shall be allowed unless municipal sewage facilities are used and the minimum lot size per unit is one-half (1/2) acre having a minimum width of not less than one hundred twenty (120) feet, offsets of twenty (20) feet and a setback of fifty (50) feet.



600 W. Virginia Street, Suite 601  
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(262) 875-5000 phone  
(608) 826-0530 FAX  
www.vierbicher.com

April 22, 2020

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

Re: Stark Pavement – Major Grading Conditional Use Permit (CUP) Review

Dear Plan Commission Members:

The above-referenced Conditional Use Permit (CUP) application was received in our office for review on behalf of the Town of Lisbon. We have reviewed the following application materials:

- Conditional Use Permit (CUP) Application
- Town Site Plan and Plan of Operation Application
- Master Grading/Site Plan

### **Summary**

Stark Pavement Corporation is proposing to expand their existing aggregate stockpiling area in order to improve the efficiency of the asphalt plant. They will need to grade approximately 180,000 sq. ft. of ground area, plus associated drainage improvements, in order to do so. The property is located at the County Highway K, west of the intersection with County Highway F. The property is composed of two parcels of approximately 44.74 and 8.73 acres in size and is zoned Q-1 Quarrying. The site plan includes:

- A proposed additional aggregate & recycled asphalt stockpile area measuring 180,000 sq. ft.;
- Grading specifications
- Erosion control notes

Stark Pavement anticipates three full employees at the site, with operations running 6am to 6pm Monday through Friday, 6am to 2pm on Saturday, and 7am to 5pm on Sunday.

### **Application Review**

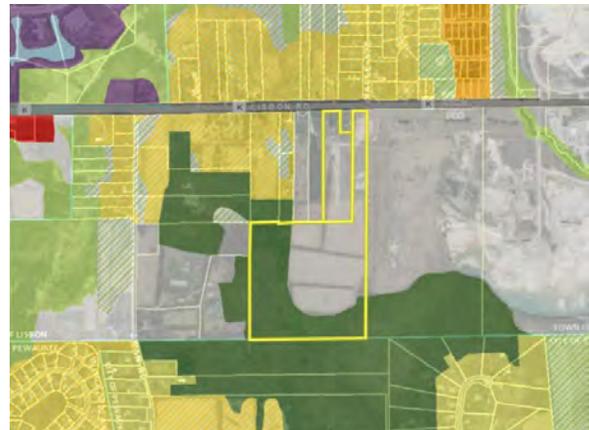
The parcel is subject to compliance with the Town Code Chapters 11, 12, 13, other applicable Chapters.

### **Background Information**

Property owner: Lannon Stone Products, Inc.

Location: County Highway K, between State Highway 164 and County Highway F.

Tax Keys: LSBT028092, LSBT0280999



April 22, 2020  
Page 2 of 4

Adjacent land uses and zoning:

North: Residential (zoned A-3 and R-1 Suburban Single-Family)  
South: Vacant land (Village of Pewaukee)  
East: Residential (zoned Q-1 Quarrying)  
West: Quarry (zoned Q-1 Quarrying)

Existing: Q-1 Quarrying

Future Land Use: "Extractive" and "Primary Environmental Corridor" (see inset map image)

The use, removal, and/or distribution of the waste soil on the site shall be worked out between the Town and the applicant separate from this application. For the purposes of this review, we have assumed the pile will be managed according to any applicable grading standards and disposal regulations. Much of the waste soil will be kept on site and used to build landscape berms.

### **Conditional Use Permit (CUP) Review**

Chapter 11 of the Town Ordinances (Zoning Code) lays out the requirements for application and approval of Conditional Use Permits in the Town. Certain uses of a special nature require the approval of a Conditional Use Permit by the Town. The basis for approval of the CUP is based on the following five standards. Per Sec. 4(d) of the Zoning Code, the Plan Commission may deny the conditional use request if it concludes, based upon the information submitted, that the proposed use and/or development would likely:

#### **1. Materially endanger the public health, general welfare, and safety**

The proposed Major Grading does not appear to endanger the public health, general welfare, and safety. The asphalt plant is currently in operation. The extension of storage area will decrease the number of trucks servicing the facility and, therefore, increase traffic safety.

#### **2. Be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factor.**

The proposed Major Grading does not appear to be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other factor. Aggregate piles will allow for more organized storage of inputs and outputs from the asphalt plant. The stockpile area will be covered in recycled asphalt, reducing the dust from the current dirt/gravel/turf surface. The reduction in truck trips will reduce noise and truck emissions.

#### **3. For any other reason cause a substantially adverse effect on property values.**

The proposed Major Grading is not expected to have a substantially adverse effect on property values. Aggregate piles will allow for more organized storage of inputs and outputs from the asphalt plant. The reduction in truck trips will reduce traffic on County Highway V.

#### **4. Be inharmonious with the area in which it is to be located.**

The proposed Major Grading is not expected to be inharmonious with the area in which it is to be located. The existing asphalt plant is part of a large quarrying operation.

#### **5. Will not be in general conformity with the land use plan, comprehensive plan, transportation plan, environmental plan, park, and recreational plan, or other officially adopted plan.**

The proposed Major Grading is in general conformity with land use plan and other associated plans. The proposed land use for the subject property is mostly designated "Extractive" with a small portion designated "Primary Environmental Corridor". The proposed grading will be done to support the asphalt plant and the existing quarry and will only occur on the "Extractive" portion of the property. The grading will occur in the rear yard and will not be located near the ROW for County Highway K. Reduced truck traffic for storage of aggregate will minimize impact on the Highway as well.

### **Major Grading and Associated Site Plan Review Standards**

The Major Grading and associated Site Plan and Plan of Operation package that we received for review contains most of the items required by ordinance. However, some items are not included at the date of this report. Please see the comments below, Consistency with Zoning, on the additional information needed.

**Consistency with Zoning**

The SPPOO amendment proposes an additional aggregate and recycled asphalt storage area to the rear of the existing asphalt plant. The Q-1 Quarrying zoning district allows for asphalt plants as an accessory to a quarrying operation. The asphalt plant is located adjacent to the quarrying operation as is connected via private drive and is integral to the operation of the quarry. The site plan complies with site requirements of the Q-1 Quarrying zoning district. No additional parking is required. Comments below relate to other details or standards that should be addressed.

*Zoning Code General Provisions*

1. Stormwater storage and drainage calculation will need to be approved by the Town Engineer.
2. At least 15% of the site shall be set aside as open space. The site plan exceeds the standard with approximately 85% pervious surface coverage.
3. The proposed aggregate stock pile is located behind the asphalt plant, therefore greenspace will not be required along County Highway K.
4. Due to the amount of open space surrounding the property, existing vegetation, and presence of existing/previously permitted operation, no perimeter landscape buffer will be required.
5. Existing berms along the western border of the asphalt plant will be extended to help shield the aggregate storage.

**Recommendation**

If the Plan Commission would require additional materials they have the ability to table the CUP application. If the Plan Commission is generally comfortable with the CUP request, they may conditionally approve it. Recommended conditions may include:

1. The Town of Lisbon retains the right to review the grading for compliance and maintenance of associated stormwater with approved plans.
2. 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 occupancy permits.
3. 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 occupancy permits.
4. The Town Engineer review the site plans to ensure the site is in compliance with the respective Town codes. Non-objection from the Town Engineer and correction of any deficiencies prior to issuance of SPPOO approval.
5. Outdoor storage of materials, the aggregate stock, will be partially screened by an extended berm.
6. There shall be no additional trash or commercial/office recycling stored outside of the building, exclusive of raw materials.
7. Provide plans for ongoing maintenance of landscaping, including mowing and weed management.
8. Soil tests shall be done, and provided to the Town, to confirm the soils are buildable.

April 22, 2020

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9. The proposed hours and days of operation shall be 6am to 6pm Monday through Friday, 6am to 2pm on Saturday, and 7am to 5pm on Sunday.
10. All erosion control devices be installed and maintained throughout the duration of the construction project. It is imperative that erosion control be established prior to the onset any excavating or grading activities.
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. Waukesha County review and approval of stormwater plans.
13. Waukesha County approval of any final Stormwater Management Practice and Maintenance Agreement.
14. Once the Storm Water Management Practice and Maintenance Agreement and any addendums of the same have been executed, a record copy shall be sent to the Town of Lisbon and the Town's Engineer for their records.
15. The applicant should obtain all necessary State and County permits and provide a copy of permit approvals to the Town for their records.
16. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.
17. 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 Conditional Use Permit and/or Site Plan/Plan of Operation permit, as applicable, with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted for this Q-1 Quarrying zoning district, shall be considered to be prohibited, except as otherwise specified herein.
18. The Town reserves the right to review any condition imposed as part of this Conditional Use Permit and 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 CUP and/or SPPOO Permits or termination of the use.

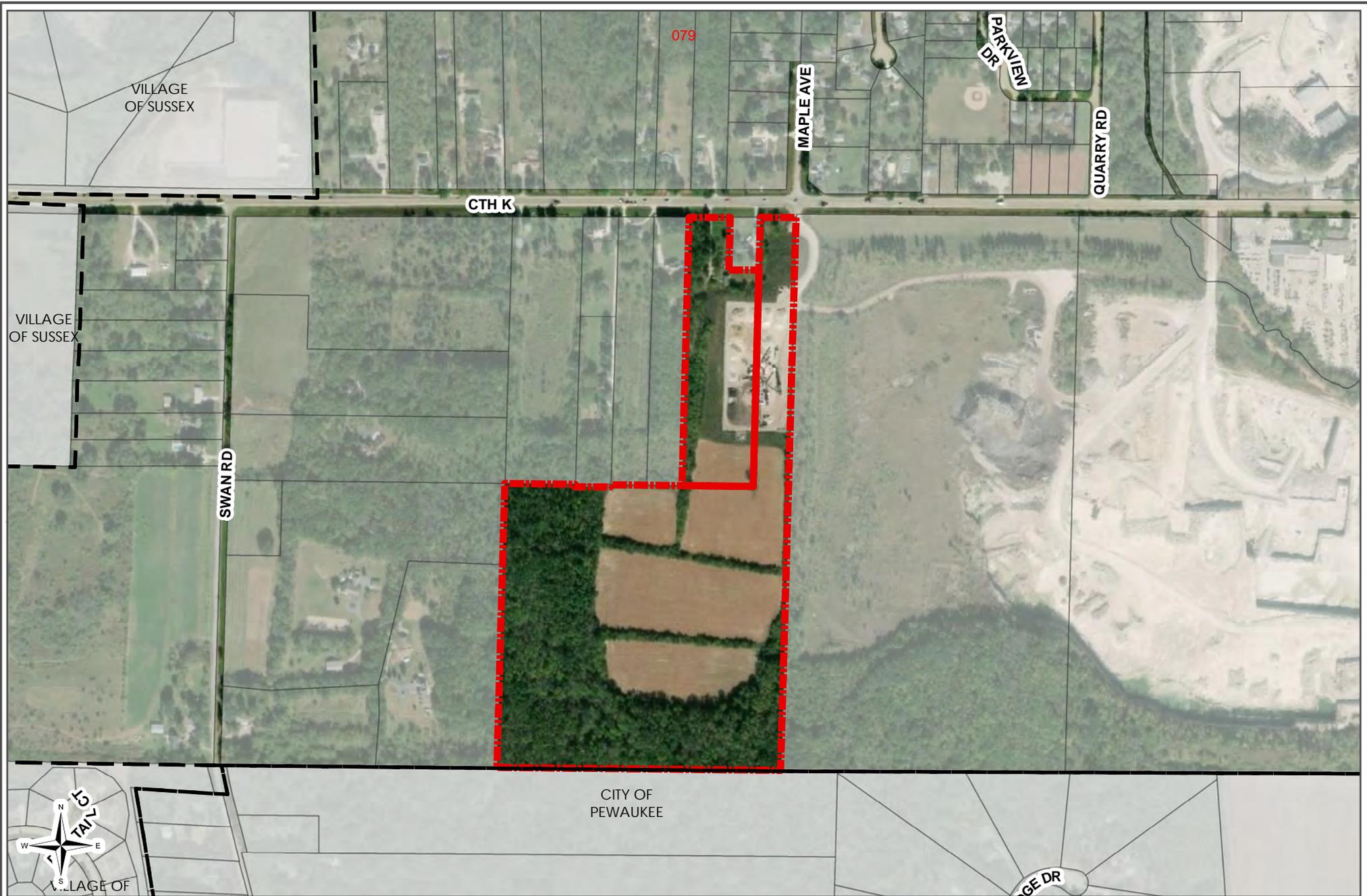
The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. We will be in attendance at the April Plan Commission meeting to answer any questions.

Sincerely,

Joshua Langen, AICP  
Community Development Planner

Rachel Holloway, AICP  
Town Planner

cc: Gina Gresch, Town Administrator, Town of Lisbon



# Exhibit A: Parcels 0280.992, 0280.999 Site Map

*Town of Lisbon*

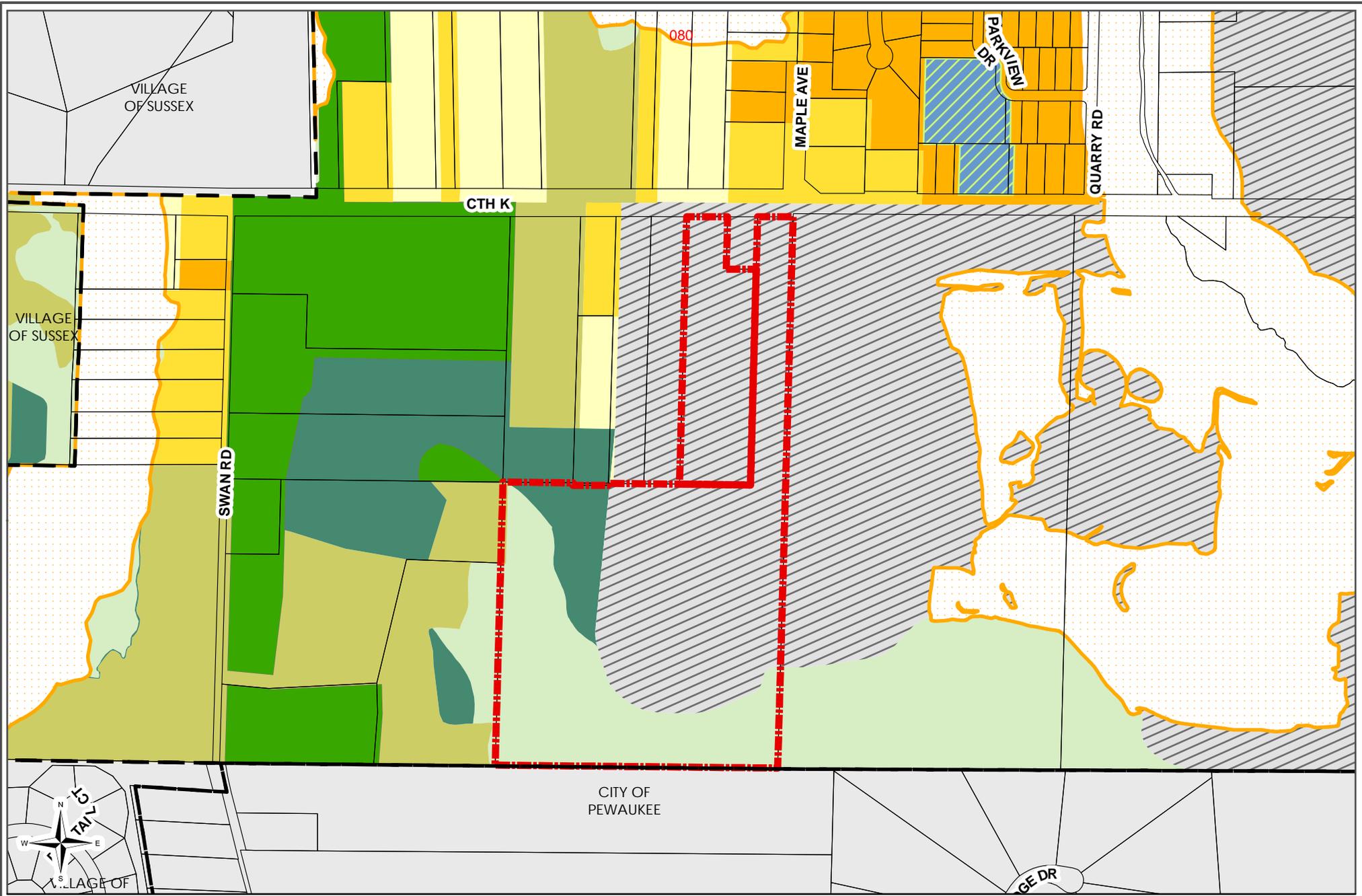


AD-10	A-5	R-2	B-1	B-4	M-1	C-1
RD-5	A-3	R-3	B-2	B-P	M-2	UC
A-10	R-1	RM	B-3	Q-1	P-I	PR
						Site

**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



# Exhibit B: Parcels 0280.992, 0280.999 Zoning Map

Town of Lisbon




**vierbicher**  
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO  
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
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**ASPHALT / CONCRETE PAVING CONTRACTOR**

T: 414-466-7820 • F: 262-784-6840

12845 W BURLEIGH RD • BROOKFIELD, WI 53005

*An Equal Opportunity Employer*

March 9, 2020

Ms. Gina Gresch  
Town Administrator  
Town of Lisbon  
W234 N 8676 Woodside Drive  
Lisbon, WI 53089

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

Dear Ms. Gresch:

In an effort to improve efficiency at our asphalt plant, Stark Pavement Corporation is requesting approval to expand our aggregate stockpiling area as shown in the attached site plan. It is not anticipated that the expansion will increase traffic on Lisbon Rd., as the additional area is to allow for the potential future opportunity to supply the asphalt plant with off-road haul trucks from within the Lannon Stone Company property. Stormwater design has been performed and shall be in accordance with Waukesha County and WDNR requirements. All other aspects of our Site Plan of Operation remain unchanged from what has been previously approved.

We respectfully request that this item be placed on the April 9, 2020 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,

Carl Johnson  
Vice President  
Stark Pavement Corporation, Inc.





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.

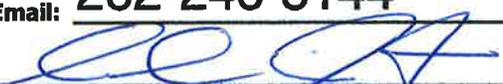
New business in existing building or on existing site       New Owner       Temporary Use

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

Stockpile area expansion, 300' x 600'

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:  3-10-20

\*\*\*\*\*

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:  3/9/20



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: Expansion to provide additional aggregate stockpile area

**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 AM to 6 PM, Saturday: 6 AM to 2 PM, Sunday 7 AM to 5 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. (12) 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

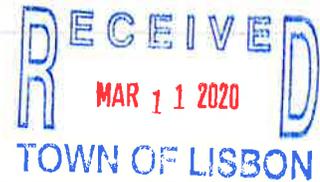
\_\_\_\_\_

**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.

**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.

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: 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.



**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): \_\_\_\_\_



STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

## RESOLUTION 10-20

---

**RESOLUTION TO APPROVE THE SPECIFIC DEVELOPMENT PLAN FOR HILLSIDE RIDGE, LLC FOR THE PROPERTY LOCATED WEST OF HILLSIDE ROAD AND NORTH OF HOWARD LANE, LSBT 0208.987 and LSBT 0205.995**

---

**WHEREAS**, the Town Board of the Town of Lisbon, Wisconsin, established a planned unit development (PUD) overlay zoning classification of property west of Hillside Road and north of Howard Lane, LSBT 0208.987 and LSBT 0205.995;

**WHEREAS**, Hillside Ridge, LLC for the property located west of Hillside Road and north of Howard Lane, LSBT 0208.987 and LSBT 0205.995, received General Development Plan ("GDP") Approval from the Town of Lisbon; and

**WHEREAS**, on April 30, 2020, the Town of Lisbon Plan Commission reviewed the following:

1. Preliminary Plat of Hillside Ridge
2. Civil Engineering Plans
3. Storm Water Management Plan
4. Declaration of Protective Covenants

For purposes of this resolution these documents shall be deemed to be the Specific Development Plan (the "SDP"); and

**WHEREAS**, the Town of Lisbon Plan Commission made the following findings based upon the criteria set forth in section 33-D-6 of the Town Code of Ordinance:

1. The SPD is consistent with the Purpose and Intent of the Zoning Code, and the purpose and intent of Planned Unit Development Overlay District.
2. The SPD and subdivision layout reflect and incorporate consideration of the physical nature of the Site with particular concern for the preservation of natural resources, open spaces, and natural terrain as required by Ordinance including the GDP, and to the greatest extent possible.
3. The general character and intensity of the use produces an attractive environment appropriate to the uses proposed and is compatible with existing developments in the surrounding area, including developments in neighboring and adjacent municipalities, and is generally consistent with the development policies and practices of the Town.
4. Adequate municipal services, including the availability of schools and the provision of fire and police services, will be available to support the development, and the development will proceed using private wells and septic systems.

5. Hillside Ridge, LLC, through the Development Agreement and Letter of Credit has provided adequate financial guarantees to ensure that all public improvements are completed in a timely manner, and in accordance with all existing regulations and ordinances of the State, County and Town.
6. The declaration of protective covenants provided are adequate and will be recorded, and a Home Owners Association will be responsible for maintaining common areas of the proposed Development.
7. The Preliminary Plat has been reviewed and approved and the Final Plat will be reviewed and recorded after approval of the Town Board.
8. The Developer will be entering into a Development agreement with the Town of Lisbon, as approved by the Town Attorney, the purpose of which is to ensure the implementation, completion and continued maintenance of the Development as established by the Planned Unit Development Overlay District Ordinance, the General Development Plan and the Specific Development Plan.
9. The development will include privately owned open spaces including multiuse pathways that will be open to the residents of the development through recorded easements and a tot lot used for the private use of the residents of the subdivision and or association.
10. The development is subject to review and comment by the Lisbon-Sussex Joint Planning Committee under the 2001 Intergovernmental Cooperation Agreement.

**WHEREAS**, On April 30, 2020 the Plan Commission recommended approving the SDP with conditions:

1. Supply information requested by the Town Planner in the April 22, 2020 Vierbicher review memo, and any additional items requested by the Plan Commission.

**WHEREAS**, the Town Board concurs with these findings,

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Lisbon, Waukesha County, Wisconsin adopts the following Resolution, subject to:

1. The recitals set forth above are material to and are incorporated in this resolution.
2. The change in the zoning classification of the Property to Planned Unit Development Overlay District – GDP shall be null and void, if the following conditions of this SPD approval have not been satisfied within 12 months on the date of this resolution.
  - a. The applicant (Hillside Ridge, LLC) has acquired ownership of all of the Property.
  - b. A stormwater management plan meeting the Town's requirements has been approved by the Town Engineer and Waukesha County.

- c. The applicant (Hillside Ridge, LLC) has obtained Town approval of, and recorded, a Final Plat in substantially the same form as the approved Preliminary Plat.
  - d. The approved deed restrictions have been recorded and submitted to the Town.
3. The Property shall be developed and used in full compliance with the approved GDP and SDP. The GDP and SDP shall constitute the zoning regulations for the Property, and may be enforced as any other zoning regulation in the Town of Lisbon. A copy of the GDP and SDP shall be maintained and kept on file by the Town Clerk.
  4. Any subsequent change or addition to the plans or uses identified in the GDP or SDP shall first be submitted for approval to the Town Plan Commission and if, in the opinion of the Town Plan Commission, such change or addition constitutes a substantial alteration of the original plan, a public hearing shall be required pursuant to Sections 33, 35, and 36 of the Town Ordinance to amend the GDP prior to SDP and site plan approval.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of May, 2020.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Rick J. Goeckner, MMC  
Interim Town Clerk



Attachment: Legal Description of the Property

OVERALL DETAIL  
NE 1/4 SECTION 16

PRELIMINARY PLAT OF  
HILLSIDE RIDGE

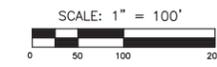
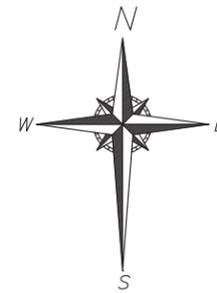
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SURVEYOR:  
KEITH A. KINDRED, PLS S-2082  
SEH, INC.  
501 MAPLE AVE.  
DELAFIELD, WI 53018  
(414) 949-8919  
KKINDRED@SEHINC.COM

SURVEY FOR:  
HILLSIDE RIDGE, LLC  
NEUMANN COMPANIES INC.  
N27W24025 PAUL CT.  
STE 100  
PEWAUKEE, WI 53072

DEVELOPMENT  
SUMMARY

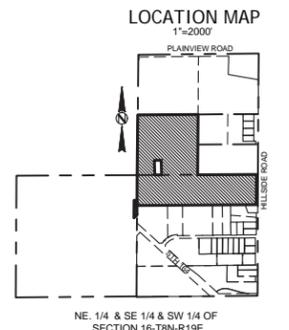
Total Area: 78.77 acres  
(Wetland = 0.903 acres)  
- Excludes: 0.50 ac Hillside Rd ROW  
Description: Conservation Subdivision  
48 Single Family Lots  
Density: 1.64 acres/lot  
Proposed Zoning: R-1 PUD  
Lot Size: 30,000 sf (min)  
(Average = 31,085 sf)  
Lot Width: 110' (min)  
Setbacks:  
Front Yard = 35'  
Side Yard = 20'  
Rear Yard = 20'  
Open Space: 36.15 acres (46.5% of site)  
- % Wetland = 0.90 acres - 2.5%  
- % Stormwater = 14.10 acres = 38.5%  
- % Upland = 21.15 acres - 59.0%  
Street Length: 5,037 lf (105 lf/lot)



BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD 1927) GRID NORTH ON THE EAST LINE OF THE SE 1/4 OF SECTION 16-8-19 AS N00°09'59"E, VERTICAL DATUM BASED ON NGVD 29.

DISTANCES ARE COMPUTED TO THE NEAREST 0.01' AND MEASURED TO THE NEAREST 0.01'

ANGLES ARE COMPUTED TO THE NEAREST 00°00'00.5" AND MEASURED TO THE NEAREST 00°00'00.5"



LEGEND

- 2.375" O.D. IRON PIPE SET, 18" LONG, WT. = 3.65 LBS./LIN. FT., 11/16" REBAR SET AT ALL OTHER LOT & OUTLOT CORNERS, WT. = 1.13 LBS./LIN. FT.
- ⊕ CONCRETE MONUMENT W/ BRASS CAP FOUND
- ⊙ 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
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- - - - -902- DENOTES MINOR CONTOUR
- P-OH DENOTES OVERHEAD ELECTRIC, POLE AND DOWN GUY ANCHOR
- ⊕ DENOTES SOIL BORING
- + DENOTES EXISTING SPOT ELEV.
- T-BUR DENOTES BURIED PHONE CABLE AND PEDESTAL
- XC DENOTES FENCE LINE
- ⊕ G G DENOTES GAS METER, VALVE
- XXXXXXXXXXXXX DENOTES NO ACCESS
- - - - - DENOTES PHASE LINE
- ▨ DENOTES STEEP SLOPES > 12%



REVISED THIS 7TH DAY OF MAY, 2020  
REVISED THIS 26TH DAY OF MARCH, 2020  
REVISED THIS 10TH DAY OF FEBRUARY, 2020  
REVISED THIS 22ND DAY OF JANUARY, 2020  
REVISED THIS 28TH DAY OF AUGUST, 2019  
DATED THIS 11TH DAY OF JULY, 2019

I KEITH A. KINDRED, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT IN MY PROFESSIONAL OPINION PRELIMINARY PLAT IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISION FEATURES, AND THAT I HAVE COMPLIED WITH ALL APPLICABLE ORDINANCES IN PREPARING THE SAME.



ZONING DISTRICT: A-10  
UNPLATTED LANDS  
OWNER: ALOIS & BARBARA WEINHANDL

ZONING DISTRICT: A-10  
UNPLATTED LANDS  
OWNER: PAYNE & DOLAN INC.

ZONING DISTRICT: A-10  
UNPLATTED LANDS  
OWNER: PATRICIA L. MCQUEEN LIVING TRUST

ZONING DISTRICT: A-10  
LOT 2 CSM #2491  
OWNER: THOMAS & K. MCLAUGHLIN

OWNER: PAYNE & DOLAN INC.

PHONE: 414.949.8962  
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DELAFIELD, WI 53018-9351  
www.sehinc.com

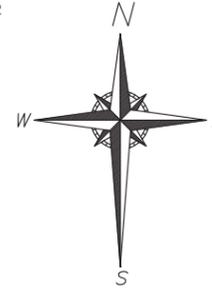
OVERALL DETAIL  
SE 1/4 SECTION 16 &  
SW 1/4 SECTION 16

# PRELIMINARY PLAT OF HILLSIDE RIDGE

LOT 1 OF CERTIFIED SURVEY MAP NO. 1544 AND LANDS BEING A PART OF THE NE 1/4 AND NW 1/4 OF THE SE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4 AND A PART OF THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 16, TOWN 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN

**SURVEYOR:**  
KEITH A. KINDRED, PLS S-2082  
SEH, INC.  
501 MAPLE AVE.  
DELAFIELD, WI 53018  
(414) 949-8919  
KKINDRED@SEHINC.COM

**SURVEY FOR:**  
HILLSIDE RIDGE, LLC  
NEUMANN COMPANIES INC.  
N27W24025 PAUL CT.  
STE 100  
PEWAUKEE, WI 53072



BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD 1927) GRID NORTH ON THE EAST LINE OF THE SE 1/4 OF SECTION 16-T8N-R19E N00°09'59"E, VERTICAL DATUM BASED ON NGVD 29.

DISTANCES ARE COMPUTED TO THE NEAREST 0.01' AND MEASURED TO THE NEAREST 0.01'.

ANGLES ARE COMPUTED TO THE NEAREST 00°00'00.5" AND MEASURED TO THE NEAREST 00°00'00.5"

## DEVELOPMENT SUMMARY

**Total Area:** 78.77 acres  
(Wetland = 0.903 acres)  
- Excludes: 0.50 ac Hillside Rd ROW

**Description:** Conservation Subdivision  
48 Single Family Lots

**Density:** 1.64 acres/lot

**Proposed Zoning:** R-1 PUD

**Lot Size:** 30,000 sf (min)  
(Average = 31,085 sf)

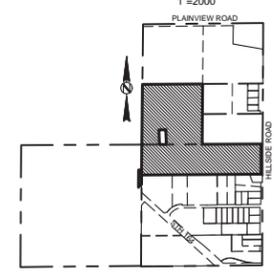
**Lot Width:** 110' (min)

**Setbacks:**  
Front Yard = 35'  
Side Yard = 20'  
Rear Yard = 20'

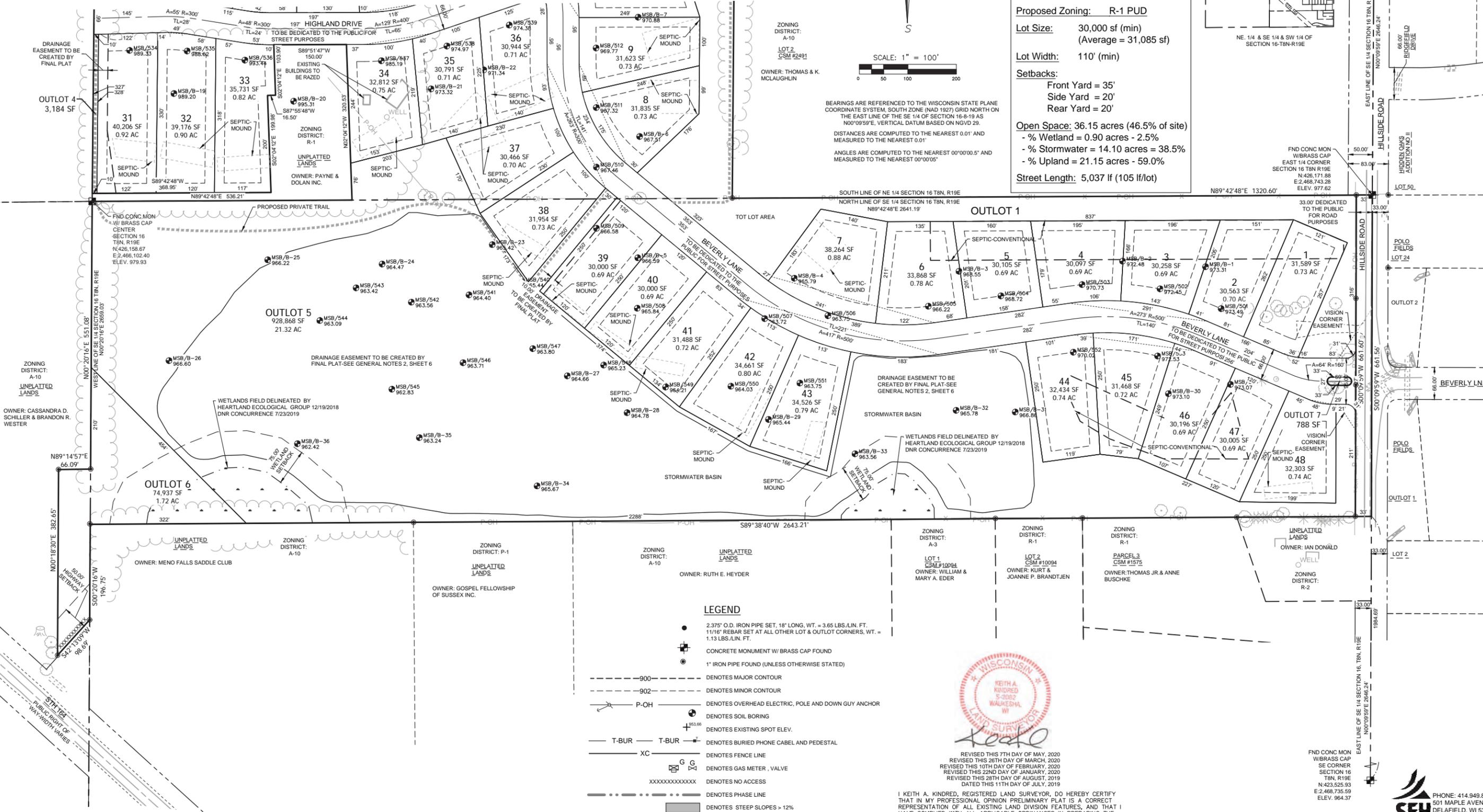
**Open Space:** 36.15 acres (46.5% of site)  
- % Wetland = 0.90 acres - 2.5%  
- % Stormwater = 14.10 acres = 38.5%  
- % Upland = 21.15 acres = 59.0%

**Street Length:** 5,037 lf (105 lf/lot)

### LOCATION MAP



NE 1/4 & SE 1/4 & SW 1/4 OF SECTION 16-T8N-R19E



OWNER: CASSANDRA D. SCHILLER & BRANDON R. WESTER

OWNER: MENO FALLS SADDLE CLUB

OWNER: GOSPEL FELLOWSHIP OF SUSSEX INC.

OWNER: RUTH E. HEYDER

LOT 1 CSM #10094 OWNER: WILLIAM & MARY A. EDER

LOT 2 CSM #10094 OWNER: KURT & JOANNE P. BRANDTJEN

PARCEL #3 CSM #1575 OWNER: THOMAS JR. & ANNE BUSCHKE

OWNER: IAN DONALD

### LEGEND

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- ⊙ 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
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- - - DENOTES PHASE LINE
- ▨ DENOTES STEEP SLOPES > 12%



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FND CONC MON WBRASS CAP SE CORNER SECTION 16 T8N, R19E N428.171.88 E2.468.743.28 ELEV. 977.62



# PRELIMINARY PLAT OF HILLSIDE RIDGE

## LOT DETAIL

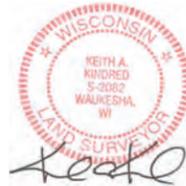
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 501 MAPLE AVE.  
 DELAFIELD, WI 53018  
 (414) 949-8919  
 KKKINDRED@SEHINC.COM

**SURVEY FOR:**  
 HILLSIDE RIDGE, LLC  
 NEUMANN COMPANIES INC.  
 N27W24025 PAUL CT.  
 STE 100  
 PEWAUKEE, WI 53072

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 UNPLATTED LANDS  
 OWNER: ALOIS & BARBARA WEINHANDL

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### DEVELOPMENT SUMMARY

**Total Area:** 78.77 acres (Wetland = 0.903 acres)  
 - Excludes: 0.50 ac Hillside Rd ROW

**Description:** Conservation Subdivision  
 48 Single Family Lots

**Density:** 1.64 acres/lot

**Proposed Zoning:** R-1 PUD

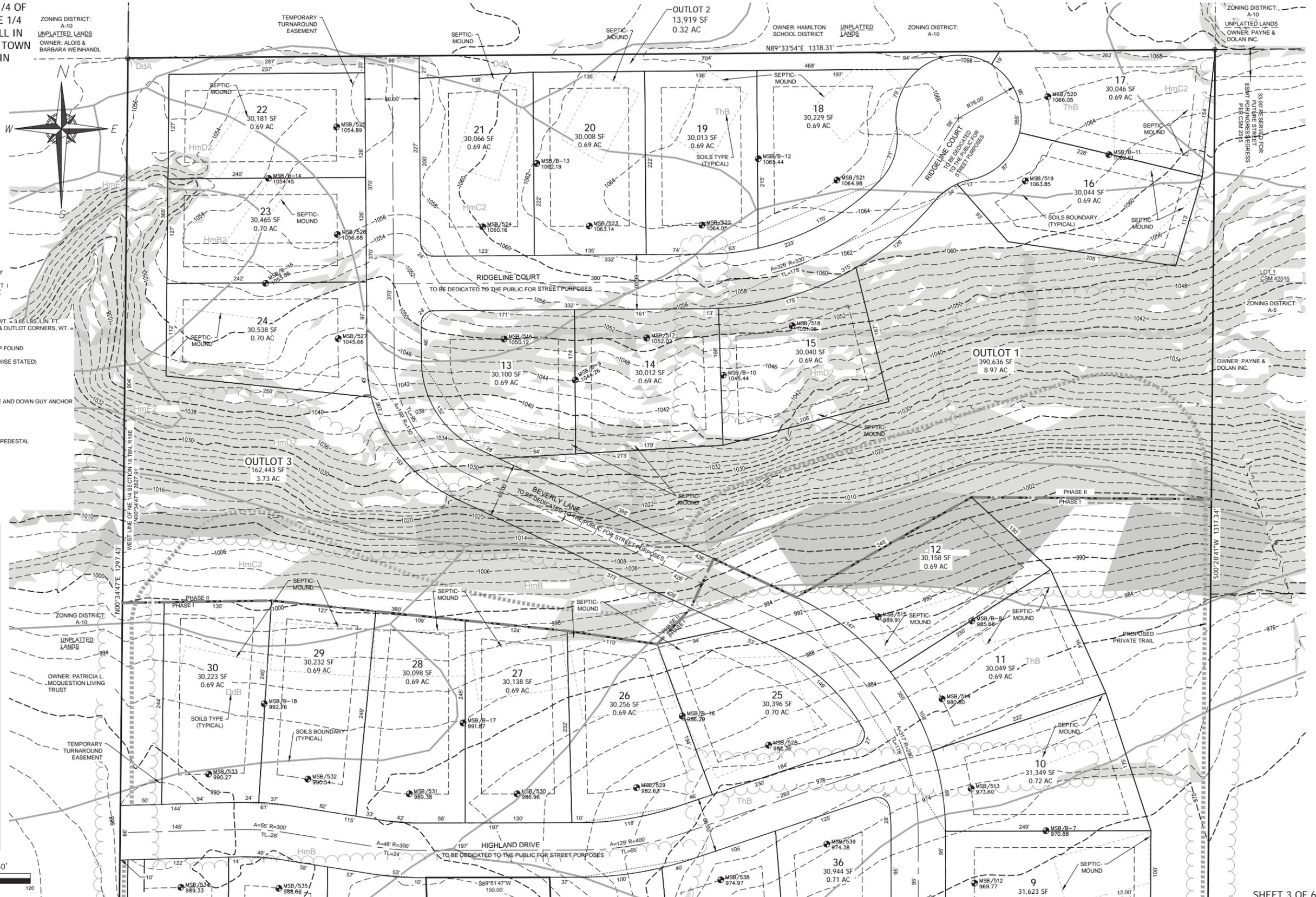
**Lot Size:** 30,000 sf (min)  
 (Average = 31,085 sf)

**Lot Width:** 110' (min)

**Setbacks:**  
 Front Yard = 35'  
 Side Yard = 20'  
 Rear Yard = 20'

**Open Space:** 36.15 acres (46.5% of site)  
 - % Wetland = 0.90 acres - 2.5%  
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 - % Upland = 21.15 acres - 59.0%

**Street Length:** 5,037 lf (105 lf/lot)



PHONE: 414.949.8962  
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 DELAFIELD, WI 53018-9351  
 www.sehinc.com



# PRELIMINARY PLAT OF HILLSIDE RIDGE

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**Density:** 1.64 acres/lot

**Proposed Zoning:** R-1 PUD

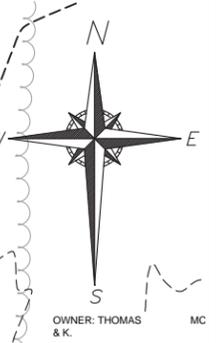
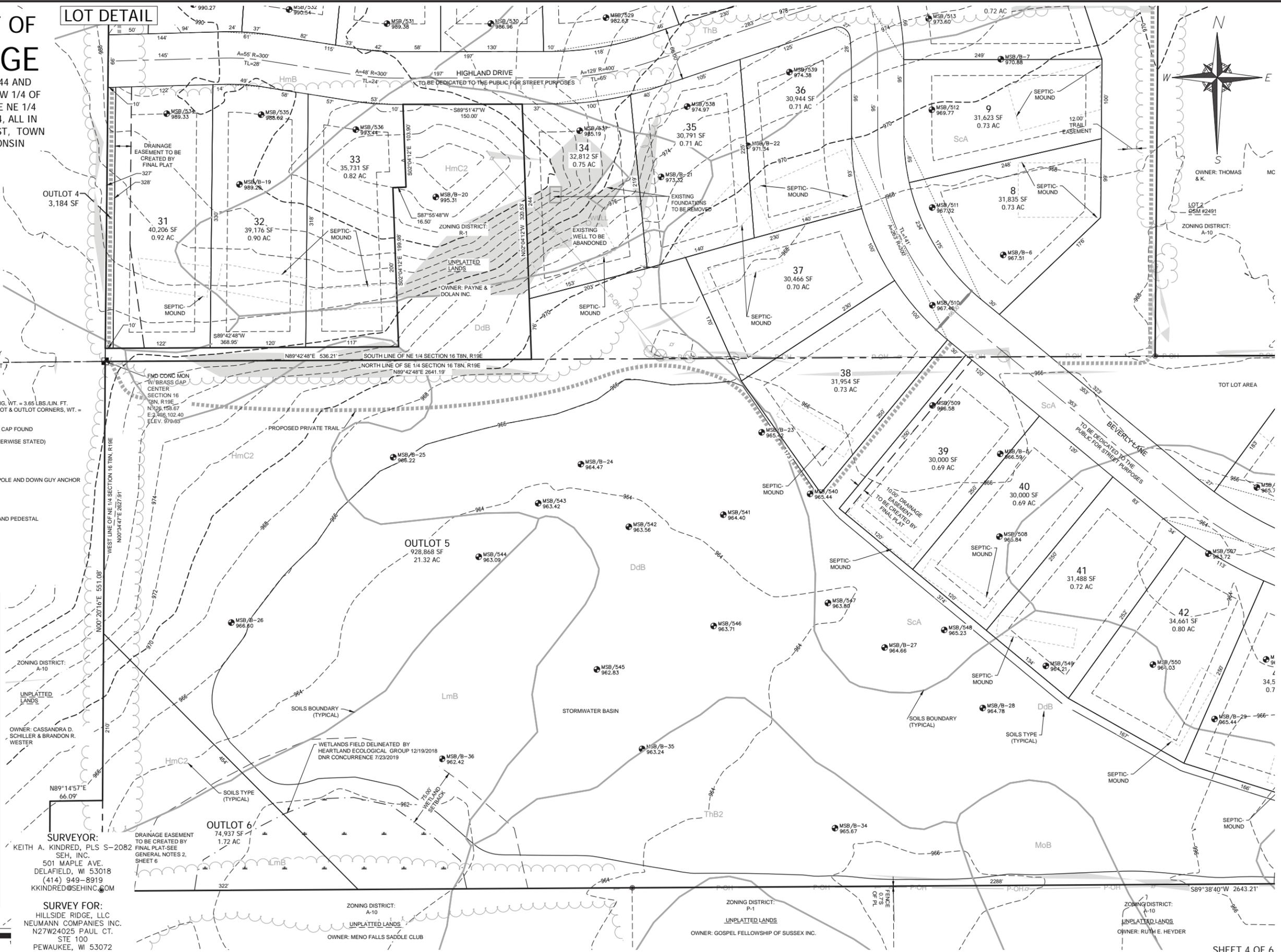
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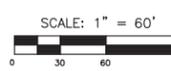
OWNER: THOMAS & K.  
LOT 2  
SDM #2491  
ZONING DISTRICT:  
A-10

**SURVEYOR:**  
KEITH A. KINDRED, PLS S-2082  
SEH, INC.  
501 MAPLE AVE.  
DELAFIELD, WI 53018  
(414) 949-8919  
KKINDRED@SEHINC.COM

**SURVEY FOR:**  
HILLSIDE RIDGE, LLC  
NEUMANN COMPANIES INC.  
N27W24025 PAUL CT.  
STE 100  
PEWAUKEE, WI 53072

PHONE: 414.949.8962  
501 MAPLE AVENUE  
DELAFIELD, WI 53018-9351  
www.sehinc.com

**SEH**



SCALE: 1" = 60'

PROJECT NEUMA #149952

# PRELIMINARY PLAT OF HILLSIDE RIDGE

## LOT DETAIL

**SURVEYOR:**  
 KEITH A. KINDRED, PLS S-2082  
 501 MAPLE AVE.  
 DELAFIELD, WI 53018  
 (414) 949-8919  
 KKKINDRED@SEHINC.COM

**SURVEY FOR:**  
 HILLSIDE RIDGE, LLC  
 NEUMANN COMPANIES INC.  
 N27W24025 PAUL CT.  
 STE 100  
 PEWAUKEE, WI 53072

LOT 1 OF CERTIFIED SURVEY MAP NO. 1544 AND LANDS BEING A PART OF THE NE 1/4 AND NW 1/4 OF THE SE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4 AND A PART OF THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 16, TOWN 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN

### Legal Description

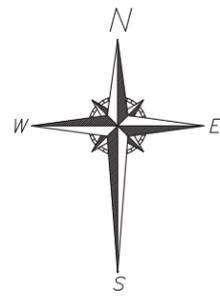
All of Lot 1 of Certified Survey Map No. 1544 and lands being a part of the Northeast 1/4 and Northwest 1/4 of the Southeast 1/4, a part of the Southwest 1/4 of the Northeast 1/4 and a part of the Northeast 1/4 of the Southwest 1/4, all in Section 16, Town 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin, bounded and described as follows:

Beginning at the East 1/4 corner of Section 16; thence South 00°09'59" West, along the East line of the Southeast 1/4 of said Section 16 a distance of 681.56 feet; thence South 89°38'40" West, 2,643.21 feet to the West line of the Southeast 1/4 of Section 16; thence South 00°20'16" West along said West line, 196.75 feet; thence South 42°13'09" West, 98.69 feet to the right of way of STH 164; thence North 00°18'30" East, 382.65 feet; thence North 89°14'57" East, 86.09 feet to the West line of the Southeast 1/4 of Section 16; thence North 00°20'16" East along said West line 551.08 feet to the Center of Section 16; thence North 89°42'48" East, 538.21 feet; thence North 02°04'12" West, 320.53 feet; thence South 89°51'47" West, 150.00 feet; thence South 02°04'12" East, 103.90 feet; thence South 87°55'48" West, 16.50 feet; thence South 02°04'12" East, 199.98 feet; thence South 89°42'48" West, 368.95 feet to the West line of the Northeast 1/4 of Section 16; thence North 00°34'47" East along said West line, 1,297.43 feet; thence North 89°33'54" East, 1,318.31 feet to the West line of Lot 1 of Certified Survey Map No. 2515; thence South 00°28'41" West, along said West line and the extension thereof 1,317.34 feet to the South line of Lot 2 of Certified Survey Map No. 2491; thence North 89°42'48" East along said North line 1,320.60 feet to the point of beginning.

Containing 3,452,941 square feet, 79.27 acres

### LEGEND

- 2.375" O.D. IRON PIPE SET, 18" LONG, WT. = 3.65 LBS./LIN. FT., 1 1/16" REBAR SET AT ALL OTHER LOT & OUTLOT CORNERS, WT. = 1.13 LBS./LIN. FT.
- ⊕ CONCRETE MONUMENT W/ BRASS CAP FOUND
- ⊙ 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
- - - 900 DENOTES MAJOR CONTOUR
- - - 902 DENOTES MINOR CONTOUR
- P-OH DENOTES OVERHEAD ELECTRIC, POLE AND DOWN GUY ANCHOR
- ⊕ DENOTES SOIL BORING
- ⊕ DENOTES EXISTING SPOT ELEV.
- - - DENOTES BURIED PHONE CABLE AND PEDESTAL
- T-BUR DENOTES FENCE LINE
- XC DENOTES GAS METER, VALVE
- XXXXXXXXXXXXX DENOTES NO ACCESS
- - - DENOTES PHASE LINE
- DENOTES STEEP SLOPES > 12%



SCALE: 1" = 60'  
 0 30 60 120

### DEVELOPMENT SUMMARY

**Total Area:** 78.77 acres  
 (Wetland = 0.903 acres)  
 - Excludes: 0.50 ac Hillside Rd ROW

**Description:** Conservation Subdivision  
 48 Single Family Lots

**Density:** 1.64 acres/lot

**Proposed Zoning:** R-1 PUD

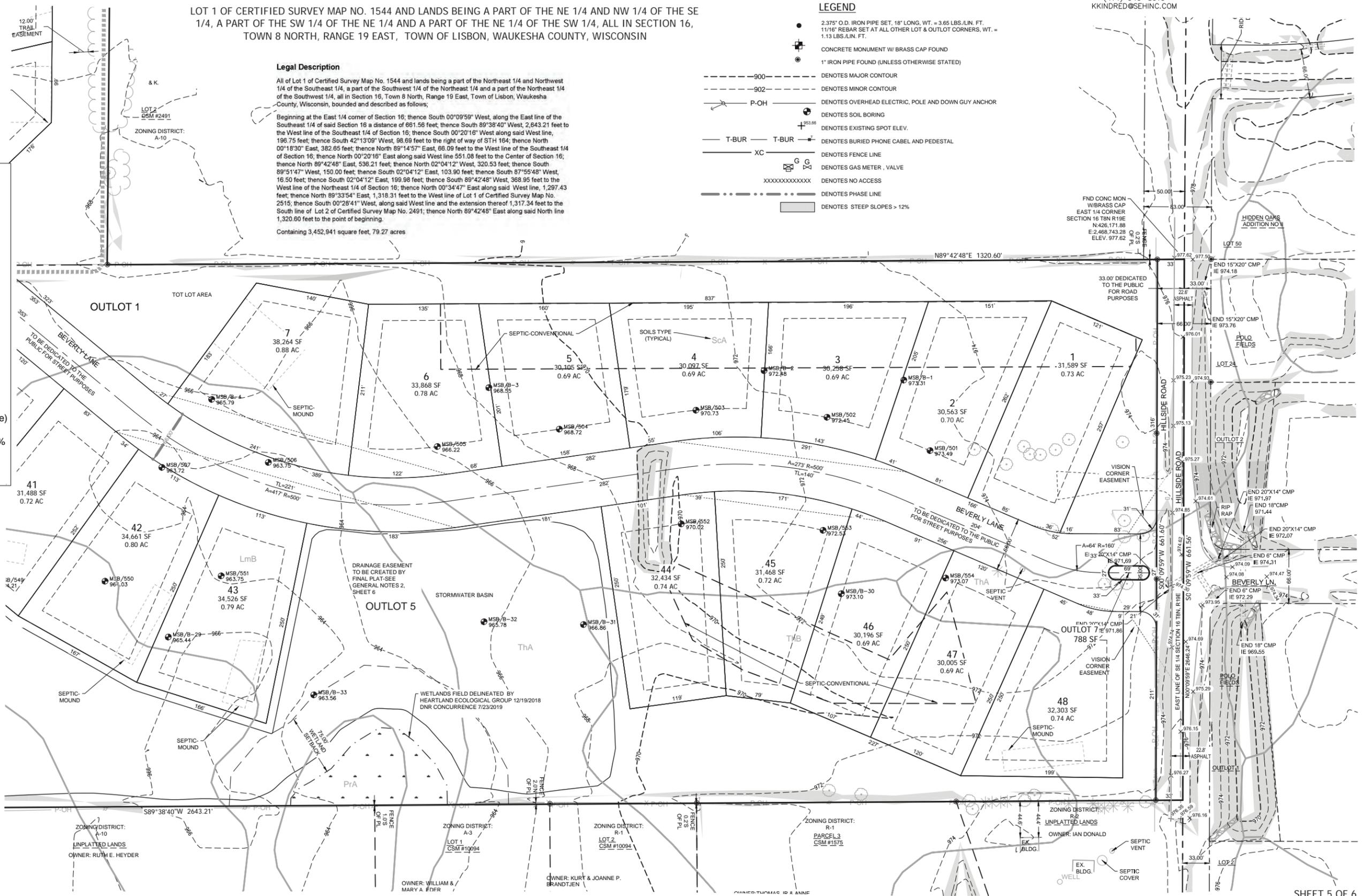
**Lot Size:** 30,000 sf (min)  
 (Average = 31,085 sf)

**Lot Width:** 110' (min)

**Setbacks:**  
 Front Yard = 35'  
 Side Yard = 20'  
 Rear Yard = 20'

**Open Space:** 36.15 acres (46.5% of site)  
 - % Wetland = 0.90 acres - 2.5%  
 - % Stormwater = 14.10 acres = 38.5%  
 - % Upland = 21.15 acres - 59.0%

**Street Length:** 5,037 lf (105 lf/lot)



REVISED THIS 7TH DAY OF MAY, 2020  
 REVISED THIS 26TH DAY OF MARCH, 2020  
 REVISED THIS 10TH DAY OF FEBRUARY, 2020  
 REVISED THIS 22ND DAY OF JANUARY, 2020  
 REVISED THIS 28TH DAY OF AUGUST, 2019  
 DATED THIS 11TH DAY OF JULY, 2019

I, KEITH A. KINDRED, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT IN MY PROFESSIONAL OPINION THIS PRELIMINARY PLAT IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISION FEATURES, AND THAT I HAVE COMPLIED WITH ALL APPLICABLE ORDINANCES IN PREPARING THE SAME.

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PROJECT NEUMA #149952

# PRELIMINARY PLAT OF HILLSIDE RIDGE

LOT 1 OF CERTIFIED SURVEY MAP NO. 1544 AND LANDS BEING A PART OF THE NE 1/4 AND NW 1/4 OF THE SE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4 AND A PART OF THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 16, TOWN 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN

**SURVEYOR:**  
KEITH A. KINDRED, PLS S-2082  
SEH, INC.  
501 MAPLE AVE.  
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KKindred@sehinc.com

**SURVEY FOR:**  
HILLSIDE RIDGE, LLC  
NEUMANN COMPANIES INC.  
N27W24025 PAUL CT.  
STE 100  
PEWAUKEE, WI 53072



REVISED THIS 7TH DAY OF MAY, 2020  
REVISED THIS 26TH DAY OF MARCH, 2020  
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KEITH A. KINDRED, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT IN MY PROFESSIONAL OPINION PRELIMINARY PLAT IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISION FEATURES, AND THAT I HAVE COMPLIED WITH ALL APPLICABLE ORDINANCES IN PREPARING THE SAME.

SOILS LEGEND	
TYPES	DESCRIPTION
DdA	Dodge silt loam
DdB	Dodge silt loam
HmB	Hochheim loam
HmB2	Hochheim loam
HmC2	Hochheim loam
HmD2	Hochheim loam
HmE2	Hochheim loam
LmB	Lamartine silt loam
MoB	Mayville silt loam
PrA	Pistakee silt loam
ScA	St. Charles silt loam
ThB	Theresa silt loam
ThB2	Theresa silt loam

## DEVELOPMENT SUMMARY

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48 Single Family Lots

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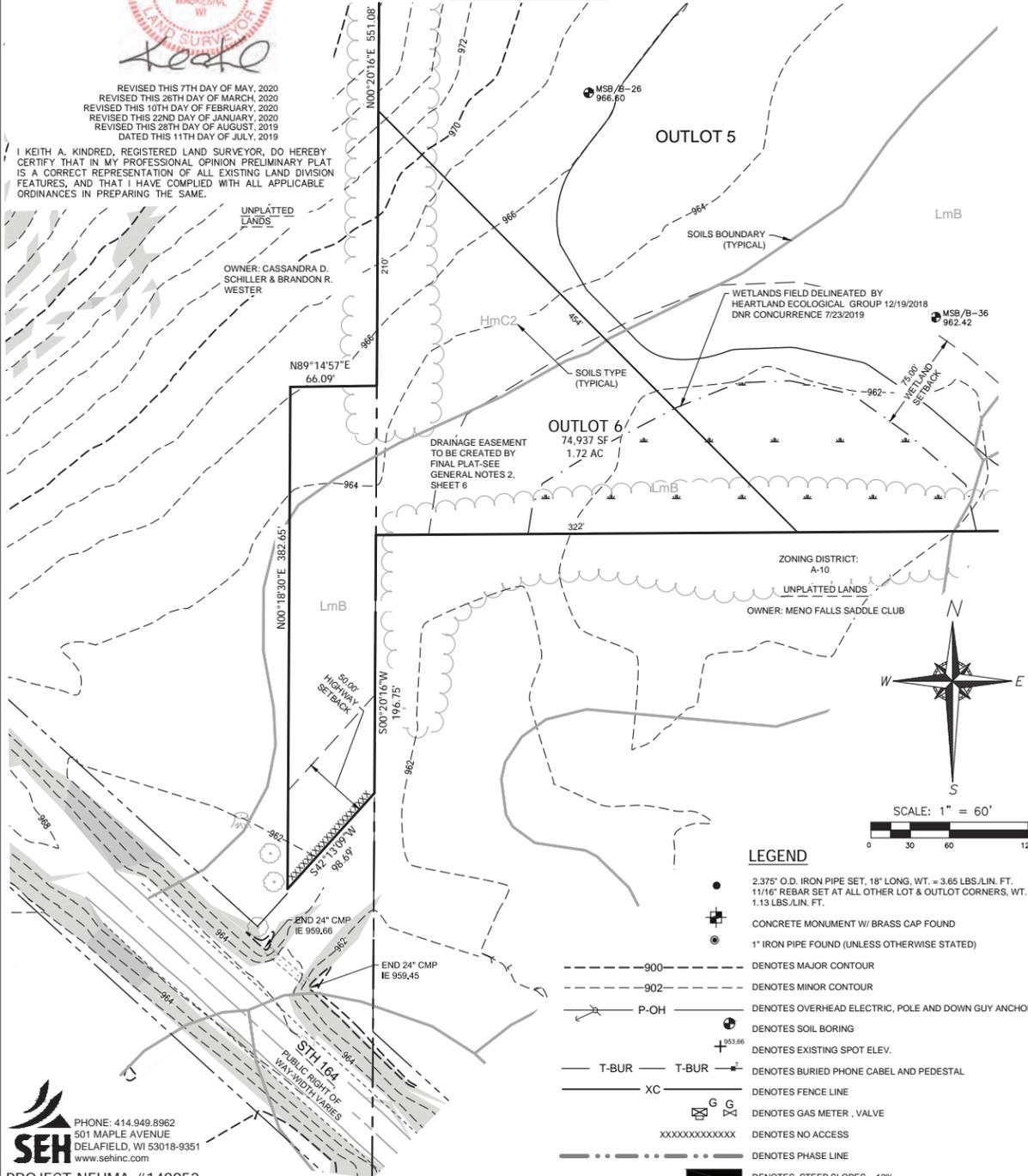
- % Upland = 21.15 acres - 59.0%

**Street Length:** 5,037 lf (105 lf/lot)

## GENERAL NOTES:

- EACH INDIVIDUAL LOT OWNER SHALL HAVE AN UNDIVIDED FRACTIONAL OWNERSHIP IN OUTLOTS 1-7. WAUKESHA COUNTY SHALL NOT BE LIABLE FOR ANY FEES OR SPECIAL ASSESSMENTS IN THE EVENT THEY BECOME THE OWNER OF ANY LOT IN THE SUBDIVISION BY REASON OF TAX DELINQUENCY. THE INDIVIDUAL HOME OWNERS ARE RESPONSIBLE FOR MAINTENANCE OF SAID OUTLOTS.
- OUTLOT 5 AND OUTLOT 6 TO BE ENCOMPASSED BY A DRAINAGE EASEMENT GRANTED TO TOWN OF LISBON AND MAINTAINED BY THE LOT OWNERS. SEE STORMWATER MANAGEMENT PRACTICES NOTES.
- ALL EASEMENTS ARE GRANTED TO THE TOWN OF LISBON UNLESS OTHERWISE STATED.
- NO POLES, PADS BOXES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES.
- AREA SHOWN IS ZONE X, AREA OF MINIMAL FLOODING, PER FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 55133C0088G, EFFECTIVE DATE NOVEMBER 5, 2014.
- THE OVERALL AREA OF THIS PRELIMINARY PLAT IS 3,452,941 S.F., 79.27 AC.
- ALL ROADS WITHIN THE SUBDIVISION ARE DEDICATED TO THE PUBLIC.
- ALL VISIBLE BUILDINGS, WELLS, SEPTIC ACCESS LIDS AND VENTS (IF ANY) WITHIN 50' OF THE PROPERTY BOUNDARY ARE DEPICTED.
- PRECISE UTILITY EASEMENT LOCATIONS SHALL BE DETERMINED BY THE UTILITY COMPANIES AND INCLUDED IN THE FINAL PLAT.
- PER THE WISCONSIN HISTORIC PRESERVATION DATABASE, THERE ARE NO REPORTED ARCHEOLOGICAL SITES WITHIN THE SUBDIVISION.
- OUTLOT 1 INCLUDES A TOT LOT. OUTLOTS 3, 4 AND 5 CONTAIN A PROPOSED TRAIL. OUTLOT 2 CONTAINS A SWALE. OUTLOT 1, 5 AND 6 CONTAIN A DRAINAGE EASEMENT. OUTLOT 7 IS FOR BOULEVARD ENTRANCE, SIGN AND LANDSCAPING.
- 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 EASEMENT.
- A WAIVER HAS BEEN PREVIOUSLY GRANTED FOR NONCONFORMING RADIAL AND RIGHT ANGLE LOT LINES.
- A WAIVER HAS BEEN PREVIOUSLY GRANTED FOR NONCONFORMING TANGENT LENGTHS BETWEEN CURVES.
- A WAIVER HAS BEEN REQUESTED FOR NONCONFORMING BOULEVARD WIDTH.

## LOT DETAIL



### LEGEND

- 2.375" O.D. IRON PIPE SET, 18" LONG, WT. = 3.65 LBS./LIN. FT. 1 1/16" REBAR SET AT ALL OTHER LOT & OUTLOT CORNERS, WT. = 1.13 LBS./LIN. FT.
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- T-BUR DENOTES BURIED PHONE CABEL AND PEDESTAL
- XC DENOTES FENCE LINE
- ⊕ G ⊕ DENOTES GAS METER, VALVE
- XXXXXXXXXXXXX DENOTES NO ACCESS
- DENOTES PHASE LINE
- DENOTES STEEP SLOPES > 12%

Lot #	Soil	Soil	Surface	Bottom	Soil	Elevation	Depth to	Proposed	Septic
Observ. #	Symbol	Profile	Elev. (ft)	Elev. of Soil Profile	Unit (MFC)	of Seasonal High Water Table	Seasonal High Water Table (ft)	Basement Floor Elevation	System Type
1	102	974.5	966.5	966.5	ScA	-966.5	-3.07	-966.0	Conventional
2	901	974.5	966.5	966.5	ScA	-966.5	-3.07	-966.0	Conventional
3	902	972.5	964.5	964.5	ScA	-964.5	-3.07	-964.0	Conventional
4	901	970.7	961.7	961.7	ScA	-961.7	-3.07	-961.2	Conventional
5	904	968.7	960.7	960.7	ScA	-960.7	-3.08	-960.2	Conventional
6	905	966.7	958.7	958.7	ScA	-958.7	-3.11	-958.2	Conventional
7	906	964.9	956.9	956.9	LmB	-956.9	-3.18	-956.4	Mound
8	911	962.3	954.3	954.3	ScA	-954.3	-3.2	-953.8	Mound
9	912	960.3	951.3	951.3	ScA	-951.3	-3.38	-950.8	Mound
10	913	973.6	965.6	965.6	ScA	-965.6	-3.67	-965.1	Mound
11	914	980.3	972.3	972.3	ThB	-972.3	-3.7	-971.8	Mound
12	915	980.9	972.9	972.9	ThB	-972.9	-3.8	-972.4	Mound
14	916	1054.1	1046.1	1046.1	HmD2	-1046.1	-3.8	-1045.6	Mound
14	917	1054.0	1046.0	1046.0	HmD2	-1046.0	-3.8	-1045.5	Mound
15	918	1054.1	1046.1	1046.1	HmD2	-1046.1	-3.8	-1045.6	Mound
16	919	1054.0	1046.0	1046.0	ThB	-1046.0	-3.8	-1045.5	Mound
17	920	1054.1	1046.1	1046.1	ThB	-1046.1	-3.8	-1045.6	Mound
18	921	1054.0	1046.0	1046.0	ThB	-1046.0	-3.8	-1045.5	Mound
19	922	1054.1	1046.1	1046.1	ThB	-1046.1	-3.8	-1045.6	Mound
20	923	1054.0	1046.0	1046.0	ThB	-1046.0	-3.8	-1045.5	Mound
21	924	1054.1	1046.1	1046.1	ThB	-1046.1	-3.8	-1045.6	Mound
22	925	1054.0	1046.0	1046.0	ThB	-1046.0	-3.8	-1045.5	Mound
23	926	1054.1	1046.1	1046.1	HmD2	-1046.1	-3.8	-1045.6	Mound
24	927	1054.0	1046.0	1046.0	HmD2	-1046.0	-3.8	-1045.5	Mound
25	928	982.4	974.4	974.4	ThB	-974.4	-3.92	-973.9	Mound
26	929	982.3	974.3	974.3	HmB	-974.3	-3.95	-973.8	Mound
27	930	982.2	974.2	974.2	HmB	-974.2	-3.95	-973.7	Mound
28	931	982.1	974.1	974.1	ThB	-974.1	-3.97	-973.6	Mound
29	932	982.0	974.0	974.0	ThB	-974.0	-3.97	-973.5	Mound
30	933	981.9	973.9	973.9	ThB	-973.9	-3.97	-973.4	Mound
31	934	981.8	973.8	973.8	ThB	-973.8	-3.97	-973.3	Mound
32	935	981.7	973.7	973.7	ThB	-973.7	-3.97	-973.2	Mound
33	936	981.6	973.6	973.6	ThB	-973.6	-3.97	-973.1	Mound
34	937	981.5	973.5	973.5	HmC2	-973.5	-3.97	-973.0	Mound
35	938	981.4	973.4	973.4	HmC2	-973.4	-3.97	-972.9	Mound
36	939	981.3	973.3	973.3	ThB	-973.3	-3.97	-972.8	Mound
37	101	967.9	959.9	959.9	ScA	-959.9	-3.07	-959.4	Mound
38	101	967.7	959.7	959.7	ScA	-959.7	-3.11	-959.2	Mound
39	101	966.4	958.4	958.4	ScA	-958.4	-3.11	-957.9	Mound
40	101	965.6	957.6	957.6	ScA	-957.6	-3.11	-957.1	Mound
41	101	964.7	956.7	956.7	ScA	-956.7	-3.11	-956.2	Mound
42	101	964.1	956.1	956.1	ScA	-956.1	-3.11	-955.6	Mound
43	11	966.7	958.7	958.7	ThB	-958.7	-3.07	-958.2	Mound
44	101	966.2	958.2	958.2	ThB	-958.2	-3.11	-957.7	Conventional
45	11	965.5	958.5	958.5	ThB	-958.5	-3.07	-958.0	Conventional
46	11	964.1	957.1	957.1	ThB	-957.1	-3.07	-956.6	Conventional
47	11	963.1	956.1	956.1	ThB	-956.1	-3.07	-955.6	Conventional
48	101	974.4	966.4	966.4	ThA	-966.4	-3.07	-965.9	Mound

## BASEMENT RESTRICTION - GROUNDWATER

THE LANDS THAT ARE A PART OF THIS SUBDIVISION PLAT ARE LOCATED IN AN AREA WITH MAPPED SOILS THAT MAY CONTAIN SEASONAL HIGH GROUNDWATER. THE TOWN OF LISBON ORDINANCE CURRENTLY REQUIRES THAT THE LOWEST LEVEL OF ANY RESIDENCE MUST BE AT AN ELEVATION THAT IS AT LEAST 18 INCHES HIGHER THAN THE HIGHEST SEASONAL GROUNDWATER LEVEL, UNLESS A VARIANCE FROM THAT REQUIREMENT IS OBTAINED FROM THE TOWN OF LISBON BOARD OF APPEALS. THEREFORE, ADDITIONAL SOIL TESTING IN THE VICINITY OF ANY FUTURE PROPOSED RESIDENCE WILL BE REQUIRED TO ENSURE COMPLIANCE WITH THIS REQUIREMENT. IF THE REQUIREMENT REGARDING VERTICAL SEPARATION DISTANCE FROM THE HIGHEST SEASONAL GROUNDWATER LEVEL IS MODIFIED BY A FUTURE AMENDMENT TO THE TOWN OF LISBON ZONING ORDINANCE, THE REQUIREMENT AT THE TIME OF CONSTRUCTION SHALL APPLY. ALL GROUNDWATER SEPARATION REQUIREMENTS SET FORTH BY THE TOWN OF LISBON MUST BE COMPLIED WITH.

## WETLAND RESTRICTIONS

THOSE AREAS IDENTIFIED ON THIS SUBDIVISION PLAT AS WETLANDS, SHALL BE SUBJECT TO THE FOLLOWING RESTRICTIONS:

- GRADING, FILLING AND REMOVAL OF TOPSOIL OR OTHER EARTHEN MATERIALS ARE PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE MUNICIPALITY IN WHICH THIS LAND IS LOCATED AND, IF APPLICABLE, THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
- THE REMOVAL OR DESTRUCTION OF ANY VEGETATIVE COVER, I.E., TREES, SHRUBS, GRASSES, ETC., IS PROHIBITED, WITH THE EXCEPTION THAT INVASIVE, DEAD, DISEASED, OR DYING VEGETATION MAY BE REMOVED, AT THE DISCRETION OF THE LANDOWNER AND WITH THE APPROVAL FROM THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE - PLANNING AND ZONING DIVISION. SILVICULTURAL THINNING, UPON THE RECOMMENDATION OF A FORESTER OR NATURALIST AND WITH APPROVAL FROM THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE-PLANNING AND ZONING DIVISION, SHALL ALSO BE PERMITTED.
- GRAZING BY DOMESTICATED ANIMALS, I.E., HORSES, COWS, ETC., IS PROHIBITED.
- THE INTRODUCTION OF PLANT MATERIAL NOT INDIGENOUS TO THE EXISTING ENVIRONMENT IS PROHIBITED.
- PONDS ARE PROHIBITED UNLESS DESIGNED TO ENHANCE THE NATURAL ENVIRONMENT. PONDS THAT MAY BE PERMITTED ARE SUBJECT TO THE APPROVAL OF THE MUNICIPALITY IN WHICH THEY ARE LOCATED, AND IF APPLICABLE, THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
- THE CONSTRUCTION OF BUILDINGS IS PROHIBITED.
- THE RESOURCE BOUNDARIES AND RESTRICTIONS CONTAINED HEREIN MAY ONLY BE MODIFIED IN COMPLIANCE WITH THE TOWN OF LISBON ZONING ORDINANCE.

## STORM WATER MANAGEMENT PRACTICE MAINTENANCE

THE TITLEHOLDERS AND UNIT OWNERS OF THE HILLSIDE RIDGE SUBDIVISION SHALL EACH HOLD AN UNDIVIDED AND NONTRANSFERABLE INTEREST IN OUTLOT 5 AND OUTLOT 6 WHERE THE STORM WATER MANAGEMENT PRACTICES ARE LOCATED.

THERE ARE ONE OR MORE SEPARATE DOCUMENTS RECORDED ON THE PROPERTY TITLE THROUGH THE WAUKESHA COUNTY REGISTER OF DEEDS ENTITLED "STORM WATER MANAGEMENT PRACTICE MAINTENANCE AGREEMENT" ("MAINTENANCE AGREEMENT") THAT APPLY TO OUTLOT 5 AND OUTLOT 6. THE MAINTENANCE AGREEMENT SUBJECTS THIS SUBDIVISION PLAT, AND ALL LOT OWNERS THEREIN, TO COVENANTS, CONDITIONS AND RESTRICTIONS NECESSARY TO ENSURE THE LONG-TERM MAINTENANCE OF THE STORM WATER MANAGEMENT PRACTICE. THE AGREEMENT ALSO OUTLINES A PROCESS BY WHICH THE TOWN OF LISBON MAY LEVY AND COLLECT SPECIAL ASSESSMENTS OR CHARGES FOR ANY SERVICES THE COMMUNITY MIGHT PROVIDE RELATING TO ENFORCEMENT OF THE MAINTENANCE AGREEMENT.

IN ACCORDANCE WITH CHAPTER 14 - ARTICLE VIII OF THE WAUKESHA COUNTY CODE OF ORDINANCES ("STORM WATER ORDINANCE"), THE STORM WATER PERMIT HOLDER IS RESPONSIBLE FOR CONSTRUCTING THE STORM WATER MANAGEMENT PRACTICES FOLLOWING PLANS APPROVED BY WAUKESHA COUNTY AND IS RESPONSIBLE FOR MAINTAINING THE STORM WATER PRACTICES UNTIL PERMIT TERMINATION BY WAUKESHA COUNTY. UPON TERMINATION OF THE STORM WATER PERMIT, THE OWNERS OF LOTS 1-48 SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STORM WATER MANAGEMENT PRACTICES IN ACCORDANCE WITH THE MAINTENANCE AGREEMENT.

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, NOR NEGATIVELY IMPACT ANY ABUTTING PROPERTY, WHILE ALSO ADHERING TO THE ESTABLISHED, APPROVED, AND ACCEPTED STORMWATER MANAGEMENT PLAN.

## EASEMENTS

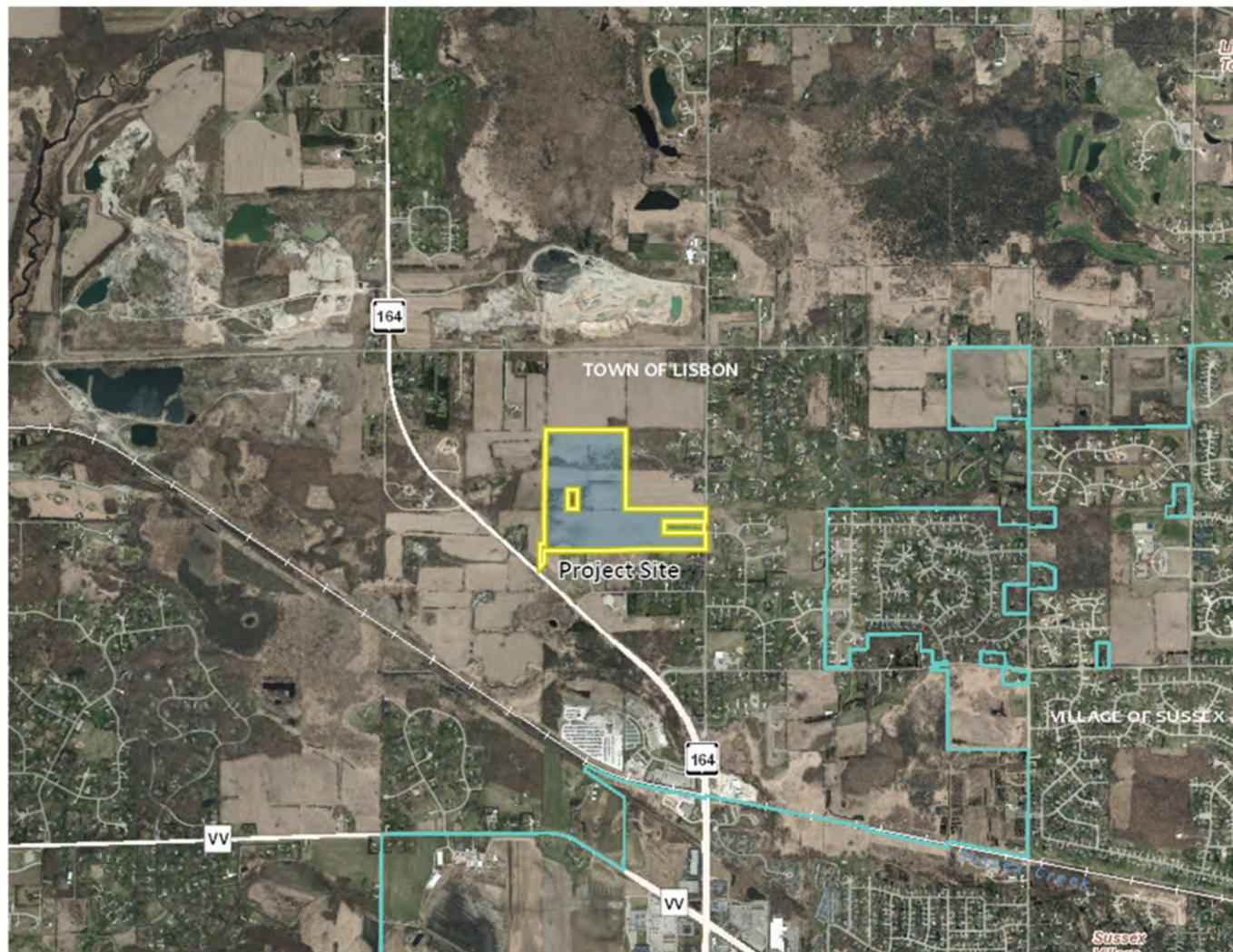
ALL LANDS WITHIN AREAS LABELED "DRAINAGE EASEMENT" ARE RESERVED FOR STORM WATER COLLECTION, CONVEYANCE, TREATMENT OR INFILTRATION. NO BUILDINGS OR OTHER STRUCTURES ARE ALLOWED IN THESE AREAS. NO GRADING OR FILLING IS ALLOWED IN THESE AREAS THAT MAY INTERRUPT STORM WATER FLOWS IN ANY WAY. THE MAINTENANCE AGREEMENT MAY CONTAIN SPECIFIC MAINTENANCE REQUIREMENTS FOR THESE AREAS. THE TOWN OF LISBON, WAUKESHA COUNTY OR THEIR DESIGNEE ARE AUTHORIZED ACCESS IN THESE AREAS FOR PURPOSES OF INSPECTING THE STORM WATER MANAGEMENT PRACTICES OR ENFORCING THE TERMS OF MAINTENANCE AGREEMENT.

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DELAFIELD, WI 53018-9351  
www.sehinc.com

PROJECT NEUMA #149952

# HILLSIDE RIDGE

Town of Lisbon – Planned Development – General Development Plan & Specific Development Plan  
Submitted March 14, 2019 – Revised April 11, 2019 & May 13, 2019 – GDP approved May 28, 2019  
Specific Development Plan – submitted July 11, 2019 – Revised August 30, 2019 – SDP approved September 9, 2019  
SDP Amendment submitted February 11, 2020



## Hillside Ridge Table of Contents

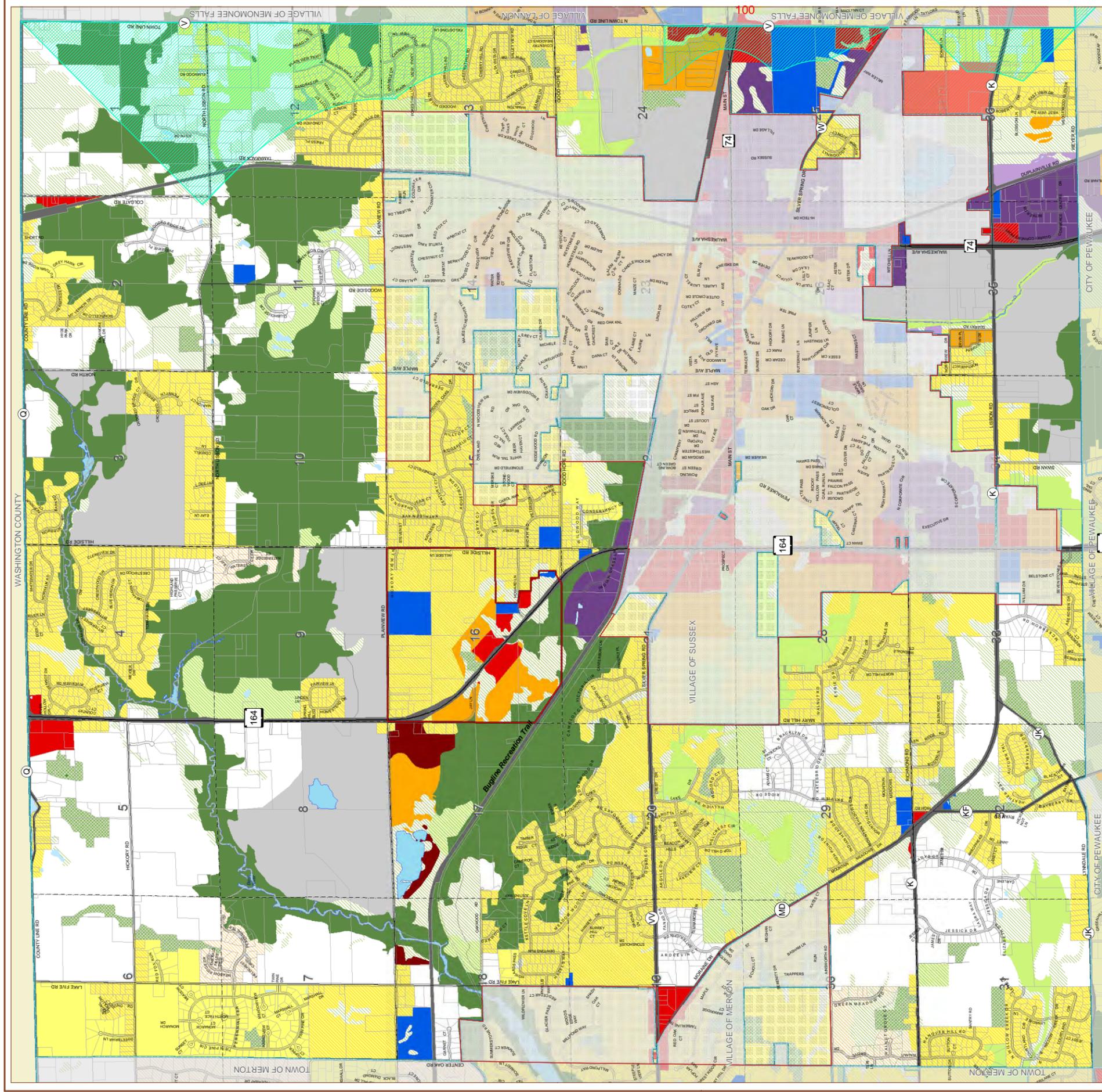
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Declaration of Protective Covenants.....	Attached

### Developer

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262-542-9200

### Engineer, Surveyor

SEH  
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Delafield, WI 53018  
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## Recommended Land Use Plan for Town of Lisbon - 2035 (EXHIBIT B)

### Land Use Plan Categories

- High Density Residential**  
(Less than 6,000 square feet of area per dwelling unit)
- Medium Density Residential**  
(6,000-19,999 square feet of area per dwelling unit)
- Low Density Residential**  
(20,000 square feet to 1.4 acres of area per dwelling unit)
- Suburban I Density Residential**  
(1.5 to 2.9 acres of area per dwelling unit)
- Suburban II Density Residential**  
(3.0 to 4.9 acres of area per dwelling unit)

- Rural Density and Other Agricultural Land**  
(5.0 to 34.9 acres of area per dwelling unit or equivalent density)
- Farmland Preservation**  
(>35 acres of area per dwelling unit)
- Farmland Preservation w/ EC Overlay**  
(>35 acres of area per dwelling unit)
- Other Open Lands to be Preserved**
- Recreational**
- Primary Environmental Corridor**
- Secondary Environmental Corridor**
- Isolated Natural Resource Area**
- Surface Water**

- Governmental & Institutional**
- Commercial and Office Park**
- Mixed Use**
- Industrial**
- Transportation, Communication & Utilities**
- Highway and Railway Rights of Way**
- Landfill**
- Extractive**
- Major Recreational Trails**
- Boundary Agreement Areas**
- Menomonee Falls Extra-Territorial Area**

### Local Plan Refinements

#### Special Use Districts

- Commercial Special Use**
- Industrial Special Use**
- Mixed Special Use**
- STH 164 Corridor Mixed Use Sewered Area**

The area within this boundary, in accordance with the Boundary Agreement with the Village of Sussex, consists of approximately 571 acres and will be a mixed land use area with no more than 60 acres of commercial use; a residential density of no more than one house per .71 acres; and a total sewer capacity for the area of no more than 231,000 gallons per day. The actual configuration of the land uses within this area is contingent upon a neighborhood plan approved by the Town of Lisbon Plan Commission.



Environmental Corridor information from SEWRPC Environmental Corridor Inventory 2010  
Prepared & Updated by the Waukesha County Department of Parks and Land Use April 2015.



## **Planned Development Written Description**

This Planned Development Submittal for the Hillside Ridge project contains Specific Development Plan (SDP) features that are consistent with the previously approved General Development Plan (GDP). The Project Narrative below covers both GDP and SDP elements, noting which elements contain combined GDP and SDP information and which elements pertain only to the GDP or SDP. As a follow up submittal, the project has been designed for consistency between GDP and SDP elements. The GDP and SDP area cover the entire planned development area as shown.

## **Enforcement (GDP & SDP)**

It is intended that the design statements expressed in this document and the Declaration of Covenants for Hillside Ridge are to be enforceable only by the private parties in the Home Owners Association and not the Town of Lisbon.

## **Project Themes and Images (GDP & SDP)**

The overall design and quality materials of the homes that will be built in Hillside Ridge will be consistent with the Declaration of Restrictive Covenants for Hillside Ridge and as summarized within the Site and Structure Design Code in this document. The following images are representative of the quality materials and overall design of homes that will be built in the Hillside Ridge neighborhood.



## **Land Uses (GDP & SDP)**

The land use within the planned development area will be entirely single family residential, as shown on the GDP and SDP maps in this document and summarized in the chart below. The development also includes several storm water management out lots and preserved green space.

## Residential Densities (GDP & SDP)

<b>DEVELOPMENT SUMMARY</b>	
<b>Total Area:</b>	78.77 acres (Wetland = 0.903 acres) - Excludes: 0.50 ac Hillside Rd ROW
<b>Description:</b>	Conservation Subdivision 48 Single Family Lots
<b>Density:</b>	1.64 acres/lot
<b>Proposed Zoning:</b>	R-1 PUD
<b>Lot Size:</b>	30,000 sf (min) (Average = 31,085 sf)
<b>Lot Width:</b>	110' (min)
<b>Setbacks:</b>	Front Yard = 35' Side Yard = 20' Rear Yard = 20'
<b>Open Space:</b>	36.15 acres (46.5% of site) - % Wetland = 0.90 acres - 2.5% - % Stormwater = 14.10 acres = 38.5% - % Upland = 21.15 acres - 59.0%
<b>Street Length:</b>	5,037 lf (105 lf/lot)

The density of the overall site is 1.46 acres per lot with a total open space preservation of 46.5% of the site. All lots are above the minimum lot size of 30,000 SF.

## Treatment of Natural Features (GDP & SDP)

The primary open space included in the Hillside Ridge neighborhood is for storm water management. The storm water management areas primarily lie along the southern

boundary of the property. The storm water management goals and objectives for the planned development area are detailed in the included storm water management report.

The project is subject to the Post-construction performance standards NR 151.121 through NR151.125. Town regulations state that the site must also adhere to the Waukesha County Storm water Management & Erosion Control Ordinance, Chapter 14, Article VIII.

### **The specific standards include:**

For new development:

- Maintain or reduce peak flows for the 1-year, 2-year, 10-year and 100-year 24-hour storm events to the pre-development flows.
- Obtain an 80% reduction in Total Suspended Solids (TSS)
- Infiltrate at least 75 percent of the pre-development infiltration volume, based on average annual rainfall, while not exceeding more than 2 percent of the total area to infiltration (NR 151.124(b)).
- Safely pass the 100-year storm.

### **Design**

The vast majority of the development will be routed to the detention pond, with the exception of 1.49 acres on the northwest corner of the property. This small area consists of residential yards and a small amount of roadway, which will flow offsite to the west (undetained) as it does now. The new detention pond is also taking in storm water runoff from over 85 acres of off-site area located to the east, and approximately 45 acres from the north. The off-site area to the east has been calibrated in the model to not overtop Hillside Road in the 10-year storm event based on observations from the landowner and the Town Highway Superintendent. The site will be graded to ensure treatment in the site's new storm water best management practices (BMPs). The detention pond has been designed to remove a minimum of 80% of TSS from the development.

Steep slopes and wooded buffer areas are intended to be preserved as much as possible.

## Relationship to Nearby Properties (GDP & SDP)

The planned development area is within a primarily rural portion of the Town of Lisbon. However, there is a newer development to the East called Polo Fields which is largely built out. This property also lies within an area that was planned for future residential development as highlighted on the comprehensive land use plan. Lands immediately north are primarily agricultural. Lands west are large lot residential, and lands south are existing single family residential. There is some institutional use to the south west of this property.

Access to the site is from Hillside Road to the East. Hillside Road connects north to Plainview Road and south to Good Hope Road providing reliable arterial access to the surrounding areas. Beverly Lane to the east will be made to line up and continue into the development.

It is proposed to serve the planned area with private sanitary and water service. Gas and Electric service currently exist adjacent to the property and will be extended throughout to serve the new properties.

All of these elements make the proposed residential development within the planned area well-suited to existing and planned development around the site.

## **General Relationship to Comprehensive Plan (GDP)**

The Town of Lisbon's Comprehensive Land Use Plan 2035, shows the eastern and northern portions of the site as Low Density Residential. The southwestern portion of the site includes recommendations for medium density residential and commercial. This development avoids the commercial recommendation and is consistent with the residential recommendations as set forth in the Land Use Plan for the Town of Lisbon 2035.

## **Statement of Rationale & Justification for PUD Zoning (GDP)**

The application of the R-1 PUD zoning is appropriate in this development based on adjacent developed lands and is consistent with the intent of the Zoning Ordinance and the Town's Comprehensive Plan.

Application of the planned development overlay district designation is appropriate in this development to coordinate the area site planning, providing attractive open spaces and economical and efficient design. Clustered subdivisions, encouraged through the use of a planned development overlay, should minimize impact on the community's rural character and sensitive lands. The lot density should not jeopardize the health and safety or physically negatively affect surrounding manmade and natural environments. If there are subdivisions proposed in natural resource areas, they should be designed in a way to preserve those portions of the land that are suitable to be preserved while maintaining the objective of facilitating growth needs for the future given the finite availability of future lands for development.

To enhance the open spaces of this development a proposed paved walking trail will loop internally through the outlots of

the neighborhood. The details of the proposed trail will be addressed in the construction plans and at a minimum will match the Town of Lisbon requirements and be approved by the Town Engineer. Additionally a tot lot play structure will be provided in Outlot 1 of the neighborhood to provide greater use and enjoyment of the open spaces being preserved. The following is an example image of the tot lot to be installed in Hillside Ridge.



Deed Restrictions would be put on record to ensure high quality development, and provide an enforcement mechanism to protect the preservation areas as well as compliance with other deed restrictions that are placed of record as approved by the Town. Individual home and lot packages would be developed pursuant to those deed restrictions. Those deed restrictions would be in excess of the finished living area minimums in the underlying zoning districts.

In summary, the proposed zoning application is consistent in all respects with the intent and purpose of the zoning ordinance as well as the comprehensive plan and provides for adequate drainage for surface and storm water, is accessible by public utilities, and proposed public streets are suitable and meet the minimum standards and administrative regulations of the Town.

## **Comparison to Existing Town Zoning (GDP)**

The planned development area was previously zoned a mixture of A-10 Agricultural and R-1 Residential. A change to entirely R-1 Residential through Ordinance 05-19 was approved by the Town Board at the March 25, 2019 meeting. A subsequent approval of Ordinance 06-19 on May 28, 2019 approved the use of a Planned Development Overlay for this property. As a result of the approval of these two ordinances, the details of the specific development requirements are proposed in this submittal.

## **Development Plan Maps**

The following maps are included to illustrate proposed neighborhood development under this planned development:

- Overall Development Exhibit: This GDP/SDP map illustrates the lot layout, street network, and open space. Note that cross sections for streets are included in a later document. Further Construction-level plans will be provided to the Town for review and approval prior to street construction of subsequent phases. (see page 12)
- Existing Site Topography. The preliminary plat submittal includes existing contours (Attached)
- Preliminary Utilities. The Preliminary Plat includes soil data to be used for private on site sanitary system design. Details on storm water utilities and sanitary systems will be provided as part of construction-level plans in subsequent phases. (Attached)

## **Signage & Lighting Plan (GDP & SDP)**

Neighborhood Signage conforming to the Town's code will be submitted for Town approval in the future. It is likely that a

neighborhood sign will be placed on the Homeowner's Association out lot shown on the GDP/SDP map.

Street signage and lighting will be installed in coordination with the Town of Lisbon and accordance with town ordinances. Individual lamp posts with dusk till dawn control are being proposed as part of the declaration of restrictive covenants. The following picture is an example of the lamp post specified to be installed in Hillside Ridge.



## **Concept Development Phasing Plan**

### **(GDP & SDP)**

Phasing is anticipated from South to North on the site with the initial Phase 1 being constructed in 2020 following along Beverly Lane including the southern cul-de-sac and extending up to Outlot 3 and lot 12. North of this Phase we anticipate an additional phase to include the remaining lots. Note that actual implementation of phasing will depend upon market conditions at the time, and the phase boundaries

and number of phases may be adjusted accordingly without amendment to this document.

## **Anticipated Organizational Structure (SDP)**

The Developer will record a Declaration of Covenants, Restrictions, and Conditions for the Hillside Ridge neighborhood. The Declaration will address architectural controls, lot regulations, management/maintenance of common neighborhood elements, the formation/composition of a Homeowner's Association, procedures for Association review/approval of building plans, and the role of the Developer during build out of the neighborhood. Should there be any conflicts between the Declaration and the planned development document, the more restrictive provision shall govern.

Mailboxes will be placed in accordance with USPS regulations. It is anticipated the USPS will require cluster box units.

## **Streets, Trails, and Outlots (SDP)**

The standard street cross section will be shown on the construction level plans and will be used for all public street construction, and at a minimum will match the Town of Lisbon requirement and be approved by the Town Engineer. A pedestrian trail will loop through the out lots of the neighborhood as shown on the plans. The neighborhood association or adjacent homeowners will be responsible for maintaining the out lots.

## **General Lot Provisions (SDP)**

The general purposes of these regulations are: to help ensure that the lots will become and remain an attractive community; to preserve and maintain the natural beauty of the lots; to ensure the most appropriate development and improvement of each lot, including construction of attractive and harmonious residential structures; and to ensure the highest and best residential development of the lots.

These regulations are general in nature and apply to all single family lots. Developer intends to develop the Subdivision in phases, and may

record additional Covenants that are specific to each phase of lots prior to the sale of lots. All owners are subject to the zoning provisions of this document and any recorded Covenants, and area given notice that their ability to use their privately owned property is limited thereby and the Developer may add, delete, modify, create exceptions to, or amend the Covenants. Each owner, by acceptance of a deed for a lot, acknowledges and agrees for himself or herself, and for his or her heirs, representatives, successors, and assigns, that the use, enjoyment and marketability of his or her lot can be affected by the zoning, Covenants, and future development within the Subdivision. Items #1 through #3 below are not considered planned development standards, but are included to illustrate how the covenants and restrictions will be written to ensure a high-quality neighborhood.

### 1. Vehicles.

No outdoor parking of vehicles shall be permitted on the Lots for more than twenty-four (24) consecutive hours, without the express prior consent of the Board. No person shall occupy, park or otherwise use a vehicle so as to block access to a Lot. Storage or parking of trailers, campers, camping trucks, boats or other marine craft, horse or boat trailers, motorcycles, mopeds, motorized bicycles, vehicles licensed as recreational vehicles or commercial vehicles, snowmobiles, all-terrain vehicles, inoperative or unlicensed vehicles or the like shall not be permitted on a Lot, except (i) in a garage, (ii) in the case of recreational vehicles, commercial vehicles, campers, trailers, and boats, outside of a garage for no longer than one twenty-four (24) hours in a one week period; or (iii) outside parking on a case-by-case basis as approved by the ACC.

### 2. Appearance.

Each Owner shall be responsible for maintaining the lot and all structures located thereon in a neat appearance at all times. This covenant shall apply to all lots from the date of purchase, regardless of whether a building has been or is in the process of construction.

3. Activities.

No use or practice shall be allowed in the Subdivision or the Common Areas which is immoral, improper or offensive in the opinion of the Board or which is in violation of the Documents. By way of example and not limitation, offensive activity shall include excessive amplification of musical instruments and/or audio or audio visual equipment.

Committee (ACC) and shall not include basement, attic, garage, porch or patio areas in the computation.

4. Garages. Each residence shall have a garage for not less than two cars attached to the residence containing a minimum of 440 square feet. All garage doors facing the street shall be decorative garage doors (raised panels shall not be considered decorative) with either glass inserts or have architectural design such as carriage style or similar.
5. Driveways. All drives shall be asphalt or concrete or some other hard surface as approved by the ACC and shall be installed no later than twelve (12) months from occupancy. No permanent gravel drive will be permitted.
6. Curbing & Roadways. Lot Owner shall be responsible for repairing and/or replacing any curbing damaged during construction of the home. Damaged curbing shall be removed and replaced per municipal requirements as part of the driveway installation if allowed by the Municipality. The Developer is responsible for placing the surface course of asphalt on the public roadways; the Lot Owner is hereby notified that it may occur after the structure is built on the Lot. Prior to installing the surface course of paving, the Municipality will inspect the roadways and curbing, if the Developer is notified by the Municipality that curbing needs replacement, the owner of the Lot shall be responsible for costs associated with the replacement of the damaged curbing.
7. Exterior Siding. All residences should be sided with vinyl, cedar, cement board siding, stone, brick, or stucco. Fascia and soffit may be aluminum. Window and door wraps shall be at least four inch (4") nominal in width and used on all locations except on windows with shutters. All corners shall be six inch (6") trim boards. Front Elevation should contain at least one prominent architectural feature such as a front porch or a minimum of 10% stone or brick accent material. If masonry is used on the exterior walls, it should whenever possible, terminate only at an inside corner. In the event it is not possible to terminate the masonry material at an inside corner, the material must then

terminate at a corner board that is at least six (6) inches in width. Side elevations of homes shall require a minimum of two (2) architectural elements for each ranch elevation and three (3) architectural elements for each two-story elevation. Architectural elements shall include any window, door, closed shutter (false window), fypon, horizontal trim, or break in elevation or foundation.

The ACC shall be acting reasonably if it disapproves the Drawings, or any portion thereof, for a home because such home would be similar in appearance, or color, to other homes in close proximity, as determined by the ACC.

8. Roof. A residence shall have a roof made of dimensional shingles, or better, with a minimum pitch ratio of 6:12, 8:12 for front facing gables, or such other pitch as is specifically approved by the ACC. "3-tab" shingles shall not be allowed.
9. Fences. ALL FENCES ARE SUBJECT TO REVIEW AND APPROVAL BY THE ACC AND ARE SUBJECT TO APPLICABLE MUNICIPAL ORDINANCES, GOVERNMENTAL EASEMENTS, AND BUILDING CODES. Fences shall not exceed forty-eight inches (48") in height, shall be constructed of ornamental/decorative metal (wrought iron or aluminum) which is black in color. Stone or masonry columns may be used at corners and in lieu of posts. Chain-link, natural wood, stockade fences, white vinyl fencing and other fencing materials are not allowed. Subject to ACC approval, fencing may be permitted in the front yard in limited quantities subject to the other provisions of this Declaration. Fences shall be installed no closer than twenty-four inches (24") from any property line unless the Lot Owners mutually agree, in writing, to install a single fence along the property line. In such case, a variance request should be submitted to the Association and ACC. Fences shall not be located on a public easement area, drainage area, right of way, or the Common Areas. The following images are examples of fences that could be approved in Hillside Ridge.

**Site and Structure Design Code (SDP)**

The following are requirements for all single family structures in the Hillside Ridge neighborhood unless otherwise specified. The Town will enforce sections 1 and 2 as part of this planned development, and the remaining items will be enforced through the Covenants and Restrictions for the home lots:

1. Setbacks. The following are minimum setbacks for all single family structures.
  - a. Front: 35'
  - b. Side: 20'
  - c. Rear: 20'
2. Lot Size and Width. The minimum lot size shall be 30,000 square feet, and the minimum lot width shall be 110 feet.
3. Minimum / Maximum Home Size Requirements. Only one single-family home not to exceed two stories in height may be constructed on each Lot. The following types of homes on Lots shall have the following minimum sizes:

Home Type:	Minimum Size:
One story	1,750 square feet
More than one story	2,000 square feet

For purposes hereof, "more than one story" includes homes referred to as one and a half story, two-story, split level or bi-level. The type of home and the number of square feet shall be determined on a uniform basis by the Architectural Control



10. **Grading.** No soil shall be removed from any Lot nor may excess soil stored on any Lot (except for prompt use for backfilling, finish grading or landscaping) unless in either case contemplated by the approved Drawings. Even if so approved, the final grades (sometimes called a “finish grade” or “master grade”) of a Lot must conform to grading plans approved by the

Municipality. The ACC shall be acting reasonably if it requires that, on Lots with significant grades as determined by the ACC, portions of basement walls be exposed to allow for a more natural transition between homes. Any such exposed basement or foundation walls shall be covered with suitable material consistent with the overall architecture of the home.

11. **Pools.** Only in-ground pools may be installed on a Lot (above-ground pools are not allowed) and only with approval of the ACC, which approval shall not be construed as a review of conformance to the Municipal or other regulatory bodies’ requirements. Pools shall be completely enclosed by a wall or fence of a minimum of four foot (4’) elevation, with a self-closing or self-latching gate or door (at the top of such gate or door) with at least four feet (4’) clearance between the fence and the pool. Owner is responsible to insure conformance to applicable Municipal and State of Wisconsin codes and ordinances to insure conformance to size, setbacks and any other requirements.
12. **Mailboxes.** The term “mailbox” shall mean the post and mailbox combination. Unless the U.S. Postal Service (the “USPS”) requires CBUs in the Subdivision, the ACC shall select a standard mailbox for the Subdivision. The Developer will provide each Lot owner a layout for placement of the mailboxes in the Subdivision in locations as determined by the USPS. If any mailbox is damaged, destroyed, stolen, or any other adverse effected, the Owner shall be solely responsible to repair the defect in a timely manner and at the Owner’s expense. Each Owner is responsible to conform to USPS installation requirement. The ACC shall re-select the mailbox if the selected item is determined to no longer be available.
13. **CBUs.** The term “CBU” shall mean the Cluster Box Unit installed along the roadway or in a Common Area serving the postal needs of each home. Unless the USPS allows mailboxes in the Subdivision, the Developer shall direct the HOA to install CBUs in locations as approved by the USPS. The Developer will provide each Lot owner a layout for placement of the mailboxes in the Subdivision in locations as determined USPS.

If any CBU is damaged, destroyed, stolen, or any other adverse effected, the HOA shall be responsible, on behalf of the Lot Owners, to repair the defect in a timely manner and at the HOA’s expense. The HOA shall issue a single key for a box to a Lot Owner at the INITIAL occupancy of each home and the HOA shall retain the spare master key for each box. If a key is lost, not transferred when the home is sold, the HOA shall make a copy of the key and charge the Owner the then-current rate as determined by the HOA.

14. **Lamppost.** The term “lamppost” shall mean the post and lantern combination including lamps and other devices. The ACC shall select a standard lamppost for the Subdivision. The lamppost shall be purchased and installed by Owner, or Owner’s contractor, and shall be operational before occupancy. The lamppost must be located in the front yard, generally ten feet (10’) from the edge of the driveway and no more than fifteen feet (15’) from the front of the house or sidewalk, on the front door side of the driveway. Each lamppost shall be fitted with a photocell that automatically energizes the lamps at dusk and de-energized the lamps at dawn. Owner shall maintain the lamppost in operational condition and shall not tamper with such lantern controls. The ACC shall re-select the lamppost if the selected item is determined to no longer be available.
15. **Installation; Maintenance.** Each Owner shall maintain its mailbox (if required) and lamppost in good condition and working order. If an Owner does not install or maintain the mailbox or lamppost, the Association may install, repair, replace, or maintain the same as deemed necessary by the Association and charge Owner for such amount plus a fee for services rendered as determined by Association. Without limiting the authority of the Association, the costs of enforcing the covenants in this subsection may be assessed to an offending Owner or other method as set forth in Article 4. The HOA shall maintain the CBUs and retain a master keys for each unit.
16. **Installation by Developer.** If Developer, in its discretion, installs any mailbox or mailbox post, or performs or pays for any other

matter required herein on behalf of any Owner, it shall not be deemed a waiver of any of the requirements herein as to any other Lot or Owner and shall not obligate Developer to perform the same action on any other Lot, for any other Owner, or on any subsequent occasion.

17. **Utilities.** All utilities servicing the Lot shall be installed underground.
18. **Alternative Energy.** No solar collectors, wind turbines, or other exterior energy producing devices shall be erected or installed unless approved by the ACC.
19. **Dog Kennels.** Dog kennels shall not be allowed on any Lot even one would otherwise be permitted by Municipal ordinance or code.
20. **Play Equipment.** If an Owner chooses to install a play set of any size, whether temporary or permanent, said playground equipment must be approved in advance by the ACC and conform to Municipal codes and ordinances. Play equipment shall be located a minimum of ten feet (10') away from any property lines.
21. **Outbuildings.** Storage sheds or outbuildings may be permitted by the ACC, provided that the following requirements have been satisfied.
  - a. The maximum square footage shall not exceed 200 square feet.
  - b. Door openings and all overhead doors shall not exceed 9' in height.
  - c. Color, design, and building materials shall be consistent with existing home on the lot.
  - d. Underground electric shall be required for all sheds and outbuildings.
  - e. Site location, landscape plans, construction plans and survey must be approved by the ACC prior to construction of the same.
  - f. No lean-to or carport of any nature shall be allowed.
  - g. Building must be located within setback lines.

22. **Master Grading Plan.** Developer has established a master surface drainage plan consistent with the master grading plan on file with the Municipality (the "Master Grading Plan") designating the manner in which each Lot shall drain in relation to all other Lots. Compliance of all grading and construction work to the Master Grading Plan is important to the effective drainage of all Lots and affects the value of all Lots. Within sixty (60) days after substantial completion of a dwelling on any Lot, the Owner shall grade the Lot to conform to the Master Grading Plan. Each Owner will take such action as is reasonably necessary to maintain the grading and landscaping of the Owner's Lot in accordance with the Master Grading Plan, and shall refrain from taking actions which would cause the grading or landscaping to not conform to the Master Grading Plan without Municipal and ACC approval. Developer and the Association shall each have the right to enter upon any Lot at any time for the purpose of inspection, maintenance, correction of any drainage condition, and the Owner shall be responsible for the cost thereof. Despite Developer's efforts to prepare a Master Grading Plan which will achieve the effective and efficient drainage of storm water from and within the Subdivision, Developer does not warrant or represent that the Master Grading Plan will achieve any particular effect. Building envelopes are shown on the Plat. Any deviations to the Master Grading Plan shall require review and approval by the Municipal Engineer prior to the issuance of the building permit.
23. **Plantings.** Each Lot with a home in the Subdivision must plant and maintain a tree at least six (6) feet in height and two (2) inches in diameter at breast height (dbh) every 60 feet of road frontage to be located on the property side of the Right of Way, with a minimum of two (2) – 2.5" caliper trees and one (1) – 2" caliper ornamental tree located in the front yard. Additionally, there must be a minimum of twelve (12) foundation plantings and mulched bed along the front foundation wall.
24. **Vegetative Cover.** Each individual Lot Owner shall be responsible for installing and maintaining vegetative cover (a lawn or landscaping) on all exposed soil on their Lot to prevent erosion of the soil into unwanted locations. This vegetative cover must be installed within one hundred twenty (120) days

of obtaining occupancy of the home or, in the case of winter occupancy as outlined below. Note that other materials are allowable around the foundation and paved surfaces including, but not limited to gravel, mulch, brick or any other material that will reduce erosion and permanently stabilize the disturbed areas of soil. If the Owner of any Lot, after reasonable written notice from the Association, fails or refuses to install vegetative cover as described herein, or maintain it as required above, the Association, through its duly authorized agents or employees, shall have the right to enter upon said Lot at reasonable hours to perform said landscaping and/or maintenance. The costs of the materials and labor to perform such landscaping and/or maintenance shall be assessed against said Lot in accordance with Municipal codes or ordinances, or the Wisconsin State Statutes. This restriction for vegetative cover does not apply during the winter months when growing conditions will not allow the establishment of vegetation cover. In such an event the Owner shall be required to establish vegetative cover within one hundred twenty (120) days of proper growing conditions which is anticipated to be from mid-April to mid-October.

25. **Irrigation.** Irrigation systems for lawns and planting beds, if installed, shall utilize irrigation controllers and components that conform to the Environmental Protection Agency's "WaterSense" criteria. If such criteria are no longer available, the ACC may substitute a different standard. Controllers shall be TORO Evolution Series equipped with a precision soil sensor and rain sensor, as minimum components. Controllers and equipment shall be installed, programmed and maintained according to manufacturer's recommendations. If the model of controller specified above is, in the opinion of the ACC, no longer readily available or available at reasonable cost, the ACC may choose a different controller from time to time as the standard. The ACC may also permit use of other products from other manufacturers, with similar features, as "or equal" products.
26. **Municipal Codes and Ordinances.** All items in this SDP shall be subject to Municipal codes and ordinances, as may be modified from time to time.

## **Composition and Authority of the Architectural Control Committee (GDP)**

1. **Architectural Control Committee.** So long as Developer has title to any Lot subject to this Declaration, including the Expansion Area, the ACC shall consist of three (3) members appointed in writing by Developer. The Developer appointed members are not required to be Lot Owners in the Subdivision. All members of the ACC shall serve at the pleasure of the Developer. The Developer shall surrender the selection of the members of the ACC upon the earlier of: (a) thirty (30) days from Developer's conveyance of the final Lot, including any Lots which may be platted within the Expansion Area as provided in this Declaration, to an Owner who has been granted an occupancy permit and intends to reside on the Lot; (b) ten (10) years from the date of this Declaration; or (c) Developer's election to waive its rights to control the ACC. Upon Developer's surrender of the ACC as provided above, the members of the ACC shall be elected by the Board, provided, however, that if selected by the Board, a representative of Developer may serve on the ACC. Notwithstanding the election of the new members of the ACC, the approval of Drawings for the initial construction of a home on a Lot shall not be effective without the express prior consent of the Developer; approval of Drawings for other matters will not require Developer's approval. For the avoidance of doubt, for purposes of this Section a "bulk" or multi-Lot conveyance to a party who is not intending to occupy the property conveyed shall not be considered a conveyance for purposes of (a) above.
2. **No Development without Prior Approval.** Not less than ten (10) days prior to each time any of the following is proposed to occur:
  - a. commencement of construction of any Building or other improvements or alteration on any Lot; or
  - b. the reconstruction of any Building or other improvements on any portion or portions of such property following a casualty loss thereto; or

- c. the demolition of any Building or other improvements on any portion or portions of such property; or
- d. the initial painting, or subsequent decoration or alteration of the exterior of any Building or other improvement on such property; or
- e. the installation of items such as, but not limited to, solar panels, wind-driven energy devices, awnings, enclosure, hot tub, deck, swimming pool, mailboxes, fences, berms or other features on any such property;

the Owner(s) of such property shall submit to the ACC for consideration as described below three (3) copies of written information, which shall include a survey of such property prepared by a licensed surveyor or the equivalent, as approved by the ACC for the particular submission, ("Drawings") showing:

- i. the location, size, elevations and type of Building(s) and other improvements, including, but not limited to, homes, garages and fences or other matters proposed to be erected or reconstructed on such property,
- ii. detailed plans and specifications for construction or reconstruction, including building material, type and color, and plans to screen the demolition, construction or reconstruction from view,
- iii. the proposed landscaping, including any fences or walls, and
- iv. the proposed location and specifications for utilities servicing such improvements.

The Drawings shall be submitted in 11x17 format and reflect the proposals in (i) through (iv) above, which are appropriate to be shown on the survey. Any of the actions described in clauses (a) through (e) above may be taken (subject to Section 3 below) on or after the date on which the ACC approves or does not object or is deemed to have done so as provided in Section 3 below, unless such time periods are waived by the ACC in its sole discretion where the ACC believes that such earlier commencement is consistent with the purposes of this Declaration. No action described in paragraphs (a) through (e) above shall take place without the approval by the ACC of the Drawings for such action, except if the action is the repair or replacement of previously approved exterior features with features that are identical

or if the action is the repainting of an exterior surface with paint of the same color.

The Municipality may also require permits prior to proceeding with the development activities for the items listed above.

3. **Standards and Procedural Matters of Consideration.** The ACC shall not unreasonably refuse to consider submitted Drawings provided that any fees imposed for review have been paid. In considering any Drawings, the ACC shall consider, among other factors, whether all of the improvements and the lighting, exterior finishes (such as materials, decorations, and paint color), landscaping, the placement and protection of trees and such other matters proposed in such Drawings comply with the terms of this Declaration and the Municipality's ordinances and otherwise are, in the ACC's sole opinion, in keeping with and do not detract from the harmony of the external design of, or depreciate any portion of the Property, whether then undeveloped, developed or in the process of development, even if the Drawings otherwise do not breach any other standard set forth in this Declaration. The ACC may approve Drawings (absolutely or conditionally), may object to Drawings (absolutely or conditionally), or may state that it has no objection to Drawings (absolutely or conditionally). Approval must be express and in writing. The failure of the ACC to approve, object to, or acquiesce conditionally as provided above within thirty (30) business days after submittal of the complete Drawings and payment of any review fees shall be deemed to be the ACC's acceptance of the Drawings as submitted. If the ACC objects to Drawings in whole or in part for any reason, the submitting Owner shall thereafter resubmit Drawings to the ACC with such revisions as are required. Each time an Owner so submits the Drawings, the ACC shall have the right to approve, acquiesce conditionally or object to the Drawings as described above in the time periods as measured from the last submittal. Following the ACC's approval of the Drawings, the improvements described therein shall be developed strictly in accordance with the approved Drawings and requirements. If the approved improvements are not completed within one (1) year of their initial

approval, then such approval shall be deemed withdrawn and the same or different Drawings required to be submitted or resubmitted, as the case may be; provided that the ACC may, in its discretion, extend such period by up to an additional six (6) months if it reasonably determines that delay has been primarily caused by factors outside of the control of the Owner; and provided further that the initial driveway need not be completed until the time period specified.

4. **Prior Approval for Changes.** If after the completion of the improvements to an affected Lot, the Owner thereof desires to construct any additional improvements or to substantially alter the then existing improvements or the grade of the affected Lot, the Owner shall comply with the provisions of Section 2.1.2 above. A proposed alteration will be deemed substantial if it affects the grade of the affected Lot or the location or exterior appearance of the approved improvements.
5. **Procedures and Budget.** The ACC may set its own operating procedures consistent with this Declaration and any limitations hereafter imposed by the Board. The costs of operating the ACC shall be assessed by the Association as common expenses, except as permitted below. The ACC may, but need not, require the payment of a review fee in connection with the submittal of any Drawings pursuant to a written policy. The ACC may engage consultants (e.g., architects, engineers or attorneys) either on a general or on a case-by-case basis, and the costs thereof may be charged to the applicant. The members of the ACC shall not draw any compensation for serving thereon, but may be reimbursed for expenses incurred in performing their duties. All funds relating to the ACC shall be handled by the treasurer of the Association.
6. **Separate Municipal Approval.** Matters which require approval of the ACC may also require the approval of the Municipality. Obtaining approval from the ACC and from

the Municipality is the sole responsibility of the Owner desiring approval. Approval of Drawings by the ACC shall not be deemed approval by the Municipality, and approval by the Municipality shall not be deemed approval by the ACC. ACC interpretations of Municipal ordinances are not binding on the Municipality.

7. **Uniformity Standards.** Certain standards of architectural control are set forth below. The ACC may adopt additional written standards of uniformity, setback, grading, landscaping, basements, roofing, or exterior, whether generally or for certain types of improvements. The ACC may enforce any standard even if it has, expressly or by acquiescence, permitted previous deviations from such standard.
8. **Indemnification.** Each member or former member of the ACC, together with the personal representatives and heirs of each such person, shall be indemnified, defended, and held harmless by the Association from and against any and all claims, actions, suits, proceedings (including criminal proceedings), losses, costs, damages and expenses, including, without limitation, reasonable attorneys' fees and costs, asserted against, incurred by, imposed in connection with, related to, or resulting from service as a member of the ACC, except as to matters resulting in a final determination of negligence or willful misconduct on the part of such member. In the event of settlement of such proceeding, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Association is advised by counsel that the person to be indemnified has not been guilty of negligence or willful misconduct in the performance of such person as a member in the matter involved. This right of indemnification shall be in addition to all other rights and defenses. All liability, loss, damage, cost and expense incurred or suffered by the Association in connection with this indemnification shall be a common expense. Nothing in this subsection shall be deemed an indemnification of such

person with respect to such person's status as an Owner, Occupant or otherwise.

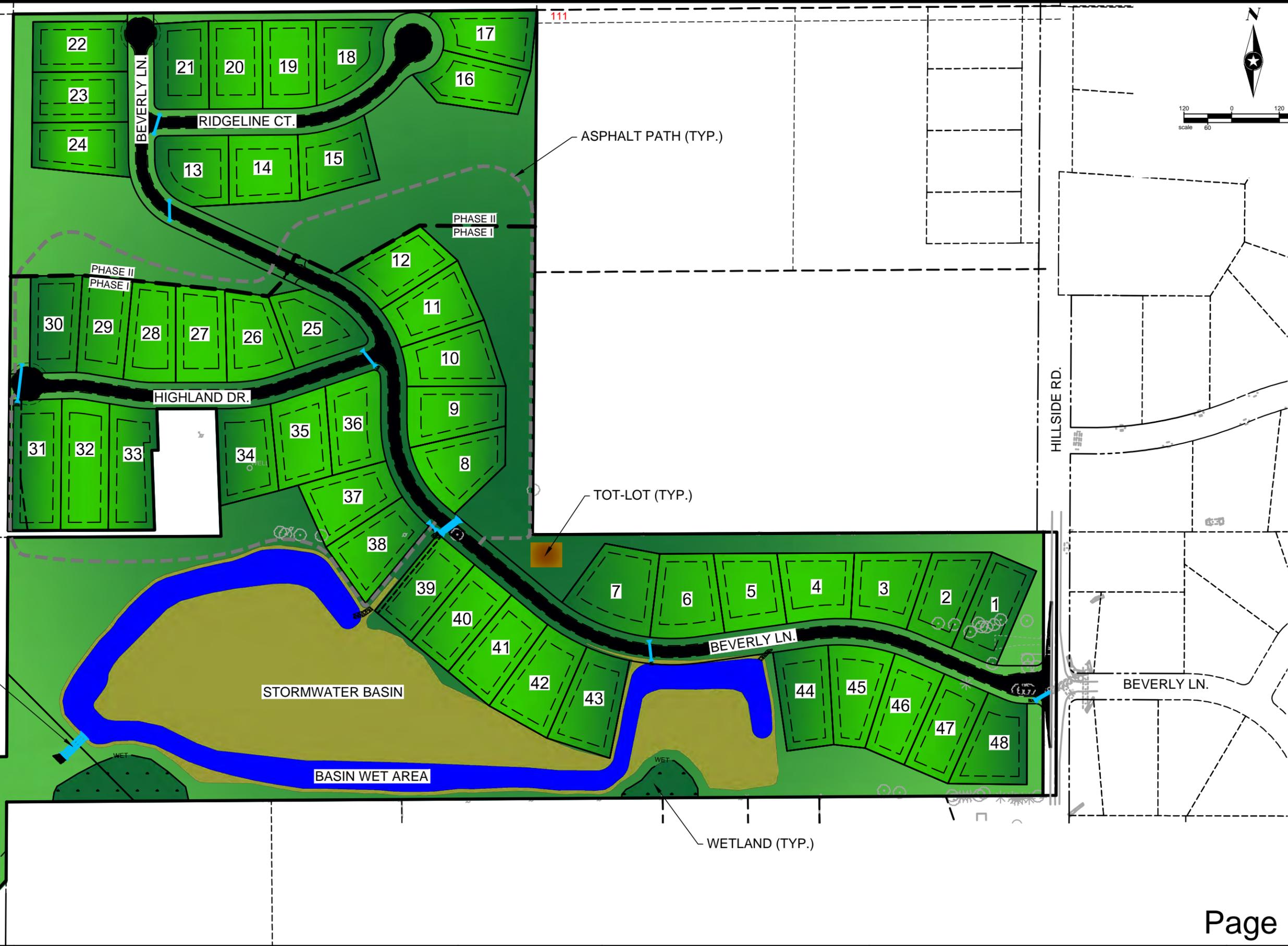
#### **9. Hillside Ridge Legal Description**

All of Lot 1 of Certified Survey Map No. 1544 and lands being a part of the Northeast 1/4 and Northwest 1/4 of the Southeast 1/4, a part of the Southwest 1/4 of the Northeast 1/4 and a part of the Northeast 1/4 of the Southwest 1/4, all in Section 16, Town 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin, bounded and described as follows;

Beginning at the East 1/4 corner of Section 16; thence South 00°09'59" West, along the East line of the Southeast 1/4 of said Section 16 a distance of 661.56 feet; thence South 89°38'40" West, 2,643.21 feet to the West line of the Southeast 1/4 of Section 16; thence South 00°20'16" West along said West line, 196.75 feet; thence South 42°13'09" West, 98.69 feet to the right of way of STH 164; thence North 00°18'30" East, 382.65 feet; thence North 89°14'57" East, 66.09 feet to the West line of the Southeast 1/4 of Section 16; thence North 00°20'16" East along said West line 551.08 feet to the Center of Section 16; thence North 89°42'48" East, 536.21 feet; thence North 02°04'12" West, 320.53 feet; thence South 89°51'47" West, 150.00 feet; thence South 02°04'12" East, 103.90 feet; thence South 87°55'48" West, 16.50 feet; thence South 02°04'12" East, 199.98 feet; thence South 89°42'48" West, 368.95 feet to the West line of the Northeast 1/4 of Section 16; thence North 00°34'47" East along said West line, 1,297.43 feet; thence North 89°33'54" East, 1,318.31 feet to the West line of Lot 1 of Certified Survey Map No. 2515; thence South 00°28'41" West, along said West line and the extension thereof 1,317.34 feet to the South line of Lot 2 of Certified Survey Map No. 2491; thence North 89°42'48" East along said North line 1,320.60 feet to the point of beginning.

Containing 3,452,941 square feet, 79.27 acres

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DRAWN BY:	ZJH				
DESIGNER:	MAM				
CHECKED BY:	MRG				
DESIGN TEAM	NO.	BY	DATE	REVISIONS	

**SEH**  
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**HILLSIDE RIDGE  
 TOWN OF LISBON, WISCONSIN**

**OVERALL DEVELOPMENT EXHIBIT**

FILE NO.	149952	1
DATE	05/07/2020	OF 1