

## MEMORANDUM

### **Business Item C**

From: Administrator/Staff  
To: Plan Commission  
Re: Plan Commission review & recommendation on a Concept Plan Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed Certified Survey Map (CSM) dividing/reconfiguring Tax ID #006-0035, Tax ID #0036-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

Please find the below comments from Code Administrator Kussow:

### **Property Information Specific to Tax ID #'s 006-0035, 0036-0033, and 006-1204-01:**

1. Specific Site Location: The subject site is located on the property addressed 9457 State Rd 76 (PIN 006-0033) and the two parcels adjacent to the west (PIN 006-0035) and south (PIN 006-1204-01). The subject site is adjacent to the north of the Windfield Place Subdivision Plat and adjacent to the southwest of the State Rd 76/Lind Ln intersection.
2. Parcel Profile Reports for each parcel are enclosed with this memo for your reference. Additional applicable property information not included in the Parcel Profile Report is described below:
  - a. The subject property is located in the Town's General Agriculture (A-2) zoning district. All of PIN 006-0033 and part of PIN 006-1204-01 are also located in the Town's Personal Storage Facility (PSF) Overlay District.
  - b. There are no navigable streams or floodplain on or within 300 ft. of the subject property. Therefore, the subject property is not located in the shorelands, and is not subject to Winnebago County zoning jurisdiction.
  - c. Part of PIN 006-0033 and part of PIN 006-1204-01 are located in Outagamie County's Airport Overlay District Zone 3 (AOD3) Airport Zoning District and Outagamie County's 1,009 ft. Airport Height Limitation Zone.
  - d. Wetlands were identified and delineated on the subject property in August 2021, as identified on the submitted Concept Layout.
  - e. The Town Comprehensive Plan Future Land Use Map identifies the subject property as being located in the Tier 1 development tier and the "Residential – Single and Duplex" future land use category.
3. Zoning of Surrounding Properties:
  - a. North: A-2 (General Agriculture District) & PSF (Personal Storage Facility Overlay District)
  - b. South: R-2 (Suburban Residential District) & PSF (Personal Storage Facility Overlay District)
  - c. East: A-2 (General Agriculture District) & R-1 (Rural Residential District)
  - d. West: A-2 (General Agriculture District)

### **Application Details:**

The applicant is proposing to divide/reconfigure Tax ID #'s 006-0035, 006-0033 (9457 State Rd 76), and 006-1204-01 into two lots. A 200 ft. long extension of Memory Ln (adjacent to the south) with a temporary cul-de-sac and future road reservation is proposed with this land division. The subject site is adjacent to the north of the Windfield Place Subdivision Plat and adjacent to the southwest of the State Rd 76/Lind Ln intersection.

1. Access to Lot 1 is proposed via the proposed extension of Memory Ln.
2. There is existing access to Lot 2 from State Rd 76. Future access to Lot 2 may also be provided via the proposed extension of Memory Ln.

3. Wetlands were identified and delineated on Lot 1, as identified on the submitted Concept Layout.
4. Stormwater management and a Winnebago County Stormwater Permit will be required for the land division due to the proposed road extension. Stormwater management plans were not provided.

The minimum lot requirements for the subject property's A-2 zoning district are as follows:

- Minimum lot size: 5 acres
- Minimum lot width: 200 ft.
- Minimum road frontage: 200 ft.

The proposed lots will comply with the minimum lot requirements *if* the Town accepts the proposed road extension/dedication and approves the land division. The Town is not required to accept the proposed road extension/dedication or approve the land division, as proposed.

#### Streets:

1. A 200 ft. long extension of Memory Ln is proposed. A 66 ft. wide future road reservation from the proposed extension of Memory Ln to the north lot line of the subject property for future road connection to the north is proposed.
2. The Town Future Land Use Map identifies "Future Roads" extending from the existing northern extent of Memory Ln in the Windfield Place subdivision, north through the subject property to the parcel adjacent to the north. The submitted plan identifies a proposed road and future road reservation to the north, consistent with the Town Future Land Use Map. The Town Subdivision Ordinance states:
  - *Proposed streets shall extend to the boundary lines of the tract being divided unless prevented by topography or other physical conditions or unless, in the opinion of the Town Board, such extension is not necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of adjacent land tracts.*
  - *Such streets shall terminate with a temporary turnaround of 120 feet right-of-way diameter and a roadway of not less than 90 feet in diameter.*

The proposed road and future road reservation to the north appears to be consistent with the Town Future Land Use Map and appears to comply with the Town Subdivision Ordinance requirements outlined above.

3. Since a public road extension is proposed, the Town Subdivision Ordinance requires the subdivider to enter into a Public Improvement Agreement with the Town in accordance with Section 7.10.06 (4) of the Town Subdivision Ordinance. The Public Improvement Agreement shall contain the following provisions:
  - Estimated Improvement Costs
  - Financial Security for Public Improvements
  - Financial Security for Final Pavement
  - Waiver of Special Assessment Notices and Proceedings
  - Promise to Pay
4. The Town Subdivision Ordinance has the following requirements for cul-de-sacs:
  - *Cul-de-sac streets designed to have one end permanently closed should not normally exceed 600 feet in length, but can be up to 1,000 feet in length provided density is not more than 15 housing units being served by said street.*

The existing Memory Ln in the Windfield Place subdivision is approximately 575 ft. in length. The proposed extension of Memory Ln would result in a temporary cul-de-sac approximately 775 ft. in length and serving up to 7 housing units. Since the cul-de-sac is not intended to have one end permanently closed, it is staff's opinion that the proposed

CSM and extension of Memory Ln would not violate this Town Subdivision Ordinance provision.

---

**Staff Comments, Basis of Decision, and Staff Recommendation, & Suggested Conditions:**

**Specific item/issue recommended to be reviewed by Plan Commission and Town Board:**

1. Proposed Road Extension & Future Road Reservation:

The Town should review and advise whether or not the Town is willing to accept the proposed road extension into the Town's public road system with the future road reservation, as proposed.

**No formal recommendation or decision is needed for this application.** The purpose of this application is for the Plan Commission and Town Board to preliminarily review a development, identify concerns/issues, and provide direction or recommendations to the applicant.

At minimum, staff recommends that the Plan Commission and Town Board review the specific item/issue listed above and provide direction/recommendations to the applicant.

**NO MOTION NECESSARY – DISCUSSION ITEM ONLY**

Respectfully Submitted,  
Kelsey