

MEMORANDUM

Plan Commission Item A

From: Administrator/Staff

To: Town Board

Re: Plan Commission Recommendation: Motion to approve/deny a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Final Plat, dividing Tax ID #006-0617 (2689 County Rd II) & Tax ID #006-0618 into 49 lots and 2 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

Attached please find a copy of the Draft Minutes for the Plan Commission Meeting held July 12, 2023.

There were a number of conditions outlined that the Plan Commission recommends if the Board wishes to approve the Final Plat. Those discussed conditions are:

1. A second emergency access from CTH II to Princeton Dr/St Norbert Dr shall be provided as approved by Clayton Protective Services Department.
2. Approve Princeton Dr & St Norbert Dr street names, as proposed, with appropriate street signage designating each.
3. Grant a waiver/variance to the Town's Minimum Road Design Standards Policy for road construction materials for all platted roads within the final plat, as described below:
 - a. 4 inches total asphalt pavement (1 3/4-inch upper/surface layer over 2 1/4-inch lower/binder layer)
 - b. 12 inches total gravel base (6 inches of 1 1/4-inch Base Aggregate Dense over 6 inches of 3-inch Base Aggregate Dense)
 - c. Geogrid (Bi-axial, Type SR) over prepared and verified subgrade per Town standardsAll other minimum road design standards described in the Town's Minimum Road Design Standards Policy shall be enforced.
4. As part of the Public Improvement Agreement subdivided shall provide the Town an irrevocable financial surety to cover costs of road failure if road failure were to occur within 30 years after construction.
5. Revised Utility & Road Construction Plans addressing comments from the Town Engineer & Village of Fox Crossing Utilities shall be submitted to and approved by the Town Engineer, Town of Clayton Sanitary District #1, and Village of Fox Crossing Utilities prior to commencing construction.
6. Town shall accept ownership of Outlots 1 and 2, as well as the maintenance responsibilities for the stormwater facilities on those Outlots.
7. Town Board to determine if the pedestrian facilities consisting of an 8-foot wide asphalt trail along the east side of Marlo Ave, as shown on the Utility & Road Construction Plans, are adequate for the subdivision.
8. Town Board shall determine if fee in lieu of land dedication pursuant to Section 7.10.08 (4)(b) of the Town Subdivision Ordinance is acceptable.

9. Approve temporary turnarounds/culs-de-sac, as proposed.
10. Subdivider shall finalize USPS service plan and, if using Cluster Mailbox Units (CBUs), CBU locations shall be identified on the final plat and a note shall be added to the final plat indicating:
 - a. That the Subdivider is responsible for initial installation/construction; and
 - b. Responsible parties for all CBU structure/foundation maintenance & replacement costs
11. State Certification of Final Plat shall be provided to the Town.

Please note **Condition #7** where the Commissioners have left it to the Board to decide if they deem the pedestrian facilities adequate for a subdivision of this magnitude.

Please note **Condition #8** that acceptance of fee in lieu will require the Town to purchase land **within the subject parcel(s)** for the construction of public facilities. Administrator Wisnefske will be available to provide more detail on this item.

In addition to the conditions/recommendations listed above, our Planner, Code Administrator, & Engineer at Cedar Corp recommend the following items be listed as well within the Board's final approval:

- All permits and approvals required by the Wisconsin Department of Natural Resources and Winnebago County for stormwater management and erosion control shall be obtained prior to commencing construction.
- The Wisconsin Department of Natural Resources jurisdictional determination/wetland exemption or Individual Permit for wetland disturbance shall be obtained prior any filling/disturbance of wetlands.
- All permits and approvals required by the Wisconsin Department of Natural Resources, Town of Clayton, Village of Fox Crossing, and Town of Clayton Sanitary District #1 for sanitary sewer, water main, and street construction shall be obtained prior to commencing construction of such public facilities.
- Subdivider shall execute a Public Improvement Agreement with the Town and provide requisite financial security for all public improvements pursuant to Section 7.10.06 prior to Town approval and as a condition of Town approval of the Final Plat.

Suggested Starting Motion:

*Motion to approve the Final Plat submitted by McMahon Associates on behalf of Clayton Development Group, LLC with all Staff & Plan Commission recommendations and conditions, and deeming the pedestrian facilities outlined in Plan Commission Recommendation #7 **adequate/inadequate**, and **accepting/denying** fee in lieu of dedication as outlined in Plan Commission Recommendation #8.*

Should you have any questions relative to this information, please feel free to call or e-mail me.

Respectfully Submitted,
Kelsey