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Engineering Division
1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

Memorandum

Department of Public Works

Date: November 4, 2024

To: Plan Commission
City Council
Greg Buckley, City Manager

From: Matthew R Heckenlaible, PE
City Engineer / Public Works Director

Re: Sandy Bay Highlands Subdivision No. 3
Final Plat Comments

The Final Plat for Sandy Bay Highlands Subdivision No. 3 was received by the City Clerk on November 1, 2024 and forwarded onto myself as the City Engineer for conformity with the requirements of Title 12 – Subdivision and Platting.

This report will be presented to the City’s Plan Commission on November 11, 2024.

Sec. 12-1-7. Preliminary plat requirements.

A. A preliminary **FINAL** plat shall be clear and legibly drawn on tracing paper or tracing cloth of good quality and all prints or copies thereof shall be clear and legible. The size of the tracing shall be 22 inches by 30 inches. It shall be on a scale of not more than 100 feet equals one inch to show clearly all detail thereof.

The plat that is shown on Sheet 1 of 3 is drawn at a 1 to 60 scale.

B. A preliminary **FINAL** plat, together with accompanying sheets of data and other materials as are needed for the purpose, shall contain the following data:

- (1) Proposed name of the subdivision. – *Sandy Bay Highlands Subdivision No. 3*
- (2) North point arrow, the map scale, preferably a scale of one inch equals 100 feet, and date of preparation. – *North arrow shown and the Final Plat approved by the State dated October 25, 2024, is at a scale of 1” = 60’.*
- (3) Names and addresses of the owners, lien holder, subdivider, surveyor or engineer and designer.

The Owner and Subdivider is the City of Two Rivers.

The surveyor is Douglas E Woelz of McMahon Associates, Inc.

The engineers are from McMahon Associates and the City of Two Rivers, Department of Public Works – Engineering Division.



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- (4) Sufficient description to define the location of and boundary of the land to be divided and the location and names of all existing subdivisions, streets (and street widths) and unsubdivided property adjoining the proposed land division between it and the nearest existing streets, and for a distance of not less than 600 feet beyond the boundaries of the subdivision. A small-scale vicinity plan shall be submitted when necessary to define the location of the land to be divided.

A description along with location map provided on the submitted both on the preliminary plat dated October 30, 2023, and the Final Plat approved by the State dated October 25, 2024.

- (5) A sketch approximately to scale clearly indicating an ultimate street and block layout for the entire ownership when only a portion is proposed to be divided.

Remainder of the property owned by the City of Two Rivers is shown to be subdivided as represented by the Final Plat.

- (6) Locations, names, widths and existing and proposed finished grades of all streets, highways, major thoroughfares, alleys and ways in the subdivision.

Location of all streets along with final street names identified, along with the final established right-of-way widths are also identified.

Finished grades/elevations are identified as part of the infrastructure plans and the final grading / stormwater management plan coordinated between McMahan Associates and the Public Works Department to ensure proper overland and street drainage along with the treatment of the stormwater runoff.

- (7) Locations and widths of all easements and rights-of-way for drainage, sewerage, public utilities or railroads, or easements for other purpose.

There are multitude of different easements for different applications as summarized below.

There are 12-foot general utility easements shown adjacent to all proposed street rights-of-way.

There are “Drainage Easements” are located along most of the rear property lines within the Final Plat. Lot 17, Block 2 is a large parcel that will need to implement it’s own internal drainage plan once it is further developed within the future. Other backyards a-but various wetlands and wetland easements that have their own restrictions. Restrictions pertaining to the Drainage Easements are identified on Sheet 3 of 3 of the Final Plat.

There are “Stormwater Conservation Easements” within Lot 17 and Lot 18, Block 4, along with Lot 25, Block 2, that have restrictions identified on Sheet 3 of 3 of the Final Plat. These areas are for the implementation and maintenance of required stormwater management features for the subdivision.

There are “Conservation Drainage Easements” around a majority of the wetlands identified within the Final Plat. These “Conservation Drainage Easements” were part of a jurisdictional





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agreement. Restrictions pertaining to the “Conservation Drainage Easements” can be found on Sheet 3 of 3 of the Final Plat.

- (8) Lot lines with approximate Final dimensions. – Final lot dimensions and areas are shown for each Lot and Outlot. Bearings and curve data for Lot lines and rights-of-way are also shown and referenced to appropriate Public Land Survey Section monumentation for Section 31, Township 20 North, Range 25 East, within the City of Two Rivers, Manitowoc County, State of Wisconsin.
- (9) The water elevations of adjoining lakes or streams at the date of the survey and approximate high- and low-water elevations of such lake or stream, all referenced to USGS datum. N/A
- (10) Designation of areas which, before improvement, are subject to inundation or stormwater overflow, and location of all watercourses and drainage ditches.

Stormwater runoff will flow overland and in most cases be captured and treated within an identified stormwater management feature. In some instances, the stormwater will be detained within the existing wetland areas prior to continuing its flow towards the east. In most cases, the stormwater will then be routed towards the corner of Sandy Bay Road (C.T.H. “O”) and Lake Breeze Way, where it will flow under Sandy Bay Road and continue towards Lake Michigan via existing overland and channelized flow patterns.

- (11) Clear designation of any reservations and their proposed uses, and of proposed public street easements and other areas proposed to be dedicated for public purposes.

Outlot 1, Outlot 2, of Block 4, and Outlot 1 of Block 5, along with the “Stormwater Management Easements” within Lot 17 and Lot 18, Block 4, and Lot 25, Block 2 are intended as public stormwater management features (biofiltration and dry detention facilities).

There is a 70-foot wide strip of land reserved within Lot 17, Block 2, for the future implementation of a private stormwater management feature.

All street rights-of-way will be dedicated to the public.

Rawley Trail will be located within the Orchard Lane public right-of-way.

- (12) The locations and types of existing structures, the locations of large trees and other ground cover and contour lines at vertical intervals of two feet or less, referenced to USGS datum.

There were no existing ‘structures’ (buildings, wells, septic systems, etc.) identified within the Preliminary or Final Plat.

Trees, ground cover and contour lines were shown within the Preliminary Plat and are not required to be shown within the Final Plat.

- (13) Locations and approximate sizes and grades of existing and proposed water, sewer, gas, telephone and electric lines, sidewalks, curbs, gutters, roadways, paving, tree plantings and other landscaping.



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The Department of Public Works along with McMahon Associates coordinated efforts to develop appropriate infrastructure plans for sanitary sewer, storm sewer, water main, stormwater management features along with roadway elevations for the final phase of the Sandy Bay Highlands development.

Coordination with Two Rivers Electric along with other private utilities (WPS Gas and various telecom providers) was completed by McMahon Associates in the development of appropriate easements.

- (14) Standard street cross sections and all variations from standard, each showing location of property lines, locations and sizes of sidewalks, curbs, roadways, pavements, tree plantings, landscaping, sewer, gas, water, electric and telephone lines.

The Department of Public Works along with McMahon Associates coordinated efforts to develop appropriate infrastructure plans

- (15) A profile showing existing and proposed center-line grades of streets and sidewalks, gutters and sewers, and containing notations as to gradient and vertical curvature.

The Department of Public Works along with McMahon Associates coordinated efforts to develop appropriate infrastructure plans

- (16) Approximate radii of all curves.

Appropriate curve and line data can be found on Sheet 1 of 3 and Sheet 2 of 3.

- (17) Statement of the improvements proposed to be made or installed and of the time of completion of improvements.

Appropriate infrastructure is being installed with all public and private infrastructure anticipated to be available late spring of 2025.

- (18) A drainage plan for each block within the proposed subdivision as well as reasonable distance beyond the subdivision limits. This drainage plan shall include the final grade elevations to be maintained along rear lot lines. Should the approved drainage plan require any grading or the installation of stormwater drainage facilities within any block or blocks, the subdivider shall cause such grading or other improvements to be installed at his expense at the same time the subdivision improvements are being installed. Contour information in the drainage plan shall be at vertical intervals of not more than two feet where the slope is less than ten percent and not more than five feet where the slope is greater than ten percent. All elevations shall be based on the verified datum plan of the City of Two Rivers.

A drainage / stormwater management plan has been developed by McMahon Associates and was finalized as part of the contracted Platting and Stormwater Management agreement that they had with the City and is on file with the Department of Public Works – Engineering Division.





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- C. To insure compliance with the approved drainage plan, a covenant shall be included on the face of the final plat referring to the drainage plan at the time of approval of the plat requiring compliance therewith by the developer.

[Drainage Easement Restrictions are called out on Sheet 3 of 3 of the Final Plat.](#)

Sec. 12-1-13. - Survey and final plat requirement.

The subdivider or owner shall cause the survey and the land division to be made in conformity with the preliminary plat as tentatively approved within the requirements of the platting act. When the survey and land division is completed, the subdivider or owner may then cause a final plat thereof to be made in accordance with the requirements of the platting act. Accompanying the final plat shall be a final plan of all the improvements to be installed by the owner or subdivider with final grades and profiles for those improvements, the grades and profiles of which were required with the preliminary plat. The affidavits and certificates appearing on the final plat shall be at least all those required in the platting act.

[Final infrastructure plans have been developed and are presently being constructed / installed along Orchard Lane, Rawley Court and Sand Ridge Drive \(Orchard Lane to approximately 600 feet west of Orchard Lane\).](#)

[Appropriate certificates are shown on Sheet 3 of 3 of the Final Plat.](#)

Sec. 12-1-14. - Time limit for filing.

Unless the filing of a final plat is within 36 months from the date of action by the council on the preliminary plat, the subdivider shall again file the original preliminary plat of a new preliminary plat unless a variation from this requirement following a written request therefor, with reasons, is permitted by the council. – [The recording of the Final Plat is within the 36 month time frame.](#)

Sec. 12-1-15. - Filing of final plat.

The final plat and all accompanying data required by this chapter and by the platting act, and a tracing thereof, shall be filed with the city clerk, who shall present same to the council at its next meeting. If no meeting is to be held within two weeks the city clerk shall notify the members of the council of the receipt of the plat, and a meeting to consider it shall be held within two weeks after such receipt. Within one day after receipt, the city clerk shall deliver one copy of the final plat and all accompanying data to the city engineer and shall deliver one copy thereof to the city plan commission with a notification of the date of the council meeting for consideration of the final plat. The city clerk shall require the subdivider to file sufficient copies of the final plat to enable him to comply with Wis. Stats. § 236.12, and he shall do so.

[Final Plat was submitted to the City Clerk on November 1, 2024.](#)



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Copies of the Final Plat were provided to the City Engineer on November 1, 2024 and the Zoning Administrator on November 4, 2024, for inclusion on the November 11, 2024, Plan Commission agenda for potential action (approval).

City Clerk (City Manager) informed the City Council at the November 4, 2024, City Council Meeting, the Final Plat had been received and that copies have been provided to the City Engineer and Zoning Administrator. City Council took action to request the Plan Commission to review and provide a recommendation back to the City Council for the November 18, 2024, regularly schedule council meeting.

Sec. 12-1-16. - Action on final plat.

The city engineer shall check the final plat and accompanying data for conformity with the requirements of this chapter and of the platting act and shall give a verbal or written report thereon to the city plan commission. Such agency shall then give its conclusions and recommendations as to the adequacy of the final plat to the council at said meeting. The council shall approve or reject the final plat within 60 days after it is received by the city clerk.

After receipt and review of the submitted Final Plat for Sandy Bay Highlands Subdivision No. 3, the drainage and stormwater management plans, the infrastructure plans, easements, and other applicable information associated with this development, I recommend the approval of the Final Plat.

