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**PUBLIC WORKS**

**Engineering Division**

1717 E. Park Street

P.O. BOX 87

Two Rivers, WI 54241-0087



## Memorandum

*Department of Public Works*

Date: December 18, 2023

To: City Council  
Greg Buckley, City Manager

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

Re: Sandy Bay Highlands  
Phase 3-4 Preliminary Plat Comments

A Preliminary Plat for Sandy Bay Highlands, Phases 3 and 4 was submitted and reviewed by the City's Plan Commission on November 13, 2023. The Plan Commission's action was to approve the Preliminary Plat and for the City Engineer to review for compliance of the applicable Preliminary Platting Requirements as called out in Section 12-1-7 of the City's Municipal Code and to prepare a report of such findings.

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

- A. A preliminary 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.
- B. A preliminary 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 Phase 3 & 4](#)
  - (2) North point arrow, the map scale, preferably a scale of one inch equals 100 feet, and date of preparation. – [Shown and identified on the submitted preliminary plat dated October 30, 2023.](#)
  - (3) Names and addresses of the owners, lien holder, subdivider, surveyor or engineer and designer. [Owner, and Surveyor identified on the submitted preliminary plat dated October 30, 2023.](#)
  - (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



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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 preliminary plat dated October 30, 2023.

- (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 part of this preliminary plat in either Phase 3 or Phase 4.

- (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 proposed names identified, along with the finished right-of-way widths are also identified.

Finished grades/elevations are being 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.

Proposed 12-foot utility easements presently shown adjacent to all proposed street rights-of-way. The 12-foot utility easements within Proposed Outlot 1, Outlot 2, Outlot 3 of Block 4 and Proposed Outlot 1 of Block 2, all adjacent to Orchard Lane will be requested to be removed to aid in facilitating and maximizing the area intended for stormwater management treatment.

In addition to the Utility easements, there are drainage easements of varying widths in the rear of most of the proposed Lots.

- (8) Lot lines with approximate dimensions. – Shown. Bearings, curve data for internal lot lines and rights-of-way are not shown within the submitted preliminary plat dated October 30, 2023.

- (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. N/A

- (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.



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Proposed Outlot 1, Outlot 2, Outlot 3 of Block 4, Proposed Outlot 1 of Block 2 and Proposed Outlot 1 of Block 5 are all intended for public stormwater management features (biofiltration and dry detention facilities).

- (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.

Depicted on the submitted Preliminary Plat dated October 30, 2023.

- (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.

Existing and proposed infrastructure is not shown on the submitted Preliminary Plat dated October 30, 2023. McMahon Associates and the Two Rivers, Public Works Department – Engineering are working together to ‘design’ the necessary sanitary sewer, water main, storm sewer, stormwater management and roadways (pavement) for the proposed development.

- (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. – **Not shown or identified**
- (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. – **Not shown or identified**
- (16) Approximate radii of all curves. – **Not shown or identified**
- (17) Statement of the improvements proposed to be made or installed and of the time of completion of improvements.

The design of the underground utilities (sanitary sewer, storm sewer along and watermain) along with the finished road cross sections and road profile for both Phase 3 and Phase 4 are being completed by both McMahon Associates and the City of Two Rivers Department of Public Works – Engineering and are anticipated to be completed in January 2024. Applicable permits will be applied for once the plans have been reviewed by City Staff for conformance with City Standards and Specifications. Phase 3 infrastructure, sanitary sewer, storm sewer, water main, stormwater management features along with the grading and graveling of the roadways is anticipated to commence late spring, early summer of 2024, with completion later in 2024.

- (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



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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 conceptual drainage / stormwater management plan has been developed by McMahan Associates and will be finalized as part of the contracted Platting and Stormwater Management agreement that they have with the City. This work should tentatively be completed in late December 2023 or in January 2024.](#)

- 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.

[A Lot Drainage Restrictive Covenant has been included on the submitted Preliminary Plat dated October 30, 2023.](#)

#### **Sec. 12-1-10. Action on preliminary plat.**

The city engineer shall check the preliminary plat with reference to the requirements of this chapter and in the platting act. He shall note any requirements not fulfilled, any modifications deemed necessary and improvements that should be installed, with specifications therefor, and give such findings and conclusions as recommendations to the city plan commission. Such agency shall then give its conclusions and recommendations to the council in a verbal or written report.

#### **Sec. 12-1-11. Action by council.**

Within 40 days after the date of filing the preliminary plat, the council shall be given the report by the city plan commission and shall consider this together with the preliminary plat, and shall act to tentatively approve said plat, disapprove it, or tentatively approve it with modifications. Within three days after such actions, the city clerk shall give to the subdivider, or mail to him at his last-known address, a print of the preliminary plat and a copy of the accompanying sheets of data, together with notification of the council's action thereon.

#### **Sec. 12-1-12. Improvements.**

At the time of taking action on the preliminary plat, the council shall indicate what improvement of streets, alleys, electric service and public places, the latter including curbs, gutters, walks, sewers, water lines and drainage facilities, shall be installed and when, as a condition precedent to plat approval, provided that, in lieu of installation prior to plat approval, a



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surety bond running to the city to insure the performance of such installation within a required time may be required. The council may also, as a condition precedent to the approval of the final plat, require the owner to enter into an agreement providing for additional improvements proposed to be shown on the plat, such as lagoons, slips, waterways, lakes, bays or canals not then in existence, and may require a surety bond running to the city to insure such performance.



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