



PARC Agenda Item

Meeting Date: August 10, 2026

Agenda Item: Policy for Preliminary and Final Certified Survey Maps

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

(Enter the who, what when, where, why)

At the previous Plan & Architectural Review Commission meeting, Community Development Staff presented a proposed **Certified Survey Map (CSM) Policy** intended to establish a consistent internal review process that aligns with the requirements of the Municipal Code and applicable Wisconsin Statutes.

During public comment and Commission discussion, concerns were raised regarding the use of the term "**approval**" within the policy. Specifically, there was concern that the language could be interpreted as guaranteeing approval of a Certified Survey Map upon submission or review.

In response to these comments, Staff has revised the policy language to clarify that review of a Certified Survey Map by the Plan & Architectural Review Commission does **not** constitute or imply a guarantee of approval. The revised language more accurately reflects the Commission's discretionary review authority and makes clear that each application will be evaluated on its own merits and for compliance with all applicable Municipal Code provisions, state statutes, and other relevant regulations before any action is taken.

The revisions are intended to improve the clarity of the policy while maintaining consistency with existing legal requirements and the City's review procedures.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Plan Commission Meeting June 8, 2026-Board had questions regarding CSM's presented

Plan Commission Meeting July 13, 2026-Board liked policy but needed public comment wording change.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Certified Survey Map Policy