Village of Cambridge
Plan Commission

Monday, October 10, 2022 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

PUBLIC HEARING

1. Call to Order/Roll Call
2. Proof of Posting

3. Public Hearing regarding Conditional Use Permit request from Jim Curran, for Lot 2, in Matt's Plat, tax key 111/0612-013-0512-1, for the purpose of a drive through restaurant.

4. Adjournment of Public Hearing.

AGENDA

1. Call to Order / Roll Call.
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on September 12, 2022
4. Public Appearances:

5. New Business: Discussion and Possible Action regarding:

   a. Discussion and Possible Recommendation to the Village Board Regarding Conditional Use Permit for Jim Curran
   b. Discussion and Possible Recommendation to the Village Board Regarding Updating our Smart Growth Plan
   c. Discussion and Possible Action Grading Plans/Site Plans

6. Unfinished Business:

7. Correspondence:

8. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:

9. Adjournment of Meeting

Note
1) Persons Needing Special Accommodations Should Call 423-3712 At Least 24 Hours Prior To The Meeting.
2) More Specific Information About Agenda Items May Be Obtained By Calling 423-3712.
3) Final Plan Commission Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Village Website, Hometown Bank and Cambridge State Bank.

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

VILLAGE OF CAMBRIDGE

Policy of Decorum for Public Meetings

The purpose of Policy of Decorum is to promote mutual respect, civility, and orderly conduct among elected and appointed Village officials, Village staff, and members of the public. This policy is not intended to deprive any person of his or her right to freedom of expression, but to promote, to the extent possible and reasonable, open dialogue and positive communications while discouraging intimidating, demeaning, volatile, hostile or aggressive actions. The Village expects locally elected and appointed officials and its employees to comply with this policy, and also seeks cooperation from members of the public.

The Village holds numerous public meetings, such as meetings of the Village Board and Village commissions, boards and committees. In order to safeguard participatory democracy in the Village of Cambridge, all elected officials, appointed officials and Village employees are expected to adhere to the following standards of conduct:

- Treat everyone with courtesy;
- Listen to others respectfully;
- Exercise self-control;
- Exercise honesty at all times;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate;
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions;
- Allow board and commission members to speak without intimidation or interruption;
- Provide fair and equal treatment for all persons coming before Village bodies.

The Village requests that members of the public also exercise civility by following these guidelines during public meetings.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the board, the president may cause the room to be cleared of all persons causing such disorderly conduct. VCO § 2.08.190.

VILLAGE OF CAMBRIDGE
NOTICE OF PUBLIC HEARING

CONDITIONAL USE PERMIT

Public notice is hereby given that the Plan Commission of the Village of Cambridge will hold a public hearing at 6:30 p.m., Monday, October 10, 2022, in the Community Room of the Amundson Community Center, 200 Spring Street, Cambridge, WI for hearing all interested parties, their attorney's or agents with respect to the following applications:

James Curran has applied for a Conditional Use Permit for drive thru restaurant at the following property:

TAX KEY: 111/0612-013-0512-1
Lot 2, Matt's Plat
Village of Cambridge

This property is currently zoned Mixed Use. They are requesting a Conditional Use for the purpose of a Drive Thru Restaurant. A restaurant is a permitted conditional use under section 17.28.070 of the Village of Cambridge ordinances.

The restaurant would include a Pizza Pit as well as Mud's Java Coffee. It would be strictly drive thru with no indoor seating.

The Village of Cambridge will attempt to accommodate anyone with special needs if requests are made a sufficient time in advance. The Village Clerk can be reached at: (608) 423-3712.

Dated this 13th day of September, 2022.

Lisa Moen
Village Clerk

Posted: September 14, 2022
Published: September 22 and September 29, 2022

Village of Cambridge
Plan Commission

Monday, September 12, 2022 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

PUBLIC HEARING

MINUTES

1. **Call to Order / Roll Call**: Commissioner Wittwer called the meeting to order at 6:30 p.m. Members present: Commissioners Hollenbeck, Anderson, Milsap, Gronemus. Members absent: Commissioner Michalski and Franklin. Others present: Lisa Moen, Administrator/Clerk; Jim Curran; Mark McNally, Village President.

2. **Proof of Posting:** The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, Badger Bank and the Village Website.

3. **Approve Minutes from Plan Commission Meeting on June 13, 2022**:

Commissioner Anderson made a motion to approve the minutes as presented, seconded by Commissioner Hollenbeck. Motion carried.

4. **Public Appearances**: None

5. **New Business: Discussion and Possible Action regarding:**
   a. **Discussion and Possible Action Regarding Initial Discussion Regarding Development of Lot 2, Matt's Plat:** James Curran has submitted plans for a Pizza Pit and Mud Java to be located at Lot 2 of Matt's Plat. This is before us for preliminary discussion. This property is zoned Mixed Use, and a restaurant is a conditional use. After appropriate public notice, a public hearing will need to be held at our October meeting. The Building Inspector will also need to review set backs and plans. Mr. Curran realizes that there is a utility easement along the highway, and the building will be set back from that. There will be no inside service, it will be all drive through. Pizza pit will be serving from 3 or 4 pm until 11 or 12 pm. Muds Java would be 6 am – 2 or 3 pm. They will not be open at the same times, so no overlap. There will be 14 parking stalls total, with up to 5-6 working at each restaurant at a time. There will be picnic tables, so if people want to park and eat, they can. Pizza pit will offer slices, full pizzas (including delivery), subs, pasta. Muds Java will offer snacks (muffins, etc.) soups, salads, cold pasta salad. There will be no machines outside, everything will be indoors. There will be bike racks. Coffee shop, estimated time is 1 – 1.5 minutes. They will not take credit cards at the window.

   b. **Discussion and Possible Action Regarding First Amendment to Declaration of Condominium for the Vineyard Condominiums**: Bill Ranguette: This Amendment addresses the next phase of the Condominium project. The Building Inspector has seen, and it will be shared with the engineer.

Commissioner Milsap made a motion to recommend to the Village Board approval of the First Amendment to Declaration of Condominium for the Vineyard Condominiums, seconded by Commissioner Anderson. Motion carried.

c. **Discussion and Possible Action Regarding First Addendum to the Vineyard Condominiums Condominium Plat:**

Commissioner Hollenbeck made a motion to recommend to the Village Board approval of the First Addendum to the Vineyard Condominiums Condominium Plat, seconded by Commissioner Gronemus. Motion carried.

d. **Grading Plans/Site Plans:** Commissioner Franklin is not present. Defer until the next meeting.

6. **Unfinished Business**: None

7. **Correspondence**: None

8. **Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff**:
   a. Smart Growth Plan – Lisa looking at getting an additional quote.
   b. Lisa provided an update on Scott Farms subdivision.
   c. Westside Park – rainwater
   d. No mow of Village land
   e. LBK park (Bank First, purchasing Hometown Bank – possible donations?)

9. **Adjournment of Meeting:** *Commissioner Anderson made a motion to adjourn. Seconded by Commissioner Hollenbeck. Motion carried.*

Lisa Moen, Administrator/Clerk

Conditional Use Permit Application

To the Village of Cambridge Plan Commission

The undersigned owner of the property described below petitions you to approve the following request for a conditional use permit.

PROPERTY LOCATION

Street Address	Kenneth Way
Legal Description	Lot 2 Matt's Plat Village of Cambridge, WI
Tax Parcel #	0612013051 21
Current Zoning (circle one):	BG BP MU BH BC LDR MDR HDR I A C P PUD

CONTACT INFORMATION

	OWNER	OWNER'S AGENT
Name	James T. Curran	
Address	5550 Bilstad Rd Cambridge	
Phone	608-370-9868	

DESCRIBE YOUR REQUEST

1. Current Use of the Property: Vacant Land

2. Proposed Use of the Property:
Drive Thru Food Service

SUBMIT THE FOLLOWING WITH YOUR PERMIT APPLICATION (AS APPLICABLE)

☐ A list of all property owners with 100 feet of lot line:

Name	Wilmar	Address	
Name	Health Clinic	Address	
Name	Matt Kenneth	Address	
Name		Address	

☐ Proposed signage and dimensions (see separate application form) TBD
☒ Plan of Operations Form (attached)
☒ Site plan (show existing & proposed buildings, lot lines, set backs, parking, easements, utilities, floodplains etc.)
☐ Grading, drainage, erosion control plan TBD
☒ Building materials and plans
☐ Landscaping plan TBD
☐ Lighting plan (location, type, size and number of proposed lights) TBD
☒ $350 Fee (made payable to Village of Cambridge)

CERTIFICATION

I (We) hereby certify that all of the above statements and attachments submitted with this application are true and correct to the best of my knowledge and belief.

OWNER/AGENT DATE:

17. **Max. Number of Employees** Eight

18. **Days of Operation**

19. **Hours of Operation** Mn-Th - 4-3 Pizza P.T 3-12.

20. **Parking**

a. Number of spaces available 14

b. Dimensions of lot 190' X 325'

c. Lot Construction ☒ Paved ☐ Gravel ☒ Grass

d. Includes employee parking in spaces? ☒ Yes ☐ No

e. Type of screening ☐ Fencing ☒ Plantings

21. **Lighting**

a. Type T.B.D.

b. Location

22. **Any food service/~~vending~~ machines?** ☒ Yes ☐ No

a. *If yes:* *Number:* ____ *Location:* Inside Only

23. **Any game machines?** ☐ Yes ☒ No

a. *If yes:* *Number:* ____ *Location:*

24. **Any music?** ☐ Yes ☒ No

a. *If yes:* *Type:* _____ *Days/Hours:*

25. **Type of refuse disposal** ☐ Municipal ☒ Private

26. **Is a highway access permit needed?** ☐ Yes ☒ No

27. **Need security fencing?** ☐ Yes ☒ No

a. *If yes - Type:*

28. **Describe sanitary facilities** Kitchen + Restrooms

29. **Surface water drainage**: *Include on site plan* TBD

30. **Liquor or other license needed?** ☒ Yes ☒ No

a. If yes – *Type:* Health Dept - etc.

31. **Did state agencies approve building plans?** ☐ Yes ☐ No Applied for at State

32. **Is this an expansion of existing operations?** ☐ Yes ☒ No

33. **Other information/details**

PLAN OF OPERATIONS

1. **Name of Business** Pizza Pit / Mud's Java
2. Business Address Kenosha Way
3. Phone Number 608-220-9860
4. Years in Operation +20 yrs.
5. At What Address Madison & Area.
6. Type of Business Pizzas / Subs / Coffee / Salads - Pasta / Muffins

7. **Name of Owner** Same
8. Address
9. Phone Number
10. Name of Operator (if Different)
11. Address
12. Phone Number

13. **Zoning of Property to the:**

North: Use of Property to the North: Vacant Comm Lots

South: Use of Property to the South: Hwy 12 & 18

East: Use of Property to the East: Winery

West: Use of Property to the West: Health Clinic

14. **List All Chemicals Stored in Buildings** Cleaning + Kitchen Chemicals

15. **Emergency Contact:**

Night Phone 608-220-9860 Day Phone: 608-220-9860

16. **Specific Use of Buildings and Property:** Drive Thru Service + Delivery for Pizza Pit

a.

b. Mud's Java Drive Thru.

c.

d. Outdoor Uses: 3-4 Tables Picnic Style

CONTACT INFORMATION & REFERENCE	
Return to:	Village of Cambridge 200 Spring Street, PO Box 99 Cambridge WI 53523
Telephone	608-423-3712
FAX	608-423-3916

PROCEDURES

1. Meet with the Zoning Administrator before applying. Office hours are Mondays 12:00 p.m. – 2:00 p.m..
2. Complete this application. Return application materials and fee to Village Hall at least 20 days before Plan Commission Meeting.
3. Plan Commission does a preliminary review of application and assigns a hearing date.
4. Plan Commission holds a hearing on the application. Any interested persons may speak in favor or against the proposed conditional use.
5. After the hearing, the Plan Commission reviews then recommends approval, approval with conditions, or denial of the application. Plan Commission meets the second Monday of every month at 6:30 p.m.
6. The Village Board reviews the Plan Commission's recommendation and approves, approves with conditions, or denies. Village Board meets the second and fourth Tuesday of the month at 6:30 p.m.

MSA Memo

To:	Village of Cambridge
From:	Lauren Dietz, AICP | Planner
	Jason Valerius, AICP | Planner
Subject:	Drive-Thru Conditional Use Permit
Date:	October 6, 2022

Request

The applicant is requesting a conditional use permit for a drive-thru restaurant on the parcel 111/0612-013-0512-1 Lot 2, Matt's Plat, Village of Cambridge. The Village has requested a preliminary review regarding a conditional use permit prior to the submission of a site plan or building permits.

Background

The parcel is an undeveloped 1.4-acre property located southwest of the intersection of Katie Ct and Kenseth Way.

The Village of Cambridge has identified it as zoned Mixed Use. According to the Village of Cambridge Zoning Ordinance:

> **§17.28.050** *The mixed use business district is intended to provide for the orderly and attractive group of buildings which encompass more than one type of non-industrial business use which are compatible from a traffic, density, and general use standpoint, and which do not include large scale, intensive retail uses (e.g., buildings over thirty thousand (30,000) square feet).*

"Restaurants (with or without drive-through)" is listed as a conditional use within this district.

Applicable Parts of Village Code

Chapter 17.28 B-G General Business and Mixed Use Business Districts
Chapter 17.68 Conditional Uses

Consistency with the Village Zoning Code

The conditional use permit process is preceding the site development plan, therefor a thorough zoning review cannot be completed. The following is information regarding zoning requirements for the Mixed Use Business District that the Village and applicant should take into account during the site planning process.

§17.28.080 - Lot, yard, and building requirements.

A. Lot Frontage. Minimum eighty (80) feet.
B. Lot Area. Minimum twelve thousand (12,000) square feet.
C. Front Yard. Minimum thirty-five (35) feet.
D. Side Yards. Minimum ten (10) feet.
E. Rear Yard. Minimum thirty (30) feet.
F. Building Height. Maximum thirty-five (35) feet.
G. Percentage of Lot Coverage. Maximum forty (40) percent.

MSA Recommendation

MSA recommends provisional approval of the Conditional Use Permit for a drive-thru restaurant on Tax Parcel 111/0612-013-0512-1. It conforms with the purpose of the zoning district, and is a listed conditional use for the zoning district. This should not be construed as a ruling on any current or future site plan required for the parcel. This approval shall only cover the specific use of a drive-thru restaurant.

The use does not appear to be in conflict with existing land use in the area. The odd dimensions and double street frontage of the parcel could potentially be useful in developing an orderly ingress/egress plan that would have minimal effect on traffic.

Full approval should be conditioned upon conformance with **§17.68.070 - Standards—Conditional uses.** of the Village of Cambridge Zoning Ordinance (see Attachment A), including an approved site plan. Any specific deviations from the yard requirements for the zoning district, parking requirements, or other ruling regulations in the Village of Cambridge Ordinances, if requested, should be treated as an amendment to the Conditional Use Permit. The Village may also wish to add a condition that the development should not negatively impact the orderly flow of traffic in and around the area.

Attachment A – Referenced Village Ordinance

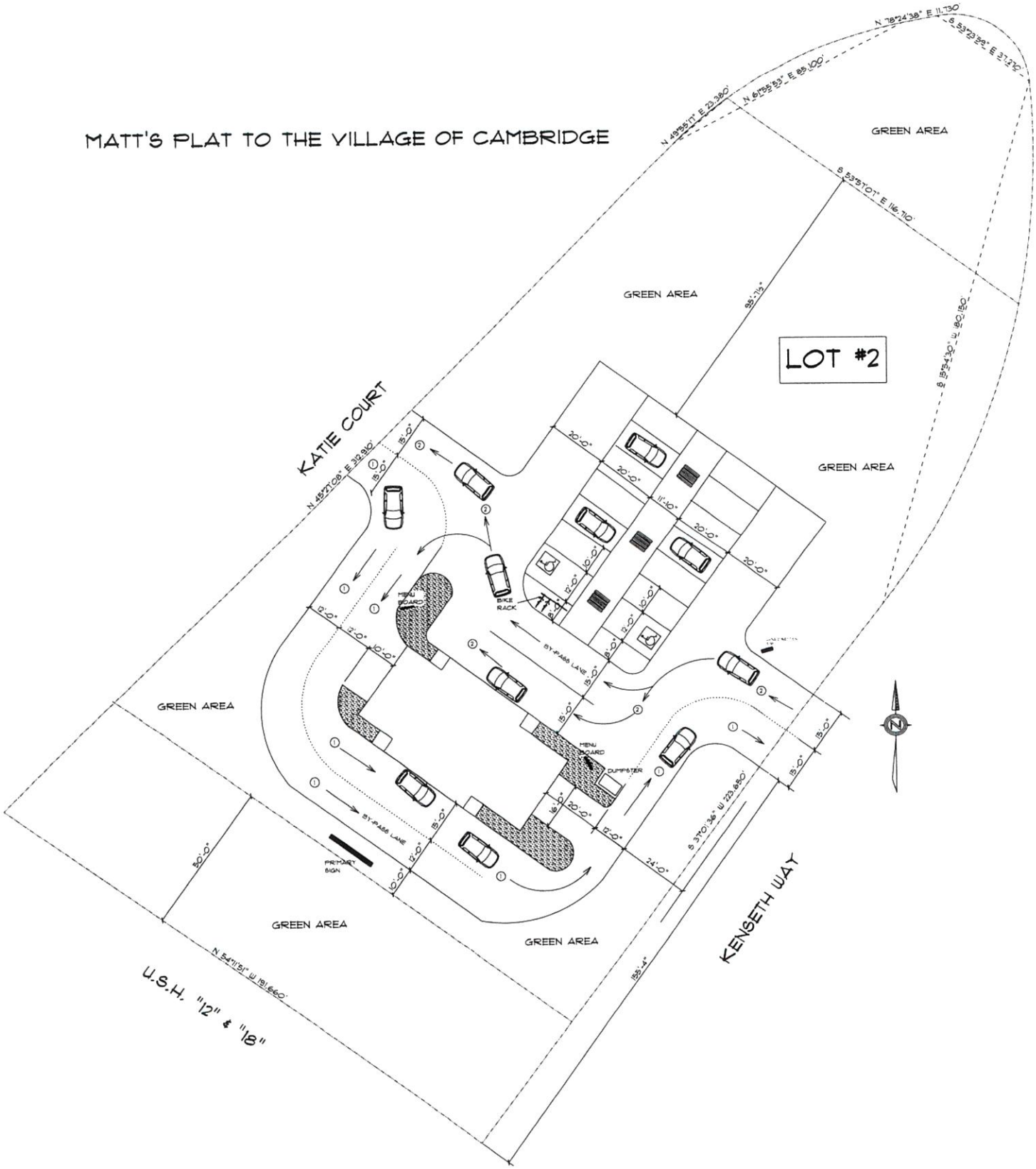
§17.68.070 - Standards—Conditional uses.

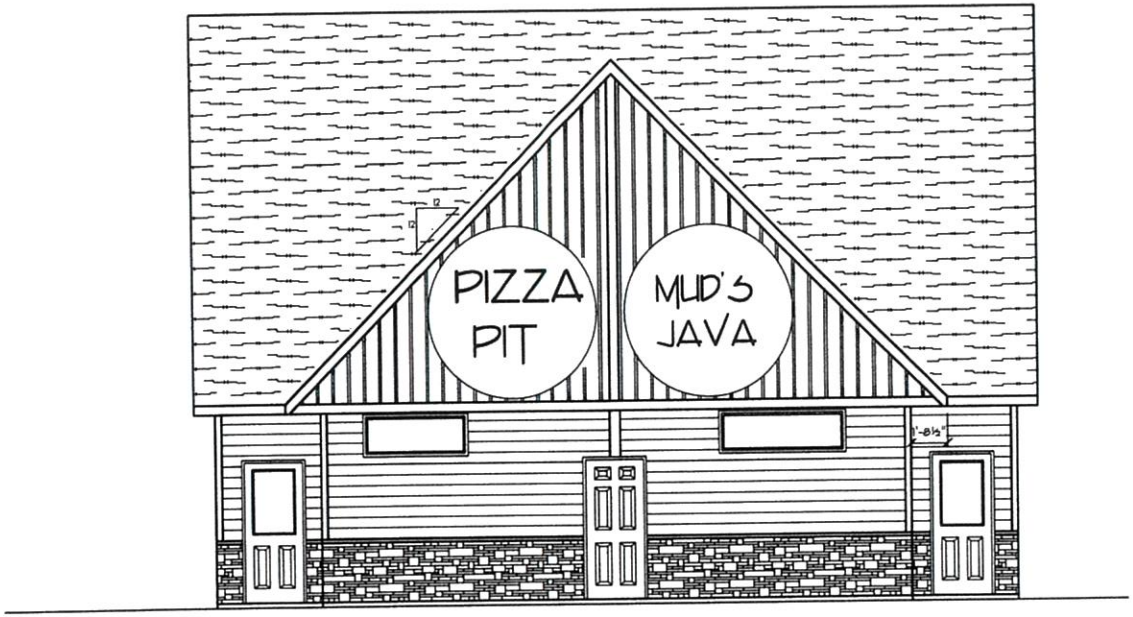
A. Standards. No application for a conditional use shall be recommended for approval by the plan commission, or granted by the village board, unless the commission shall find all of the following conditions are present:
   1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
   2. That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.
   3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
   4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
   5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
   6. That the conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located.
   7. That the proposed use does not violate flood plain regulations governing the site.
   8. That adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff.

B. Application of Standards. When applying the above standards to any new construction of a building or an addition to an existing building, the village board and plan commission shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objective of the zoning district.

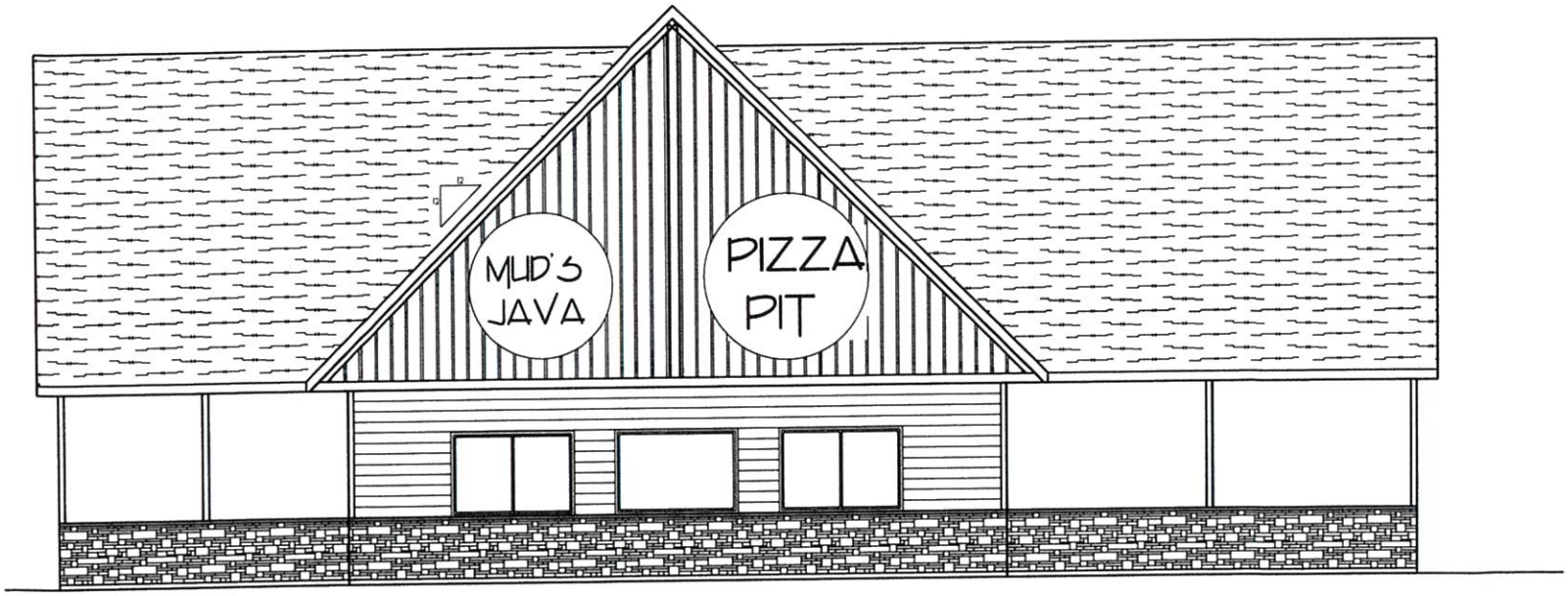
C. Additional considerations. In addition, in passing upon a conditional use permit, the plan commission shall also evaluate the effect of the proposed use upon:
   1. The maintenance of safe and healthful conditions.
   2. The prevention and control of water pollution including sedimentation.
   3. Existing topographic and drainage features and vegetative cover on the site.
   4. The location of the site with respect to floodplains and floodways of rivers and streams.
   5. The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
   6. The location of the site with respect to existing or future access roads.
   7. The need of the proposed use for a shoreland location.
   8. Its compatibility with uses on adjacent land.
   9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

MATT'S PLAT TO THE VILLAGE OF CAMBRIDGE

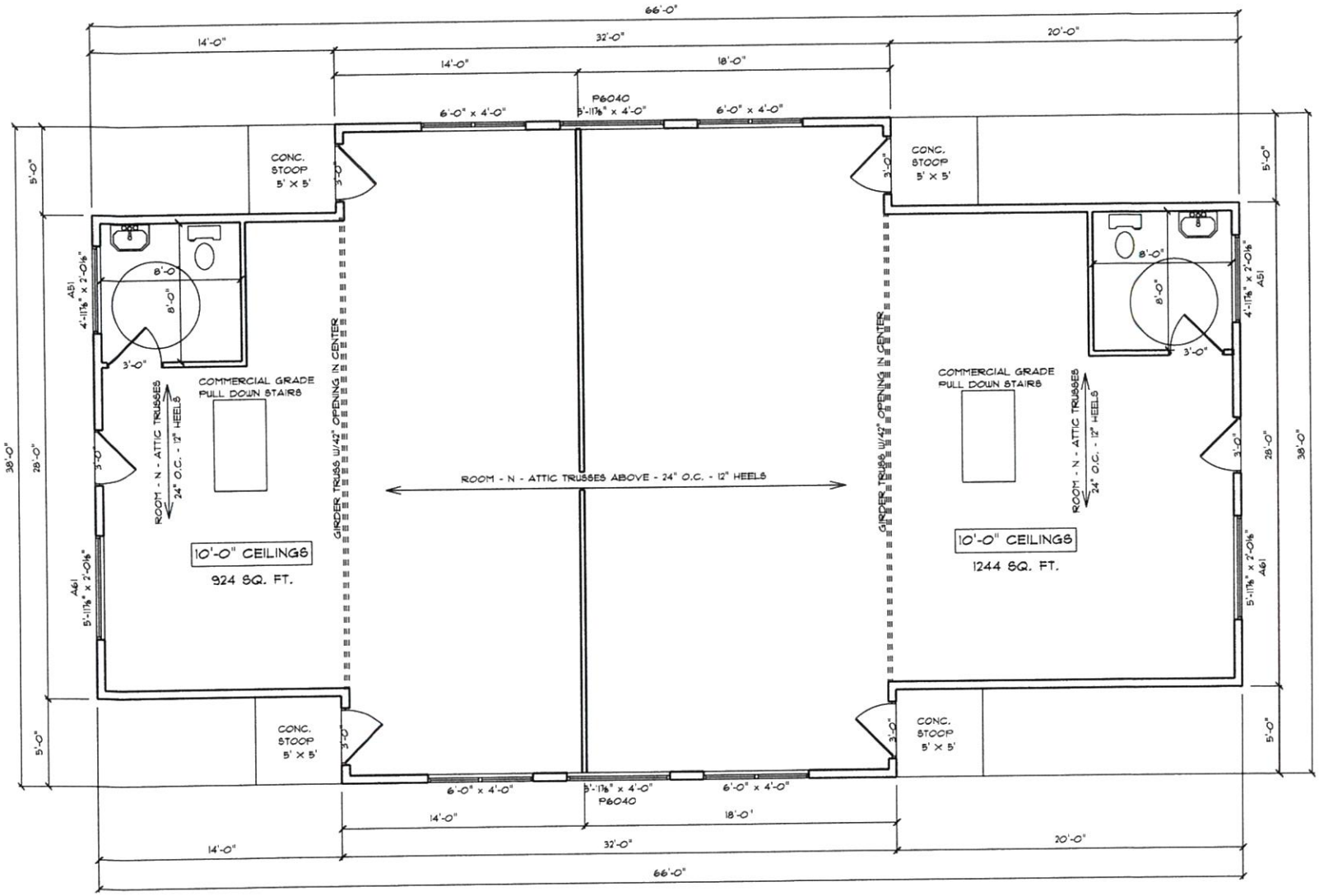




END ELEVATION



SIDE ELEVATION


66'-0"
14'-0"
32'-0"
20'-0"
14'-0"
18'-0"
P6040
6'-0" x 4'-0"
5'-11⅞" x 4'-0"
6'-0" x 4'-0"
CONC. STOOP 5' X 5'
3'-0"
5'-0"
38'-0"
28'-0"
A51
4'-11⅞" x 2'-0⅛"
8'-0"
8'-0"
3'-0"
COMMERCIAL GRADE PULL DOWN STAIRS
ROOM - N - ATTIC TRUSSES 24" O.C. - 12" HEELS
GIRDER TRUSS W/42" OPENING IN CENTER
ROOM - N - ATTIC TRUSSES ABOVE - 24" O.C. - 12" HEELS
10'-0" CEILINGS
924 SQ. FT.
1244 SQ. FT.
A61
5'-11⅞" x 2'-0⅛"

MDR

MDRoffers Consulting

June 13, 2022

Lisa Moen, Administrator/Clerk/Deputy Treasurer, Village of Cambridge
Sent via email to LMoen@ci.cambridge.wi.us

Dear Lisa:

I appreciate the opportunity to submit this proposal to assist the Village of Cambridge with an important update to its Comprehensive Plan at a critical stage for its future success.

I learned much more about Cambridge and assemble a wealth of information for a meaningful Plan update while assisting the Village on the solar field proposal. Additionally, over my 30 year career, I have assisted over 100 municipalities with their comprehensive plans, including the nearby Villages of New Glarus, Marshall, DeForest, McFarland, and Poynette, the City of Fort Atkinson, and the Town of Cottage Grove. You can find what my team and I are capable of—and generally what I anticipate for Cambridge—by clicking here (New Glarus) and here (Cottage Grove).

My preliminary outline for core services for a complete Plan update is as follows:

- Task 1: Manage the Planning Process. Assure statutory compliance, work with staff to collect data and encourage participation, and "firefight" if necessary.
- Task 2: Facilitate Plan Commission and Board Meetings. Up to seven meetings to direct the Plan update, test policy initiatives, review draft Plan materials, engage the public, and conduct the required public hearing.
- Task 3: Engage in Intergovernmental Communications. Contact adjoining towns, counties, DOT, and DNR for input and information that affect Cambridge.
- Task 4: Prepare Maps and Graphics. Up to eight unique maps and graphics, including jurisdictional boundaries, natural resources, existing land use, growth factors (nearly complete already), future land use and redevelopment opportunities, transportation and community facilities, and others to illustrate an approach to a particular issue.
- Task 5: Complete Conditions and Issues Volume of Updated Plan. To contain background information such as demographic and statistical data, projected population and land demand (largely completed), and review of past plans.
- Task 6: Complete Vision and Directions Volume of Updated Plan. To provide the community's vision, policy direction, and initiatives for future community change, presented

4324 Upland Drive Madison WI 53705 608-770-0338 mark@mdroffers.com

in a compelling format to facilitate interest and action. Implementation chapter to prioritize Plan initiatives and set performance measures.

- Task 7: Assemble and Aid in Distribution of Final Updated Plan. To assure successful completion and distribution of the updated Plan to meet state requirements.

I propose completing the above services for a "not to exceed" cost of $22,000.

Public involvement within the above scope would be limited to opportunities at Commission and Board meetings. Should the Village wish to add-on more deliberate public input opportunities, the following could be considered on an a la carte basis:

- Conduct Web-Based Survey on Community Vision and Directions. An example of results of a similar, recent survey may be found here. If interested, add $2,900.
- Facilitate Community Growth and Change Workshop. Community members would assist the Village in the update of the Plan's future land use/redevelopment plan map and growth policies. For a better understanding, click here. Add $2,300.
- Incorporate Other Stakeholder Engagement. Meetings with small groups and interviews with other key stakeholders, landowners, and developers to understand their vision and priorities for the Village. For up to 16 hours, add $2,300.
- Engage in Digital Communications to Maximize Understanding and Input. Intended to share information, gauge support for different ideas, and encourage survey and meeting participation and feedback. Add $1,200.

I would greatly appreciate this continued opportunity to work further with the Village of Cambridge. Please let me know if I can answer any questions or provide more information.

Sincerely,

Mark Roffers, AICP, Planner and Co-owner

4324 Upland Drive Madison WI 53705 608-770-0338 mark@mdroffers.com

MSA Madison Office
1702 Pankratz Street
Madison, WI 53704

P (608) 242-7779
TF (800) 446-0679
F (608) 242-5664

October 6, 2022

Lisa Moen, Administrator/Clerk/Deputy Treasurer
Village of Cambridge
PO Box 99
Cambridge, WI 53523

Re: Comprehensive Plan Update

Dear Lisa,

Thank you for the invitation to propose a scope and cost for MSA to assist the Village with a Comprehensive Plan update. As we have discussed, the integration of planning services with engineering services is a great opportunity to streamline and improve the development process in the Village. Having our planning team work with you to prepare the comprehensive plan will help to build relationships and alignment on policy preferences between our planners and your elected and appointed officials.

Regarding qualifications, comprehensive planning is a cornerstone of our planning practice at MSA. My team and I have completed dozens of comprehensive plan updates over the past decade and we currently have seven plans in process across our team. We are constantly working to improve the planning process and plan documents, to make efficient use of your time and energy as a community, to engage residents effectively, and to provide useful planning documents. We have been speaking at conferences across the Midwest this year about strategies for making comprehensive plans "leaner", including less policy content and utilizing more graphics.

SCOPE OF WORK

Phase 1: Meetings and Community Involvement

Coordination with the Village Administrator (or designee)
We will coordinate with Village staff as needed, including periodic conference calls (likely every 2-4 weeks) to check in on project status and address data needs and meeting coordination. We also suggest the direct involvement of the administrator in the draft review process – the extent of this involvement is open for further discussion but can range from participation in the Working Group meetings to full draft review and discussion with MSA staff prior to Working Group meetings at critical stages of the project.

Working Group Meetings
We anticipate use of the Village Plan Commission to review and provide feedback on draft materials. We propose a series of five meetings for this purpose, typically 60-90 minutes in length (can be part of regularly scheduled meetings unless special meetings are preferred). Those meetings would include (Meeting 1) Project Introduction with issues and opportunities discussion, (Meeting 2) Draft Review 1 discussing policy content for about half of the plan elements, (Meeting 3) Draft Review 2 to discuss the other half of the elements, (Meeting 4) Final Draft Review, and (Meeting 5) Public Hearing and Recommendation to Village Board.

Village Board Meetings
We would engage Village Board twice in this process. At the beginning, the board will see the detailed project schedule and needs to adopt the Public Participation Plan (we don't need to attend that meeting, but can if you prefer). At the end of the process, we will present the final plan for Board approval following recommendation by Plan Commission.

Public Involvement
We propose a public open house when the full draft plan is available (after Working Group Draft Review

2) to share and seek feedback on preliminary plan content. There will also be a formal public hearing as part of the final Plan Commission meeting.

Phase 2: Document Development

We will prepare and provide the following materials over the course of the project

- Public Participation Plan
- Issues and Opportunities Summary
- Comprehensive Plan Elements, including background data and policy content for statutory compliance, with special focus on Land Use (first and final drafts of all content)
- Mapping as required by statute, including Community Facilities, Development Limitations, Transportation Resources, Existing Land Use, and Future Land Use
- Implementation Action Plan
- Final Document Packaging of all components
- Adoption Resolution and Ordinance

All materials will be provided digitally except for the printing of poster-size maps for public meetings.

Phase 3: Project Management and Quality Control

A successful project requires strong coordination behind the scenes to meet deadlines and have a second set of experienced eyes review the process and draft materials.

PROJECT COST

PHASE	COST
Phase 1 – Meetings and Involvement	**$10,800**
Phase 2 – Document Development	$13,200
Phase 3 – Project Management, QA/QC	**$1,200**
Total	**$25,200**

Optional Tasks

The scope described above can be expanded to include more community involvement opportunities:

- Community Survey (online) - $2,800
- Additional Public Meeting(s) - $2,100 each
- Stakeholder Interviews - $1,200 for 5 interviews
- Additional Working Group Meetings - $900 each

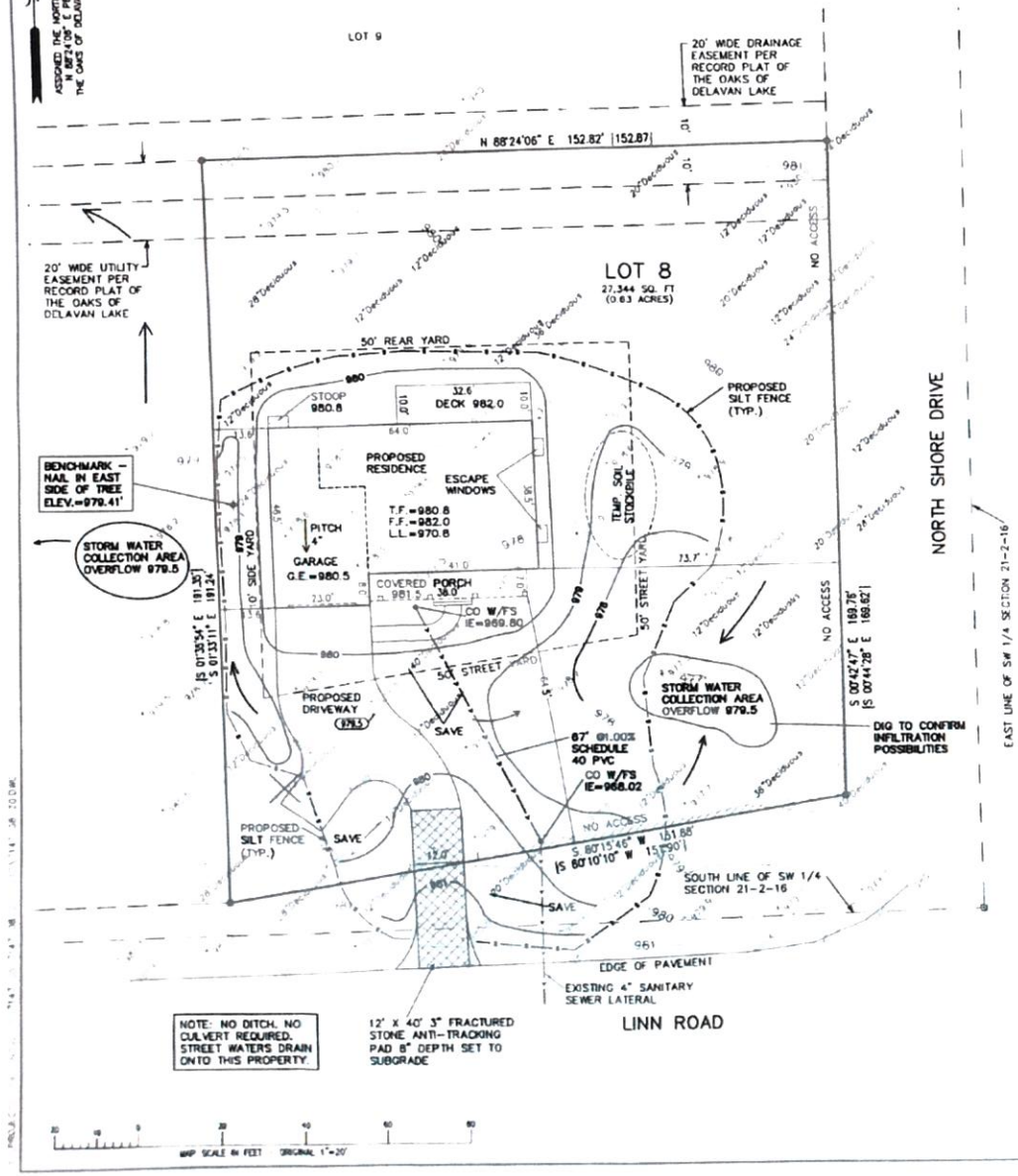
We would enjoy working with you and Village officials to chart the Village's future for the next 10-20 years. Please contact me with any questions you may have.

Sincerely,
MSA Professional Services, Inc.

Jason Valerius, AICP
Senior Planner/Team Leader

PLAT OF SURVEY & SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN
LOT 8 OF THE OAKS OF DELAVAN LAKE, A SUBDIVISION

LOCATED IN PART OF THE SE 1/4 OF THE SW 1/4
OF SECTION 21, TOWN 2 NORTH, RANGE 16 EAST,
TOWN OF DELAVAN, WALWORTH COUNTY, WISCONSIN



CONSTRUCTION SEQUENCE

1) SILT FENCING INSTALLED
2) INSTALL ANTI-TRACKING MAT
3) VEGETATION TO BE CLEARED
4) TOPSOIL STRIPPED
5) FOUNDATIONS DUG & POURED
6) WALLS BACKFILLED
7) FRAMING AND HOME CONSTRUCTION COMPLETED
8) DRIVE & LANDSCAPING COMPLETED

AREA WITHIN SILT FENCING TO BE CLEARED OF UNDERBRUSH WITH ONLY NECESSARY LARGE TREES REMOVED (MARKED WITH "X").

ALL SILT FENCING SHALL BE MAINTAINED IN A STABLE CONDITION FULLY BRACED AND STAKED TO PREVENT MOVEMENT BY RUNOFF UNTIL A DENSE TURF IS ESTABLISHED OVER ALL DISTURBED GROUND SURFACES. DURING OR AFTER EVERY STORM THEY SHALL BE CHECKED. ACCUMULATIONS OF SILT TOPSOIL AND ANY OTHER CONSTRUCTION DEBRIS SHALL BE ROUTINELY REMOVED.

ALL SURPLUS TOPSOIL AND SURPLUS EXCAVATED MATERIALS TO BE LOADED AND HAULED OFF SITE AT TIME OF EXCAVATION

AREA TO BE RESTORED WITH TOPSOIL (MINIMUM 6" DEPTH) AFTER FOUNDATION AND FRAMING AS SOON AS POSSIBLE FOLLOWED WITH GRASS SEEDING AND MULCH

TOTAL LAND DISTURBANCE: 13,532 SQ. FT (0.31 ACRES)

FINAL PROPOSED RESIDENCE ARCHITECTURAL PLANS REQUIRED AT THE TIME OF STAKEOUT

NOTE: HEAVILY WOODED LOT. TREES LESS THAN 12" NOT LOCATED

LEGEND

- ■ = FOUND CONCRETE MONUMENT
- ● = FOUND REBAR STAKE
- |XXX| = RECORDED AS
- XXX = EXISTING GROUND ELEVATION
- (XX) = EXISTING LAND CONTOURS
- —XXX— = PROPOSED LAND CONTOURS
- —|—•—• = PROPOSED SILT FENCE OR STAKED 12" WATTLE
- (XXX.X) = PROPOSED FINISHED GRADE/ELEVATION
- T.F. = TOP OF FOUNDATION ELEVATION
- F.F. = FIRST FLOOR ELEVATION
- G.E. = GARAGE ELEVATION
- L.L. = LOWER LEVEL ELEVATION
- ⊗ = EXISTING TREE TO BE REMOVED

NOTE: COPIES OF THIS MAP TO WHICH THE FOLLOWING CERTIFICATE WILL APPLY SHOW THE SURVEYOR'S ORIGINAL SEAL AND SIGNATURE IN RED INK. COPIES BY ANY OTHER MEANS MAY HAVE ALTERATIONS WHICH DO NOT REPRESENT THE SURVEYOR'S WORK PRODUCT

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED UNDER MY DIRECTION AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND ITS EXTERIOR BOUNDARIES. THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE YEAR FROM THE DATE HEREOF.

DATED: 10/23/2020

BRIAN M. CARLSON P.L.S. 2038

SITE PLAN
6332 LINN ROAD
DELAVAN, WI 53115

– WORK ORDERED BY –
FRANKLIN CONSTRUCTION, LLC
610 DRUMLIN TRAIL
CAMBRIDGE, WI 53523

FARRIS, HANSEN & ASSOCIATES, INC.
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REVISIONS