

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2016-86**

**APPROVAL OF EXTENSION
FOR HOFFMAN VALLEY ESTATES FINAL PLAT APPROVAL**

WHEREAS, on July 18, 2013, the Windsor Town Board approved the Plat of Hoffman Valley Estates (the “Plat” or “Final Plat”) on the conditions set forth in Town Board Resolution 2013-22, which is attached hereto and incorporated by reference; and

WHEREAS, Town Board Resolution 2013-22 provided for a delayed effective date and stated: “If the Final Plat is not recorded with the Dane County Register of Deeds within thirty-six (36) months from [July 13, 2013], this approval shall become null and void”; and

WHEREAS, the Plat has not yet been recorded and, without further action by the Village Board, the approval granted by Town Board Resolution 2013-22 will expire on July 12, 2016; and

WHEREAS, in person and by letter dated June 8, 2016, Kay and Steven Hoffman (collectively, “Hoffman” or “Petitioner”), the owners and developers of the Plat, have requested that the Village grant a three (3) year extension of the Plat approval; and

WHEREAS, since the date of approval of the Plat, the Town of Windsor has become the Village of Windsor and many land use regulations have been adjusted to reflect the regulatory authority available to villages and the current standards are now as set forth in Village ordinances; and

WHEREAS, the Village Board approved Resolution 2016-71 which authorized Staff to update the conditions of approval for the Plat of Hoffman Valley Estates to reflect current Village Ordinances and standards, and recommended a two (2) year extension for the recording of the Final Plat; and

WHEREAS, the Village Planner has reviewed the request and prepared the attached staff report dated June 14, 2016 (“Staff Report”) for Village Board consideration, which Staff Report recommends approval of an extension, subject to certain conditions specified therein; and

WHEREAS, the Village Board has reviewed the relevant information and wishes to grant an extension provided that any extended approval reflect current policies and ordinances, all on the conditions set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor as follows:

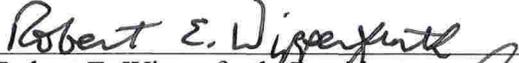
The Village Board of the Village of Windsor **conditionally approves** an extension through December 20, 2018, for the recording of the Plat, provided that Petitioner meets each and all of the following conditions on or before December 20, 2018:

1. It is the Petitioner's independent obligation to meet the legal requirements for preparation and recording of this Final Plat. The Village's obligations are limited to those of one approving authority.
2. The Petitioner shall obtain approval for the Final Plat from all approving authorities, and address objections raised by any objecting authorities to the satisfaction of said authorities and the Village of Windsor.
3. The Petitioner shall address the technical comments set forth in the Surveyor Comments section of this Staff Review to the satisfaction of the Village Planner.
4. The Petitioner shall obtain approval of an Erosion & Sedimentation Control Plan and Stormwater Management Plan by the Village of Windsor, Dane County, and the Wisconsin Department of Natural Resources (WDNR), prior to construction or the conveyance of any lots. The Village of Windsor will make available, for review by impacted property owners, a copy of the Stormwater Management Plan.
5. The Petitioner shall obtain approval of the Construction Plans and Specifications, in a form satisfactory to the Village Engineer, for all public improvements prior to construction or the conveyance of any lots. This Condition shall include the construction of a landscaped berm along the western edge of Lots 1-4 to provide visual separation from the adjacent property, as well as, the installation of a Class 3 Barricade at the end of Seven Kids Drive, prior to construction or the conveyance of any lots.
6. The Petitioner shall obtain approval of the Final Plat by the DeForest Area Fire & EMS Inspector (or designee). The Petitioner shall comply with any and all reasonable recommendations by the DeForest Area Fire & EMS Inspector (or designee), as determined by the Village, prior to the Village signing of the Final Plat.
7. Prior to recording of the Final Plat, the Petitioner shall present to the Village Director of Planning & Development the following fully executed original documents:
 - a. A Developer Agreement, in a form satisfactory to the Village Board, Village Attorney and Village Engineer, covering the installation of public improvements for the proposed development including security acceptable to the Village Board, Village Attorney and Village Engineer and in the amount

- of 120 percent of the cost of the public improvements.
 - b. A Declaration of Covenants and Restrictions, in a form satisfactory to the Village Board, Village Attorney and Director of Planning & Development, ensuring the quality of the development.
 - c. A Stormwater Management Agreement, in a form satisfactory to the Village Board, Village Attorney and Village Engineer, for all stormwater management facilities.
8. The Petitioner shall record such covenants, restrictions, notices and/or conservation easements as are needed to implement the Village's Comprehensive Plan: 2035 policies that recognize the ratio of 1 residential development unit or split per 35 acres of agricultural land, support using splits in areas suitable for residential development, and preserve farmland and agricultural uses. Such documents shall be consistent with Village ordinances in effect during the extension period and in a form that is satisfactory to the Village Board, Village Attorney, Village Planner and Director of Planning & Development, and are expected to include:
- a. A Deed Restriction / Conservation Easement acknowledging that future subdivision of the total 513 acres is prohibited.
 - b. A Deed Restriction acknowledging that the Petitioner reserves the right to engage in agricultural practices on Outlot 1.
 - c. A Deed Restriction acknowledging the conservation and maintenance in perpetuity of the woodland feature at the north end of the proposed subdivision.
9. The Petitioner shall comply with the Village of Windsor Design Diversity Ordinance.
10. The Petitioner shall submit cash payment to the Village of Windsor for Fees in Lieu of Land in the amount determined pursuant to Section 38-636(b) of the Village of Windsor Code of Ordinances prior to the Village signing the Final Plat.
11. The Petitioner shall submit cash payment to the Village of Windsor for Fees for Initial Improvement of Parkland in the amount determined pursuant to Section 38-638(e) of the Village of Windsor Code of Ordinances prior to the Village signing the Final Plat.
12. The Petitioner shall promptly reimburse the Village of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the Final Plat, including, but not limited to, the cost of professional services incurred by the Village of Windsor for the review and preparation of required documents, attendance at meetings or other related professional services.
13. Time is of the essence as to satisfaction of the conditions set forth herein.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on June 16, 2016, by a vote of 5 in favor and 0 opposed.

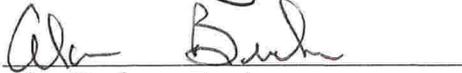
VILLAGE OF WINDSOR


Robert E. Wipperfurth, President


Bruce Stravinski, Trustee


Monica M. Smith, Trustee


Donald G. Madelung, Trustee


Alan Buchner, Trustee

Attested by:

Tina Butteris, Deputy Village Clerk

Incorporated by Reference:

- Town Board Resolution 2013-22
- Staff Report dated July 11, 2013
- Village Board Resolution 2016-71
- Staff Report dated June 14, 2016



Staff Review

TO: Village of Windsor Board
CC: Robert Wipperfurth, Tina Butteris, Amy Anderson Schweppe, Kevin Richardson, Connie Anderson
FROM: Jamie Rybarczyk
RPT DATE: June 14, 2016
MTG DATE: June 16, 2016
APRVL DATE: N/A
FOTH FILE: 16W027.01/10
RE: Hoffman Valley Estates – Final Plat Extension Request

BACKGROUND:

1. Petitioner/Agent: Stephen, Andrew and Maureen Hoffman
2. Property Owner: Stephen, Andrew and Maureen Hoffman
3. Location/Address: Lot 2, Certified Survey Map No. 9902
4. Taxkey Number: 0910-244-9470-0
5. Area: 69.42 acres
6. Existing Zoning: AG-35ac, Agricultural (Sun Prairie)
7. Proposed Zoning: ER, Estate Residential (Windsor)
8. Future Land Use: Agricultural Preservation / Agricultural Enterprise Area

OVERVIEW:

The petitioners are seeking an extension of approval for the Hoffman Valley Estates Final Plat. The Final Plat includes twelve (12) single family residential lots and one (1) 50-acre outlot located on Happy Valley Road. The twelve (12) single family residential lots would be located on approximately 19.4-acres and will range in size from 1.16 acres to 1.58 acres. The 50-acre outlot will continue to be farmed. The Final Plat includes one north/south and one east/west street with the east/west street designed to extend further at some point in the future.

The petitioners own a total of 513 acres of agricultural land within the Village of Windsor. Per the Village of Windsor Comprehensive Plan: 2035, applying a ratio of one (1) residential split per 35 acres, the petitioners are entitled to fifteen (15) residential splits (rounding up from 14.6). In 2007 (recorded via CSM in 2009) the petitioners were approved for three (3) residential splits; therefore, twelve (12) residential splits remain.

The Final Plat, as presented, illustrates a cluster development approach that:

- ◆ Preserves the agricultural character and views of the area;
- ◆ Preserves the environmental and topographical landscape features; and
- ◆ Promotes social benefits of a compact neighborhood.

Specifically, the Final Plat preserves an area of agricultural land between the proposed lots and Happy Valley Road, it minimizes the lot frontage on Happy Valley Road, and it preserves the woodland feature at the north end of the proposed subdivision.

The petitioners have made modifications to the Plat, but overall the Final Plat is consistent with the Preliminary Plat.



Staff Review

SURVEYOR COMMENTS:

The following are the technical comments for the Hoffman Valley Estates Final Plat:

1. The rear line dimension for Lot 8 should be 232.06' and not 233.83' as shown. It was shown as 232.06' on the Preliminary Plat. If the rear line dimension is 232.06' then the total dimension of 508.23' is incorrect.
2. As shown for Curve 4, the dashed chord line for Curve 14 needs to be illustrated.
3. In the legend, the dash-dot-dot-dash line style used to define the 75' Wetland Buffer Line is not the same line style shown on the Final Plat.
4. An additional note on the Final Plat shall state the following: "Direct access to Lot 1 shall be limited to Steve Hoffman Road."

VILLAGE POLICY CONCERN:

In July 18, 2013 the Town of Windsor Board approved the Hoffman Valley Estates Final Plat with a Condition that the Final Plat would be recorded within thirty-six (36) months from July 18, 2013. The deadline for the Petitioners to record the Final Plat is July 18, 2016. The Petitioners have submitted to the Village of Windsor Board a letter dated June 8, 2016 requesting a three (3) year extension to comply with the Village's conditions of approval and to record the Hoffman Valley Estates Final Plat with the Dane County Register of Deeds. Since the July 18, 2013 approval, the Petitioners have not prepared, for review by Village Staff and/or applicable agencies, the requested documentation as outlined in the Staff Recommendation.

It will be the decision of the Village of Windsor Board to:

- ◆ Grant the three (3) year extension as requested by the Petitioners;
- ◆ Grant an extension to the Petitioners which is less than the requested three (3) years; or
- ◆ Deny the request and require the Petitioners to resubmit a Preliminary and Final Plat for the Hoffman Valley Estates.

It should be noted, if the Village Board grants an extension to the Petitioners, the action should include the conditions of approval as identified in the Staff Recommendation of this Staff Review. These conditions of approval are based on the original July 18, 2013 approval; however, updated using the Village of Windsor's new standard condition language.

STAFF RECOMMENDATION:

Depending on confirmation by the Village of Windsor Board of the above described comments, the Village of Windsor Board may take the following action:

The Village of Windsor Board **Approves** the Hoffman Valley Estates Final Plat Extension Request for Stephen, Andrew and Maureen Hoffman to be located at Lot 2 of Certified Survey Map No. 9902, subject to the following conditions:

1. It is the Petitioner's independent obligation to meet the legal requirements for preparation and recording of this Final Replat. The Village's obligations are limited to those of one approving authority.
2. The Petitioner shall obtain approval for the Final Plat from all approving authorities, and address objections raised by any objecting authorities to the satisfaction of said authorities and the Village of Windsor.
3. The Petitioner shall address the technical comments set forth in the Surveyor Comments section of this Staff Review to the satisfaction of the Village Planner.



Staff Review

4. The Petitioner shall obtain approval of an Erosion & Sedimentation Control Plan and Stormwater Management Plan by the Village of Windsor, Dane County, and the Wisconsin Department of Natural Resources (WDNR), prior to construction or the conveyance of any lots. The Village of Windsor will make available, for review by impacted property owners, a copy of the Stormwater Management Plan.
5. The Petitioner shall obtain approval of the Construction Plans and Specifications, in a form satisfactory to the Village Engineer, for all public improvements prior to construction or the conveyance of any lots. This Condition shall include the construction of a landscaped berm along the western edge of Lots 1-4 to provide visual separation from the adjacent property, as well as, the installation of a Class 3 Barricade at the end of Seven Kids Drive, prior to construction or the conveyance of any lots.
6. The Petitioner shall obtain approval of the Final Plat by the DeForest Area Fire & EMS Inspector (or designee). The Petitioner shall comply with any and all reasonable recommendations by the DeForest Area Fire & EMS Inspector (or designee), as determined by the Village, prior to the Village signing of the Final Plat.
7. Prior to recording of the Final Plat, the Petitioner shall present to the Village Director of Planning & Development the following fully executed original documents:
 - a. A Developer Agreement, in a form satisfactory to the Village Board, Village Attorney and Village Engineer, covering the installation of public improvements for the proposed development including security acceptable to the Village Board, Village Attorney and Village Engineer and in the amount of 120 percent of the cost of the public improvements.
 - b. A Declaration of Covenants and Restrictions, in a form satisfactory to the Village Board, Village Attorney and Director of Planning & Development, ensuring the quality of the development.
 - c. A Stormwater Management Agreement, in a form satisfactory to the Village Board, Village Attorney and Village Engineer, for all stormwater management facilities.
8. The Petitioner shall record such covenants, restrictions, notices and/or conservation easements as are needed to implement the Village's Comprehensive Plan: 2035 policies that recognize the ratio of 1 residential development unit or split per 35 acres of agricultural land, support using splits in areas suitable for residential development, and preserve farmland and agricultural uses. Such documents shall be consistent with Village ordinances in effect during the extension period and in a form that is satisfactory to the Village Board, Village Attorney, Village Planner and Director of Planning & Development, and are expected to include:
 - a. A Deed Restriction / Conservation Easement acknowledging that future subdividing of the total 513 acres is prohibited.
 - b. A Deed Restriction acknowledging that the Petitioner reserves the right to engage in agricultural practices on Outlot 1.
 - c. A Deed Restriction acknowledging the conservation and maintenance in perpetuity of the woodland feature at the north end of the proposed subdivision.
9. The Petitioner shall comply with the Village of Windsor Design Diversity Ordinance.
10. The Petitioner shall submit cash payment to the Village of Windsor for Fees in Lieu of Land in the amount determined pursuant to Section 38-636(b) of the Village of Windsor Code of Ordinances prior to the Village signing the Final Plat.
11. The Petitioner shall submit cash payment to the Village of Windsor for Fees for Initial Improvement of Parkland in the amount determined pursuant to Section 38-638(e) of the Village of Windsor Code of Ordinances prior to the Village signing the Final Plat.
12. The Petitioner shall promptly reimburse the Village of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the Final Plat, including, but not limited to, the cost of



Staff Review

professional services incurred by the Village of Windsor for the review and preparation of required documents, attendance at meetings or other related professional services.

COMPREHENSIVE PLAN:

The Hoffman Valley Estates Final Plat is consistent with the goals, objectives and policies of the Village of Windsor Comprehensive Plan: 2035.

CHAPTER 38, LAND DIVISION ORDINANCE:

The Hoffman Valley Estates Final Plat is consistent with the regulations of the Village of Windsor Land Division Ordinance.

CHAPTER 52, ZONING ORDINANCE:

The residential acreage of the Final Plat was rezoned from AG-35ac, Agricultural (Sun Prairie) to ER-1, Estate Residential (Sun Prairie) in 2008 subject to the recording of the Final Plat. The remaining acreage, Outlot 1, of the Final Plat will remain zoned AG-35ac, Agricultural (Sun Prairie).

Since the initial approval of the Final Plat, Windsor has incorporated as a Village. As a result the Village of Windsor has adopted its own Zoning Ordinance and Zoning Map. The subject lands are anticipated to be rezoned from AG-35ac, Agricultural (Sun Prairie) to A-1EX, Exclusive Agriculture (Windsor). It is the opinion of Village Staff that at the time of recording of the Final Plat, the residential acreage of the Final Plat be rezoned from A-1EX, Exclusive Agriculture (Windsor) to ER, Estate Residential (Windsor).

EXHIBIT:

- A. Hoffman Letter June 8, 2016
- B. Town Board Resolution 2013-22

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2016-71**

**APPROVAL OF ACTION NECESSARY TO ADDRESS
EXTENSION REQUEST FOR PLAT OF HOFFMAN VALLEY ESTATES**

WHEREAS, on July 18, 2013, the Windsor Town Board approved the Plat of Hoffman Valley Estates (the "Plat") on the conditions set forth in Town Board Resolution 2013-22, which is attached hereto and incorporated by reference; and

WHEREAS, Town Board Resolution 2013-22 provided for a delayed effective date and stated: "If the Final Plat is not recorded with the Dane County Register of Deeds within thirty-six (36) months from [July 13, 2013], this approval shall become null and void"; and

WHEREAS, Kay and Steven Hoffman, the owners and developers of the Plat, have not yet recorded the Plat and have requested that the Village grant a three (3) year extension of the Plat approval; and

WHEREAS, since the date of approval of the Plat, the Town of Windsor has become the Village of Windsor and many land use regulations have been adjusted to reflect the regulatory authority available to villages and the current standards set forth in Village ordinances; and

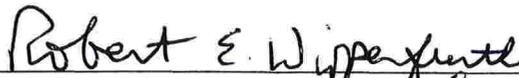
WHEREAS, the Village Board has reviewed the relevant information and wishes to both grant an extension and update the approval to reflect current policies and ordinances, all as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor as follows:

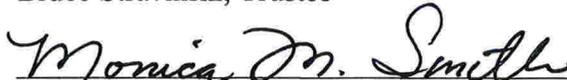
1. The Village Board directs the Village Planner to update the Staff Report prepared on July 11, 2013, a copy of which is attached and incorporated by reference, and provide recommendations to the Village Board for consideration and action at the Village Board meeting scheduled for June 16, 2016.
2. The Village Board directs the Village Attorney to prepare a resolution for consideration by the Village Board on June 16, 2016, that reflects the recommendations made in the Staff Report and provides for a two (2) year extension of the Plat approval.
3. The Village Board shall take final action with respect to the Hoffmans' request no later than June 16, 2016, so that Hoffmans have the opportunity to act prior to expiration of the approval granted on July 18, 2013.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on May 19, 2016, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR

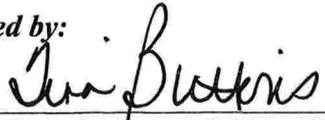

Robert E. Wipperfurth, President


Bruce Stravinski, Trustee


Monica M. Smith, Trustee


Donald G. Madelung, Trustee


Alan Buchner, Trustee

Attested by:

Tina Butteris, Deputy Village Clerk

Incorporated by Reference:
Town Board Resolution 2013-22
Staff Report dated July 11, 2013

Steve and Kay Hoffman Family
7001 Hwy C
Sun Prairie, WI 53590

June 8, 2016

To: Village of Windsor Board

The Hoffman family is requesting a three-year extension for the final plat approval for The Hoffman Family Estates. To give a little background to newer board members, the Hoffman family started this project with a very simple request. This was an application for a number of CSMs (certified survey maps). Steve and Kay Hoffman wanted to create these CSMs so that they would be there for their children.

The town planner at the time, PDI, did a study, which the Hoffman's paid for. This study evaluated where these CSMs should be located. It was decided that the town would prefer fewer CSMs on Hwy C even though this is where 90% of the Hoffman's property is located. After hours of planning and study, the outcome which the town was most agreeable to was for the Hoffman's to do a transfer of development rights for their property on Hwy C to a parcel they own on Happy Valley road. The problem with this is that the town has no guidelines or protocol for transfer of development rights.

That brings us to where we are today, eight years later and several thousands of dollars of planning, engineering, and surveying. To be clear this plat is more about preserving the property rights than to developing quickly for a profit. Because we (the Hoffman family) are not professional developers and are simply trying to preserve property rights for future generations, and because our plan has always been driven by what the village will accept as opposed to what the Hoffman's asked for, we think it is reasonable to ask for the full three year extension that the village is permitted to grant.

Sincerely,

Steve and Kay Hoffman

Andrew Hoffman

RESOLUTION 2013-22

**RESOLUTION APPROVING THE
FINAL PLAT OF HOFFMAN VALLEY ESTATES**

WHEREAS, the Town of Windsor gave conditional approval to a Preliminary Plat of Hoffman Valley Estates by adoption of Resolution 2011-23 on May 19, 2011; and

WHEREAS, the property owner has submitted a Final Plat for approval; and

WHEREAS, the Town of Windsor Plan Commission held a public hearing on the Final Plat at its regular meeting on May 21, 2013 and considered the public comments received; and

WHEREAS, the Plan Commission recommended the Final Plat be approved effective upon the satisfaction of several conditions as set forth in Plan Commission Resolution No. 2013-06; and

WHEREAS, the Town Board held a public hearing at its regular meeting on June 20, 2013 and considered all public comments received;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Windsor that it approves the Final Plat of Hoffman Valley Estates effective upon the following conditions being fulfilled to the satisfaction of the Town Chairperson, Town Planner, Town Engineer and Town Attorney:

1. The Plat is corrected to address the following technical deficiencies:
 - (a) The rear line dimension for Lot 8 be corrected to reflect a distance of 232.06 feet rather than the 233.83 feet reflected on the submitted Plat;
 - (b) A dashed chord line for Curve 14 is illustrated similar to that shown for Curve 4;
 - (c) The legend be corrected to reflect the same line style shown on the Final Plat to define the 75 foot wetland buffer line;
 - (d) The Plat shall indicate no access from Happy Valley Road to Lot 1 along its frontage line and shall further state the following: "Direct access to Lot 1 shall be limited to Steve Hoffman Road."
2. Submittal and recording of a deed restriction in a form satisfactory to the Town Attorney acknowledging that the remaining 513 acres of the Hoffmans' property, as described in the June 10, 2013 Town Planner's report, be deed restricted to prohibit future subdivision of those lands.
3. Submittal and recording of a deed restriction in a form satisfactory to the Town Attorney acknowledging that the owner reserves the right to engage in active

agricultural practices on Outlot 1 that includes a reference to Wisconsin's Right to Farm Law, Wis. Stats. § 823.08.

4. Submittal and recording of a deed restriction providing that the existing woodlands on Outlot 1 shall remain; however, occasional clearance of dead or unhealthy trees and other routine maintenance shall be allowed.
5. Execution and recording of a Developer's Agreement in a form satisfactory to the Town Board, Town Attorney and Town Engineer covering the installation of public improvements for the proposed subdivision. The Developer's Agreement shall include the following provisions:
 - (a) Required security in the amount of 125% of the estimate cost of the public improvements.
 - (b) Approval of an erosion and sedimentation control plan and stormwater management plan by the Town of Windsor, Dane County and the Wisconsin Department of Natural Resources, and installation thereof, prior to construction or conveyance of any lots. A copy of the submitted plans shall be made available to the neighboring property owners by the developer.
 - (c) Approval and recording of a Stormwater Management Agreement in a form satisfactory to the Town Board, Town Attorney and Town Engineer for all stormwater management facilities prior to construction or the conveyance of any lots.
 - (d) Approval of construction plans and specifications in a form satisfactory to the Town Engineer for all public improvements prior to construction or the conveyance of any lots.
 - (e) Required construction of a landscaping berm or vegetative buffer along the western edge of Lots 1 and 4 to provide visual separation from the adjacent property as well as the installation of a Class 3 barricade at the end of Seven Kids Drive prior to construction or the conveyance of any lots in the subdivision.
 - (f) A no annexation clause obligating the owner to pay liquidated damages in the amount of \$250,000 in the event the owner causes the lands within the plat to be annexed to any neighboring municipality.
6. Submittal and recording of a Declaration of Covenants and Restrictions in a form satisfactory to the Town Board, Town Attorney and Town Engineer ensuring the quality of development which shall be at least as restrictive as the requirements of the Town of Windsor Design Diversity Ordinance, Title 15, Chapter 7, of the Town of Windsor Code of Ordinances.

7. Submitting cash payment to the Town of Windsor for fees in lieu of parkland dedication and fees for initial improvement of parkland in the amounts required by the Town of Windsor Land Division Ordinance. In the alternative, the Developer may record a deed restriction in a form approved by the Town Attorney requiring a pro-rata share of the payment of such fees at the then current rates prior to issuance of a building permit for each Lot.
8. Proof of satisfaction of all conditions of approval from Dane County and the City of Sun Prairie.
9. Payment to the Town of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the Final Plat and related plans and documents, including, but not limited to, the cost of professional services incurred by the Town of Windsor for such review and the attendance at meetings or other related professional services.
10. If the Final Plat is not recorded with the Dane County Register of Deeds within thirty-six (36) months from this date, this approval shall become null and void.

The above and foregoing Resolution was duly adopted at a regular meeting of the Town Board of the Town of Windsor on the 18 day of July, 2013.

TOWN OF WINDSOR

Robert E. Wipperfurth
Robert E. Wipperfurth
Town Board Chairperson

Donald G. Madelung
Donald G. Madelung, Supervisor

Alan Buchner
Alan Buchner, Supervisor

Bruce R. Stravinski
Bruce R. Stravinski, Supervisor

Monica M. Smith
Monica M. Smith, Supervisor

ATTEST:

Christine Capstran
Christine Capstran, Town Clerk

4838-6564-3796, v. 1



Staff Report

TO: Town of Windsor Board

CC: Robert Wipperfurth, Town Chairman
Tina Butteris, Town Office Manager
Amy Anderson Schweppe, Town Planning & Development Coordinator
Kevin Richardson, Town Engineer
Larry Bechler, Town Attorney

FROM: Jamie Rybarczyk, Planning Consultant

RPT DATE: July 11, 2013

MTG DATE: July 18, 2013

FOTH FILE: 13W027.01-08

RE: Hoffman Valley Estates, Final Plat

BACKGROUND:

1. Property Owner: Stephen, Andrew & Maureen Hoffman
2. Agent: Mark Pynnonen (Birrenkott Surveying Inc)
3. Location/Address: Lot 2, Certified Survey Map No. 9902
4. Taxkey Number: 0910-244-9470-0
5. Area: 69.42 acres
6. Existing Zoning: Agricultural (AG-35ac)
7. Proposed Zoning: Estate Residential (ER-1), subject to recording of the Final Plat
8. Future Land Use: Agricultural

OVERVIEW:

The petitioners are seeking Final Plat approval of a twelve (12) lot subdivision off of Happy Valley Road. The twelve (12) single family residential lots would be located on approximately 19.4 acres with one 50-acre outlot. The residential lots will range in size from 1.16 acres to 1.58 acres. The 50-acre outlot will continue to be farmed. The Final Plat includes one north/south and one east/west street with the east/west street designed to extend further at some point in the future.

The petitioners own a total of 513 acres of agricultural land within the township. Per the Town of Windsor Comprehensive Plan: 2025, applying a ratio of one (1) residential split per 35 acres, the petitioners are entitled to fifteen (15) residential splits (rounding up from 14.6). In 2007 (recorded via CSM in 2009) the petitioners were approved for three (3) residential splits; therefore, twelve (12) residential splits remain.



Staff Report

The Final Plat, as presented, illustrates a cluster development approach that:

- ◆ Preserves the agricultural character and views of the area;
- ◆ Preserves the environmental and topographical landscape features; and
- ◆ Promotes social benefits of a compact neighborhood.

Specifically, the Final Plat preserves an area of agricultural land between the proposed lots and Happy Valley Road, it minimizes the lot frontage on Happy Valley Road, and it preserves the woodland feature at the north end of the proposed subdivision.

The petitioners have made modifications to the Plat, but overall the Final Plat is consistent with the Preliminary Plat.

TOWN POLICY CONCERNS/ISSUES:

Prior to the June 20, 2013 Town Board meeting, the petitioners requested a thirty (30) day extension by the Town of Windsor Board for the review of the Final Plat in order to draft a deed restriction, in a form satisfactory to the Town Attorney, acknowledging the conservation/maintenance of the woodland feature at the north end of the proposed subdivision.

On June 20, 2013 the Town Board conducted the public hearing; however, did not take action on the Final Plat. A concern was raised by the property owner to the west with regard to trespassing. Discussions between the parties present at the meeting including the extension of Seven Kids Drive and the existing vegetative buffer along the property line. The Town Board asked that the petitioner take the comments into consideration for the July 18, 2013 Town Board meeting.

PLANNING & SURVEYING COMMENTS:

The following is a technical review of the Final Plat per Wis. Stats. 236 and local ordinances:

1. The rear line dimension for Lot 8 should be 232.06' and not 233.83' as shown. It was shown as 232.06' on the Preliminary Plat. If the rear line dimension is 232.06' then the total dimension of 508.23' is incorrect.
2. As shown for Curve 4, the dashed chord line for Curve 14 needs to be illustrated.
3. In the legend, the dash-dot-dot-dash line style used to define the 75' Wetland Buffer Line is not the same line style shown on the Final Plat.
4. An additional note on the Final Plat shall state the following: "Direct access to Lot 1 shall be limited to Steve Hoffman Road."

STAFF RECOMMENDATION:

Depending on confirmation by the Town of Windsor Board of the above described comments, the Town of Windsor Board may take the following action:



Staff Report

The Town of Windsor Board Conditionally Approves with a Deferred Effective Date for the Hoffman Valley Estates Final Plat located on Lot 2 of Certified Survey Map No. 9902, until such time that the petitioner has addressed to the satisfaction of the Town Chairman, Planner, Engineer, and Attorney the following conditions. If the Final Plat is not recorded with the Dane County Register of Deeds within thirty-six (36) months of this date, July 18, 2013, this approval becomes null and void.

1. Subject to the petitioner addressing the Planning & Surveying comments stated above in this Staff Report dated July 11, 2013.
2. Subject to the petitioner recording a deed restriction, in a form satisfactory to the Town Attorney, acknowledging that future subdividing of the 513 acres is prohibited.
3. Subject to the petitioner recording a deed restriction, in a form satisfactory to the Town Attorney, acknowledging that the petitioner reserves the right to engage in active agricultural practices on Outlot 1.
4. Subject to the petitioner recording a deed restriction, in a form satisfactory to the Town Attorney, acknowledging the conservation/maintenance of the woodland feature at the north end of the proposed subdivision in perpetuity.
5. Subject to the petitioner agreeing to a no annexation clause, in a form satisfactory to the Town Attorney.
6. Subject to the petitioner recording a Developer Agreement, in a form satisfactory to the Town Board, Attorney and Engineer, covering the installation of public improvements for the proposed subdivision including a security in the amount of 125 percent of the cost of the public improvements.
7. Subject to the petitioner recording a Declaration of Covenants and Restrictions, in a form satisfactory to the Town Board, Attorney and Engineer, ensuring the quality of development.
8. Subject to the petitioner receiving approval of an Erosion & Sedimentation Control Plan and Stormwater Management Plan by the Town of Windsor, Dane County, and the Wisconsin Department of Natural Resources (WDNR), prior to construction or the conveyance of any lots. The Town of Windsor will make available, for review by impacted property owners, a copy of the Stormwater Management Plan.
9. Subject to the petitioner submitting a Stormwater Management Agreement, in a form satisfactory to the Town Board, Attorney and Engineer, for all stormwater management facilities, prior to construction or the conveyance of any lots.
10. Subject to the petitioner receiving approval of Construction Plans and Specifications, in a form satisfactory to the Town Engineer, for all public improvements prior to construction or the conveyance of any lots. This Condition shall include the construction of a landscaped berm along the western edge of Lots 1-4 to provide visual separation from the adjacent property, as well as, the installation of a Class 3 Barricade at the end of Seven Kids Drive, prior to construction or the conveyance of any lots.



Staff Report

11. Subject to the petitioner remitting a cash payment to the Town for (a) Fee in Lieu of Park Land Dedication, and (b) Fee for Initial Improvement of Parkland, prior to the Town providing signatures on the Final Plat.
12. Subject to the petitioner complying with the Town of Windsor Design Diversity Ordinance.
13. Subject to the petitioner addressing the land division review comments from the Dane County Planning & Development Department dated April 24, 2013.
14. Subject to the petitioner addressing the extraterritorial jurisdiction review comments from the City of Sun Prairie dated June 3, 2013.
15. The petitioner has reimbursed the Town of Windsor for all costs and expenses incurred by Windsor in connection with the review and approval of the site plan, including, but not limited to, the cost of professional services incurred by the Town of Windsor for the review and preparation of required documents, attendance at meetings or other related professional services.

COMPREHENSIVE PLAN CONSISTENCY:

The proposed Final Plat for Hoffman Valley Estates is consistent with the Town of Windsor Comprehensive Plan: 2025.

SUBDIVISION ORDINANCE CONSISTENCY:

The proposed Final Plat for Hoffman Valley Estates is consistent with the Town of Windsor Subdivision Ordinance.

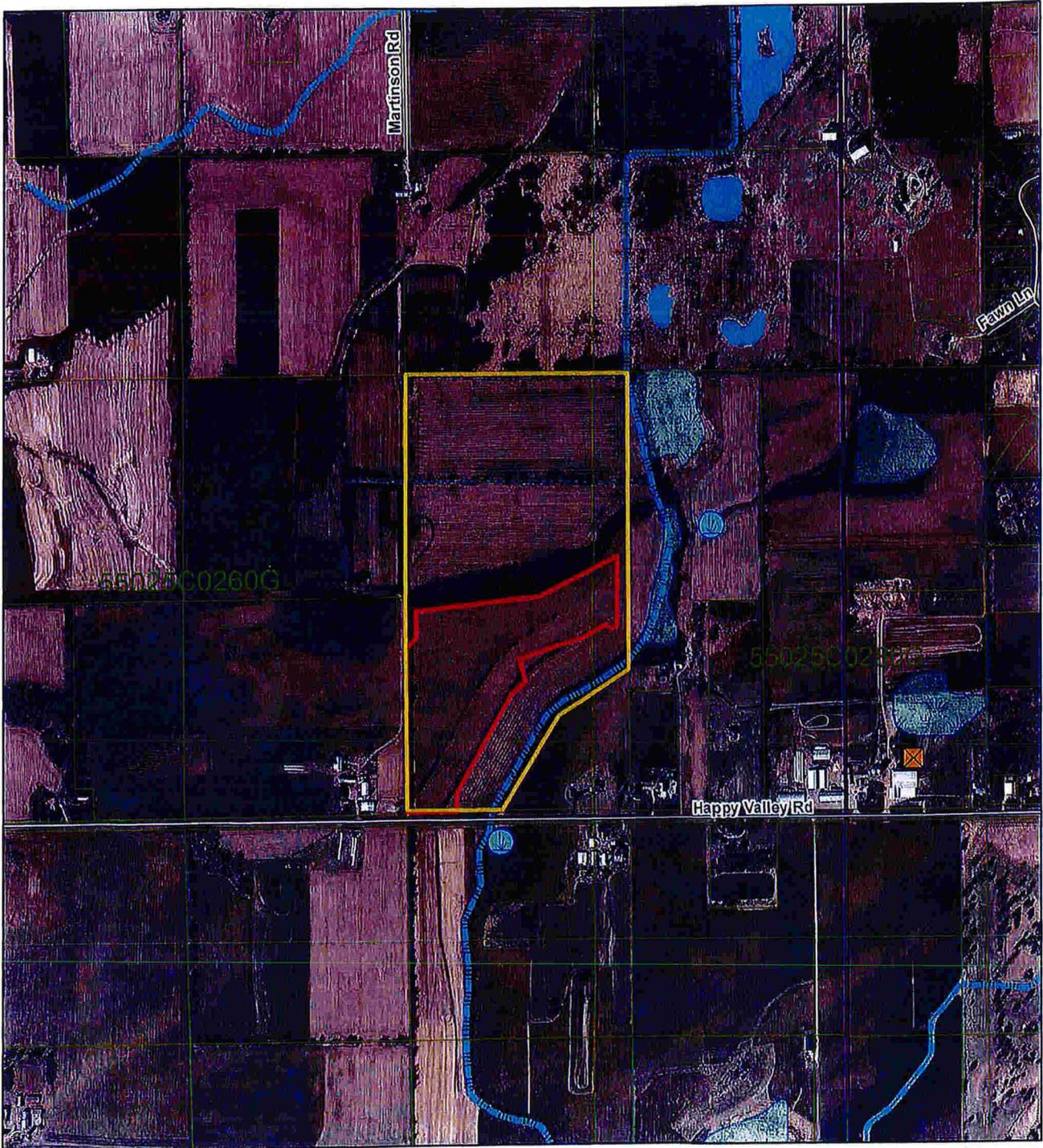
ZONING ORDINANCE CONSISTENCY:

The residential area of the Final Plat was rezoned from Agricultural (AG-35ac) to Estate Residential (ER-1) in 2008 subject to the recording of a Final Plat. The remaining acreage identified on the Final Plat as Outlot 1 will remain zoned Agricultural (AG-35ac).

EXHIBITS:

1. Final Plat prepared by Birrenkott Surveying Inc
2. Dane County Planning & Development Land Division Review
3. City of Sun Prairie ETJ Land Division Review
4. Town of Windsor Application

Final Plat
of
Hoffman Valley Estates



2010 aerial

Conditional approval - April 23, 2013 Motion: _____ / _____ Vote: _____



Dane County Planning & Development Land Division Review

April 24, 2013

Birrenkott Surveying, Inc.
PO Box 237
1677 N. Bristol St.
Sun Prairie, WI 53590

Re: Hoffman Valley Estates (final plat)
Town of Windsor, Section 24
(13 lots, 19 acres)
City of Sun Prairie ETZ

The Dane County Zoning and Land Regulation Committee, at its meeting of April 23, 2013, considered the above-named plat proposal. The committee approved the plat, subject to the following conditions:

1. City of Sun Prairie Extraterritorial Zoning.
 - *Evidence of required zoning is to be established (publication in the official newspaper). Said publication is to include specific legal description.*
2. Compliance with the Dane County Comprehensive Plan is to be established.
3. The public park land appropriation requirement is to be satisfied (private park land does not satisfy this requirement).
 - *The committee shall require the dedication of land or monies in lieu of land for public recreation purposes.*
 - *12 proposed residential dwelling units = 21,000 square feet of land.*
4. All public land dedications are to be clearly designated "dedicated to the public."
5. Remaining lands within Lot 2 of CSM 9902 shall be designated as an outlot or a lot included with this plat.
6. Street names with respect to Ch. 76 of the Dane County Code of Ordinances are to be assigned.
 - *Dane County Surveyor approval is to be obtained.*
7. Utility easements are to be provided.

8. Grading and surfacing. All streets shall be graded and surfaced in accordance with plans, specifications and requirements of the Dane County Highway Commission and the Town of Windsor.
9. Compliance with Ch. 14.45 DCCO, Erosion Control Plans is to be established.
10. Compliance with Ch. 14.46 DCCO, Stormwater Control Permits is to be established.
11. Street lights and street signs shall be provided in accordance with applicable town specifications.
12. The improvements shall be installed and approval of a final plat shall be given only after the work has been completed or there shall have been filed with the appropriate governmental jurisdiction or with the committee, one of the following:
 - *Surety bond in an amount sufficient to complete the work.*
 - *Certified check in an amount sufficient to complete the work.*
13. Town of Windsor approval is to be obtained.
14. City of Sun Prairie approval is to be obtained with respect to the extraterritorial jurisdiction review.

Any questions regarding this letter, please contact myself.

Sincerely,

Dan Everson
Assistant Zoning Administrator
267.1541

CC:
Clerk, Town of Windsor
Clerk, City of Sun Prairie
Dane County Land & Water Resources – Jeremy Balousek
Public Health Dept. – John Hausbeck

City of Sun Prairie, Wisconsin

A RESOLUTION APPROVING AN ETJ FINAL PLAT FOR "HOFFMAN VALLEY ESTATES," A RESIDENTIAL DEVELOPMENT CONSISTING OF 12 SINGLE-FAMILY LOTS ON 19.4 ACRES AND ONE LARGE OUTLOT COMPRISING 50 ACRES LOCATED NORTH OF HAPPY VALLEY ROAD APPROXIMATELY ½ MILE EAST OF COUNTY HIGHWAY C AND FURTHER DESCRIBED AS PART OF LOT 2, CERTIFIED SURVEY MAP NO. 9902 AS RECORDED IN VOLUME 57 OF DANE COUNTY CERTIFIED SURVEY MAPS ON PAGES 253-255, LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, T9N, R10E, TOWN OF WINDSOR, DANE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 24; THENCE ALONG THE WEST LINE OF SAID CERTIFIED MAP NO. 9902, N00°35'41"W (RECORDED AS N00°31'10"W), 50.00 FEET TO THE NORTH RIGHT OF WAY LINE OF HAPPY VALLEY ROAD AND THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID WEST LINE N00°35'41"W (RECORDED AS N00°31'10"W), 2595.16 FEET TO THE NORTH LINE OF SAID SOUTHEAST 1/4; THENCE N89°51'08"E (RECORDED AS N89°55'39"E), 1320.91 FEET ALONG THE NORTH LINE OF SAID SOUTHEAST 1/4 AND THE NORTH LINE OF SAID CERTIFIED SURVEY MAP TO THE WEST LINE OF CERTIFIED SURVEY MAP NO. 9871; THENCE S00°28'01"E (RECORDED AS S00°23'30"E), 1760.52 FEET ALONG SAID WEST LINE TO A SOUTHEASTERLY CORNER OF SAID LOT 2; THENCE S57°53'45"W (RECORDED AS S57°58'16"W), 494.85 ALONG THE SOUTHEASTERLY LINE OF SAID LOT 2; THENCE CONTINUING ALONG SAID SOUTHEASTERLY LINE, S31°00'18"W (RECORDED AS S31°04'49"E), 669.98 FEET TO THE NORTH RIGHT OF WAY LINE OF HAPPY VALLEY ROAD; THENCE S89°55'29"W (RECORDED AS WEST) ALONG SAID RIGHT OF WAY LINE TO THE WEST LINE OF SAID CERTIFIED SURVEY MAP NO. 9902 AND THE POINT OF BEGINNING; CONTAINING 3,024, 055 SQUARE FEET, OR 69.42 ACRES.

"STEPHEN AND MAUREEN HOFFMAN- ETJ FINAL PLAT FOR HOFFMAN VALLEY ESTATES"

Presented:

Adopted:

File Number:

Resolution No.:

RESOLUTION

WHEREAS, there has been submitted a request by Stephen and Maureen Hoffman for an ETJ Final Plat for "Hoffman Valley Estates," a residential development consisting of 12 single-family lots on 19.4 acres and one large outlot comprising 50 acres located north of Happy Valley Road approximately ½ mile east of County Highway C and further described as Lot 2, Certified Survey Map No. 9902 as recorded in Volume 57 of Dane County Certified Survey Maps on Pages 253-255, located in the Northwest 1/4 of the

Southeast 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 24, T9N, R10E, Town of Windsor, Dane County, Wisconsin, described as follows: Commencing at the South 1/4 Corner of said Section 24; thence along the West line of said Certified Map No. 9902, N00°35'41"W (recorded as N00°31'10"W), 50.00 feet to the North right of way line of Happy Valley Road and the point of beginning; thence continuing along said West line N00°35'41"W (recorded as N00°31'10"W), 2595.16 feet to the North line of said Southeast 1/4; thence N89°51'08"E (recorded as N89°55'39"E), 1320.91 feet along the North line of said Southeast 1/4 and the North line of said Certified Survey Map to the West line of Certified Survey Map No. 9871; thence S00°28'01"E (recorded as S00°23'30"E), 1760.52 feet along said West line to a Southeasterly corner of said Lot 2; thence S57°53'45"W (recorded as S57°58'16"W), 494.85 along the Southeasterly line of said Lot 2; thence continuing along said Southeasterly line, S31°00'18"W (recorded as S31°04'49"E), 669.98 feet to the North right of way line of Happy Valley Road; thence S89°55'29"W (recorded as West) along said right of way line to the West line of said Certified Survey Map No. 9902 and the point of beginning; Containing 3,024, 055 square feet, or 69.42 acres; and,

WHEREAS, the proposed ETJ Final Plat is in compliance with all requirements of the City of Sun Prairie's Subdivision Ordinance and the Sun Prairie/Windsor ETJ Zoning Regulations for the shared zoning area provided the applicant complies in full with the conditions of approval; and,

WHEREAS, on Tuesday, June 11, 2013 the Plan Commission held a public meeting to consider the request for approval of the ETJ Final Plat; and,

WHEREAS, the City Council has carefully reviewed the petition, binding submittal documents, Staff's report and recommendations for Case No: PC13-2069 dated, June 3, 2013 and the Plan Commission's report to the City Council dated June 12, 2013, and has determined that the proposed ETJ Final Plat attached hereto as Exhibit A is in the best interests of the City and should therefore be conditionally approved;

NOW, THEREFORE, BE IT RESOLVED that the proposed Stephen and Maureen and Hoffman ETJ Final Plat for "Hoffman Valley Estates," a residential development consisting of 12 single-family lots on 19.4 acres and one large outlot comprising 50 acres located north of Happy Valley Road approximately 1/2 mile east of County Highway C and further described as Lot 2, Certified Survey Map No. 9902 as recorded in Volume 57 of Dane County Certified Survey Maps on Pages 253-255, located in the Northwest 1/4 of the Southeast 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 24, T9N, R10E, Town of Windsor, Dane County, Wisconsin, attached as Exhibit A, which has been duly filed, be, and the same is hereby approved with the following conditions:

Prior to the City signing off on the final plat

1. The line missing between lots 1 and 2 shall be added to the plat.
2. A copy of the deed restriction prohibiting future splitting of Outlot 1 shall be submitted to the City.
3. Since setbacks are subject to change over time, the typical setback sketch should be removed to avoid confusion if setbacks are revised by ordinance in the future.
4. The purpose or intended use of Outlot 1 shall be clearly stated on the plat.

General Comments:

5. Approval of the final plat is conditioned upon approval by both Dane County and the Town of Windsor.
6. A deed restriction shall be recorded with the Register of Deeds preventing further subdivision of the remaining 50 acres (Outlot 1). A copy of the recorded document shall be provided to the City.

7. The applicant shall meet all of the Town and County standards for the length of dead end streets.

APPROVED: _____
John Murray, Mayor

Date Approved: June 18, 2013

Date Signed: June ____, 2013

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 18th day of June, 2013 and was submitted for signatures on the _____ day of June, 2013.

Diane J. Hermann-Brown, City Clerk

Town of Windsor Final Plat Application

Preliminary Plat Application Form

The Town of Windsor Plan Commission typically meets on the third Tuesday of every month at 6:00 p.m., and the Town Board typically reviews planning issues on the third Thursday of every month at 5:00 p.m. (or as otherwise scheduled) at the Town Hall, 4084 Mueller Road. Applicants must submit an application no less than 30 days prior to the next regularly scheduled Plan Commission meeting.

The application shall: 1) be on forms made available from the Town and accompanied by the required fee and review escrow, 2) include 30 copies of the Final Plat drawn per the requirements of Section 4.4 of the Town Subdivision Ordinance, 3) include a digital pdf copy of all submitted drawings and supplementary data.

The applicant is responsible for adhering to all requirements of Town ordinances, regulations, plans, and policies. This form shall not be deemed a substitute for the applicant's thorough reading and understanding of applicable Town ordinances, regulations, plans, and policies.

Date of Preliminary Plat Approval:

RES. 2011-23; MAY 19, 2011

Outstanding Conditions from Preliminary Plat Approval (attach additional sheet if needed):

SEE ATTACHED

Process for Review and Approval (per Sections 4.1, 4.6, and 4.9 of Subdivision Ordinance)

- 1) Consultation meeting with Town Staff
- 2) Submittal (at least 30 days prior to next plan commission meeting) of application form, fees and review escrow, and Final Plat and supplementary materials as described above
- 3) Staff review of application materials for compliance with requirements.
- 4) Plan Commission review, public hearing, and recommendation
- 5) Town Board review, public hearing, and action
- 6) Unless specifically authorized by the Town Board, the Chairman shall not sign the Final Plat until the following has been satisfied, a) the Town Board has received and approved a Development Agreement executed by the Subdivider, b) the Subdivider has paid all outstanding fees and charges for the review of the subdivision, and c) the Subdivider has deposited acceptable surety with the Town Clerk for the completion of required public Improvements.

HOFFMAN VALLEY ESTATES -- Preliminary Plat Conditions

- × 1. One lot shall be eliminated from the plat to meet the Town density policy. Note that the City of Sun Prairie may require the removal of one additional lot per their policy.
 - Final plat contains 12 lots
- × 2. The remaining lands shall be deed restricted to prevent further subdivision.
 - To be done as a condition of approval of final plat
- × 3. The temporary cul-de-sac at the Western end of Hoffinan Road shall meet the requirements of Section 6.5(j) of the Town Subdivision Ordinance.
 - To be done as a condition of approval of final plat, but prior to construction or lot conveyance
- × 4. Approval of a developer agreement, property owner agreement and deed restrictions and protective covenants for the project in a form satisfactory to the Town Attorney to ensure quality of development, specifically in regard to quality and size of housing.
 - To be done as a condition of approval of final plat
- × 5. Approval of the erosion control plan, sedimentation and storm Water management plan for the project by the Town of Windsor, Dane County, and the Wisconsin Department of Natural Resources.
 - To be done as a condition of approval of final plat, but prior to construction or lot conveyance
- × 6. Approval of storm water management agreement for any storm water management facilities in a form satisfactory to the Town Attorney and Town Engineer, which shall include the ability for the Town of Windsor to assess maintenance costs over the development.
 - To be done as a condition of approval of final plat, but prior to construction or lot conveyance
- × 7. Submission of final plans and specifications for the public improvements in form satisfactory to the Town Engineer.
 - To be done as a condition of approval of final plat, but prior to construction or lot conveyance
- × 8. Compliance with all terms and conditions of the Town of Windsor Land Division and Subdivision Ordinance in effect at the time for which approval is sought for the final plat.
 - To be done as a condition of approval of final plat
- × 9. Payment of all outstanding fees and charges relating to staff review of said final plats.
 - To be done as a condition of approval of final plat
- × 10. Fees in lieu of park land dedication shall be provided by the developer to the Town, per Section 7.3 of the Town Subdivision Ordinance.
 - To be done as a condition of approval of final plat
- × 11. Right to farm language shall be included on both the plat and deed restrictions to alert future property owners that farming shall continue in close proximity to the subdivision.
 - Language is on final plat
- × 12. A mechanism shall be put in place, agreeable to the developer and the Town Board, to protect the woodland area immediately north of the subdivision throughout and after the development process.
 - To be done prior to construction
- × 13. A landscaped berm shall be constructed along the Western edge of lots 1, 2,3, and 4 to provide visual separation from the adjacent property to the west, and a class 3 barricade shall be placed at the west end of Hoffinan Road.
 - To be incorporated into engineering plans
- × 14. The applicant shall agree to a no annexation clause.
 - To be done as a condition of approval of final plat

7) The Subdivider shall record the Final Plat with the Dane County Register of Deeds within 30 days of its approval by the Town Board and any other approving agencies. Failure to do so shall necessitate a new review and approval by the Town Board. The Subdivider shall provide a copy of the executed recording documents to the Town Clerk.

Technical Requirements of Final Plat (per Section 4.8 of Town Subdivision Ordinance)

The Final Plat shall be prepared by a registered land surveyor and shall comply in all respects with Wisconsin Statutes, Section 236.50 and the Town of Windsor Subdivision Ordinance. All Final Plats shall meet all the surveying and monumenting requirements of Wisconsin Statutes, Section 236.15. The Final Plat shall include the following information correctly on its face per Section 4.8(b) of the Subdivision Ordinance:

Item		Applicant
1	Title under which proposed subdivision is to be recorded <i>HOFFMAN VALLEY ESTATES</i>	✓
2	Legal description by government lot, quarter section, township, range, county, and state	✓
3	Location map	✓
4	Date of original drawing and all revisions	A
5	North arrow	✓
6	Names and addresses of the Owner, Subdivider, and Land Surveyor preparing the plat	✓
7	Surveyor's Affidavit	✓
5	Exact length and bearing of the centerline of all streets within and adjoining the plat	A
8	Exact street width along the line of any obliquely intersecting street	✓
9	Railroad rights of way within and abutting the plat	N/A
10	Setback, building lines, or building envelope limits	✓
11	All lands to be dedicated and/or reserved for future public acquisition or reserved for common use of property owners within the plat	✓
12	Special restrictions required by the Town Board relating to access control along public ways or as to the installation and maintenance of landscape buffers	A
13	Exact location and description of all easements	✓
14	Drainage arrows at all lot lines showing the direction of all drainage upon final grading of the plat	✓

Supplementary Data to be Filed with Final Plat (per Section 4.7 of Town Subdivision Ordinance)

The Subdivider shall submit the following documents which shall be considered to be incorporated with and made part of the Final Plat:

Item		Applicant
15	Deed Restrictions and Restrictive Covenants	A

16	Certified Title Report -- and other such evidence as the Town Attorney may require showing title or control in the applicant	A
17	Property Owner's Association Agreements	A
18	Joint Maintenance Agreements	A
19	Developer's Agreement -- as described by Section 4.7(e)(1)-(5) of the Town Subdivision Ordinance	A
20	Certificates -- as required by Wisconsin Statutes, Chapter 236	✓
21	Final Street Plan -- plans, profiles, and specifications showing existing and proposed grades, elevations, and cross sections	A
22	Final Stormwater Management Plan -- plans, profiles, specifications, and design calculations and data showing the location, grades, sizes, cross sections, elevations and materials of required facilities	A
23	Final Erosion and Sedimentation Control Plan -- plan and specifications showing site grading, surface treatment, structures, and site management required for compliance with Town and Dane County Ordinances	A
24	Soil and Subsurface Investigation Report -- report and analysis of soil borings made at the direction of the Town Engineer	A
25	Traffic Control Plan -- plan and procedures for maintaining safe traffic movement on adjoining streets during construction of the public improvements	A
26	Water and Sewer Plans -- Subdivider shall provide certification that final water and sewer facility plans have been submitted to the appropriate sanitary district	N/A
27	Opinion of Probable Cost -- specifications, estimated quantities and costs of constructing all required public improvements	A
28	Additional Plans or Information -- as required by Town officials	A
29	Landscaping or Restoration Plan -- planting layout and restoration plan for all publicly dedicated lands including streets, parks, and drainage facilities showing the locations, age, color, species, and time of planting for any required grasses, vines, shrubs, and trees	A

Checklist Legend:	
✓	submitted completely
N/S	not submitted
N/A	not applicable to project
W	waived for reasons to be described in staff report
P	submittal pending, material must be submitted prior to meeting as requested by staff
A	submittal pending, material required as condition for approval

Date Complete Application Submitted: APRIL 19, 2013

Mark A. Fynn
 BIRRENKOTT SURVEYING, INC.

Contact Information

Applicant:

Name: STEVE & KAY HOFFMAN
Address: 7001 COUNTY HIGHWAY C
City, State, Zip: SUN PRAIRIE, WI 53590
Phone Number(s): 846-5745
Cell Phone(s): _____
Email Address(es): SKHOFF@MSN.COM
ANDREW.HOFFMAN@GRAEF-USA.COM

Surveyor:

Name: BIRRENKOTT SURVEYING, INC.
Address: P.O. BOX 237
City, State, Zip: SUN PRAIRIE, WI 53590
Phone Number(s): 837-7463
Cell Phone(s): _____
Email Address(es): MPYNNONEN@BIRRENKOTTSURVEYING.COM

Attorney:

Name: MICHAEL LAWTON (TENTATIVE)
Address: _____
City, State, Zip: _____
Phone Number(s): _____
Cell Phone(s): _____
Email Address(es): _____

Owner:

Name: STEVE & KAY HOFFMAN
Address: _____
City, State, Zip: _____
Phone Number(s): _____
Cell Phone(s): _____
Email Address(es): _____

Engineer:

Name: QUAM ENGINEERING (TENTATIVE)
Address: _____
City, State, Zip: _____
Phone Number(s): _____
Cell Phone(s): _____
Email Address(es): _____