



Meeting Date: 10/14/2012

Agenda Item: #6e

**Mission Statement**

Provide quality services in a modern, courteous and cost-efficient manner.

**VILLAGE BOARD MEETING STAFF REPORT**

**REPORT TO:** President Burt McIntyre and Village Board of Trustees  
**REPORT FROM:** Dave Wiese, Director of Community Development  
**AGENDA ITEM:** Review and take action on the certified survey map for Alvin and Mary Jo Williams for 4010 Velp Ave., VH-159-1

**ACTION REQUESTED:** \_\_\_Ordinance \_\_\_Resolution  Motion \_\_\_Receive/File

**POLICY ISSUE**

Does the Village Board want to approve the Certified Survey Map for Alvin and Mary Jo Williams for 4010 Velp Avenue, VH-159-1?

**BACKGROUND INFORMATION**

Parcel VH-159-1 is currently owned by Alvin and Mary Jo Williams. The property is zoned I-1 Industrial. The applicant would like to split up the current lot that is 9.37 acres in size and has frontage on Velp Avenue and Russet Court. The CSM would create 3 unusually shaped lots because the applicant is working around a wetland area on the subject property. The I-1 regulations require lots in the general industrial (I-1) zoning district shall have an area of at least 15,000 square feet per business establishment and a width of at least 100 feet.

**RECOMMENDED ACTION BY VILLAGE BOARD**

Village staff recommends the Village Board approve the Certified Survey Map with the conditions that a stormwater management plan is completed and all laterals, driveways, and culverts are installed to the new lots at actual cost. A flood study will need to be done in order to size the proper infrastructure. If the Village Board is in favor of this policy action, the following motion may be made:

***"Motion to approve the CSM for for Alvin and Mary Jo Williams for 4010 Velp Ave, with the conditions stormwater management plan is completed and all laterals, driveways, and culverts are installed to the new lots at actual cost."***

**POLICY ALTERNATIVE(S)**

The Village Board could take the following action:

- Amend the CSM or provide additional considerations
- Deny the request
- Table the item and request additional information

**POLICY REFERENCE**

*Wisconsin Statutes:* 236

*Howard Municipal Code:* 46-2.04

*Policies & Procedure Manual:* N/A

**KEY METRIC SYNOPSIS**

The Village Code Administration Department keeps track of the number of lots created on an annual basis.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |            |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u> |
| 3. If Budgeted, Which Line?  | <u>N/A</u> |

**FISCAL SYNOPSIS:**

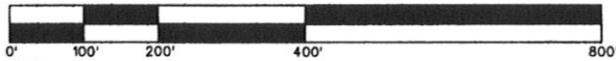
The Village of Howard CSM review fee is \$25.00. Adds developable lots.

**ATTACHED INFORMATION**

- I. Area Map
- II. Proposed CSM
- III. Subdivision Regulations



# CERTIFIED SURVEY MAP



**SURVEYOR'S CERTIFICATE:**

I, MICHAEL M. SOLETSKI, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED PART OF LOT 2 OF VOLUME 29 CSM PAGE 315, BEING PART OF THE NORTHWEST 1/4 SOUTHEAST 1/4, SECTION 4, T24N-R20E, VILLAGE OF HOWARD, BROWN COUNTY, WISCONSIN, MORE FULLY DESCRIBED ON SHEET TWO, THAT SUCH LOT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF, THAT I HAVE MADE SUCH A SURVEY LAND DIVISION AND PLAT BY THE DIRECTION OF THE OWNER LISTED HEREON, THAT I FULLY COMPLIED WITH THE PROVISION OF CHAPTER 236, OF SECTION 236.34 OF THE WISCONSIN STATUTES, THE VILLAGE OF HOWARD AND THE BROWN COUNTY PLANNING COMMISSION IN SURVEYING DIVIDING AND MAPPING THE SAME.



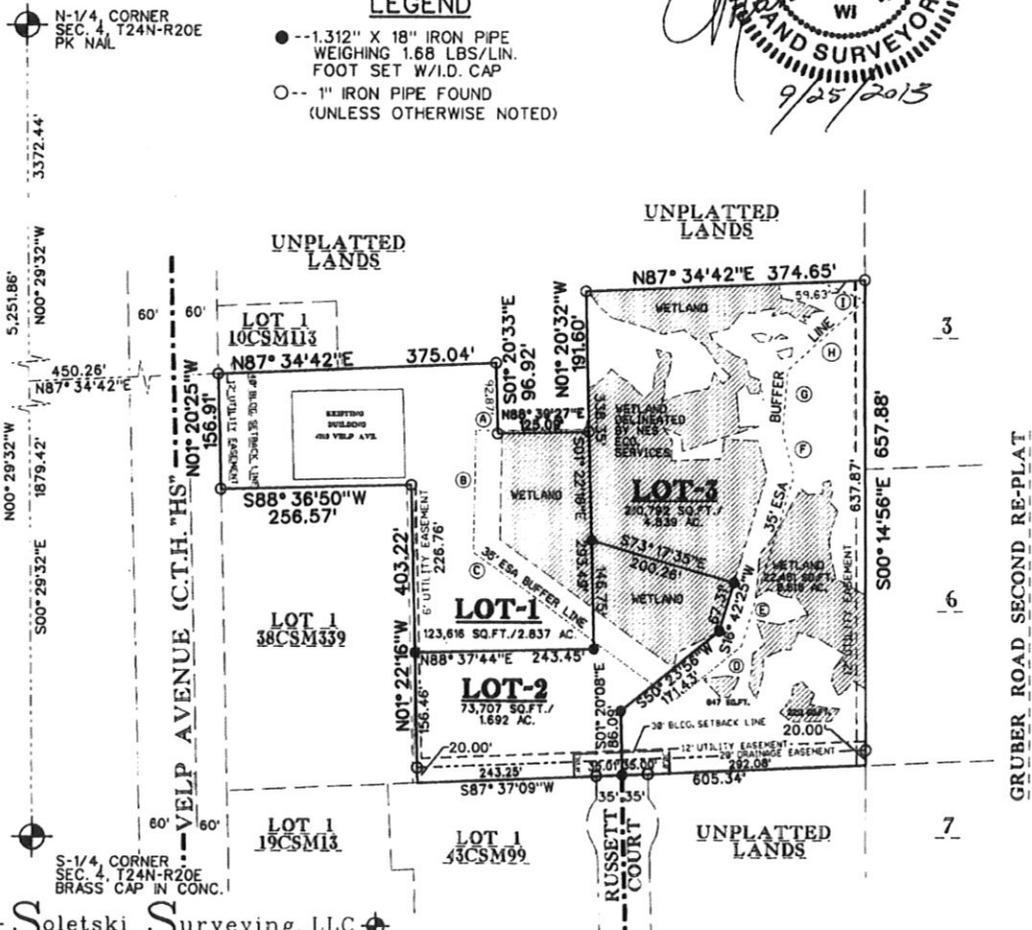
SCALE 1" = 200'  
 BEARINGS REFERENCED TO THE NORTH-SOUTH 1/4 LINE, SECTION 4, T24N-R20E  
 RECORDED BEARING N00°29'32"W.



**LEGEND**

- -- 1.312" X 18" IRON PIPE WEIGHING 1.68 LBS/LIN. FOOT SET W/I.D. CAP
- -- 1" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)

N-1/4, CORNER SEC. 4, T24N-R20E  
 PK NAIL



**Soletski Surveying, LLC**  
 Cadd Drawings, Contract Services & Land Planning  
 1631 Brookfield Ave., Suite A-1  
 Green Bay, WI 54313  
 (920)965-0040 Fax (920)965-0041

ATTACHMENT III

**Sec. 46-204. - Certified survey maps.** 

(a)

*Requirements.* A certified survey map shall be prepared in compliance with the requirements of Wis. Stats. § 236.34, which is hereby adopted by reference and incorporated herein as though fully set forth. There is a fee of \$25.00 for the review of the certified survey map (CSM) to the village clerk.

(b)

*Procedure.* The subdivider shall file 12 copies of said certified survey map with the village clerk or deputy clerk. The village board shall review the proposed certified survey map (CSM) to ensure it is in accordance with the village comprehensive plan and official map, and within 20 days, approve, conditionally approve, or reject the map. The subdivider shall be notified in writing of any conditions of approval or reasons for rejection.

(c)

*Certificates.*

(1) The map shall include the certificate of the surveyor who surveyed and mapped the parcel as required by Wis. Stats. § 236.34, and shall be signed by the property owner.

(2) The certificate of approval of the village board shall be typed, lettered or reproduced legibly with nonfading black ink on the face of the map.

(d)

*Map.* The map shall be filed by the subdivider for recording with the register of deeds of the county. A copy of the final approved map shall be forwarded to the county regional planning commission. Additional copies of the final approved map shall be forwarded to the village board and appropriate agencies. The volume and page number of the recording file shall be noted on the final approved map.

(e)

*Public improvements.* Procedures for installation of public improvements shall conform to pertinent requirements of division 5 of article III of this chapter or as determined by the village board.

*(Comp. Ords. 2000, § 18.07(1); Ord. No. 2001-2, § 1(18.07(1)), 2-12-2001)*