

## NOTICE

A meeting of the Municipal Services Committee will be held on the date and time stated below. Notice is further given that members of the City Council, Park & Recreation Board, or Plan Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

City of Evansville **Municipal Services Committee**  
Regular Meeting  
City Hall, 31 S Madison St., Evansville, WI 53536  
Tuesday, July 30<sup>th</sup>, 2024, 5:00pm

## AGENDA

1. Call to Order
2. Roll Call
3. Motion to Approve Agenda
4. Motion to Waive the reading of the Minutes from the June 25<sup>th</sup>, 2024, meeting and Approve as printed.
5. Civility Reminder
6. Citizen Appearances
7. New Business
  - A. Discussion and Motion to Approve the Land Division Application LD-2024-06 (654/656 Locust Lane/Parcel ID 6-27-559.504)
  - B. Discussion and Motion to Approve the Land Division Application LD-2024-07 (123 N Fifth Street/Parcel ID 6-27-965)
  - C. Discussion and Motion to Approve the Land Division Application LD-2024-08 (Lot 7 Historic Standpipe Point/Parcel ID 6-27-396.207)
  - D. Discussion and Motion to Recommend to Council the Land Division Application LD-2024-09 (332 E Main/Parcel ID 6-27-844)
  - E. Discussion and Motion to Recommend to Council the Land Division Application LD-2024-10 (655/657 Locust Lane/Parcel ID 6-27-559.521)
  - F. Review and Discussion of Cemetery Fees
8. Electric and Water Utility
  - A. Monthly Usage and Outage Reports
  - B. Billing Adjustments and Disconnects
    1. Review of Staff Approved Sewer Credits (May-July)
  - C. Capital and Major Project Updates
  - D. WPPI Energy Service Manager Report
    1. WPPI Annual Meeting- September 18<sup>th</sup>-20<sup>th</sup> 2024

- E. Discussion on the Forster Bidding Documents for the Multiple-Year Underground/Overhead Electric Facility Installation Unit Pricing Contract
- 9. Public Works
  - A. Wastewater Utility Updates
  - B. Stormwater Utility Updates
    - 1. Dam Update
  - C. City Engineer Report
  - D. Capital and Major Project Updates
- 10. Parks & Recreation Report
  - A. Aquatic Center, Splash Pad, and Park Improvement Updates (Placeholder)
  - B. Warming House Stabilization Study/ Master Agreement with Destree Architects
- 11. Old Business
- 12. Upcoming Meetings
  - A. Tuesday, August 27<sup>th</sup>, 2024, at 5:00pm
- 13. Adjourn

*-James Brooks, Committee Chair*

City of Evansville  
**Municipal Services Committee**  
Regular Meeting  
City Hall, 31 S Madison St., Evansville, WI 53536  
Tuesday, June 25<sup>th</sup>, 2024, 5:00 pm

**MINUTES**

1. **Call to Order:** 5:00 pm
2. **Roll Call:** Committee Chair Jim Brooks, Alder. Cory Neeley, Alder. Lita Droster absent  
  
**Also in Attendance:** Donna Hammett, Scot Kriebs, Dale Roberts, Ben Corridon, Jason Sergeant, Nick Bubolz
3. **Motion to Approve Agenda:** Neeley/Brooks 2-0 Motion Carries.
4. **Motion to Waive the reading of the Minutes from the May 28<sup>th</sup>, 2024, meeting and approve them as printed:** Neeley/Brooks 2-0 Motion Carries.
5. **Civility Reminder**
6. **Citizen Appearances**
  - A. **Ben Corridon-** Corridon of 29 W Liberty Street brought forward his concerns about the TDS fiber service in town. Corridon had spoken to the City Clerk about the issue. Currently TDS is working outside of town, and it is believed that the issue stems from this. Corridon reported that he has had 5 internet outages in as many months. While Corridon has called TDS several times to rectify this, customer service doesn't seem to know anything. The service department will report that the outage will be fixed but with no time frame given. Corridon would like to know if the city could intervene and do something about the problems. Brooks and Neeley both stated that because TDS is not regulated and a private company the city is unable to do much by law. Mr. Corridon is going to have to continue calling TDS or switch to one of the other internet services available.
7. **New Business:** None
8. **Electric and Water Utility**
  - A. **Monthly Usage and Outage Reports:** Enclosed in the packet were usage reports for Electric, Water Pumped and Wastewater. Discussion about water pumping and the bulk water being pumped by the Hwy 59 crew. Kriebs stated that the pay as you pump station is on its way and should make things easier to track. Also enclosed was a detailed outage report for June so far. Discussion on the reports and over all outages look good, Brooks noted the vast improvement in outage control than what it was in the past. Kriebs stated this due to equipment improvement and reports like this one.
  - B. **Billing Adjustments and Disconnects:** Hammett presented the Disconnection report, 262 notices were sent, 96 Door knocker were hung, and 16 services were disconnected. There are still 3 accounts off for June. We have a total of 64 DPA's on file currently. The total dollar amount of past due accounts was \$43054.75, down from last month. Mr. Corridon asked what a DPA was, Hammett explained that they are Deferred Payment Agreements.
  - C. **Capital and Major Project Updates:** The Uptown project is almost done, have a couple

of businesses that need to be switched over and then it will be just cleanup work and it can be closed out. The Hwy 59 project is done, and the pavement is being put down now.

**D. WPPI Energy Service Manager Report: No Report**

**E. Discussion and Possible Motion to Approve Pole Agreement with BlueScope.** Kriebs explained the purpose of the agreement was that Blue Scope wants to get rid of the pole that is their pole and in lieu of payment for the utility taking it down, Blue Scope will give the Pole to the utility. Motion to Approve the Pole Agreement with Blue Scope, Brooks/Neeley 2-0 Motion Carries.

**9. Public Works**

**A. Wastewater Utility Updates:** Hoping to do the INI testing soon, waiting for things to dry out.

**B. Stormwater Utility Updates:** Street Sweeper should be here in July.

**C. City Engineer Report:** For the Porter Road development, the curb has been poured and some of the grass on the north side has been restored. There is still work on paving the roadway to be completed. The Windmill development is working on permitting. The Walker Street/Almeron Street project should have underground utilities wrapped up by next week. Next the project will be moving on to Almeron Street, with the road paving coming up behind. Walker Street utilities have been a struggle due to utility services not previously documented properly. Once the road crew is done with Walker Street, they will be heading to West Side Park to pave the multi-use sport court. The concrete crew will begin working on the South Madison Street sidewalk repair, prior to moving to Walker Street to start concrete work there. There was an unplanned water outage on Cherry Street, there was an unknown valve issue at the Walker Street/Cherry Street intersection. Neeley asked about the bike path and the cracks in it already. Roberts stated that there are trees pushing it up, they will see what they can do for repairs.

**D. Capital and Major Project Updates:** Lake Leota Dam repair: Jewel & DNR have been going back and forth about how to solve the issue with sheet piling. One option is to draw down the lake, and there will be a limit on the drawdown per day. This process will take about 8-10 days. This will help the crew be able to do the work to repair the second spillway and then the lake will slowly be brought back up. We are just waiting for the final word from DNR. The crew working on the dam may have to pull the equipment out if a decision is not made soon.

**10. Parks & Recreation Report**

**A. Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder):** The Splashpad opened on June 22, 2024, and has been reporting heavy use. The current usage is a little worrisome, but we can adjust the splashpad water rate and timing. The pool has been busy, and there is a need for more staff, due to Olsen's hours. But it is going very well and the revenue has surpassed what was estimated. The rest of the park work is waiting for the Dam Project to be finished. Roberts has the paving of Lake Leota's roads waiting. T-ball are having games at Larson Acres Park, but the soccer fields are not ready yet. There is a punch list a mile long and there are ongoing talks with MSA and CCI.

**11. Old Business**

**12. Upcoming Meetings**

**A. Tuesday, July 30<sup>th</sup>, 2024 at 5:00pm**

**13. Adjournment: 5:54 pm**





**APPLICATION FOR PRELIMINARY AND FINAL DIVISION - STAFF REPORT**

**Application:** LD-2024-06

**Applicant:** Grove Homes LLC

Parcel 6-27-553.504

**July 30, 2024**

Prepared by: Colette Spranger, Community Development Director  
Direct questions and comments to: [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov) or 608-882-2263



*Figure 1 Approximate Location Map*

**Location:** Lot 4, Stonewood Grove (654 and 656 Locust Lane)

**Description of request:** An application has been made to divide the lot along the shared wall of the duplex that is already built.

**Existing Uses:** The existing 11,556 square foot parcel has a duplex under construction. In order for the landowner to sell each unit separately, the units must be legally divided. This requires a Certified Survey Map.

**Existing Zoning:** R-2 Residential District Two

**Proposed Land Division:** The CSM will divide the parcel into two lots, using the common wall of the building as a lot line. This kind of land division is commonly referred to as a zero lot line CSM. Lot 1 is proposed to be 6,340 square feet (0.15 acres) and will include the dwelling unit with the address of 656 Locust Lane. Lot 2 will contain the remaining 5,216 square feet (0.12 acres) and the dwelling unit addressed at 654 Locust Lane. A joint cross access and maintenance agreement per Section 130-323(5) of the Municipal Code will be required once the new lots are recorded.

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. In the future, City staff will work together to ensure that Municipal Services review happens prior to Plan Commission review so that final approvals with fewer conditions can be given at Common Council meetings.

#### **Review by the Municipal Services Committee**

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. The purpose of this review is to analyze three factors.

- 1) Whether existing municipal utility infrastructure (such as a sanitary sewer lift station or water booster station) must be upgraded or constructed
- 2) The extent to which the plat or map allows for street access and, if appropriate, utility service to be extended in the future to any adjacent, undeveloped properties
- 3) The extent to which the plat or map adequately addresses regional storm water management.

Per City staff review, this land division is occurring in an existing subdivision for an approved and permitted use and will not generate a need for future infrastructure or negatively impact existing infrastructure.

A public hearing was held on July 2<sup>nd</sup> at the regular Plan Commission meeting. No comments were made. Plan Commission unanimously recommended that Common Council approve the land division application. Common Council voted to approve the land division application pending a recommendation from the Municipal Services Committee.

**Consistency with the City of Evansville Comprehensive Plan and Municipal Code:** The proposed land division and land uses are thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.



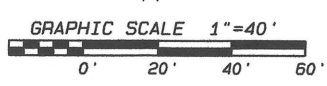
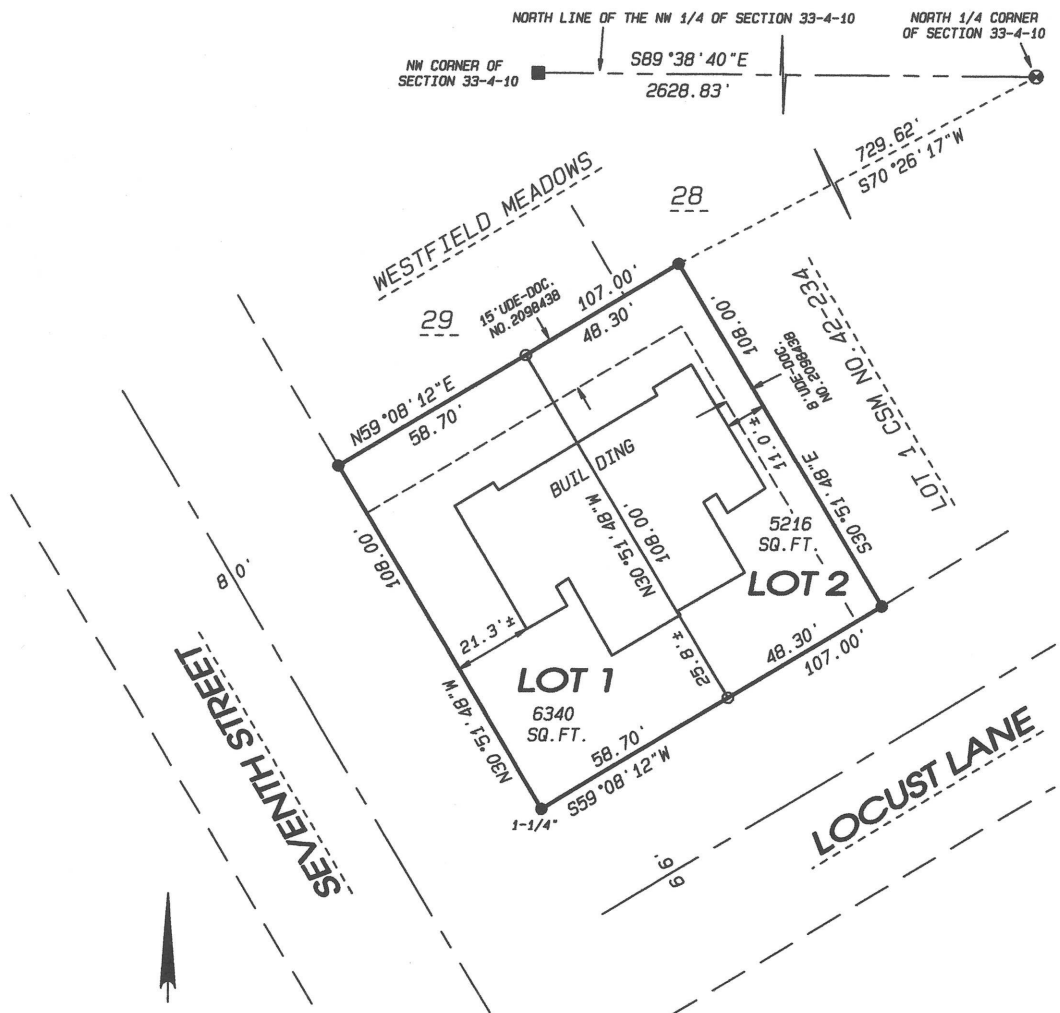
**Staff Recommended Motion:**

*Motion to recommend Common Council approve a certified survey map to divide parcel 6-27-533.504 into two lots for a two-family twin residence addressed at 654 and 656 Locust Lane, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the following conditions:*

- 1. The final CSM is recorded with Rock County Register of Deeds.*
- 2. The applicant records a joint cross access and maintenance agreement for each of the new lots made by CSM.*

# CERTIFIED SURVEY MAP

LOT 4, STONEWOOD GROVE SUBDIVISION, LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 33, T.4N., R.10E. OF THE 4TH P.M., CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN. FORMERLY BEING A PART OF LOT 30, WESTFIELD MEADOWS.



NOTE: FIELDWORK COMPLETED \_\_\_\_\_  
NOTE: ASSUMED S89°38'40"E ALONG THE NORTH LINE OF THE NW 1/4 OF SECTION 33-4-10.

- LEGEND:**
- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
  - FOUND IRON PIN - 3/4" DIA. UNLESS OTHERWISE SHOWN
  - ⊕ FOUND ALUMINUM MONUMENT
  - FOUND CUT STONE
  - UDE UTILITY AND DRAINAGE EASEMENT

Project No. 124 - 201  
For: GROVE HOMES LLC

SHEET 1 OF 4 SHEETS

**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534



**APPLICATION FOR PRELIMINARY AND FINAL DIVISION AND REZONE - STAFF REPORT**

**Applications:** LD-2024-07, RZ-2024-02

**Applicant:** Gene Prudhon

Parcel 6-27-965

**July 30, 2024**

Prepared by: Colette Spranger, Community Development Director

Direct questions and comments to: [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov) or 608-882-2263



**Location:** 123 N. Fifth Street

**Description of request:** An application has been made to a lot with a single family home and a large outbuilding into two lots, and to rezone Lot 1 of that plat to B-1 Local Business.

**Existing Uses:** The existing 24,829 square foot parcel has a single family residence and large outbuilding/garage.

**Existing Zoning:** R-1 Residential District One

**Proposed Land Division:** This parcel is for sale and includes both buildings. The buyer intends to keep the outbuilding and sell the home. To do so requires a Certified Survey Map (CSM). The CSM will divide near a tree line on the property. Lot 1 is proposed to be 9,644

square feet (0.22 acres) and will include the outbuilding/garage unit. Lot 2 will contain the remaining 15,200 square feet (0.35 acres) and the dwelling unit addressed at 123 N Fifth Street.

**Proposed Rezone of Lot 1:** Garages or outbuildings on their own are not allowed in Evansville’s residential districts without a principal building, typically a residence. In this instance, the owner of the outbuilding wants to continue its use. The City does not want to set a precedence of allowing residentially zoned lots where the primary structure is a garage/outbuilding. Therefore, the best fit for allowing the building to continue in its current use is to put it in the B-1 zoning district. B-1 zoning allows single family homes to be built by right; if at a later date the owner of the lot wants to build a single family

home, no extra permissions will be necessary. The B-1 zoning district is intended to allow less intensive commercial uses within established residential areas.

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. In the future, City staff will work together to ensure that Municipal Services review happens prior to Plan Commission review so that final approvals with fewer conditions can be given at Common Council meetings.

### **Review by the Municipal Services Committee**

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. The purpose of this review is to analyze three factors.

- 1) Whether existing municipal utility infrastructure (such as a sanitary sewer lift station or water booster station) must be upgraded or constructed
- 2) The extent to which the plat or map allows for street access and, if appropriate, utility service to be extended in the future to any adjacent, undeveloped properties
- 3) The extent to which the plat or map adequately addresses regional storm water management.

Per City staff review, this land division is occurring in an existing subdivision for approved and permitted uses, and will not generate a need for future infrastructure or negatively impact existing infrastructure.

A public hearing was held at the regular Plan Commission meeting on July 2<sup>nd</sup>. One neighbor asked about the potential business uses for the outbuilding on Lot 1. The applicant replied that he did not have firm plans for operating a business. The Community Development Director added that businesses that could operate by right in the B-1 district tend to generate little traffic, such as realty offices and other office-type uses. More intensive uses require conditional use permits, which trigger another public hearing and discussion on whether the use is compatible with the surrounding neighborhood.

Plan Commission's recommendation included a condition that there be a joint cross access and maintenance agreement between the two lots created by this CSM. That was an error and is omitted from this motion. Such an agreement is not needed for this land division. Common Council voted to approve the application pending a recommendation from the Municipal Services Committee.

The rezoning application will be approved with the adoption of Ordinance 2024-06, which is currently scheduled for the August Common Council meeting. Municipal Services need not make a recommendation for the rezoning.

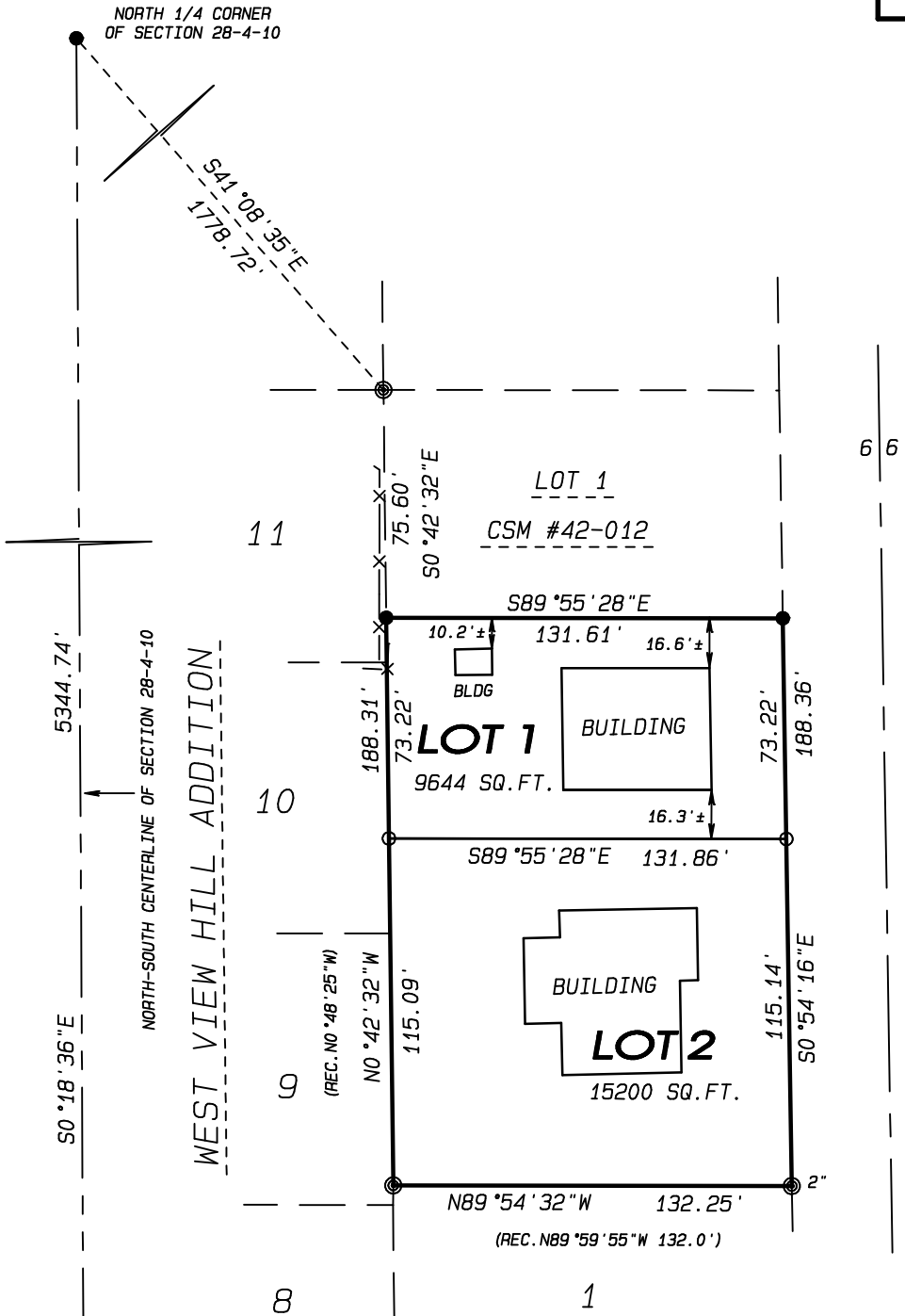
**Consistency with the City of Evansville Comprehensive Plan and Municipal Code:** The proposed land division and land uses are thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.

**Staff Recommended Motion:**

*Motion to recommend Common Council approve a certified survey map to divide parcel 6-27-965 into two lots, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the condition that the final CSM is recorded with Rock County Register of Deeds.*

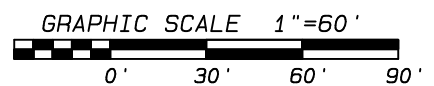
# CERTIFIED SURVEY MAP

LOT 2 OF CERTIFIED SURVEY MAP NO.42-012, RECORDED AS DOCUMENT NO.2211461 AND LOCATED IN THE SW 1/4 OF THE NE 1/4 OF SECTION 28, T.4N., R.10E. OF THE 4TH P.M., CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN.



### LEGEND:

- SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- FOUND 3/4" IRON PIN
- ⊙ FOUND IRON PIPE - 1" DIA. UNLESS OTHERWISE SHOWN
- ⊛ FOUND ALUMINUM MONUMENT
- x—x— FENCE



### NOTES:

FIELDWORK COMPLETED \_\_\_\_\_.

ASSUMED S0°18'36"E ALONG THE NORTH-SOUTH CENTERLINE OF SECTION 28-4-10.



**APPLICATION FOR PRELIMINARY AND FINAL DIVISION AND REZONE - STAFF REPORT**

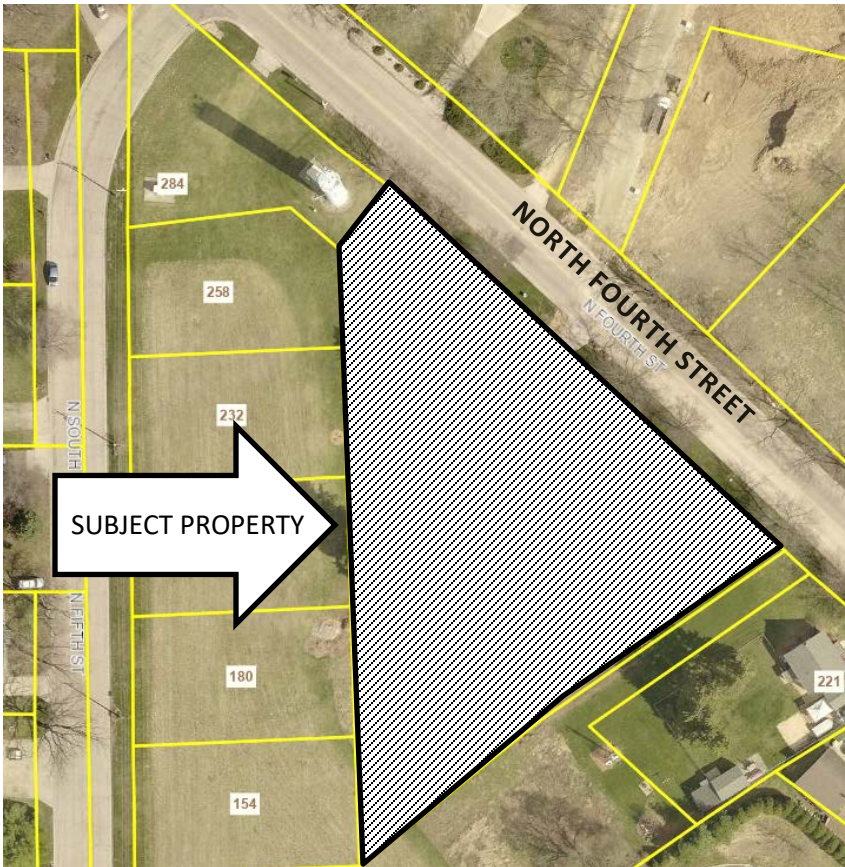
**Applications:** LD-2024-08, RZ-2024-03

**Applicant:** RM Berg General Contractor

Parcel 6-27-396.207

**July 30, 2024**

Prepared by: Colette Spranger, Community Development Director  
 Direct questions and comments to: [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov) or 608-882-2263



**Location:** Lot 7, Historic Standpipe Point

**Description of request:** An application has been made to rezone Lot 7 of the Historic Standpipe Point subdivision plat to B-1 Local Business and to divide that lot into 3 separate lots.

**Existing Uses:** The existing 1.339 acre (58,326 square foot) parcel is undeveloped.

**Existing Zoning:** R-1 Residential District One

**Proposed Rezoning:** The rezoning is consistent with the City's future land use map, which plans this area for Mixed Use. The B-1 Local Business

district allows both residential, office, and light commercial uses by right. The City is in the process of enabling two-family residences as another use permitted by right. The current landowner intends to build for residential uses. The zoning classification would allow a future user to either retrofit those buildings or redevelop the site for other appropriate uses. In short, as Evansville grows, so can the use of these lots.

**Proposed Land Division:** The Certified Survey Map proposes three lots. Lot 1 is proposed to be 12,575 square feet. Lot 2 is proposed to be 20,190 square feet. Lot 3 is proposed to be 25,545 square feet. Staff is recommending that future land division of these lots is prohibited in order to preserve the development potential of the lots. Lots 2 and 3 in

particular have deep backyards that could be redeveloped to more intense uses at a future date.

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. In the future, City staff will work together to ensure that Municipal Services review happens prior to Plan Commission review so that final approvals with fewer conditions can be given at Common Council meetings.

### **Review by the Municipal Services Committee**

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. The purpose of this review is to analyze three factors.

- 1) Whether existing municipal utility infrastructure (such as a sanitary sewer lift station or water booster station) must be upgraded or constructed
- 2) The extent to which the plat or map allows for street access and, if appropriate, utility service to be extended in the future to any adjacent, undeveloped properties
- 3) The extent to which the plat or map adequately addresses regional storm water management.

Per City staff review, this land division is occurring in an existing subdivision for permitted uses, and will not generate a need for future infrastructure or negatively impact existing infrastructure.

A public hearing was held at the regular Plan Commission meeting on July 2<sup>nd</sup>. Two neighboring property owners spoke, one wondering about the type of building intending to be built. The current owner intends to build duplexes. Another expressed concerns about the quality of construction in this area. Community Development Director replied that the B-1 zoning district has more design/architectural standards than the typical residential zoning district, which should help this development blend well with the existing neighborhood.

Aldersperson Lewis expressed an opinion against rezoning the lot to B-1, citing that it was a residential neighborhood and he did not wish to enable potential nuisances for existing. Plan Commission voted to recommend approval of the land division application, 5-1 with Lewis dissenting. Common Council voted unanimously to approve the land division application pending a recommended approval by the Municipal Services Committee.

The rezoning application will be approved upon adoption of Ordinance 2024-07 by Common Council, which is scheduled to take place in at the August Common Council



meeting. The Municipal Services Committee need not comment on the rezoning application.

**Consistency with the City of Evansville Comprehensive Plan and Municipal Code:** The proposed land division and land uses are thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.

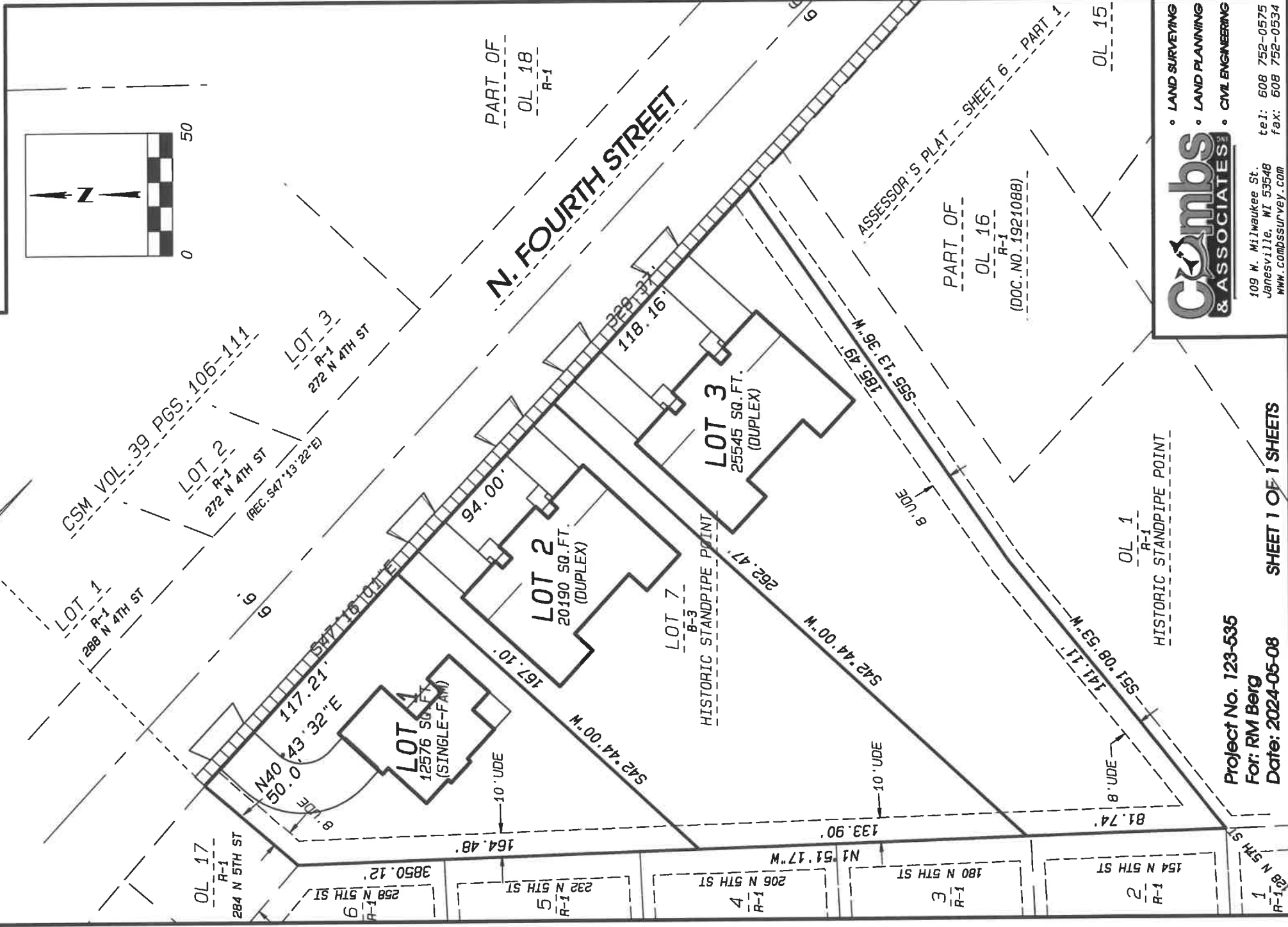
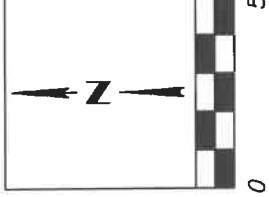
**Recommended Motion:**

*Motion to recommend Common Council approve a certified survey map to divide parcel 6-27-396.207 in three lots, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the following conditions:*

- 1. 10' utility and drainage easement shown along all side yard lot lines of the proposed lots.*
- 2. Lots 2 and 3 be restricted from future subdivision to preserve future redevelopment opportunities of the site.*
- 3. A final certified survey map is presented to the City prior to Common Council approval.*
- 4. The final CSM is recorded with Rock County Register of Deeds.*

# PRELIMINARY CERTIFIED SURVEY MAP

LOT 7 OF THE HISTORIC STANDPIPE SUBDIVISION PLAT, BEING LOCATED IN THE NE 1/4 OF THE NE 1/4 AND IN THE SE 1/4 OF THE NE 1/4 OF SECTION 28, T.4N., R.10E., OF THE 4TH P.M., CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN.



**Combs & ASSOCIATES**

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- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
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www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

Project No. 123-535  
For: RM Berg  
Date: 2024-05-08



**APPLICATION FOR PRELIMINARY AND FINAL DIVISION - STAFF REPORT**

**Application:** LD-2024-09

**Applicant:** Ed Short/Exeter Design on behalf of property owners

Parcels 6-27-844 and 6-27-842

**July 30, 2024**

Prepared by: Colette Spranger, Community Development Director  
Direct questions and comments to: [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov) or 608-882-2263



*Figure 1 Approximate Location Map*

**Location:** 332 E Main Street (Parcel ID 6-27-844), 15 Cemetery Road (Parcel ID 6-27-842)

**Description of request:** An application has been made to divide parcel 6-27-844 in two separate parcels and to expand the size of parcel 9-27-842.

**Existing Uses:** Both parcels have a single residential dwelling units and an outbuilding.

**Existing Zoning:** R-1 Residential District One

**Proposed Land Division:** The CSM will divide the parcels into three lots total. Lot 1 is proposed to be 19,793.64 square feet (0.454 acres) and will be vacant. Lot 2 will contain the dwelling unit addressed at 15 Cemetery Road and will measure 5,362.75 square feet (0.123 acres). Lot 3 will contain the dwelling unit address at 332 E Main Street and measure 22,670.46 square feet (0.52 acres).

**Review by the Municipal Services Committee**

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. The purpose of this review is to analyze three factors.

- 1) Whether existing municipal utility infrastructure (such as a sanitary sewer lift station or water booster station) must be upgraded or constructed
- 2) The extent to which the plat or map allows for street access and, if appropriate, utility service to be extended in the future to any adjacent, undeveloped properties
- 3) The extent to which the plat or map adequately addresses regional storm water management.

Per City staff review, this land division is occurring in an existing neighborhood for approved and permitted uses, and will not generate a need for future infrastructure or negatively impact existing infrastructure. Sanitary sewer and water mains are located in front of the proposed Lot 1 would allow that parcel to be developed. City staff is still deciding how to deal with zoning, as the current size of the new Lot 1 violates the maximum lot sizes allowed in the R-1 zoning district.

**Consistency with the City of Evansville Comprehensive Plan and Municipal Code:** The proposed land division and land uses are thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.

A public hearing is scheduled for August 6, 2024 at the regular Plan Commission meeting.

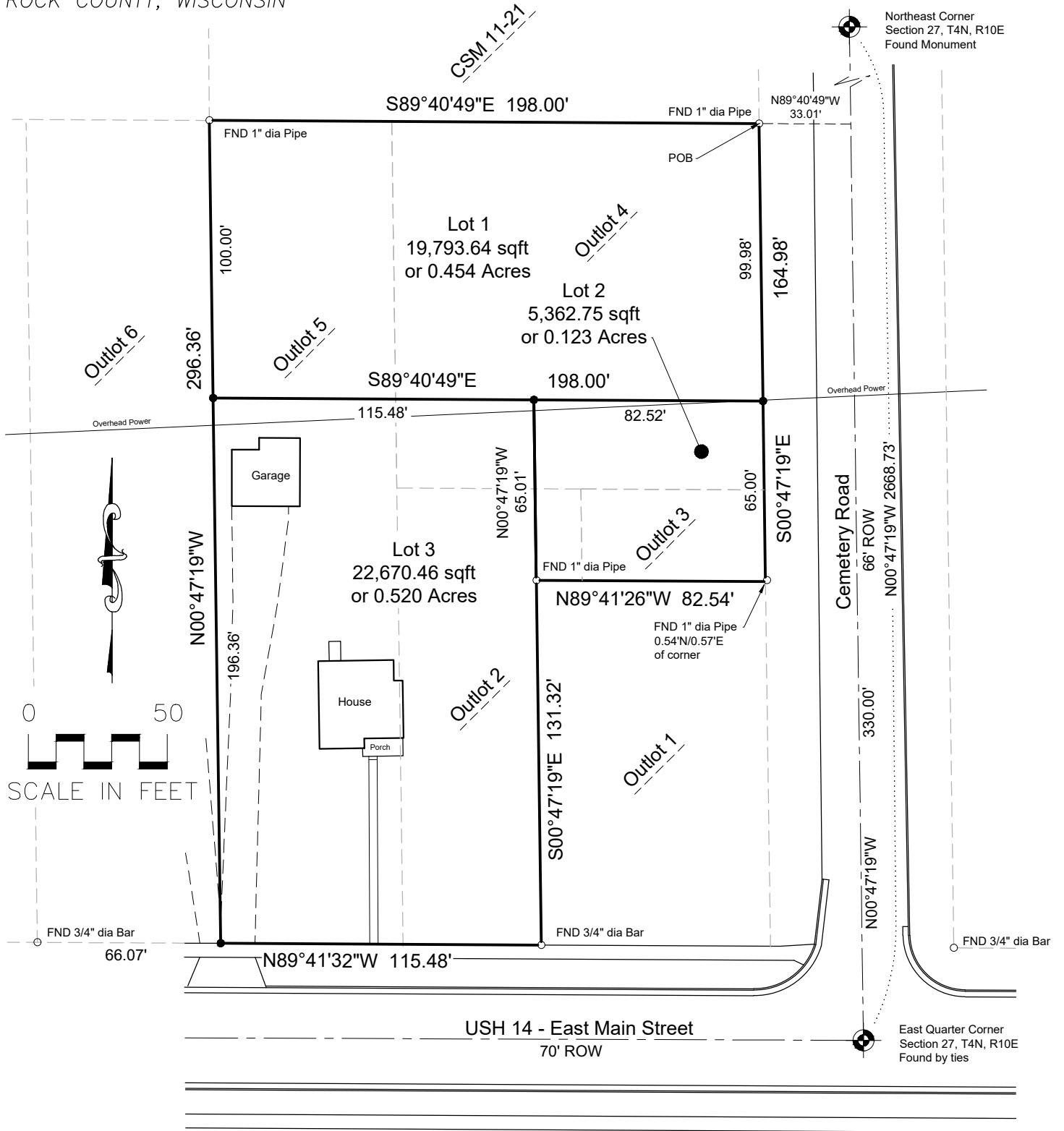
**Staff Recommended Motion:**

***Motion to recommend Plan Commission and Common Council approve a certified survey map to divide and adjust acreages between parcels 6-27-842 and 6-27-844 into***



*three lots, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the condition that the final CSM is recorded with Rock County Register of Deeds.*

# CERTIFIED SURVEY MAP NO.

OUTLOTS 2, 3, 4 & 5, ASSESSOR'S PLAT OF EVANSVILLE – SHEET 5, LOCATED IN THE SE1/4 OF THE NE1/4, SECTION 27, TOWN FOUR NORTH, RANGE 10 EAST, NOW THE CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN



## LEGEND

-  Found Section Corner
- 
-  Found Lot Corner  
(Type labeled on map)

## NOTES

- Survey performed by Exeter Design, Inc. in Spring, 2024.
- Bases of Bearing is the East line of the NE1/4, Section 27, T4N, R10E, with a bearing of N00°47'19"W.

## PREPARED FOR:

Ryan Fisher  
 332 E Main Street  
 Evansville, WI 53536  
 &  
 Robert Beck  
 15 Cemetery Road  
 Evansville, WI 53536



APPLICATION FOR PRELIMINARY AND FINAL DIVISION - STAFF REPORT

Application: LD-2024-10

Applicant: Grove Homes LLC

Parcel 6-27-553.521

July 30, 2024

Prepared by: Colette Spranger, Community Development Director  
Direct questions and comments to: [c.spranger@evansvillewi.gov](mailto:c.spranger@evansvillewi.gov) or 608-882-2263



Figure 1 Approximate Location Map

**Location:** Lot 21, Stonewood Grove (655 and 657 Locust Lane)

**Description of request:** An application has been made to divide the lot along the shared wall of the duplex that is already built.

**Existing Uses:** The existing 12,198,549 square foot parcel has a duplex under construction. In order for the landowner to sell each unit separately, the units must be legally divided. This requires a Certified Survey Map.

**Existing Zoning:** R-2 Residential District Two

**Proposed Land Division:** The CSM will divide the parcel into two lots, using the common wall of the building as a lot line. This kind of land division is commonly referred to as a zero lot line CSM. Lot 1 is proposed to be 6,705 square feet (0.15 acres) and will include the dwelling unit with the address of 657 Locust Lane. Lot 2 will contain the remaining 5,493 square feet (0.13 acres) and the dwelling unit addressed at 655 Locust Lane. A joint cross access and maintenance agreement per Section 130-323(5) of the Municipal Code will be required once the new lots are recorded.

**Review by the Municipal Services Committee**

Per the City's Land Division ordinance, all subdivision applications (including CSMs) should be reviewed by the Municipal Services Committee. The purpose of this review is to analyze three factors.

- 1) Whether existing municipal utility infrastructure (such as a sanitary sewer lift station or water booster station) must be upgraded or constructed
- 2) The extent to which the plat or map allows for street access and, if appropriate, utility service to be extended in the future to any adjacent, undeveloped properties
- 3) The extent to which the plat or map adequately addresses regional storm water management.

Per City staff review, this land division is occurring in an existing subdivision for an approved and permitted use, and will not generate a need for future infrastructure or negatively impact existing infrastructure.

**Consistency with the City of Evansville Comprehensive Plan and Municipal Code:** The proposed land division and land uses are thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.

A public hearing is scheduled for August 6, 2024 at the regular Plan Commission meeting.

**Staff Recommended Motion:**

***Motion to recommend Plan Commission and Common Council approve a certified survey map to divide parcel 6-27-533.521 into two lots for a two-family twin residence addressed at 655 and 657 Locust Lane, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the following conditions:***

- 1. The final CSM is recorded with Rock County Register of Deeds.***
- 2. The applicant records a joint cross access and maintenance agreement for each of the new lots made by CSM.***







## Sewer Credits for the Municipal Services Committee

Date	Account Number	Total Overage Amount	Percentage Used	Credit Amount	Reason for Credit	Average usage
6/13/2024	2192-10	253	100%	\$ (18.22)	BROKEN OUTSIDE HOSE	285
6/17/2024	1326-10	393	75%	\$ (21.22)	2 RUNNING TOILETS	394
6/17/2024	2805-10	1322	75%	\$ (71.39)	BROKEN TOILET	700
7/8/2024	1526-10	4811	75%	\$ (259.79)	LEAKING TOILETS & BAD WTR SOFTENER	820
7/10/2024	2805-10	2195	75%	\$ (118.53)	RUNNING TOILET	690
7/19/2024	2027-10	1262	75%	\$ (68.15)	RUNNING TOILET	579
			100%	\$ -		
			75%	\$ -		
			75%	\$ -		
			75%	\$ -		
			75%	\$ -		
			75%	\$ -		
			75%	\$ -		
			75%	\$ -		
			100%	\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		



July 24, 2024

City of Evansville  
 Jason Sergeant  
 City Administrator  
 31 S. Madison Street  
 PO Box 529  
 Evansville, WI 53536



Regarding: **Evansville Owned Property:**  
 Park Buildings Master Plan  
 Leonard-Leota Park Evansville, WI 53536

Dear Jason Sergeant,

Thank you for the opportunity to provide the City with this letter of proposal. This letter is intended to serve as a proposal to provide Architectural and Master Planning services for the building structures at Leonard-Leota Park in the City of Evansville, WI. Our services will evaluate the existing structures: The Camp Store, Boy Scouts Building, Warming House and access to the existing toilet building. Destree will host a listening session with the community, provide Pre-Design concepts for review. Then work with the appointed City committee and Destree will tailor the options into a comprehensive report for consideration.

### **Scope of Services**

The following is an outline of tasks, processes for providing consulting services for the Building Stabilization. Services include:

- Two (2) Parks meetings w/ public and neighbors
  - Listening session on potential uses of structures, amenities for the park
  - Follow-up session to evaluate options and concepts
- One (1) City Meeting to present suggestions
- City of Evansville will provide existing drawings of Park site plan, Toilet Room Building, Camp Store, Boy Scout Building, Warming House and other related structures, as well as Splash pad.
- Destree will field measure and document structures (estimate of 18 hours)
- Programming
- Building code and accessibility code review
- Assess landscape/water management concepts
- Develop 2-3 Master Planning Concepts, select 1
- Estimate of Probable cost
- Coordination with the State Historic Preservation Office.

### **Deliverables** (bundled electronically with 1 hard copy)

- **Drawings** – Diagrams of buildings reflecting Master Plan approach, 2-3 concepts with a concept recommendation.
- **Narrative** – Narrative summarizing the information collected and Master Plan concepts
  - Information on structures
  - Identify areas of maintenance and repair
  - Document meetings and amenity concepts
  - Document 2-3 Master Plan concepts with the selected concept

### **Services Schedule**

**Hourly not to exceed \$13,800**

Architectural Services, billed monthly. Refer to the attached Terms and Conditions for additional information. *(Estimating 80-100 hours of services)*

### **Core Team**

\$160.00/hr	Architect, Interior Designer – Melissa Destree, AIA, IIDA
\$125.00/hr	Designer – Jason Ekstrom
\$70.00/hr	Technical – Zack Shumate

Support Team

\$125.00/hr	Code/Const Admin - Jeremy Cynkar
\$110.00/hr	Architect – Lindsey Shotwell, AIA
\$95.00/hr	Technical – Richard Dolezal
\$85.00/hr	Technical – Amy Ernst
\$75.00/hr	Technical – Jack Davis
\$50.00/hr	Design Intern

**Reimbursables**

In addition, to architectural services, reimbursable expenses include reprographics, printing, sampling, postage charges, special supplies (if required), mileage and any other direct project related expenditures. Municipal Fees not included.

**Included in Proposal**

**Additional Services**

- Engineering and Landscape Architecture Services
- Historic Structures Reports
- Testing of materials
- Additional Community Strategy Meetings
- Site Survey
- Schematic Design
- 3D Renderings

**Payment**

Work will be invoiced monthly. We accept payment via credit card, check or electronic transfer.

Please call me if you have any questions or would like to discuss any part of this proposal. If this proposal meets with your approval, please sign and return one copy at your earliest convenience.

Sincerely,



Melissa Destree, AIA, IIDA  
Destree Design Architects, Inc.

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City of Evansville

Date

**Performance of Services:** The Consultant shall perform the services outlined in the attached Letter of Agreement and this Exhibit A for the stated fees and payment terms.

**Additional Services:** For additional services not included above, the Consultant shall be compensated at the current rate. Additional services will commence only after written or verbal approval by Client.

**Access to Site:** Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to such activities.

**Retainer/Billing/Payment:** The Client agrees to pay the Consultant for all services performed and all costs incurred. Invoices for the Consultant's services shall be submitted, at the end of every month, on a monthly basis. Invoices shall be due and payable upon receipt. If paid via credit card, there will be an additional 5% processing fee. If any invoice is not paid within 21 days after the invoice date, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 45 days after the invoice date, the Consultant may institute collection action and the Client shall pay all costs of collection, including attorney's fees.

**Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Consultant.

**Information for the Sole Use and Benefit of the Client:** All opinions and conclusions of the Consultant, whether written or oral, and any plans, specifications or other documents and services provided by the Consultant are for the sole use and benefit of the Client and shall not be provided to any other person or entity without the prior written consent of the Consultant. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against the Consultant.

**Certifications, Guarantees and Warranties:** The Consultant shall not be required to execute any document that would result in the Consultant certifying, guaranteeing or warranting the existence of any conditions.

**Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses, expenses or claim expenses arising out of this Agreement from any cause or causes, shall not exceed \$1,000,000. Such causes include, but are not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Ownership of Documents:** This document is intended for the sole use of the Client for this Client's project only. All documents and concepts produced by the Consultant under this Agreement are instruments of the Consultant's professional service and shall remain the property of the Consultant and may not be used by the Client for any other purpose other than this project without the prior written consent of the Consultant.

**Dispute Resolution:** Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be settled by direct discussions. If such discussions do not resolve the claim or dispute within seven (7) days after the parties meet for such discussions, upon written demand by either party to the other, the claim or dispute shall be immediately submitted to binding arbitration. The parties will attempt to agree on an arbitrator within five (5) days of such demand. Any such arbitration shall occur generally in accordance with the American Arbitration Association ("AAA") rules and procedures for arbitration, although the arbitrator need not be selected through the AAA and shall occur within thirty (30) days of appointment of the arbitrator. If the parties cannot agree on an arbitrator within seven (7) days after the demand is received, either party may file a demand for arbitration with the AAA in accordance with its rules or procedures. Any arbitration proceeding shall occur in Madison, Wisconsin. Each party will bear its own expenses of arbitration and will share equally expenses or fees of the AAA and/or arbitrator if any.

**Termination of Services:** This Agreement may be terminated at any time by either party. In the event of termination by Client, Client shall pay the Consultant for all services rendered to the date of termination, all reimbursable expenses incurred prior to termination, and all expenses incurred as the result of termination.

It is agreed the above terms and conditions are incorporated into and made a part of the Letter of Agreement.

Initialed:  Consultant \_\_\_\_\_ Client \_\_\_\_\_