

**Village of Somerset
Plan Commission Minutes
Regular Meeting
Thursday, May 7, 2026 | 6:00 PM**

Donald Kern called the meeting to order at 6:02 p.m. Present at the village hall was Laine Belter, Brenda Forrest, Donald Kern, Kim Putz, and Dan Vanasse. Jessica Plourde was absent.

PUBLIC COMMENT

No one from the public spoke.

MINUTES

Motion by Forrest, second by Vanasse to approve the minutes of the April 2, 2026 regular meeting. Motion carried unanimously.

NEW BUSINESS

Review of CUP 2025-01, Jason Reed, Firearm customizing, engraving & gunsmithing, 523 Jackson Circle, PID 181-4115-00-069

Neither the Plan Commission nor staff have received any complaints regarding the CUP.

Motion by Putz, second by Belter to review the conditional use permit in 5 years. Motion carried unanimously.

Site Plan Review – Gerrard Development, LLC, Paul Gerrard; A 2-story, 40-unit elderly housing facility. PIDs 181-4057-20-445 & 181-4057-20-448

Motion by Vanasse, second by Belter to approve the site plan from Gerrard Development, LLC; a 2-story, 40-unit elderly housing facility; PIDs 181-4057-20-445 & 181-4057-20-448 with the following items to be addressed: Fence around pickle ball court/private area and turn-arounds for emergency vehicles/garbage haulers. Motion carried unanimously.

ADJOURNMENT

Motion by Belter, second by Putz to adjourn. Motion carried unanimously. The meeting adjourned at 6:24 pm.

Jessica Lehman, Village Clerk/Deputy Treasurer
(Minutes are not official until approved at next meeting)



PLAN COMMISSION APPLICATION

Submit completed application, application fee (if applicable), and two (2) copies of the application and attachments to:

Village Clerk, Village of Somerset - PO Box 356 Somerset WI 54025

The Village Clerk will present them to the *Village Planning Commission* for a public hearing and recommendation to the *Village Board*. The Village Clerk will issue a *CONDITIONAL USE PERMIT* if your application is granted.

APPLICANT NAME Citywide Development Inc.

APPLICANT ADDRESS 494 LaGrandeur Road, Somerset, WI 54025

PHONE 715-247-1944 EMAIL brian@brnhcompanies.com

John Anderson - 612-598-4987 - johnbrandonson@aol.com
LOT SIZE: FRONTAGE _____ DEPTH _____ TOTAL SQ FT _____

PARCEL NUMBER AND LEGAL DESCRIPTION OF PROPERTY 181-4110-43-400
Citywide Outlot 4, Winegap Prairie, Village of Somerset,
St. Croix County, Wisconsin.

- ☐ REZONING - Complete Application to Rezone (Fee \$250.00)
- ☐ CONDITIONAL USE PERMIT - Complete Conditional Use Permit Application (Fee \$250.00)
- ☒ REPLAT OF LAND - Attach survey of parcels to be replated. Refer to Section 14 Article D - Plat Review and approval and Article E - Technical Requirements for Plats and Certified Surveys. (Fee - see Sec. 14.1.90) There is a \$200.00 deposit required.
- ☐ EXTRA TERRITORIAL PLAT REVIEW - Attach survey of parcels. Refer to Section 14-1-20(b) for application fee - one hundred dollars (\$100.00) for each review of an extra-territorial plat that comes before the Plan Commission and an additional fee of ten dollars (\$10.00) per lot for plats of five (5) or more lots.
- ☐ SITE PLAN REVIEW - Complete Application and review Site Plan Checklist

I have completed this application to the best of my knowledge and believe the information herein to be true and correct. I submit that the request will not be detrimental to the general public interest and purpose of the Zoning Ordinances of the Village of Somerset.

Andrew P Kocisak

SIGNATURE OF APPLICANT

04/17/2026

DATE SIGNED

Authorization: The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby:

_____ Accept your application

_____ Reject your application

SIGNATURE OF VILLAGE PRESIDENT

DATE SIGNED

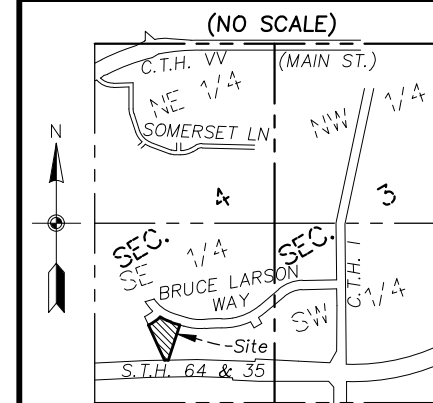
WINESAP PRAIRIE SECOND ADDITION

Located in the Southwest Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 4, Township 30 North, Range 19 West, Village of Somerset, St. Croix County Wisconsin, being all of Outlot 4 in the plat of WINESAP PRAIRIE

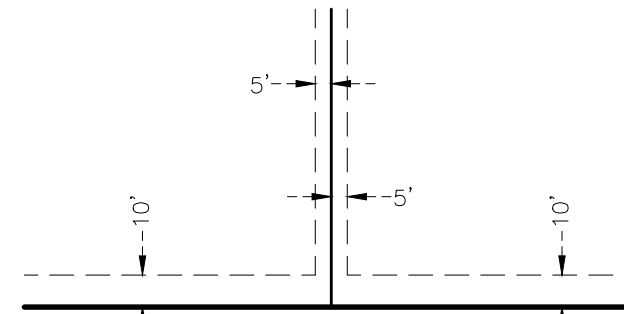
Surveyor:
Thomas R. Balluff
Carlson Engineering, LLC
3890 Pheasant Ridge NE
Drive NE, Suite 100
Blaine, MN 55449

Prepared For:
Citywide Development, Inc.
494 Lagrandeur Road
Somerset, WI 54025

VICINITY MAP



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

LEGEND

- Denotes Found St. Croix County Section Monument, as noted
- Denotes Found 2" Outside Diameter by 18" Long Iron Pipe, Weighing 3.65 LBS. per Linear Foot
- Denotes Set 1" Outside Diameter by 18" Long Iron Pipe, Weighing 1.13 LBS. per Linear Foot
- Δ — Denotes no vehicular access

SURVEYORS CERTIFICATE:

I, Thomas R. Balluff, a Wisconsin Registered Land Surveyor, hereby certify:
That I have surveyed, divided, and mapped the plat of WINESAP PRAIRIE SECOND ADDITION, located in the Southwest Quarter of the Southeast Quarter, and the Southeast Quarter of the Southeast Quarter of Section 4, Township 30 North, Range 19 West, Village of Somerset, St. Croix County, Wisconsin being further described as:

Outlot 4 in the plat of WINESAP PRAIRIE, St. Croix County, Wisconsin

That I have surveyed, divided, and mapped said plat by direction of Citywide Development, Inc.;
That this plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof;
That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes, AE-7 of the Wisconsin Administrative Code and the subdivision regulations of the Village of Somerset, and by direction from Citywide Development, Inc.

Thomas R. Balluff P.L.S. No. S-2859
Dated this _____ day of _____, 20____

OWNER'S CERTIFICATE:

Citywide Development, Inc., a Minnesota corporation, does hereby certify that we caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat. We further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval; the Village of Somerset, St. Croix County, the Department of Transportation, and the Department of Administration

WITNESS, the said Citywide Development, Inc., a Minnesota corporation, has caused these presents to be signed by Andrew P. Kociscak, its President, this _____ day of _____, 20____

Citywide Development, Inc., in the presence of _____
Witness

By: _____
Andrew P. Kociscak, President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Andrew P. Kociscak, President of Citywide Development, Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public, _____
My commission expires _____

TRANS 233.05

All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. 35 or S.T.H. 64; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.

TRANS 233.08

No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department.

TRANS 233.105

The lots of this land division may experience noise at levels exceeding the levels in s. Trans 405.04, Table I. These levels are based on federal standards. The department of transportation is not responsible for abating noise from existing state trunk highways or connecting highways, in the absence of any increase by the department to the highway's through-lane capacity.

VILLAGE TREASURER'S CERTIFICATE:

STATE OF WISCONSIN
COUNTY OF ST. CROIX

I, _____, being the duly elected, qualified and acting Village Treasurer of the Village of Somerset, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxed or special assessments as owner as of this _____ day _____, 20____ affecting the lands included in the Plat of WINESAP PRAIRIE SECOND ADDITION.

Village Treasurer

Date

VILLAGE BOARD RESOLUTION:

Resolved, that the Plat of WINESAP PRAIRIE SECOND ADDITION in the Village of Somerset, is hereby approved by the Village Board.

Village Chairman

Date Approved

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Somerset.

Village Clerk

Date Signed

COUNTY TREASURER'S CERTIFICATE:

STATE OF WISCONSIN
COUNTY OF ST. CROIX

I, _____, being the duly elected, qualified and acting treasurer of St. Croix County, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or special assessments as of this _____ day _____, 20____ affecting the lands included in the Plat of WINESAP PRAIRIE SECOND ADDITION.

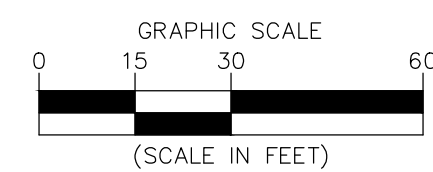
St. Croix County Treasurer

Date

CURVE DATA

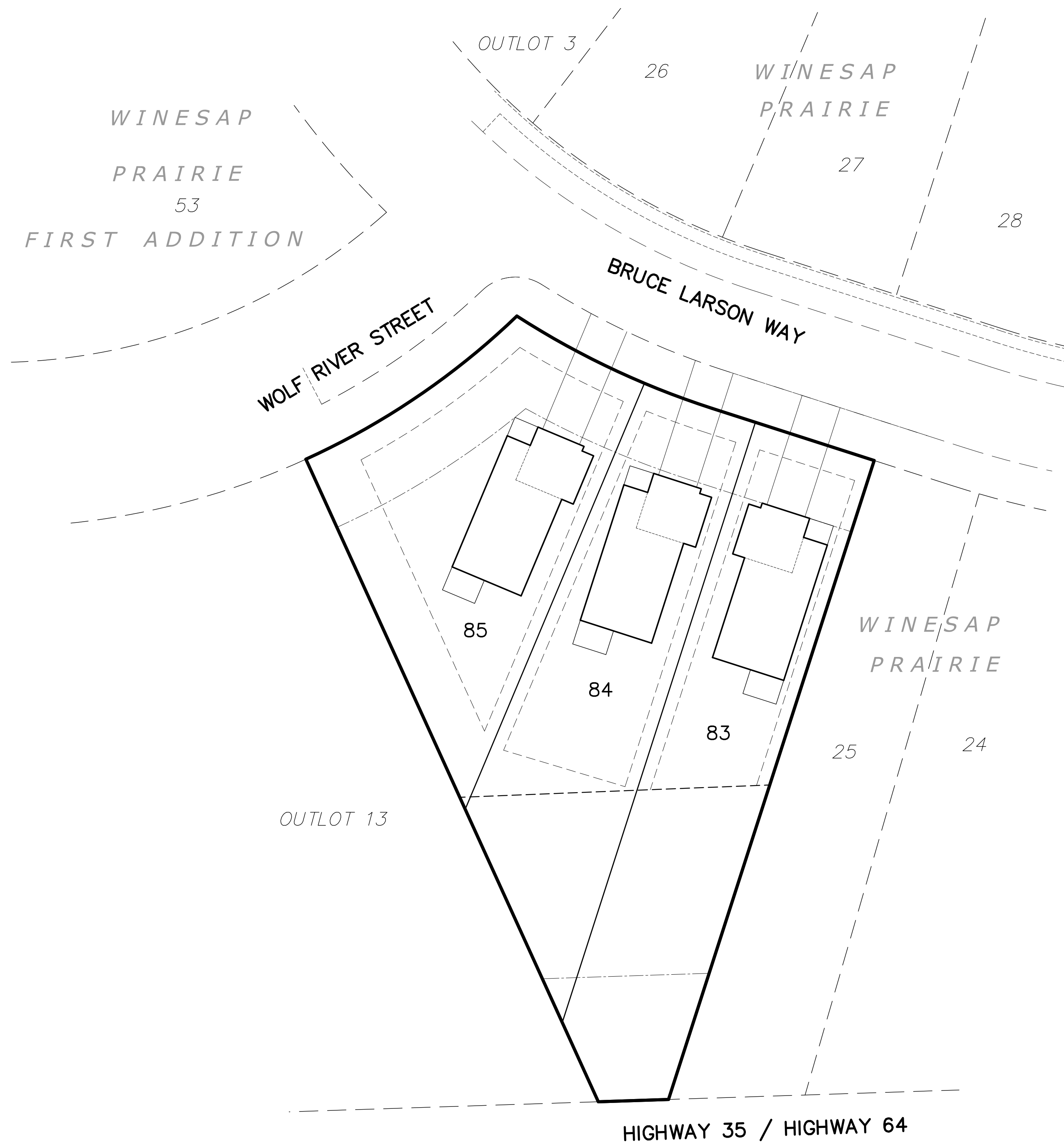
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD LENGTH	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	102.67'	303.36'	19°23'27"	102.18'	N55°50'04"E	N65°31'48"E	N46°08'21"E
C2	86.78'	333.00'	14°55'50"	86.53'	S64°41'40"E	S57°13'45"E	S72°09'35"E
C3	57.86'	333.00'	09°57'18"	57.78'	S62°12'23"E	S57°13'45"E	S67°11'02"E
C4	28.92'	333.00'	04°58'33"	28.91'	S69°40'19"E	S67°11'02"E	S72°09'35"E

Bearing shown are based on the West line of the Southeast Quarter of Section 4, Township 30, Range 19, St. Croix County, Wisconsin, which is assumed to have a bearing of South 00 degrees 42 minutes 42 seconds East.



WINESAP PRAIRIE SECOND ADDITION

SITE & UTILITY PLAN AND GRADING, DEVELOPMENT & EROSION CONTROL PLAN SOMERSET, WISCONSIN

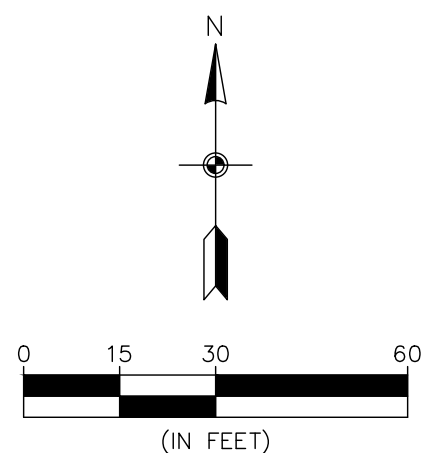


SHEET INDEX

1. COVER
2. PRELIMINARY PLAT
3. SITE & UTILITY PLAN
4. GRADING, DEVELOPMENT & EROSION CONTROL PLANS
- 5-6. DETAILS



The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."



BENCHMARKS	
1. National Geodetic Survey, Somerset GPS (PID = DN7041) - Elevation = 943.64 ft. (NAVD 88)	
2. National Geodetic Survey, Richmond N GPS (PID = DN7040) - Elevation = 1001.54 ft. (NAVD 88)	



ENGINEERING
SURVEYING
PLANNING

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Wisconsin

Print Name: Aaron D. Briski, P.E.

Signature: *Aaron Briski*

Date: 4/22/26 License #: E-100345-6

Drawn: ADB

Designed: ADB

Date: 4/22/26

Revisions:
1.

CITYWIDE DEVELOPMENT, INC.

494 Lagrandeur Road
Somerset, WI 54025

**WINESAP PRAIRIE
SECOND ADDITION**

Somerset, Wisconsin

COVER

1
of
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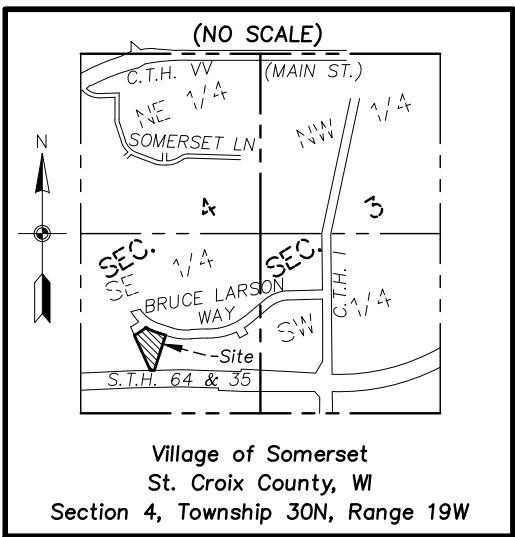
WINESAP PRAIRIE SECOND ADDITION

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Surveyor:
Thomas R. Balluff
Carlson Engineering, LLC
3890 Pheasant Ridge
Drive NE, Suite 100
Blaine, MN 55449

Prepared For:
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494 Lagrandeur Road
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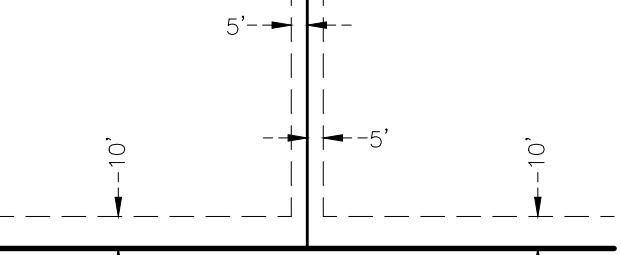
VICINITY MAP



PARCEL DESCRIPTION:
(Per Title Commitment No. 730195 with a commitment date of March 27, 2026 at 7:00 A.M. prepared by Land Title, Inc., issuing agent for Stewart Title Guarantee Company)
Outlot 4, Winesap Prairie, Village of Somerset, St. Croix, Wisconsin.

NOTES:
1) There is no vehicular access to State Trunk Highway Nos. 35 & 64.

PROPOSED DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS: (NOT TO SCALE)



Being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

Bearing shown are based on the West line of the Southeast Quarter of Section 4, Township 30, Range 19, St. Croix County, Wisconsin, which is assumed to have a bearing of South 00 degrees 42 minutes 42 seconds East.

SITE DATA

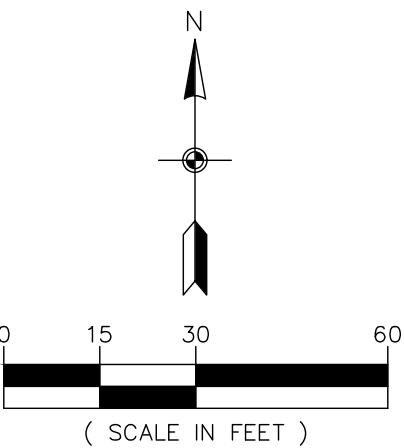
TOTAL SITE AREA ±0.89 AC.
TOTAL LOT AREA ±0.89 AC.
TOTAL NUMBER OF LOTS 3
GROSS DENSITY 3.37 LOTS/AC.
EXISTING ZONING A-1/R-1/PUD
PROPOSED ZONING PUD
UTILITIES AVAILABLE
MINIMUM RESIDENTIAL SETBACK DATA:
FRONT 30 FT.
SIDE 7 FT.
(OR 50 FT. TO S.T.H. 35 & 64)
SIDE CORNER 30 FT.
REAR SETBACK 30 FT.
(OR 50 FT. TO S.T.H. 35 & 64)

BENCHMARKS

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- National Geodetic Survey, Richmond N GPS (PID = DN7040) - Elevation = 1001.54 ft. (NAVD 88)

LEGEND

- Denotes found St. Croix County Section Monument, as noted
- Denotes Found 2" Outside Diameter by 18" Long Iron Pipe, Weighing 3.65 LBS. per Linear Foot
- Denotes Sanitary Manhole
- Denotes Catch Basin
- Denotes Service
- Denotes Fire Hydrant
- Denotes Gate Valve
- Denotes Telephone Box
- Denotes Electric Transformer
- Denotes Electric Box
- Denotes Hand Hole
- Denotes Watermain
- Denotes Sanitary Sewer
- Denotes Storm Sewer
- Denotes No Vehicular Access per the plat of WINESAP PRAIRIE
- Denotes 30 foot Building Setback Line
- Denotes 50 foot Building Setback Line
- Denotes Concrete Surface
- Denotes Bituminous Surface
- Denotes Existing 2 Ft. Contour
- Denotes Existing 10 Ft. Contour



3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSON-ENGINEERING.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff
Signature: *Thomas R. Balluff*
Date: 4/22/26 License #: S-2859-8

DRAWN BY: NPC
ISSUE DATE: 4/22/26
FILE NO: 1581

Revisions:

CITYWIDE DEVELOPMENT, INC.
494 Lagrandeur Road
Somerset, WI 54025

WINESAP PRAIRIE
SECOND ADDITION
Village of Somerset, Wisconsin

PRELIMINARY PLAT

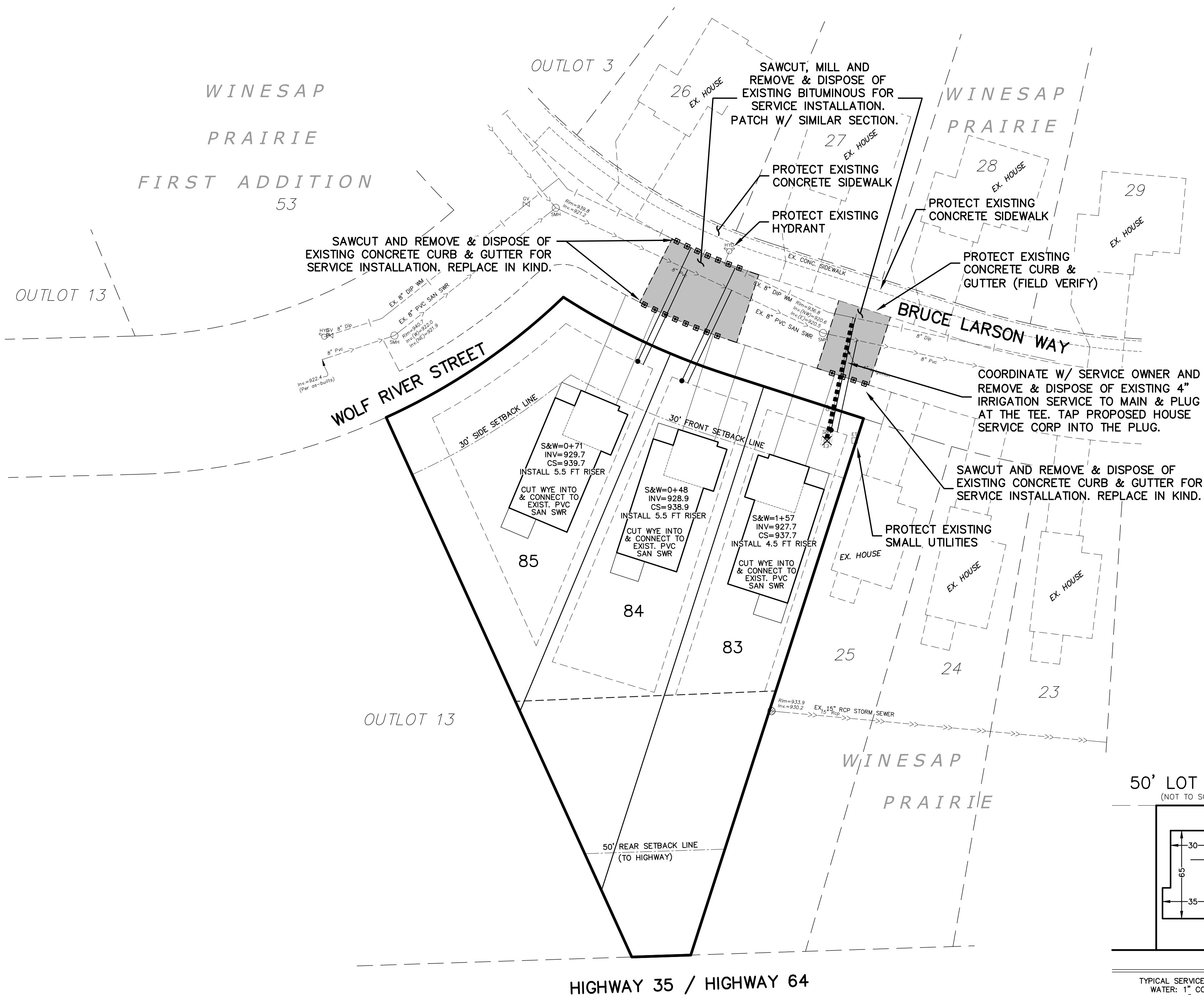
2 of 6

REMOVALS PLAN LEGEND

EXISTING	PROPOSED
10' CONTOUR	890
2' CONTOUR	892
PROPERTY LINE	
CURB	
BITUMINOUS	
GRAVEL	
CONCRETE	
BITUMINOUS REMOVAL	
SAWCUT	
CURB REMOVAL	
PIPE REMOVAL	
MANHOLE	
HYDRANT	
GATE VALVE	
LIGHT POLE	
ELECTRIC BOX	
SIGN	
TREE (CONF./DECID.)	

SITE PLAN LEGEND

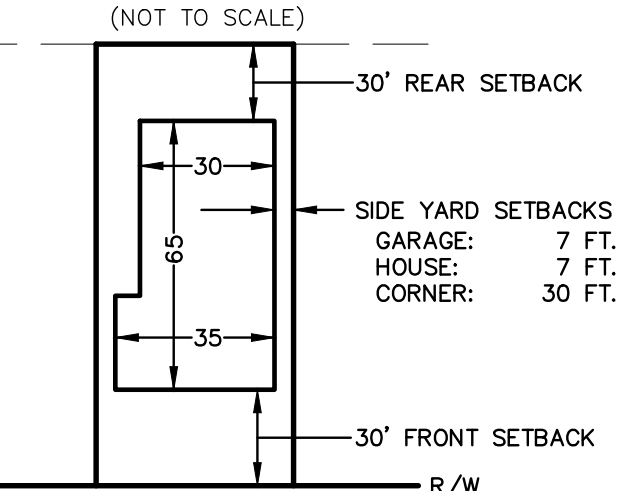
EXISTING	PROPOSED
LIGHT POLE	
SANITARY MANHOLE	
MISCELLANEOUS SIGN	
EXISTING SPOT ELEVATION	
EXISTING TREE	
TELEVISION BOX	
FIRE HYDRANT	
GATE VALVE	
CLEANOUT	
ELECTRIC BOX	
GAS METER	
CATCH BASIN	
RAIN GUARDIAN	
ELECTRIC METER	
TELEPHONE BOX	
UTILITY POLE	
FLARED END SECTION	
STORM MANHOLE	
SERVICE	
SOIL BORING/TEST HOLE	
RETAINING WALL	
WATERMAIN	
SANITARY SEWER	
STORM SEWER	
PROPERTY LINE	
SETBACK LINE	
CURB	
WETLAND	
DITCH	
UNDERGROUND TELEPHONE	
UNDERGROUND ELECTRIC	
UNDERGROUND GAS	
UNDERGROUND FIBEROPTIC	
FENCE	
OVERHEAD ELECTRIC	
CONCRETE SURFACE	
BITUMINOUS SURFACE	



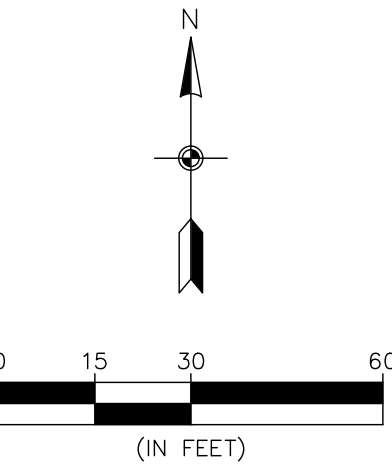
GENERAL NOTES:

- SANITARY SEWER SERVICES SHALL BE 4" PVC SDR 26 UNLESS OTHERWISE NOTED.
- WATER SERVICES SHALL BE 1" DIA. MIN. TYPE K COPPER WITH 7.5' MINIMUM COVER.
- SANITARY SEWER SERVICE WYES ARE STATIONED FROM THE DOWN STREAM MANHOLE.
- SANITARY SEWER INVERTS ARE SHOWN AT THE BEND JUST BEFORE THE RISER PIPE.
- SANITARY SEWER & WATER SERVICES SHALL BE CONSTRUCTED 10' BEYOND THE R/W.
- AMERICAN IRON AND STEEL REQUIRED FOR ALL PIPES, FITTINGS, CASTINGS, ETC.
- FORD A-1 CASTING REQUIRED FOR CURB STOPS IF IT IS INSTALLED WITHIN A DRIVEWAY.

50' LOT DETAIL



TYPICAL SERVICES SHALL BE:
WATER: 1" COPPER TYPE K
SEWER: 4" PVC SDR 26
CURB STOP TO BE PLACED 5' BEYOND R/W



BENCHMARKS
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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Wisconsin

Print Name: Aaron D. Briski, P.E.
Signature: *Aaron Briski*
Date: 4/22/26 License #: E-100345-6

Drawn: ADB
Designed: ADB
Date: 4/22/26

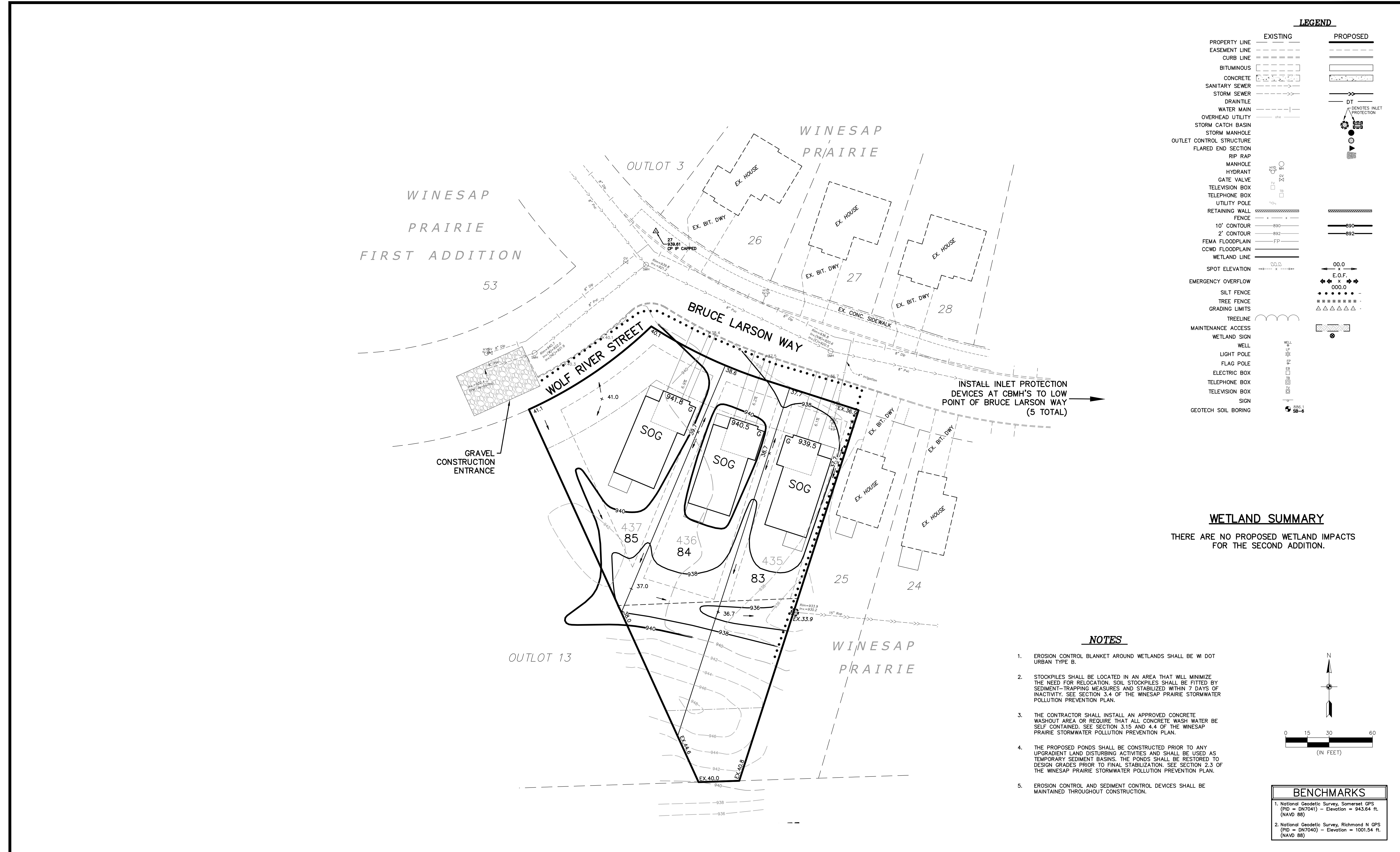
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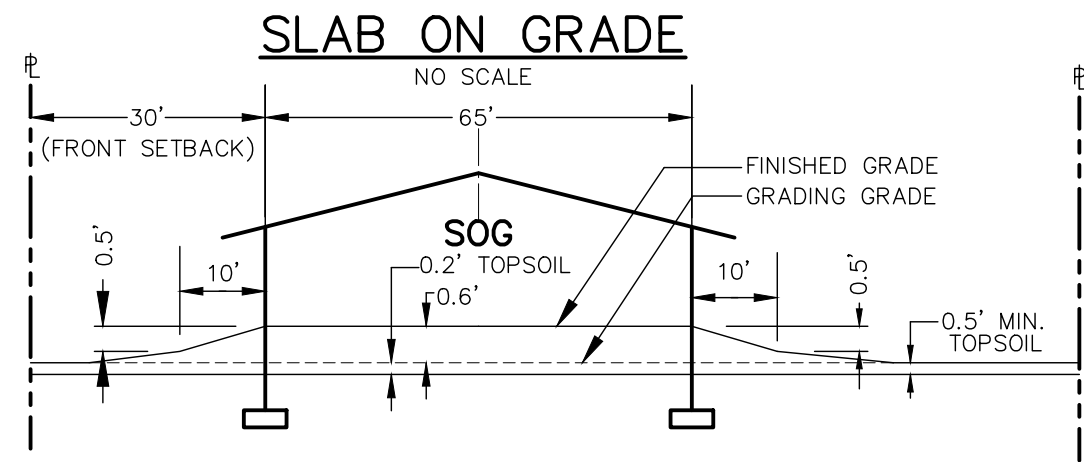
WINESAP PRAIRIE
SECOND ADDITION
Somerset, Wisconsin

SITE & UTILITY PLAN

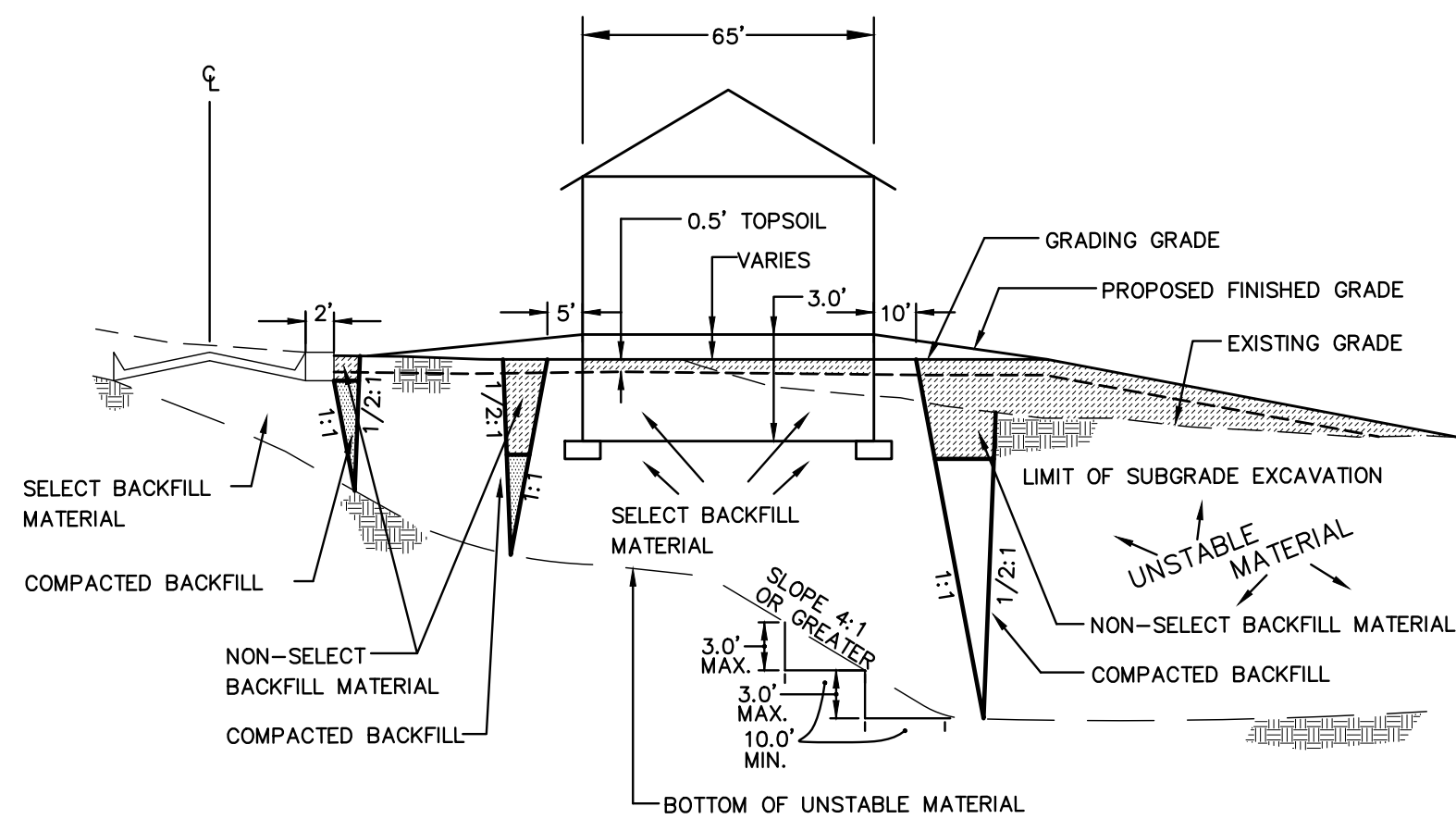
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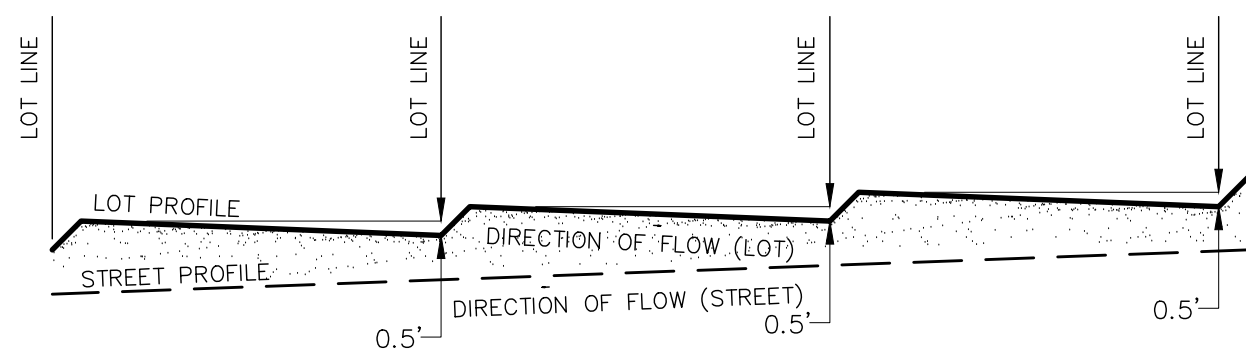
DETACHED TOWNHOME HOLDDOWNS



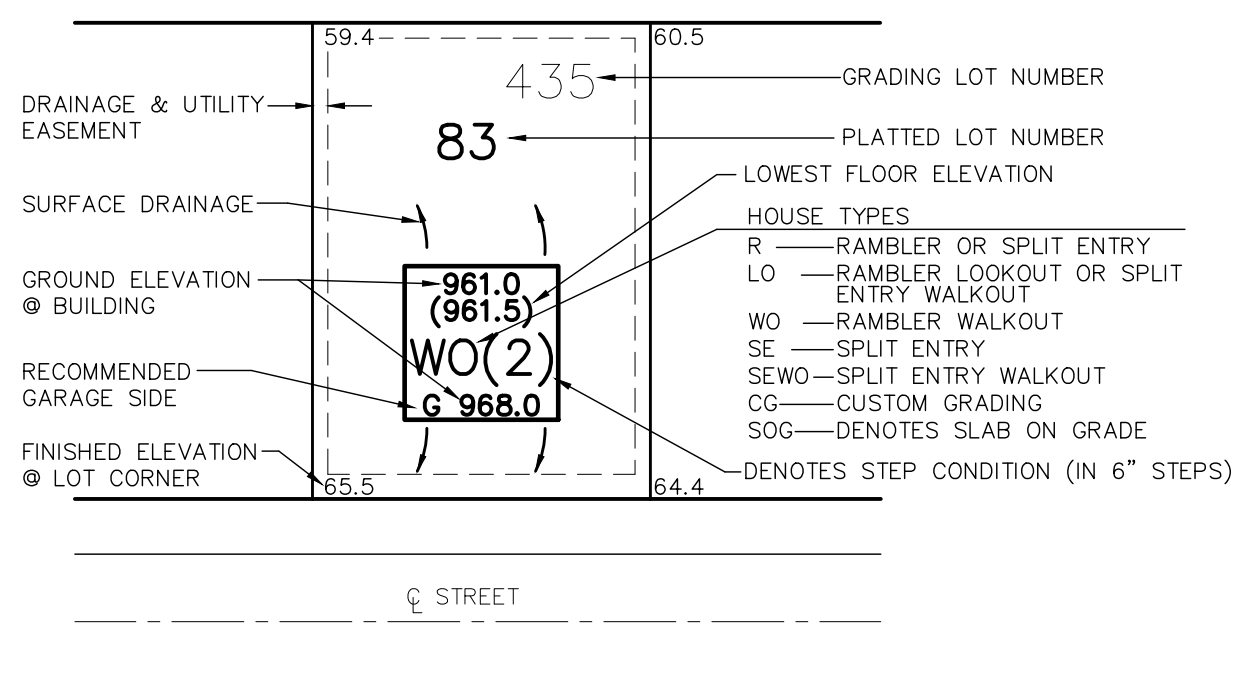
SUBGRADE CORRECTION
(50' DTH LOTS)



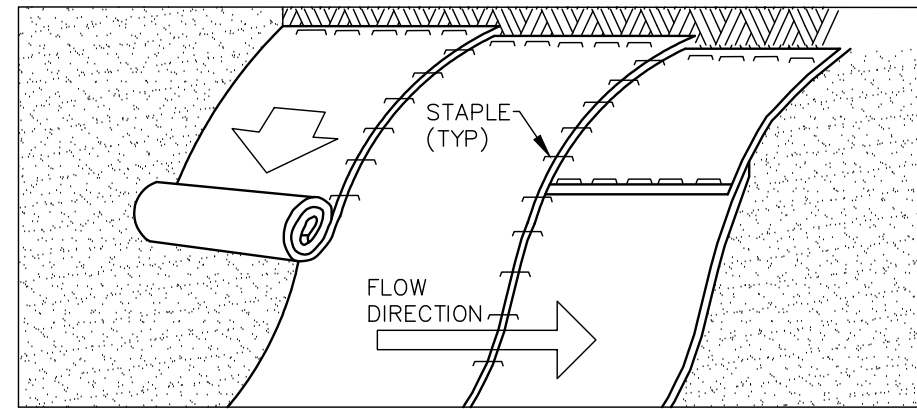
LOT BENCHING DETAIL



GRADING PLAN LOT KEY



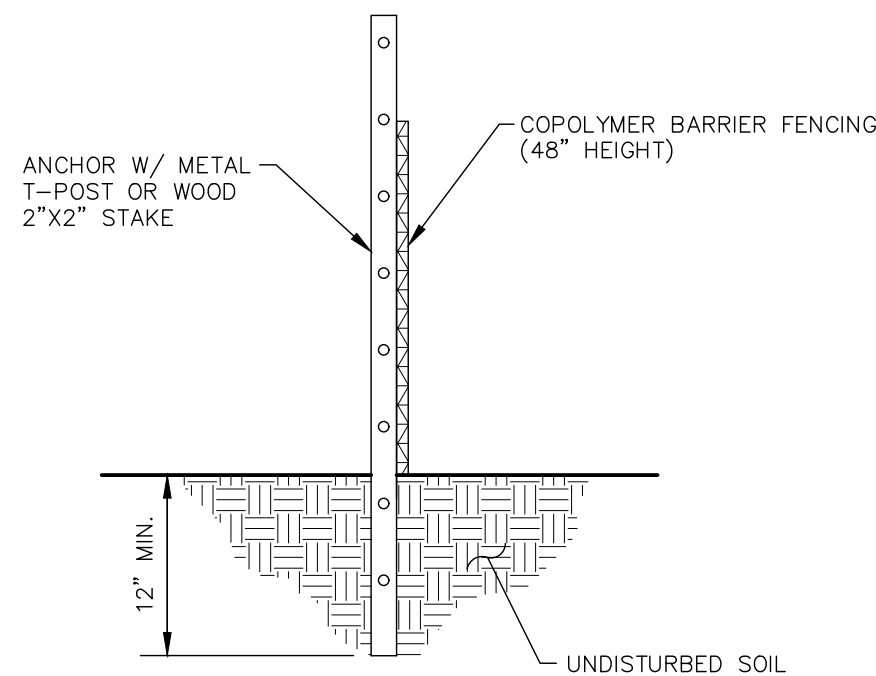
EROSION CONTROL BLANKET



- NOTES:
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF LIME, FERTILIZER AND/OR SEED.
 2. BEGIN AT THE TOP OF THE SLOPE (OR CHANNEL) BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
 3. ROLL THE BLANKETS DOWN (STARTING DOWNSTREAM PROCEEDING UPSTREAM) HORIZONTALLY ACROSS THE SLOPE.
 4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH A MINIMUM 4" OVERLAP.
 5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH MINIMUM 6" OVERLAP. USE A DOUBLE ROW OF STAGGERED STAPLES 4" APART TO SECURE BLANKETS.
 6. IN HIGH FLOW CHANNEL APPLICATIONS, A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A ROW OF STAPLES 4" APART OVER ENTIRE WIDTH OF THE CHANNEL. PLACE A SECOND ROW 4" BELOW THE FIRST ROW IN A STAGGERED PATTERN.
 7. THE TERMINAL ENDS OF THE BLANKETS MUST BE ANCHORED IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

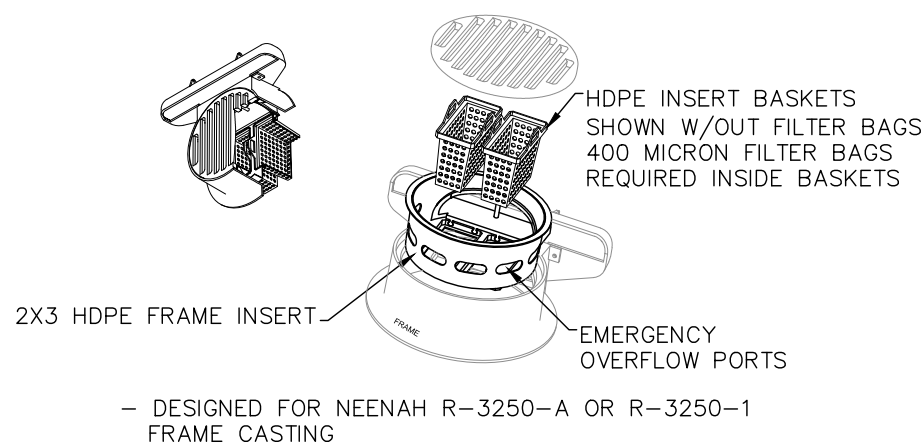
USE WI DOT URBAN TYPE B EROSION CONTROL BLANKET NEAR WETLANDS IF REQUIRED

TREE FENCE



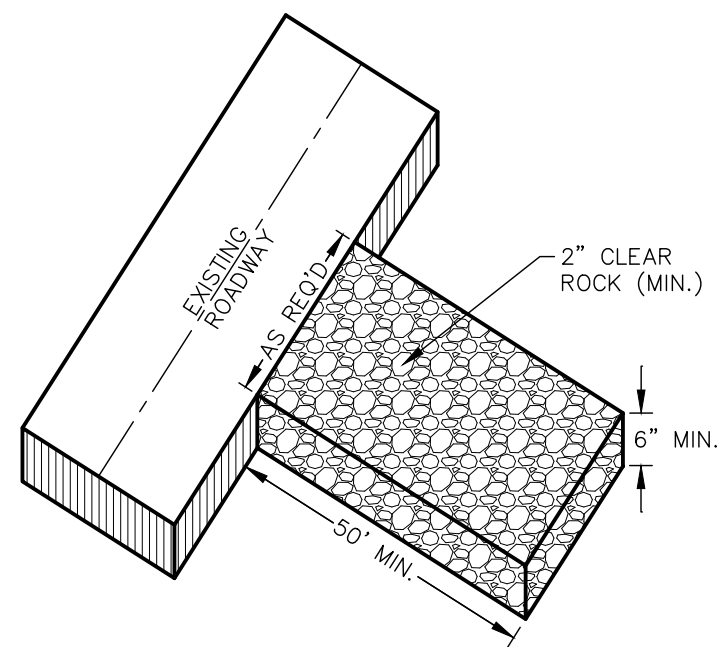
- NOTES:
1. TREE FENCING SHALL BE PLACED A MINIMUM OF 1 FOOT PER CALIPER INCH OF TREE DIAMETER FROM TREE(S) THAT IS/ARE TO BE SAVED.
 2. ANCHOR POST MAY BE SPACED UP TO 10 FEET APART.
 3. SECURELY ATTACH TREE FENCE TO ANCHOR POSTS W/ MINIMUM OF TWO ATTACHMENTS PER POST.
 4. SEE MNDOT SPECIFICATION 2572.

27" DEBRIS COLLECTION DEVICE



AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL

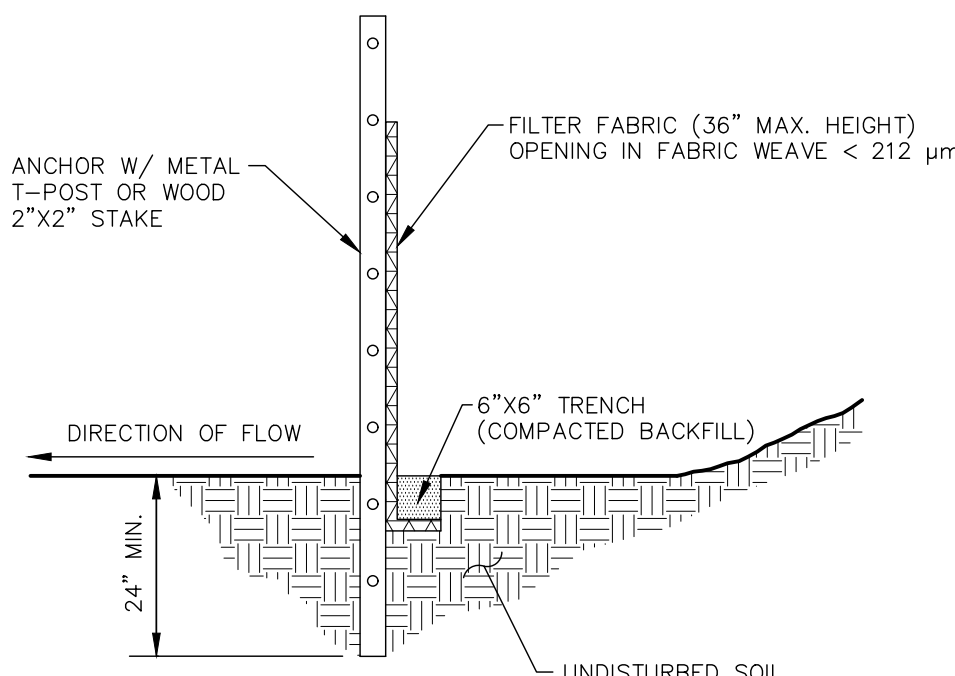
ROCK CONSTRUCTION ENTRANCE



TURF ESTABLISHMENT

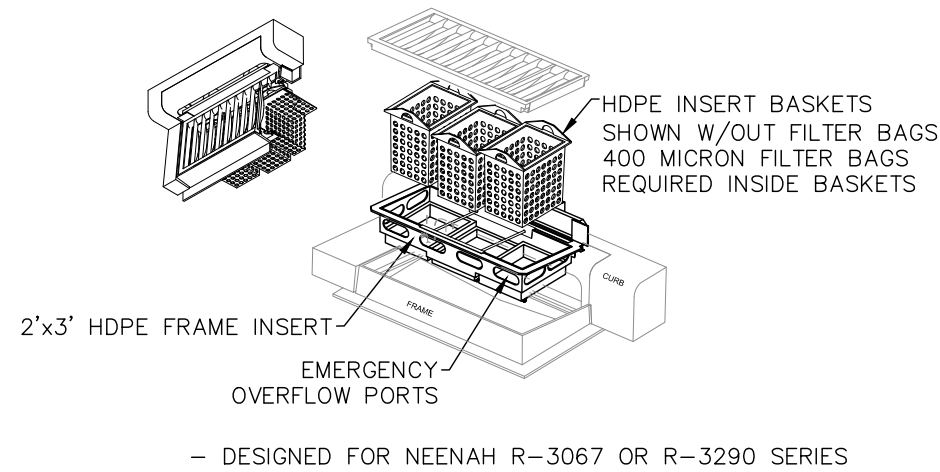
1. TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO WIDOT STANDARD SPECIFICATION (LATEST EDITION).
2. TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.
3. SEED: WIDOT MIX 10 AT 1.5 LBS PER 1,000 SF PER WIDOT 630.
4. DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.
5. MULCH: WIDOT 402
6. FERTILIZER: WIDOT 415

SILT FENCE

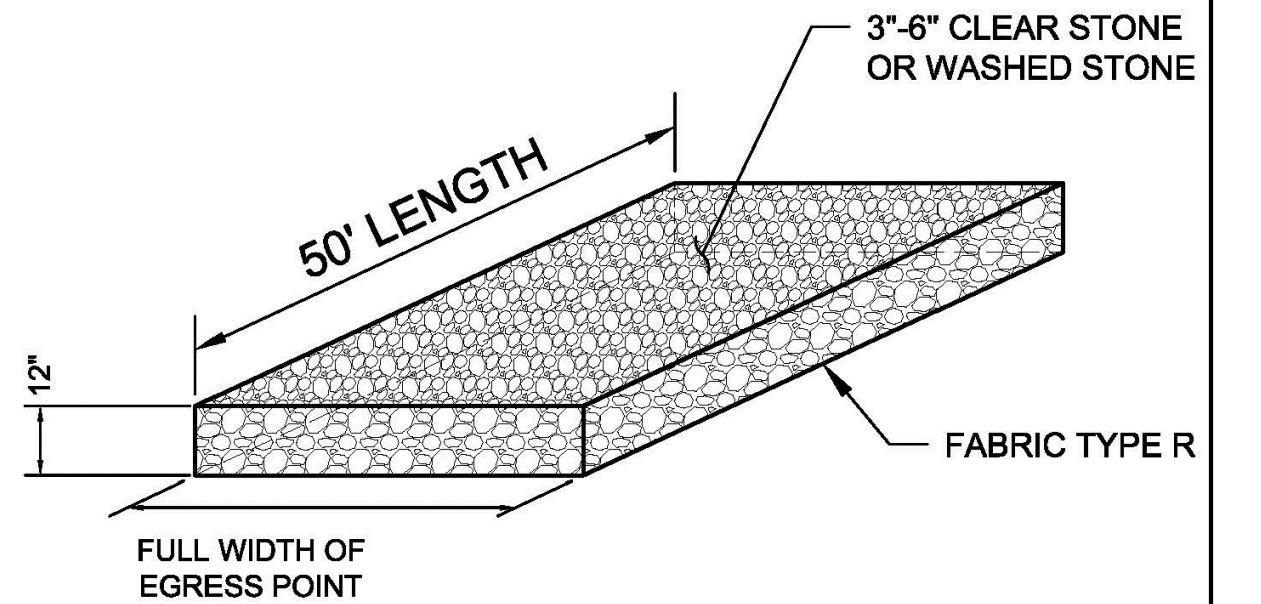


- NOTES:
1. DIG A 6"x6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
 2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
 3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
 4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"x6" TRENCH.
 5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
 6. SEE MNDOT SPECIFICATIONS 2573 & 3886.

2'x3' DEBRIS COLLECTION DEVICE

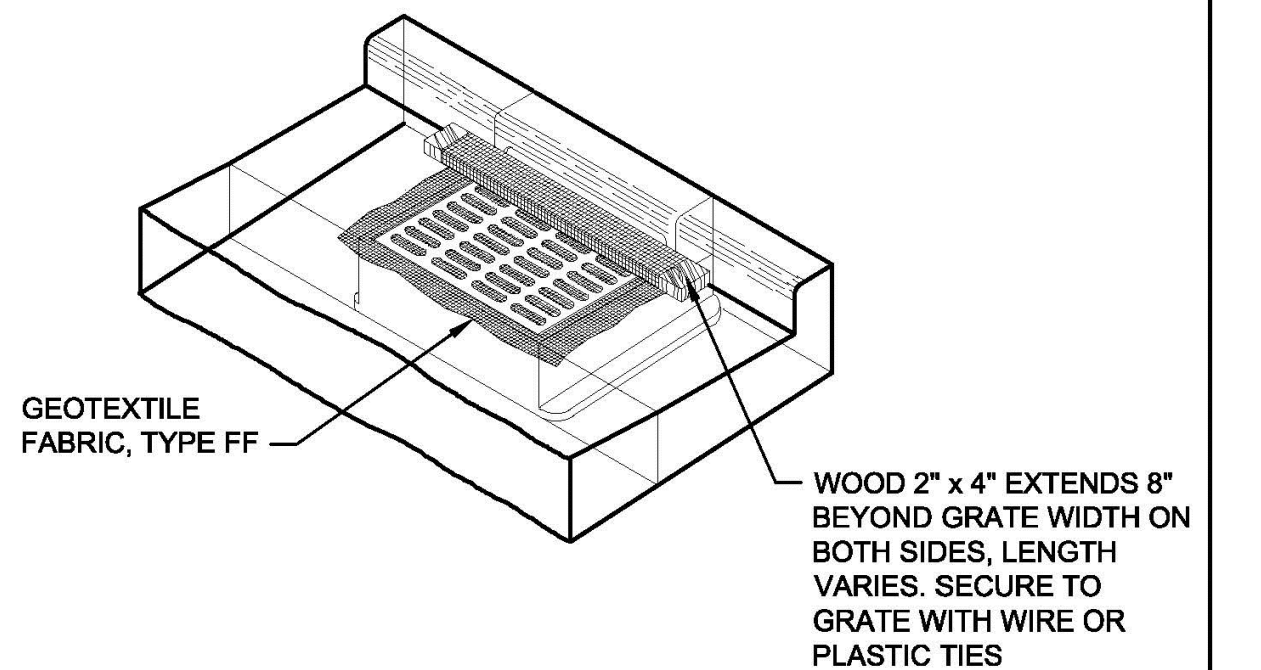


AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL



STONE TRACKING PAD DETAIL
NO SCALE

MSA ARCHITECTURE ENGINEERING ENVIRONMENTAL PLANNING SURVEYING CONSULTING 500 Park Blvd. St. Paul, MN 55107 (612) 548-2121 FAX (612) 548-2122 www.msa-engineering.com	STANDARD DETAILS VILLAGE OF SOMERSET ST. CROIX COUNTY, WISCONSIN	STONE TRACKING PAD DETAIL	DATE: 09/28/18 REV: 04
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INSTALLATION NOTES:

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE. THE CONTRACTOR SHALL DEMONSTRATE A METHOD OF MAINTENANCE, USING A SEWN FLAP, HAND HOLDS OR OTHER METHOD TO PREVENT ACCUMULATED SEDIMENT FROM ENTERING THE INLET.

INLET PROTECTION, TYPE C
NO SCALE

MSA ARCHITECTURE ENGINEERING ENVIRONMENTAL PLANNING SURVEYING CONSULTING 500 Park Blvd. St. Paul, MN 55107 (612) 548-2121 FAX (612) 548-2122 www.msa-engineering.com	STANDARD DETAILS VILLAGE OF SOMERSET ST. CROIX COUNTY, WISCONSIN	INLET PROTECTION, TYPE C	DATE: 09/28/18 REV: 01
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3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Wisconsin

Print Name: Aaron D. Briski, P.E.
Signature: *Aaron Briski*
Date: 4/22/26 License #: E-100345-6

Drawn: ADB
Designed: ADB
Date: 4/22/26

Revisions:

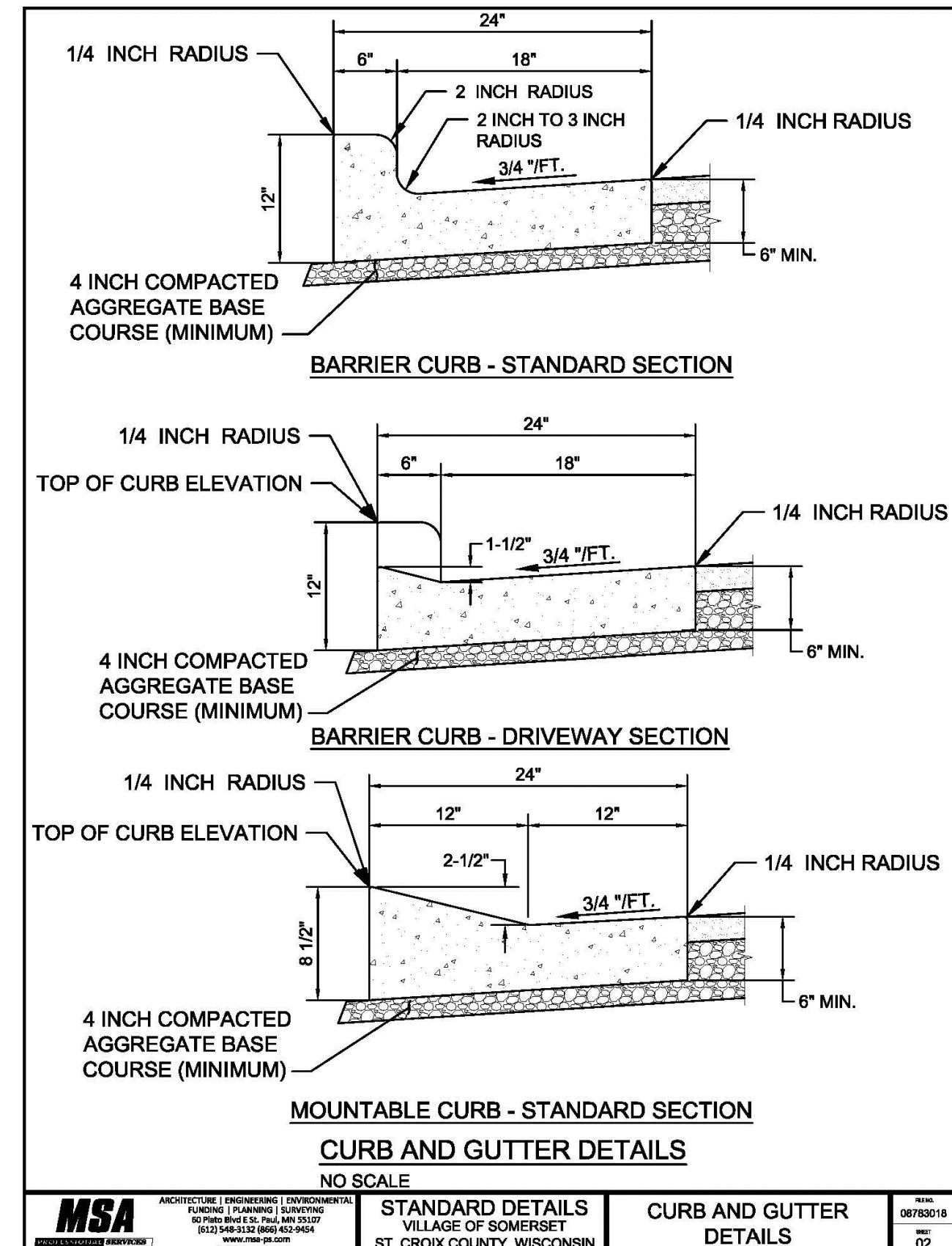
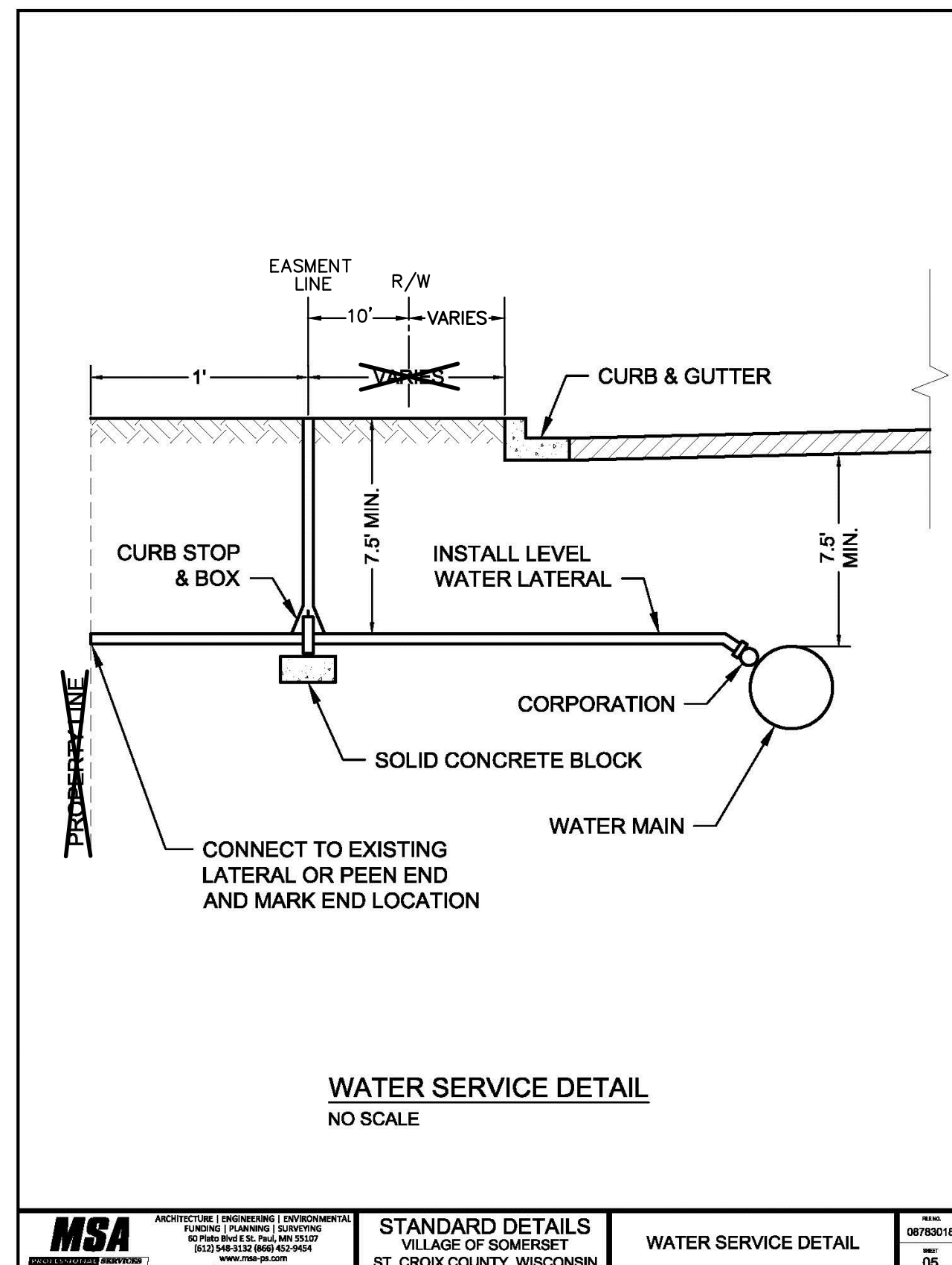
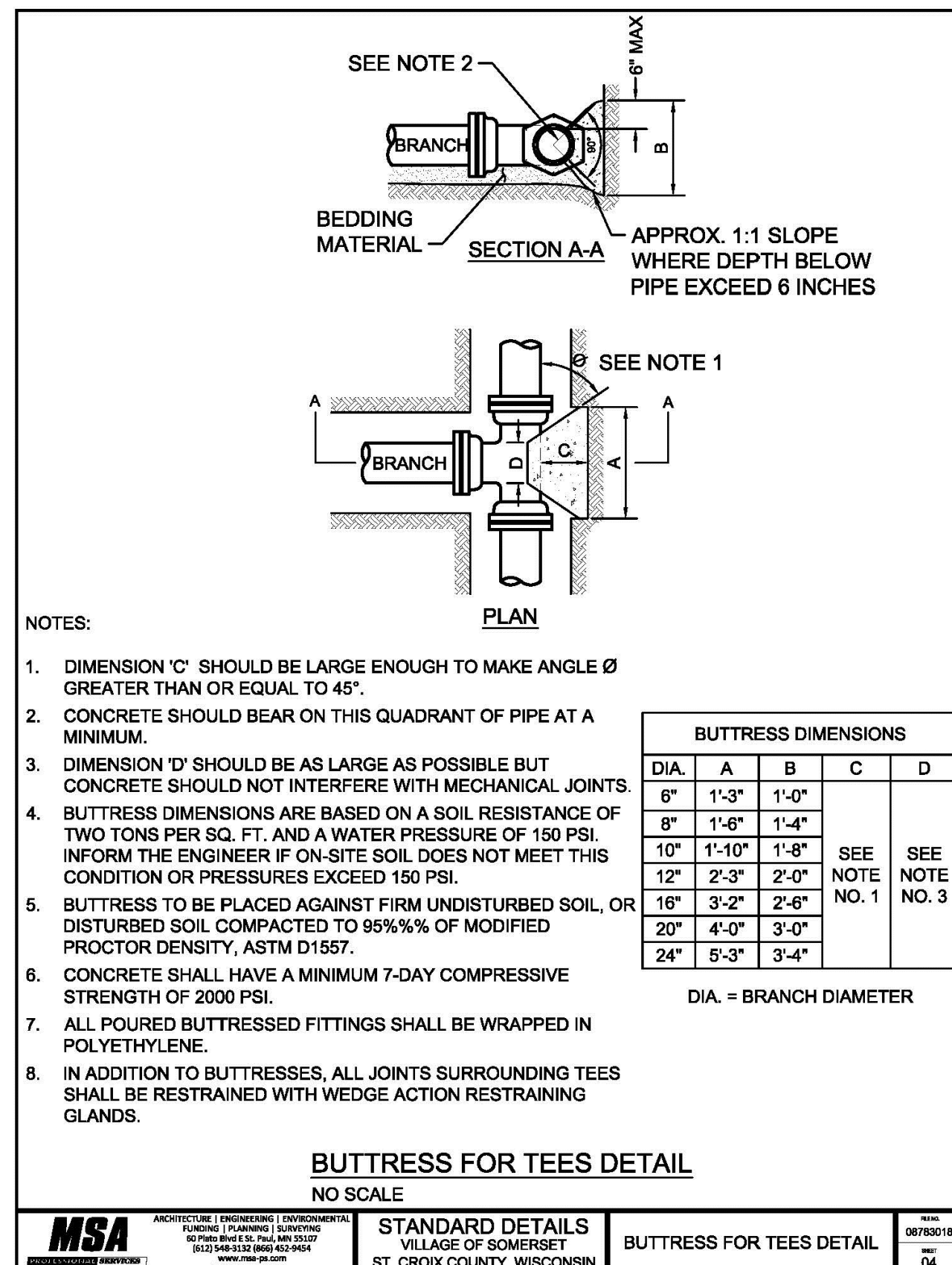
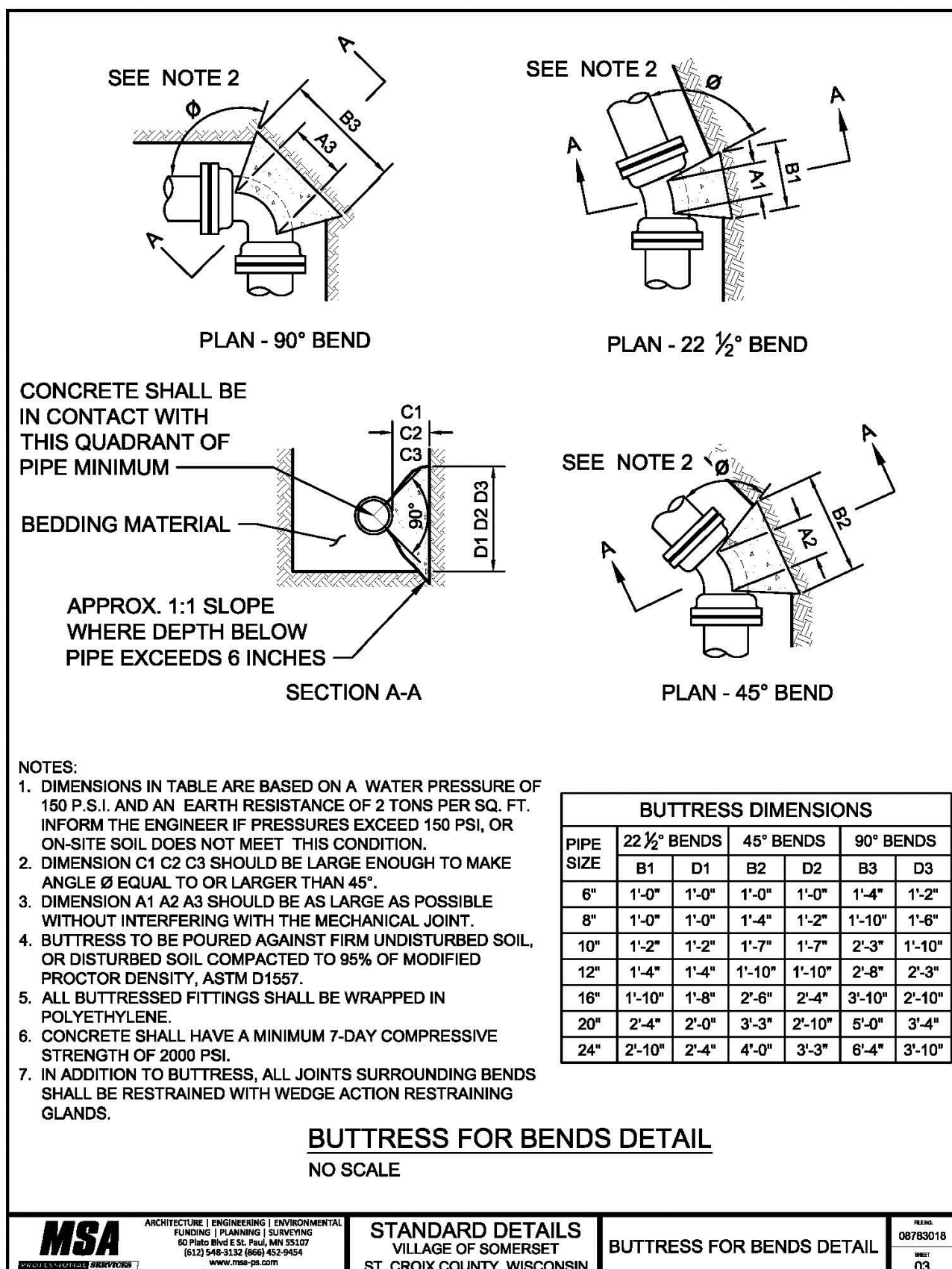
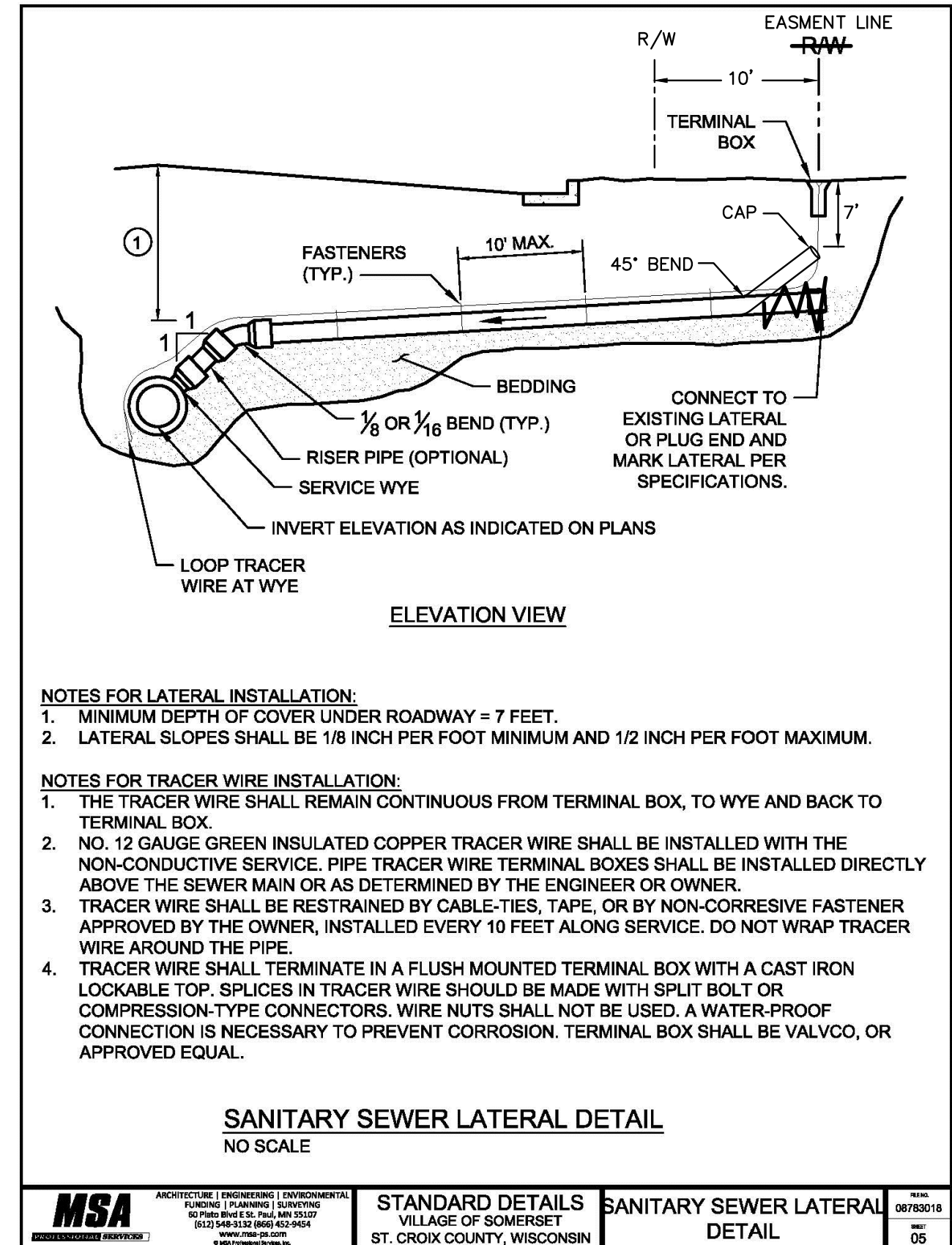
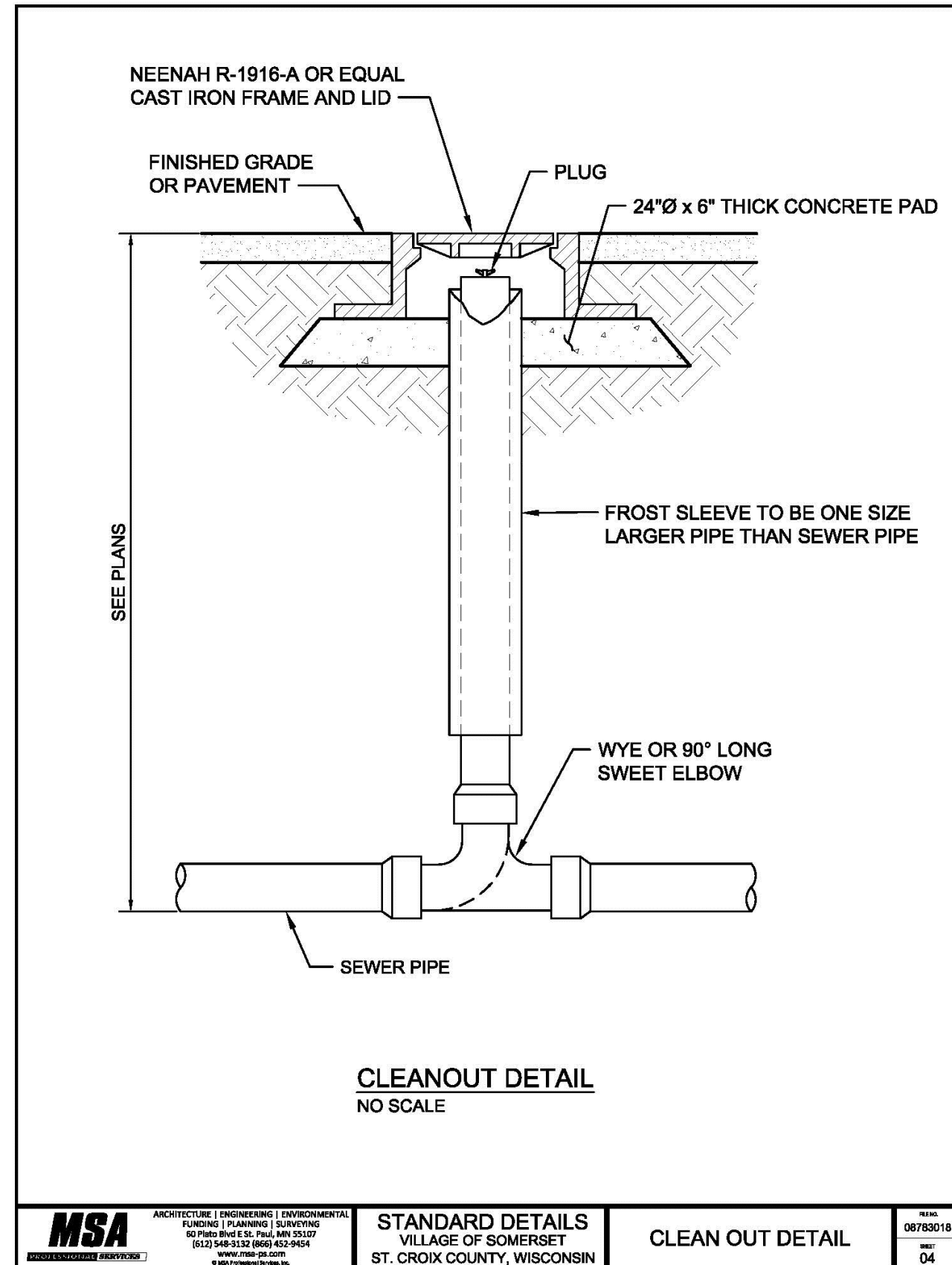
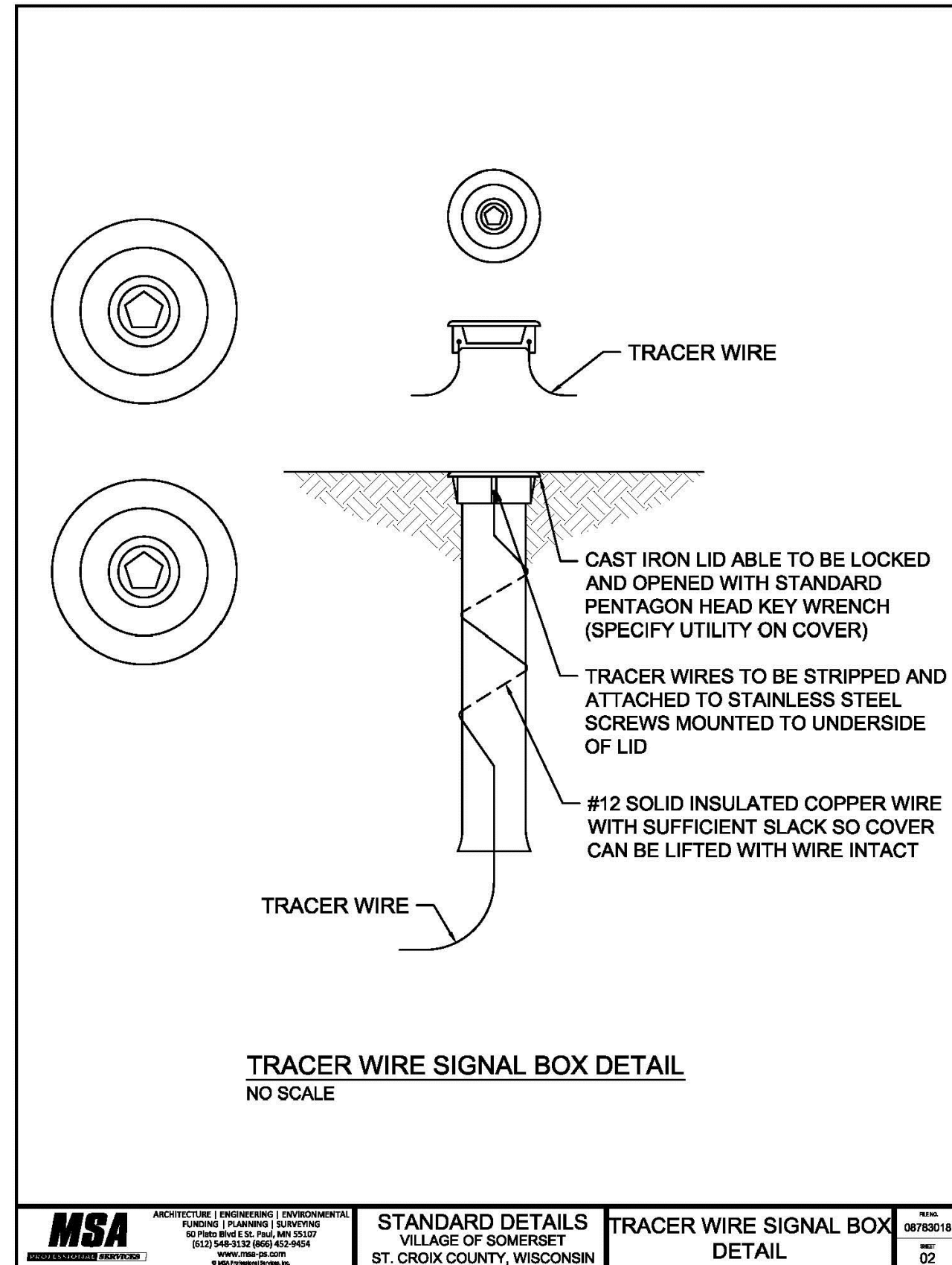
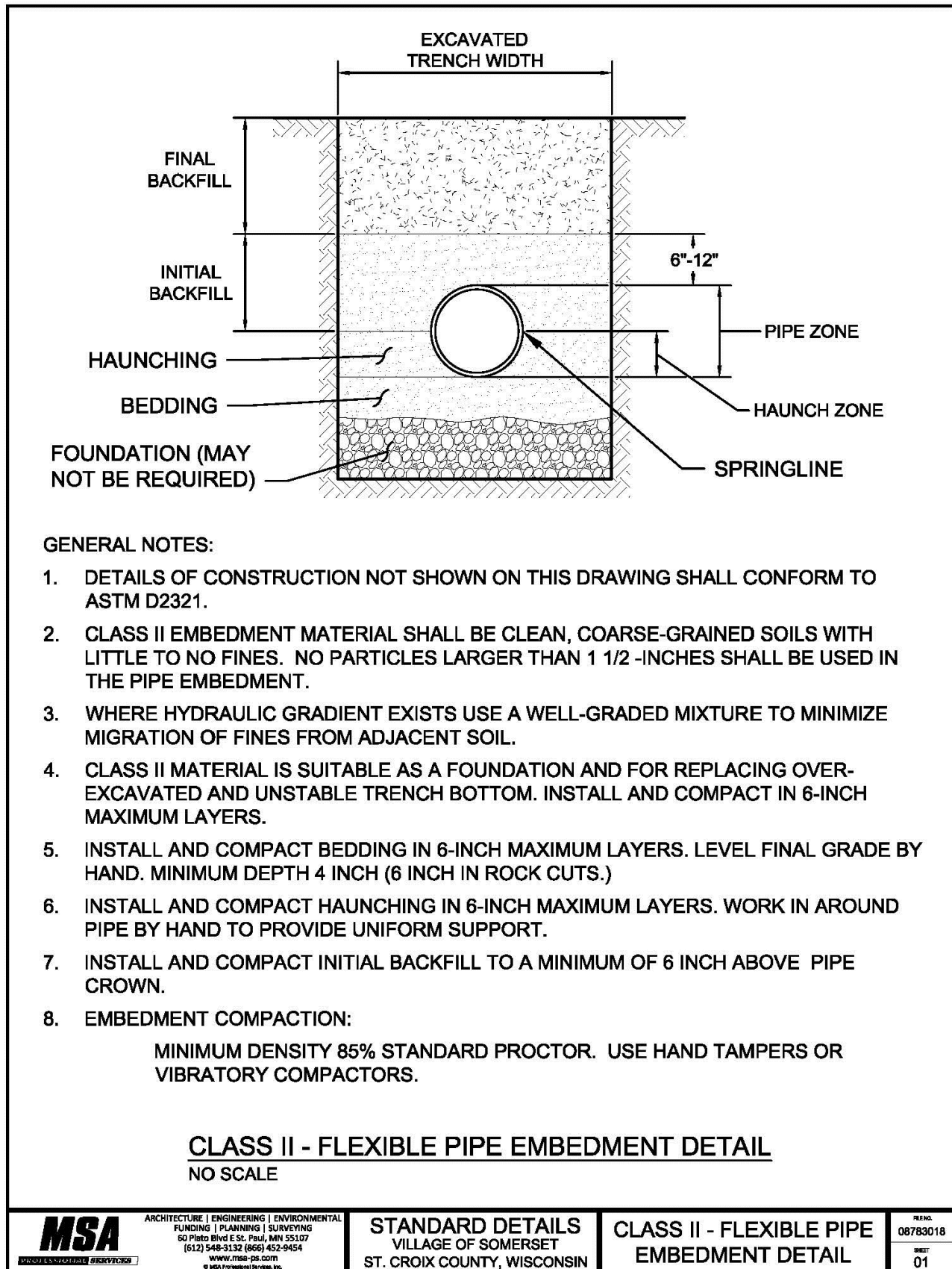
CITYWIDE DEVELOPMENT, INC.
494 Lagrandeur Road
Somerset, WI 54025

WINESAP PRAIRIE
SECOND ADDITION
Somerset, Wisconsin

DETAILS

5
of
6

#7131-03



June 1, 2026

To: The Village of Somerset Planning Commission

From: Kim Putz, Planning Commission Member

Dear Members.

From some of the previous meeting discussion, I researched planning and zoning administrator options and compiled a brief summary of recommended models, along with examples of how nearby communities manage zoning administration.

I also have a document dated April 9, 2019 listing properties that received cleanup warning letters. In some cases, the property owners also communicated with the Chief of Police. Few of these properties came into compliance and still require attention today.

For a village of about 4,000 residents, hiring a full-time zoning administrator is often not the most cost-effective option. Investigation options I have learned of the following models;

1. Contract Zoning Administrator

Hire a planner, retired building official, or consulting firm on a part time basis.

Advantages:

- Pay only for hours worked.
- Professional expertise.
- Handles permits, complaints, inspections, and enforcement notices.
- Provided continuity and reduces legal risks.

In Wisconsin, many small communities contract with regional planning agencies or private planning consultants.

2. Shared Services Agreement

- Partner with a neighboring town, village, or county.
- Share zoning administrator with one or two neighboring municipalities.
- County staff perform zoning administration under a intergovernmental agreement.
- Cost would be split among participating governments.

Often the best long-term solution for villages under 5,000 population.

3. Clerk-Treasurer Plus Consultant Support

- Clerk receives applications,
- Village board or planning commission reviews permits.
- A consultant planner handles enforcement and difficult cases.

4. County Assistance

- If the county can provide assistance with enforcement and inspections services.
- The local clerk would handle permit applications and administration.

Some counties do provide zoning services to towns and villages under agreement.

5. On-Call Enforcement Model

- Instead of paying a monthly retainer;
- Consultant responds only when violations occur.
- Village pays hourly rates.

Whatever model, make sure the person responsible for enforcement can:

- Document violations.
- Issue written notices.
- Maintain records.
- Attend hearings when necessary.
- Coordinate with the Village attorney.
- **Poor documentation causes more problems than lack of enforcement.**

For recommendation to the Village Board, it would be recommended to evaluate the options on order:

1. Shared zoning administration with neighboring communities.
2. Part-time contracted zoning administration 8-20 hours per month.
3. County provided services.
4. Clerk-supported administration with consultant backup.

Surrounding Communities

The City of New Richmond has a dedicated building and Zoning Department housed within the Community Development Department. They are responsible for issuing permits and enforcing local zoning ordinances.

The City of Hudson has a designated Planner/Zoning Administrator who oversees the administration of the City's zoning ordinances, review development proposals and issues zoning permits. Zoning services and permits are managed by the City's Community Development Department.

The Village of Baldwin has a designated zoning Administrator who oversees all planning, zoning issues, and municipal code compliance. Currently this is being handled by the Village Administrator.

The Village of Roberts has an appointed zoning Administrator who is responsible for interpreting the village zoning ordinances, issuing permits, and conducting on-site inspections.

The Village of Hammond has a designated zoning/building inspector. The Village Clerk's office handles permits and applications.

The Village of Star Prairie handles its zoning administration locally through its Village Hall.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kim Putz', is written over a faint, larger signature that is partially obscured.

Kim Putz