



## MEMORANDUM

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Date: February 27, 2025  
To: Rebekah Leto, Town Planner  
From: Tim Lynch, P.E., Mike Flesch P.E., Town Engineer  
Subject: South Shore Drive Roadway Vacation/dedication, Town of Eagle

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### **Project Background:**

A joint application for the vacation of the unbuilt portion of South Shore Drive right of way was submitted by Julie Archibald (EGLT1871018), Joseph & Melissa Carmichael (EGLT1871019), and John & Patricia Rageth (EGLT1871017). A Certified Survey Map (CSM) dated July 26, 2024, was submitted for review. It was reviewed for conformance to the Town's ordinances and design standards and State of Wisconsin Statutes. Although the material has been reviewed, the surveyor is responsible for the thoroughness and accuracy of the Certified Survey Map and supplemental data for compliance with all applicable state statutes and local ordinances.

### **Staff Comments:**

1. Vacation of unimproved right of way is a process and must follow State Statute 236
2. Vacated right of way reverts to adjacent abutting properties. Therefore, the three applicants and the Town of Eagle would each get half of the dedicated right of way for the length of their parcel's frontage.
3. Additional right-of-way is required to be dedicated from the parcel owned by the Town of Eagle. The Town of Eagle must agree to that dedication prior to or in conjunction with the vacation.
4. Each of the parcels applying for vacation must have frontage on a public roadway. Once the roadway is vacated, a strip of land between the newly dedicated right of way and the applicants' parcels will exist that is owned by the Town. The Town must agree to sell/transfer that land to the applicants to provide for the required roadway frontage. A CSM dividing that strip to each of the applicants will be needed.
5. The Town Planner historically coordinates all of this, and the engineer reviews the needed plats of vacation and dedication, and Certified Survey Maps.

### **Staff Recommendation:**

The staff recommends following the processes in the comments above and as directed by the Town Planner. The CSM as submitted cannot be approved at this time.