Date: August 26, 2025

To: Town of Mukwonago Plan Commission and Town Board

From: Ben Greenberg, AICP, Town Planner

Subject: 2025-28 Overview of Residential Development Permit Evaluation Process

Meeting: September 3, 2025 , Plan Commission and Town Board meeting

Attachments: Exhibit A

**Overview.** The Town utilizes a Residential Development Permit (“RDP”) system to ensure that prior to formal plat submittal, new subdivisions are well-planned, compatible with the community character, as well as to further the goals and objectives of the Town’s Comprehensive Plan. More specifically, the process serves to evaluate how well the proposed development will [reword this with some type of including but not limited to language]:

1. Protect important resources – Does the project protect farmland, wetlands, woods, and other natural areas?
2. Match the Town’s rural character – Will it look and feel like it belongs in the community?
3. Connect to roads and services – Does it provide safe access and the right links to utilities and public services?
4. Follow official maps and plans – Is it consistent with the Town’s adopted maps and long-range plans?
5. Avoid future problems – Could it create stormwater, traffic, or cost issues for the Town?

**Step 1 – The Developer Applies.** The developer is required to provide the following information with their RDP application:

1. A basic layout of the site (lots, roads, open space).
2. Information on drainage, grading, landscaping, and tree preservation.
3. Details on lot sizes, home sizes, and impervious surfaces (roads, rooftops, etc.).
4. Soil tests for sewage disposal if no public sewer is available.
5. A timeline for the project and any proposed deed restrictions, protective covenants, etc.
6. Identification of wetlands, floodplains, farmland soils, and other sensitive areas.

**Step 2 – Evaluation by Points.** The Plan Commission and Town Board review the proposal together. A scoring system called the Evaluation Criteria (Exhibit A) is utilized. Each project earns points in nine main categories:

1. Environmental Corridors & Topography – Are natural features preserved?
2. Surface Water Drainage – Will stormwater be managed properly?
3. Lot Sizes & Density – Are lots compatible with the area and zoning?
4. Agricultural Lands & Rural Character – Does it preserve farmland and open space?
5. Traffic Circulation & Street Capacity – Can roads handle the traffic safely?
6. Soils for Roads & Basements – Are soils suitable for building and roads?
7. Variety of Lot Sizes – Is there a mix of lot sizes where appropriate?
8. Buffers – Are homes screened from highways and neighboring properties?
9. Public Costs & Benefits – Will the project add value or costs for the Town?

Each category has a possible range of scores from negative to positive. A project must receive an average score of at least ten (10) total points to move forward.

**Step 3 – Permit Allocation.** If the project meets the minimum points, then it is eligible for the allocation of residential development permits provided the developer keeps the project consistent with what was approved and provided all deadlines are complied with such as preliminary plat approval within twelve (12) months. If the project does not obtain ten (10) points, the request is denied. The developer can appeal the decision to Circuit Court within 40 days.