Cedar corporation

engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

715-235-9081
920-491-9081
800-472-7372
FAX 920-491-9020
www.cedarcorp.com

MEMO

DATE:	February 2, 2026
TO:	Town of Troy Plan Commission
FROM:	Robert Jones
REGARDING:	Preliminary Plat – Glen Acres – PID 040-1159-80-200

1. PURPOSE OF FEBRUARY REVIEW

The January 5, 2026 memorandum was reviewed by the Plan Commission at its January 8, 2026 meeting. The Commission discussed the application in detail and voted to table the preliminary plat to allow additional coordination and revisions to address identified issues and ensure a complete and internally consistent application prior to a recommendation to the Town Board. Draft minutes of that meeting are attached.

Since that meeting, Town staff, the applicant, and the applicant's consultants have continued working collaboratively to revise the application materials and address both Plan Commission discussion points and detailed technical review comments. This memorandum is intended to supplement the January 5, 2026 memorandum, and to summarize changes and progress made since the January Plan Commission review.

2. PLAN COMMISSION DRAFT JANUARY 2026 MINUTES

Rob Jones explained that the concept for this subdivision was reviewed late last year and a site visit was conducted at that time. The applicant is proposing a 9-lot, 2-outlot major subdivision on an approximately 33.56-acre parcel that is zoned AG-RES. The proposed layout would extend Glen Circle by approximately 880 feet, resulting in a total cul-de-sac length of roughly 1,900 feet from the primary public road. He reviewed the approval process for subdivisions, noting that several of the required documents are not in final draft form; he is also unsure which documents Town Attorney Ron Siler has reviewed. The final engineering review will be ready shortly. The applicant supplied the Commission with an updated plat that was not previously distributed that makes Lot 5 compliant with the required lot size of 2.5-acres and removes the shared driveway for Lots 6 and 7. Outlot 1 is a sediment and infiltration basin and Outlot 2 will serve as the driveway access to the existing home at 241A Glen Circle, which is not part of the subdivision or HOA. Rob Jones also noted two potential requests for Exception to Design Standards for a 3:1 roadway slope and for the number of lots fronting on a cul-de-sac.

There was extensive discussion on Outlot 1 ownership and management and whether to require an HOA to own the Outlot or if each parcel will be assigned proportional ownership of the lot. The County favors proportional ownership and the Commission agreed to align with the County with their preferred ownership mechanism. There is a special assessment provision in the Developer's Agreement to ensure stormwater can

be maintained and recharged to the 9 lot owners if it is not done voluntarily. The applicant is working on obtaining official NSP approval to cross the transmission line easement and still need to submit their DNR application. They are working with the County on the stormwater approval.

Outlot 2 is planned to be transferred to the current owner of 241A Glen Circle. There is currently no plan or application to combine Outlot 2 with the parcel it would serve.

Jeremy Skaw of Real Land Surveying spoke to the application. He discussed extending Glen Circle to the east in the future as extending the road to the north is not feasible. He explained that they would be requesting an Exception to Design Standards to allow 3:1 roadway slope from the initial T-point off Glen Circle to roughly the transmission easement, on the west side of the road across from Outlot 1. He also noted that the current asphalt road that services Lots 6, 7, 8, and 9 will be removed. Chairperson Rowen expressed concern with inconsistencies within documents that need to be corrected, such as the Declaration of Covenants discussing special assessments for stormwater but elsewhere ownership is described as an HOA. References to "township" should also be replaced with "Town". It was also suggested they address dumpsters during construction and road damage in the bylaws. Administrator David Carlson agreed to contact the County again to confirm that they are requiring split ownership for the stormwater Outlot and to inquire if they see any major issues so far in their review process. He will also contact Town Public Works to see if they have any issues with allowing a 3:1 roadway slope. NSP feedback on the easement is also needed. Chairperson Rowen stated he would be more comfortable sending this to the Town Board after these issues have been addressed so the Plan Commission can provide a clean recommendation To the Town Board.

Town approval processes were discussed. Rob Jones explained that the Town allows infrastructure construction to begin after preliminary plat approval and that the road does not need to be built prior to final plat approval. The Town will also have the developer's Letter of Credit. Staff will hold a weekly update meeting with the applicant's team to ensure the application is ready for the February Plan Commission meeting. The applicant was advised that they could make concurrent application with the Town office before the February meeting for the final plat so it can be evaluated in parallel, with the aim of approving the final plat in March if there are no additional issues or changes.

Dean Albert moved to table the preliminary plat review of the Glen Oaks Subdivision. David Wolf seconded. All Ayes, Motion carried.

3. DOCUMENTS PROVIDED FOR FEBRUARY PLAN COMMISSION REVIEW

The following documents have been updated and are included in the February Plan Commission packet for consideration:

1. **Developers Agreement with attachments** – dated January 29, 2026
2. **Revised Preliminary Plat** – Glen Oaks Subdivision – dated February 2, 2026
3. **Updated Civil Engineering Plan Set** – dated January 2026 – received February 1, 2026
4. **Updated Stormwater Management Report, Drainage Maps, and Modeling Exhibits** – dated January 2026, received February 1, 2026
5. **Draft Stormwater Maintenance and Monitoring Agreement** – undated, received February 1, 2026

6. **Engineering Review Comments and Responses Summary** – Town comments in black text; applicant responses in red text
7. **January 5, 2026 Plan Commission Staff Memorandum** (for reference)

4. POST-JANUARY PLAN COMMISSION WORK SESSIONS

Following the January 8, 2026 Plan Commission meeting, staff held multiple working meetings with the applicant and their representatives to review revisions and resolve outstanding issues:

- **January 21, 2026** – Virtual working meeting (overall application coordination, discussed technical review comments)
- **January 28, 2026** – Virtual working meeting (overall application coordination, reviewed submitted engineering, stormwater, and plat revisions)
- **January 30, 2026** – Virtual working meeting (reviewed comments on 1/27 documents and coordination for resubmittal)

These meetings were working sessions intended to coordinate and inform all parties working on, and reviewing, the revisions to the preliminary plat and required accompanying project documents.

5. SUMMARY OF TECHNICAL CHANGES SINCE JANUARY PLAN COMMISSION REVIEW

Since the January 8, 2026 Plan Commission meeting, the applicant has made revisions at the request of Town staff to the application materials in two major review iterations. These included a revised set of documents generally delivered on January 27 and version with final revisions delivered on February 1. A detailed response to staff comments is provided in the attached technical review summary. In general, key areas of progress include:

- **Lot Compliance:**
  All residential lots are now shown as meeting or exceeding the minimum 2.50-acre requirement for AG-RES subdivisions.
- **Cul-de-Sac and Roadway Details:**
  Requested exceptions to design standards have been clarified and documented on the plans, including cul-de-sac lot counts and limited areas of 3:1 roadway side slopes. Signage and legal roadway termination details have been added.
- **Driveways and Access:**
  Proposed driveway locations (or envelopes) are now shown, shared driveway concepts have been eliminated, and culvert sizing has been detailed.
- **Stormwater Management:**
  Significant refinement has occurred to reconcile HydroCAD and WinSLAMM modeling, clearly distinguish treated vs. bypassed runoff, confirm infiltration assumptions, document basin details and construction methods, overflow routing, and outlet locations and reporting.
- **Stormwater Ownership and Maintenance:**
  Draft maintenance and monitoring agreements have been revised to clearly define long-term

responsibility, inspection authority, and corrective action procedures, including provisions addressing infiltration performance and drawdown time.

- **Document Consistency:**
  Plat notes, HOA references, and cross-document terminology have been reviewed and revised to reduce internal inconsistencies identified during the January Plan Commission discussion.

The attached technical review summary provides a record of staff comments (black font) and applicant responses (red font).

6. TOWN ATTORNEY REVIEW

The Town Attorney is concurrently reviewing revisions to the Developer's Agreement and related legal instruments. A separate summary of those revisions and any remaining legal considerations will be provided directly to the Plan Commission and Town Board as part of the overall review process.

7. UPDATED DRAFT MOTIONS FOR PLAN COMMISSION CONSIDERATION

Possible Motion to Recommend Approval

I move that the Plan Commission recommend Town Board approval of the Glen Oaks Preliminary Plat dated February 2, 2026, having reviewed the revised application materials and considered the criteria for subdivision approval and exceptions to design standards, subject to the following conditions:

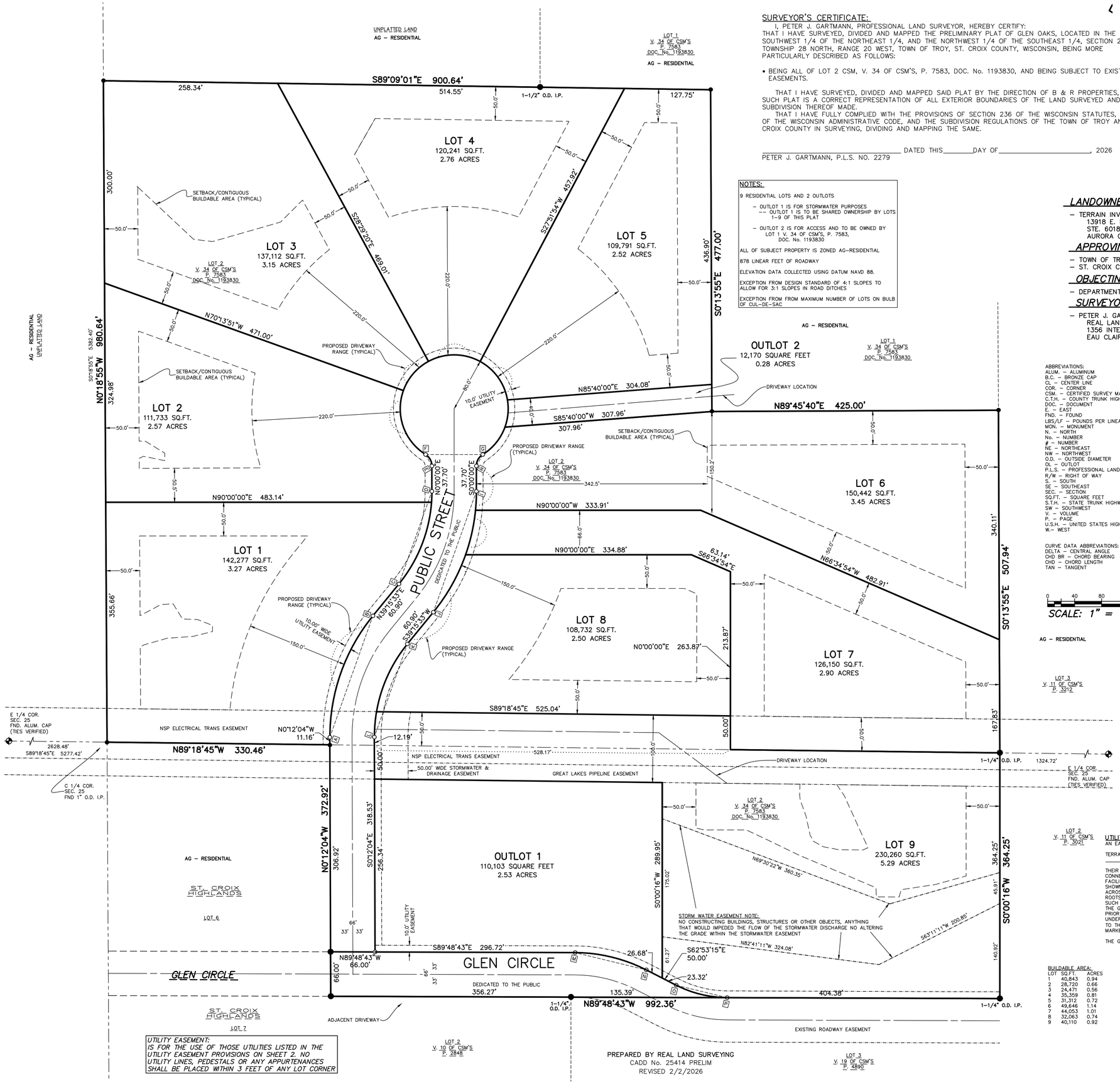
1. Final engineering plans, stormwater management documents, and erosion control measures shall receive written approval from the Town Engineer prior to commencement of construction.
2. The Developer's Agreement, financial surety, HOA bylaws, declarations, and stormwater maintenance agreement shall be approved by Town staff and the Town Attorney and executed by all parties prior to final plat approval.
3. The applicant shall provide copies of all required permits and approvals from St. Croix County, Wisconsin DNR, and all easement rights holders prior to construction.
4. The Town Chairperson and Clerk/Treasurer are authorized to execute final approval documents following staff verification of compliance.

Possible Motion to Table

I move that the Plan Commission table consideration of the Glen Oaks Preliminary Plat to allow additional time for final coordination of engineering, stormwater, and legal documents prior to forwarding a recommendation to the Town Board.

8. ATTACHMENTS

1. Preliminary Plat – dated February 2, 2026
2. Engineering Review Comments and Responses – dated January 8 through February 1, 2026
3. January 5, 2026 Glen Acres memorandum



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PREPARED BY REAL LAND SURVEYING
CADD No. 25414 PRELIM
REVISED 2/2/2026

SURVEYOR'S CERTIFICATE:

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- BEING ALL OF LOT 2 CSM, V. 34 OF CSM'S, P. 7583, DOC. No. 1193830, AND BEING SUBJECT TO EXISTING EASEMENTS.

THAT I HAVE SURVEYED, DIVIDED AND MAPPED SAID PLAT BY THE DIRECTION OF B & R PROPERTIES, THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE.
THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF SECTION 236 OF THE WISCONSIN STATUTES, AE-7 OF THE WISCONSIN ADMINISTRATIVE CODE, AND THE SUBDIVISION REGULATIONS OF THE TOWN OF TROY AND ST. CROIX COUNTY IN SURVEYING, DIVIDING AND MAPPING THE SAME.

_____ DATED THIS_____DAY OF_____, 2026
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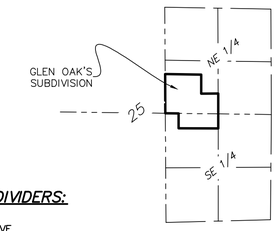

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- EXISTING ELECTRIC PEDESTAL
- EXISTING FENCE
- EXISTING LIGHT POLE
- EXISTING SANITARY CLEANOUT
- EXISTING TREE LINE
- SOIL BORING LOCATIONS
- FND. 1" IRON PIPE
- FND. 2" IRON PIPE UNLESS OTHERWISE NOTED
- SET 1-1/4" x 18" REBAR WEIGHING 4.30 LBS./LIN.FT.
- SET 1" O.D. x 18" IRON PIPE WEIGHING 1.13 LBS./LIN.FT. AT ALL OTHER LOT CORNERS.
- 5' 5' — UTILITY EASEMENTS, WIDTH AS SHOWN UNLESS NOTED OTHERWISE
- ( ) — RECORDED AS

BEARINGS REFERENCED TO THE NORTH-SOUTH 1/4 LINE OF SECTION 25, ST. CROIX COUNTY COORDINATE SYSTEM, ST. CROIX COUNTY BEARINGS OF S.01°18'55"E..

CURVE TABLE								
CURVE No.	LOT No.	LENGTH	RADIUS	DELTA	CHD	CHD BR	1ST TAN	2ND TAN
A–B		194.91'	283.00'	039°27'37"	191.08'	N19°31'45"E	N00°12'04"W	N39°15'33"E
C–D		148.69'	217.00'	039°15'33"	145.80'	N19°37'47"E	N39°15'33"E	N00°00'00"E
	1	132.57'	217.00'	035°00'13"	130.52'	N21°45'27"E	N39°15'33"E	N04°15'20"E
	2	16.12'	217.00'	004°15'20"	16.11'	N02°07'40"E	N04°15'20"E	N00°00'00"E
E–F		20.24'	20.00'	057°59'40"	19.39'	N28°59'50"W	N00°00'00"E	N57°59'40"W
F–G		413.28'	80.00'	295°59'21"	84.80'	N90°00'00"E	N57°59'40"W	S57°59'40"W
	2	108.58'	80.00'	077°45'50"	100.43'	N19°06'45"W	N57°59'40"W	N19°46'09"E
	3	58.28'	80.00'	041°44'31"	57.00'	N40°38'25"E	N19°46'09"E	N61°30'40"E
	4	80.05'	80.00'	057°19'54"	76.75'	S89°49'23"E	N61°30'40"E	S61°09'26"E
	5	72.19'	80.00'	051°42'20"	69.77'	S35°18'16"E	S61°09'26"E	S09°27'06"E
	OL 2	41.01'	80.00'	029°22'21"	40.56'	S05°14'05"W	S09°27'06"E	S19°55'15"W
	6	53.16'	80.00'	038°04'25"	52.19'	S38°57'28"W	S19°55'15"W	S57°59'40"W
G–H		20.24'	20.00'	057°59'40"	19.39'	S28°59'50"W	S57°59'40"W	S00°00'00"E
I–J		193.91'	283.00'	039°15'33"	190.14'	S19°37'47"W	S00°00'00"E	S39°15'33"W
	6	27.94'	283.00'	005°39'21"	27.92'	S02°49'41"W	S00°00'00"E	S05°39'21"W
	7	67.77'	283.00'	013°43'13"	67.61'	S12°30'58"W	S05°39'21"W	S19°22'34"W
	8	98.21'	283.00'	019°52'59"	97.72'	S29°19'04"W	S19°22'34"W	S39°15'33"W
K–L		149.45'	217.00'	039°27'37"	146.51'	S19°31'45"W	S39°15'33"W	S00°12'04"E
	8	111.49'	217.00'	029°26'14"	110.27'	S24°32'26"W	S39°15'33"W	S09°49'19"W
	9	37.96'	217.00'	010°01'23"	37.91'	S04°48'37"W	S09°49'19"W	S00°12'04"E
M–N		109.49'	233.00'	026°55'28"	108.49'	S76°20'59"E	S89°48'43"E	S62°53'15"E
O–P		78.48'	167.00'	026°55'28"	77.76'	S76°20'59"E	S62°53'15"E	S89°48'43"E

BUILDABLE AREA:

LOT	SQ.FT.	ACRES
1	40,843	0.94
2	28,720	0.66
3	24,471	0.56
4	35,359	0.81
5	31,312	0.72
6	49,646	1.14
7	44,053	1.01
8	32,063	0.74
9	40,110	0.92

UTILITY EASEMENT PROVISIONS:

AN EASEMENT FOR ELECTRIC AND COMMUNICATIONS SERVICE IS HEREBY GRANTED BY

TERRAIN INVENTORY, LLC, GRANTOR TO
_____, GRANTEE

THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, REPAIR, MAINTAIN AND REPLACE FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ELECTRIC ENERGY, GAS, TELEPHONE AND CABLE TV AND INTERNET FACILITIES FOR SUCH PURPOSES AS THE SAME IS NOW OR MAY HEREAFTER BE USED, ALL IN, OVER, UNDER, ACROSS, ALONG AND UPON THE PROPERTY SHOWN WITHIN THOSE AREAS ON THE PLAT DESIGNATED AS 'UTILITY EASEMENT' TOGETHER WITH THE RIGHT TO INSTALL SERVICE CONNECTIONS UPON, ACROSS WITHIN AND BENEATH THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS, THEREON; ALSO THE RIGHT TO TRIM OR CUT DOWN TREES, BRUSH AND ROOTS AS MAY BE REASONABLE REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY OF ALL SUCH PURPOSES. NO FACILITY, PEDESTAL, CABLE OR ANY TYPE OF STRUCTURE SHALL BE INSTALLED CLOSER THAN THREE FEET FROM ANY LOT CORNER. THE GRANTEES AGREE TO RESTORE OR CAUSE TO HAVE RESTORED, THE PROPERTY, AS NEARLY AS IS REASONABLE POSSIBLE, TO THE CONDITION EXISTING PRIOR TO SUCH ENTRY BY THE GRANTEES OR THEIR AGENTS. THIS RESTORATION, HOWEVER, DOES NOT APPLY TO THE INITIAL INSTALLATION OF SAID UNDERGROUND ELECTRIC FACILITIES OR COMMUNICATION FACILITIES OR TO ANY TREES, BRUSH OR ROOTS WHICH MAY BE REMOVED AT ANY TIME PURSUANT TO THE RIGHTS HEREIN GRANTED. BUILDINGS SHALL NOT BE PLACED OVER GRANTEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED 'UTILITY EASEMENT WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEES.

THE GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

PRELIMINARY COUNTY PLAT OF

GLEN OAKS

IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 25, TOWNSHIP 28 NORTH, RANGE 20 WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN
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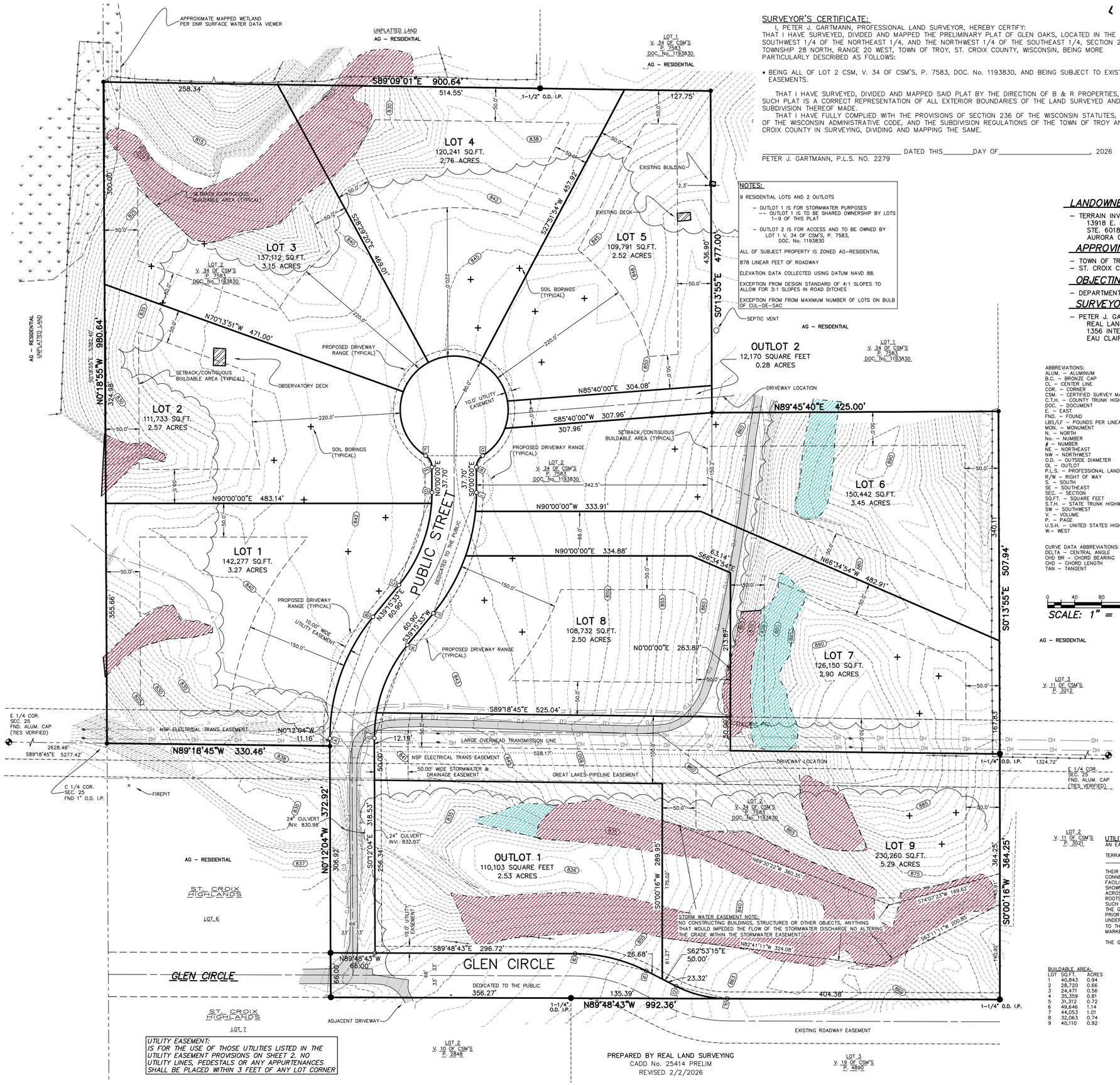

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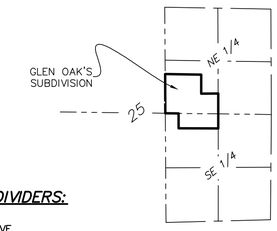

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- EXISTING POWER POLE
- TV — EXISTING UNDERGROUND CABLE
- FO — EXISTING UNDERGROUND FIBER OPTIC
- EXISTING TRAFFIC SIGN
- EXISTING ELECTRIC PEDESTAL
- EXISTING FENCE
- EXISTING LIGHT POLE
- EXISTING SANITARY CLEANOUT
- EXISTING TREE LINE
- SOIL BORING LOCATIONS
- FND. 1" IRON PIPE
- FND. 2" IRON PIPE UNLESS OTHERWISE NOTED
- SET 1-1/4" x 18" REBAR WEIGHING 4.30 LBS./LIN.FT.
- SET 1" O.D. x 18" IRON PIPE WEIGHING 1.13 LBS./LIN.FT. AT ALL OTHER LOT CORNERS.
- 5 / 5 — UTILITY EASEMENTS, WIDTH AS SHOWN UNLESS NOTED OTHERWISE
- ( ) — RECORDED AS

BEARINGS REFERENCED TO THE NORTH-SOUTH 1/4 LINE OF SECTION 25, ST. CROIX COUNTY COORDINATE SYSTEM, ST. CROIX COUNTY BEARINGS OF S.01°18'55"E..

CURVE TABLE

CURVE No.	LOT No.	LENGTH	RADIUS	DELTA	CHD	CHD BR	1ST TAN	2ND TAN
A–B		194.91'	283.00'	039°27'37"	191.08'	N19°31'45"E	N00°12'04"W	N39°15'33"E
C–D		148.69'	217.00'	039°15'33"	145.80'	N19°37'47"E	N39°15'33"E	N00°00'00"E
	1	132.57'	217.00'	035°00'13"	130.52'	N21°45'27"E	N39°15'33"E	N04°15'20"E
	2	16.12'	217.00'	004°15'20"	16.11'	N02°07'40"E	N04°15'20"E	N00°00'00"E
E–F		20.24'	20.00'	057°59'40"	19.39'	N28°59'50"W	N00°00'00"E	N57°59'40"W
F–G		413.28'	80.00'	295°59'21"	84.80'	N90°00'00"E	N57°59'40"W	S57°59'40"W
	2	108.58'	80.00'	077°45'50"	100.43'	N19°06'45"W	N57°59'40"W	N19°46'09"E
	3	58.28'	80.00'	041°44'31"	57.00'	N40°38'25"E	N19°46'09"E	N61°30'40"E
	4	80.05'	80.00'	057°19'54"	76.75'	S89°49'23"E	N61°30'40"E	S61°09'26"E
	5	72.19'	80.00'	051°42'20"	69.77'	S35°18'16"E	S61°09'26"E	S09°27'06"E
	OL 2	41.01'	80.00'	029°22'21"	40.56'	S05°14'05"W	S09°27'06"E	S19°55'15"W
	6	53.16'	80.00'	038°04'25"	52.19'	S38°57'28"W	S19°55'15"W	S57°59'40"W
G–H		20.24'	20.00'	057°59'40"	19.39'	S28°59'50"W	S57°59'40"W	S00°00'00"E
I–J		193.91'	283.00'	039°15'33"	190.14'	S19°37'47"W	S00°00'00"E	S39°15'33"W
	6	27.94'	283.00'	005°39'21"	27.92'	S02°49'41"W	S00°00'00"E	S05°39'21"W
	7	67.77'	283.00'	013°43'13"	67.61'	S12°30'58"W	S05°39'21"W	S19°22'34"W
	8	98.21'	283.00'	019°52'59"	97.72'	S29°19'04"W	S19°22'34"W	S39°15'33"W
K–L		149.45'	217.00'	039°27'37"	146.51'	S19°31'45"W	S39°15'33"W	S00°12'04"E
	8	111.49'	217.00'	029°26'14"	110.27'	S24°32'26"W	S39°15'33"W	S09°49'19"W
	9	37.96'	217.00'	010°01'23"	37.91'	S04°48'37"W	S09°49'19"W	S00°12'04"E
M–N		109.49'	233.00'	026°55'28"	108.49'	S76°20'59"E	S89°48'43"E	S62°53'15"E
O–P		78.48'	167.00'	026°55'28"	77.76'	S76°20'59"E	S62°53'15"E	S89°48'43"E

BUILDABLE AREA:

LOT	SQ.FT.	ACRES
1	40,843	0.94
2	28,720	0.66
3	24,471	0.56
4	35,359	0.81
5	31,312	0.72
6	49,646	1.14
7	44,053	1.01
8	32,063	0.74
9	40,110	0.92

UTILITY EASEMENT PROVISIONS:

AN EASEMENT FOR ELECTRIC AND COMMUNICATIONS SERVICE IS HEREBY GRANTED BY

TERRAIN INVENTORY, LLC, GRANTOR TO
_____, GRANTEE

THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, REPAIR, MAINTAIN AND REPLACE FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ELECTRIC ENERGY, GAS, TELEPHONE AND CABLE TV AND INTERNET FACILITIES FOR SUCH PURPOSES AS THE SAME IS NOW OR MAY HEREAFTER BE USED, ALL IN, OVER, UNDER, ACROSS, ALONG AND UPON THE PROPERTY SHOWN WITHIN THOSE AREAS ON THE PLAT DESIGNATED AS 'UTILITY EASEMENT' TOGETHER WITH THE RIGHT TO INSTALL SERVICE CONNECTIONS UPON, ACROSS WITHIN AND BENEATH THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS, THEREON; ALSO THE RIGHT TO TRIM OR CUT DOWN TREES, BRUSH AND ROOTS AS MAY BE REASONABLE REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY OF ALL SUCH PURPOSES. NO FACILITY, PEDESTAL, CABLE OR ANY TYPE OF STRUCTURE SHALL BE INSTALLED CLOSER THAN THREE FEET FROM ANY LOT CORNER. THE GRANTEES AGREE TO RESTORE OR CAUSE TO HAVE RESTORED, THE PROPERTY, AS NEARLY AS IS REASONABLE POSSIBLE, TO THE CONDITION EXISTING PRIOR TO SUCH ENTRY BY THE GRANTEES OR THEIR AGENTS. THIS RESTORATION, HOWEVER, DOES NOT APPLY TO THE INITIAL INSTALLATION OF SAID UNDERGROUND ELECTRIC FACILITIES OR COMMUNICATION FACILITIES OR TO ANY TREES, BRUSH OR ROOTS WHICH MAY BE REMOVED AT ANY TIME PURSUANT TO THE RIGHTS HEREIN GRANTED. BUILDINGS SHALL NOT BE PLACED OVER GRANTEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED 'UTILITY EASEMENT WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEES.

THE GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

PRELIMINARY COUNTY PLAT OF

GLEN OAKS

IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 25, TOWNSHIP 28 NORTH, RANGE 20 WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN
BEING ALL OF LOT 2 OF V. 34 OF CSM'S, P. 7583, DOC. No. 1193830

DATE: January 9, 2026 - AEC Comments 01.27.26

TO: Scott Cerveny, AEC, Applicant Representative

FROM: Robert Jones

REGARDING: Engineering Review Comments – Glen Acres – PID 040-1159-80-200

Plat – Requested Revisions and Clarifications

1. **Minimum Lot Area Compliance**
   Revise the preliminary plat to demonstrate that all residential lots exceed the 2.50-acre minimum required for AG-RES subdivisions, or otherwise document compliance through an approved cluster subdivision framework.
   - Preliminary plat has been revised to show 2.5-acre minimum lot sizes.

2. **Driveway Locations**
   Show proposed driveway locations for all lots on the preliminary plat. If flexibility is requested for wide lots, provide an alternative approach acceptable to the Town Engineer (e.g., driveway envelopes or worst-case culvert sizing assumptions).
   - AEC will design culverts for worst case scenarios on each lot and specify these on the civil plan.
   - General range of locations of where this could be placed for a driveway will be shown on the preliminary plat.

3. **Outlot Ownership and Purpose**
   Clarify ownership, access rights, and long-term maintenance responsibility for:
   a. Outlot 1 (stormwater) – provide reference to external documents detailing the ownership and responsibility for this parcel (to be detailed and developed through further discussion with Town and County staff).
   - We are proceeding with the outlot for stormwater being a 1/9th ownership split and will be shown/ noted in the stormwater maintenance agreement this way which has been attached to this resubmittal.

   b. Outlot 2 (access) – clearly identify ownership, benefited parcel(s), and maintenance obligations.
   - Property will be dedicated to adjacent landowner and is stated on the plat as such.

4. **Exceptions to Design Standards**
   Please list all requested Exceptions to Design Standards directly on the Preliminary Plat. These are currently known to include:

   a. § 135-6.G.10 Maximum number of lots on bulb of cul-de-sac
      - This is a requested exception request, all lots meet the minimum area and have a greater setback around the cul-de-sac so we should be able to exceed the max number of lots on a cul-de-sac bulb.

   b. § 125-14.J(9) 3:1 slopes with Town Board Approval
      - This was explained in the Town planning commission meeting and was generally agreed to based on our restrictions and the adjacent lot not being able to be graded into. Generally speaking, the grades should be mowable at a 3:1 slope and there are many areas within the

Town of Troy that exceed 3:1 or greater as stated by Town staff.

c. § 135-6.G.9 Lots with side and rear setbacks less than 50-feet

- This has been revised to show 50-feet on all lots.

Construction Plans – Requested Revisions and Clarifications

5. **Plan Data / Design Controls Block**
   Please add a compact design controls block summarizing roadway geometrics and assumptions, including (as applicable): assumed design speed, lane and shoulder widths, cross slopes, minimum horizontal radius, K-values / stopping sight distance basis, and drainage design storm criteria.
   - AEC added a horizontal alignment report to the civil plans for the project. K Values are shown on the civil plan & profile sheets.

6. **Pipe Materials Details and Design**
   § 125-14 requires a minimum diameter of 18" for road culverts, with 1-foot of vertical cover (to top of base), and be made of galvanized corrugated steel pipe, pipe arch, plate or reinforced concrete pipe. Please either modify to comply or provide additional justification (e.g., rate control) for the size and pip material proposed.
   - AEC reviewed flows for each lot and showed minimum culvert sizes for each driveway on the overall grading plan. AEC also updated flared end section and callouts to denote CMP pipe material.

7. **Cul-de-sac Drainage**
   Please add information to clearly detail the pavement and ditch conveyance drainage proposed at the cul-de-sac.
   - AEC added additional spot elevations around the cul-de-sac pavement to show pavement & ditch conveyance.

8. **Constructability and Inspection Points**
   Identify recommended inspection points consistent with Town code §125-15.
   - AEC added town inspection notes to page 3 of the civil plans.

9. **Glen Circle Terminus**
   Please revise plans to construct and sign for a legal turnaround at the terminus of Glen Circle. Additional modifications may be required to provide adequate access for the existing private driveway.
   - AEC added signage to page 3 of the civil plans. Signage includes "end of roadway" marker and a sign denoting "private property no outlet".

Stormwater – Requested Revisions and Clarifications

1. **Modeling reconciliation summary (HydroCAD vs WinSLAMM)**

   a. Please provide a reconciliation table that explicitly separates (i) on-site vs off-site drainage, and (ii) treated vs bypassed areas for each NR 151 standard being demonstrated.

      - AEC reviewed and we are matching the requirements for NR 151 under the current design modeling which includes off-site drainage areas. Note that off-site areas are modeled appropriately in the post construction model to split apart runoff in winslamm accounting

for water volume only. Providing this table would only show that we are exceeding the requirements further than we are.

b. Please verify the model is not combining directly connected impervious surfaces with pervious surfaces as discussed in EGAD# 3800-2025-20.B.24

- All stormwater areas within the project are going to be disconnected. All impervious surfaces will flow to some sort of green space, i.e. ditching, lawn, green space, prior to draining into the stormwater management facilities. All impervious surfaces are noted as disconnected or draining to a pervious surface within Winslamm as well.

c. Please add an exhibit that clearly labels:

1. HydroCAD subcatchment boundaries and IDs

- Hydrocad areas and boundaries are identified in the post development drainage map.

2. WinSLAMM land uses

- AEC revised the WINSLAMM modeling to coincide with the Hydrocad modeling areas which is shown on the post-development drainage map.

3. infiltration vs bypass drainage

- Infiltration vs. bypass drainage can be seen within the post development drainage map along with the hydrocad modeling.

4. the multiple outfall locations to compare pre- vs post-development peaks.

- AEC has noted these outfall locations to compare pre- vs post-development analysis.

2. Infiltration BMP details

a. Provide a representative infiltration basin cross section that includes: bottom elevation, scarification or over excavation notes, pretreatment interface, observation well, and construction protection measures. The civil plan includes a plan/profile view for the wet pond and infiltration basin, but we recommend additional detail to ensure proper construction.

- AEC added additional notes for filling of the infiltration basin, pretreatment interface, and construction protection measures.

b. Add plan notes detailing maintenance drawdown capability and pretreatment sizing/space allocation.

- AEC noted maintenance and drawdown capability option on page 8. Please advise if this is acceptable.

c. Add a details and plan notes showing clearly all outlet and overflows proposed – including conveyance between the sedimentation basin and the infiltration basin.

- AEC included callouts for piping between sediment basin and infiltration basin along with the overflow weir between basins.

3. **Post-construction Responsibility**

Please prepare a drafted Maintenance and Monitoring Agreement which includes:

a. Identification of the stormwater facilities and designation of the drainage area served by the facilities.

   - The stormwater facilities are shown within a labeled plan sheet which is attached to the stormwater maintenance agreement as an exhibit.

b. A schedule for regular maintenance of each aspect of the stormwater management system consistent with the stormwater management plan

   - See attached maintenance agreement.

c. Identification of the responsible party responsible for long term maintenance of the stormwater management practices identified in the stormwater management plan

   - See attached maintenance agreement.

d. Requirement that the party responsible shall maintain stormwater management practices in accordance with the defined schedule.

   - See attached maintenance agreement.

e. Authorization for the administering authority to access the property to conduct inspections and monitor the stormwater management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement.

   - See attached maintenance agreement.

f. A requirement that the administering authority maintain public records of the results of the site inspections, shall inform the party responsible for maintenance of the inspection results, and shall specifically indicate any corrective actions required to bring the stormwater management practice into proper working condition.

   - See attached maintenance agreement.

g. Agreement that the party responsible for long term maintenance of the stormwater management practices shall be notified by the administering authority of maintenance problems which require correction.

   - See attached maintenance agreement.

h. Authorization of the administering authority to perform the corrected actions identified in the inspection report if the party responsible does not make the required corrections at the specified time.

   - See attached maintenance agreement.

3. Infiltration performance metrics reported as volume

a. Revise infiltration reporting to volume-based metrics consistent with WDNR Guidance
   - AEC revised SWPPP to incorporate an acre-feet calculation for the infiltration volume vs. the runoff rate previously submitted. AEC left the CFS table in the SWPPP as well for reference.

b. Report the maximum ponding duration for CP#1
   - Printout for winslamm modeling has been updated to include all columns. Ponding duration for CP1 is shown in column 27.

Robert Jones

From: Scott Cerveny <scerveny@aec.engineering>
Sent: Sunday, February 1, 2026 8:58 PM
To: Robert Jones
Cc: Nathan Winston; Ben Peterson; jskaw@rlswi.com
Subject: RE: Glen Oaks Subdivision
Attachments: 25083 CIVIL PLAN SET 013026.pdf; 25083 - SWPPP - Updated 02.01.26.pdf; 25083 - Drainage Maps.pdf; 25083 Modeling Updated 02.01.26.pdf; 25083 - Glen Oaks - Maintenance Agreement - Updated 01.30.26.pdf

Hi Rob, see responses below along with updated digital docs attached for the civil updates. Note that we will only be printing off the items indicated in the previous email which are outlined below again for your reference. I am available on Monday as well if you have any other clarifications that are needed.

1. Preliminary Plat Documents (Will be sent to you digitally on Monday morning with those minor updates for confirmation)
2. Civil Plans (Updates attached to this email)
3. Drainage Report & Drainage Maps (Updates attached to this email, we will trim this down to only the applicable info when we print things off for the Town)
4. Maintenance Agreement (Updates attached to this email)

Let me know if you have any questions or need anything else.

Thank you,

Scott Cerveny
Senior Civil Designer
Project Manager
715.552.0330 Office
715.895.8213 Direct
715.697.3971 Mobile
www.aec.engineering

ADVANCED ENGINEERING CONCEPTS
1360 International Drive Eau Claire, WI 54701

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From: Robert Jones <rob.jones@cedarcorp.com>
Sent: Friday, January 30, 2026 2:00 PM
To: Scott Cerveny <scerveny@aec.engineering>
Subject: RE: Glen Oaks Subdivision

Hi Scott,

Following up from our Teams meeting on today – I know you were taking notes as well, but I wanted to pass along my running list of the items discussed. Please treat this as a quick checklist as you're turning revisions for the next packet.

<u>1/30 verbal discussion comments:</u>

1. Consider adding a sign detail for "end of roadway" signage.
    a. AEC has specified a specific sign per MUTCD.
2. Stormwater/drainage easement shown on Lot 9
    a. Drainage easement will be added to the south side of Lot 9 to account for offsite drainage on the preliminary plat.
3. Building setback callouts or inclusion in the legend
    a. Building setback & buildable area callout with "TYPICAL" on Lot 2 of the final plat which will be copied onto the Preliminary plat.
4. Replace preliminary plat "notes" with the notes included on the final plat submitted 1/28 (e.g., HOA and Exceptions to Design Standards)
    a. These notes on the preliminary plat will be swapped out with the notes shown on the final plat.
5. CMP culverts installed within the road ROW. HDPE around pond basins.
    a. AEC has modified the callouts on page 6 & page 8 to show CMP culverts across the road and HDPE around the ponds.
6. Add grading notes east of the basin to ensure direction and drainage on Lot 9
    a. AEC has added notes to page 8 to address comment.
7. Add notes addressing removal of vegetation/organic layer prior to filling the infiltration basin
    a. AEC has added note to page 8.
8. Address overflows shown in HydroCAD for ponds 6P and 7P
    a. HydroCAD areas for 6P and 7P have been updated to show ponding areas, modeled culvert outlets, and overflows with routing directed accordingly.
    b. Updated SWPPP w/ tables and modeling outputs have been provided as well.
9. Confirm outlet elevation assumptions in the WinSLAMM infiltration basin model
    a. Winslamm model has been updated to reflect Hydrocad. Outlet pipe from infiltration basin is 2' up from the bottom.
    b. Winslamm model was also updated to reflect offsite areas treatment to 1.0 vs. the 0.8 indicated in the previous modeling.
10. Verify infiltration rate basis (WDNR Tech Std 1002 testing or clarify engineered soil layer, as applicable)
    a. Infiltration rate was modified to 0.13 in/ hour as shown in the field tests completed. This is the most restrictive layer within 5' of the pond bottom.
11. Add a provision to the maintenance agreement requiring restoration of infiltration capacity if standing water persists beyond 72 hours
    a. AEC has updated the maintenance agreement as noted.
12. Modify drainage report summaries to reflect the 2R vs. 4R analysis and clearly describe the two distinct outlet routings for runoff leaving the site to the west
    a. Modeling has been updated to reflect these two different ultimate outlet locations. Existing & proposed was split apart in the modeling and put into tables within the SWPPP to show that everything works.

I will be available on Monday morning if you would like to walk through any of these before you begin printing.

Thanks for your efforts on this project.

Robert Jones
Design Engineer
Cedar Corporation
604 Wilson Avenue | Menomonie | WI | 54751
Office: 715-235-9081 | TF: 800-472-7372
rob.jones@cedarcorp.com
www.cedarcorp.com | LinkedIn | Facebook | Twitter

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MEMO

DATE:	January 5, 2026
TO:	Town of Troy Plan Commission
FROM:	Robert Jones
REGARDING:	Preliminary Plat – Glen Acres – PID 040-1159-80-200

1. Application Summary:

Terrain Inventory, LLC proposes a 9-lot, 2-outlot major subdivision on an approximately 33.56-acre parcel zoned Agricultural-Residential (AG-RES). The proposed layout would extend Glen Circle by approximately 880 feet, resulting in a total cul-de-sac length of roughly 1,900 feet from the existing public road system.

Proposed residential lots range in size from approximately 2.48 acres to 5.28 acres and would be served by the extended public Town road. The subdivision includes Outlot 1, a 3.24-acre stormwater management outlot, intended to serve the development, and Outlot 2, a 0.24-acre access outlot created to provide access to an adjacent existing residential property through the parent parcel.

2. Background:

The subject property is an approximately 33.56-acre parcel located at the terminus of Glen Circle and zoned AG-RES. The parcel is currently developed with a single residence and is served by Glen Circle. The Town's Comprehensive Plan identifies this area for continued residential use and depicts a potential future roadway corridor extending east from Glen Circle toward Skyline Drive across the southern portion of the property.

The Plan Commission conducted a concept review to provide feedback prior to formal preliminary plat submittal. Discussion focused on subdivision layout, preservation of rural character, internal road design, driveway access, stormwater management approach, and consistency with Town and County subdivision standards. Particular attention was given to the length of the proposed cul-de-sac, the number of lots served by the cul-de-sac bulb, shared driveway arrangements, and the presence of existing roadway and utility easements.

The Commission expressed general support for continued refinement of the proposal but identified several items requiring additional analysis prior to preliminary plat approval, including: investigation of the existing roadway easement and future road corridor, confirmation of compliance or need for exceptions related to cul-de-sac standards, evaluation of emergency access and serviceability, and clarification of stormwater outlot ownership and long-term maintenance responsibilities.

3. Preliminary Plat Submittals:

Pursuant to Town Code Chapter 135, approval of a preliminary plat requires submission and review of the following materials in addition to the preliminary plat map:

1. Developer's Agreement outlining responsibilities for public improvements, construction standards, inspection, timing, and financial guarantees.
2. Preliminary Plat prepared by a licensed surveyor showing lot lines, outlots, easements, road right-of-way, access points, and required certifications.
3. Road design and construction plans and schedule demonstrating compliance with Town roadway standards.
4. Stormwater calculations and management plans, including maintenance responsibilities and construction phasing.
5. Construction cost estimates and financial security, including a Letter of Credit or other acceptable surety.
6. Homeowners' Association bylaws and restrictive covenants addressing shared facilities, stormwater outlots, maintenance obligations, and enforceability.

4. Staff Review Comments:

Staff recommend that the Plan Commission specifically consider the following items prior to any approvals:

1. **Final Engineering Review**
   Final review and written approval by the Town Engineer of all roadway design, drainage, stormwater management, and erosion control plans.
2. **Driveway Locations and Shared Access**
   a. Proposed driveway locations shall be shown on a revised version of the preliminary plat.
   b. If any lots are served by a shared driveway, an executed and recorded shared driveway agreement shall be provided, and the shared portion shall be constructed and paved with the roadway improvements.
3. **Stormwater Outlot Ownership and Maintenance (Outlot 1)**
   The applicant has clarified that Outlot 1 will be owned exclusively by a Homeowners' Association (HOA) comprised of Lots 1–9, rather than individual undivided fractional interests. The Developer's Agreement and Stormwater Management Plan propose that the HOA shall be responsible for long-term ownership, operation, maintenance, and oversight of all stormwater facilities. Prior to final plat approval, recordable HOA bylaws, restrictive covenants, and a stormwater maintenance plan consistent with NR 151 shall be submitted and approved.
4. **Outlot 2 Access and Easements**
   Finalization and recording of all easements and access provisions affecting Outlot 2, including clear documentation of ownership and long-term maintenance responsibilities.
5. **Chapter 135-7 Compliance (AG-RES Major Subdivision)**
   The preliminary plat shall be revised to demonstrate compliance with minimum lot area requirements, noting that Lot 5 is currently shown at approximately 2.48 acres, by either:
   a. Implementing a compliant cluster subdivision design with designated open space and HOA management; or
   b. Adjusting lot boundaries so all residential lots meet or exceed the 2.50-acre minimum.
6. **Permits and Utility Approvals**
   Submission of all required state, county, and utility permits and approvals prior to construction,

including Wisconsin DNR NOI coverage and written utility (NSP Electrical Transmission) crossing approvals.

7. **Developer's Agreement and Financial Security**
   Execution of a Developer's Agreement including construction cost estimates, construction schedule, financial security (Letter of Credit), and HOA bylaws and covenants detailing outlot ownership and long-term maintenance obligations.
8. **Glen Circle Right-of-Way (South of Outlot 1)**
   The Plan Commission may consider whether additional improvements – such as a turnaround, or extension of the road to the property boundary – are warranted to support public access, emergency response, or future roadway connectivity.

5. Exceptions to Design Standards:

§135-12.C: Criteria used in considering requests for exceptions to design standards shall include but not be limited to:

a. Consistency of proposed exceptions to design standards with policies underlying the subdivision standards of this Article and other relevant policies and ordinances of the Town.
b. Effect of proposed exceptions to design standards on surrounding property values.
c. Effect of proposed exceptions to design standards on the neighborhood, pedestrian and vehicular traffic and general safety of Town residents.
d. Mitigating topographic features of specific area in which the exception is requested, measured against policies and requirements of this Article.
e. Where conveyance of land for public purposes will result in otherwise substandard lots.

1. **Lots fronting on the Cul-de-Sac**
   The preliminary plat proposes six (6) parcels served by a single cul-de-sac, consisting of five new lots and one existing parcel accessed via Outlot 2. Chapter 135 generally limits the number of lots over 2.5 acres served by a cul-de-sac to four (4) when a 220-foot front setback is used. No formal exception request or justification has been submitted for this standard.

2. **Requested Exception – Roadway Side Slopes**
   The applicant has requested an exception to allow 3:1 roadway side slopes along approximately 340 linear feet of roadway (Stations 0+60 to 4+00) to minimize grading impacts and remain within right-of-way limits. This request is eligible for consideration under §135-12(B).

6. Possible Motion to Approve:

The Plan Commission, having considered the criteria for granting exception to design standards, finds that the Preliminary Plat of Glen Oaks conforms with all applicable program requirements in chapter 135 and chapter 125 therefore recommends to the Town Board approval of the preliminary plat with the following contingencies:

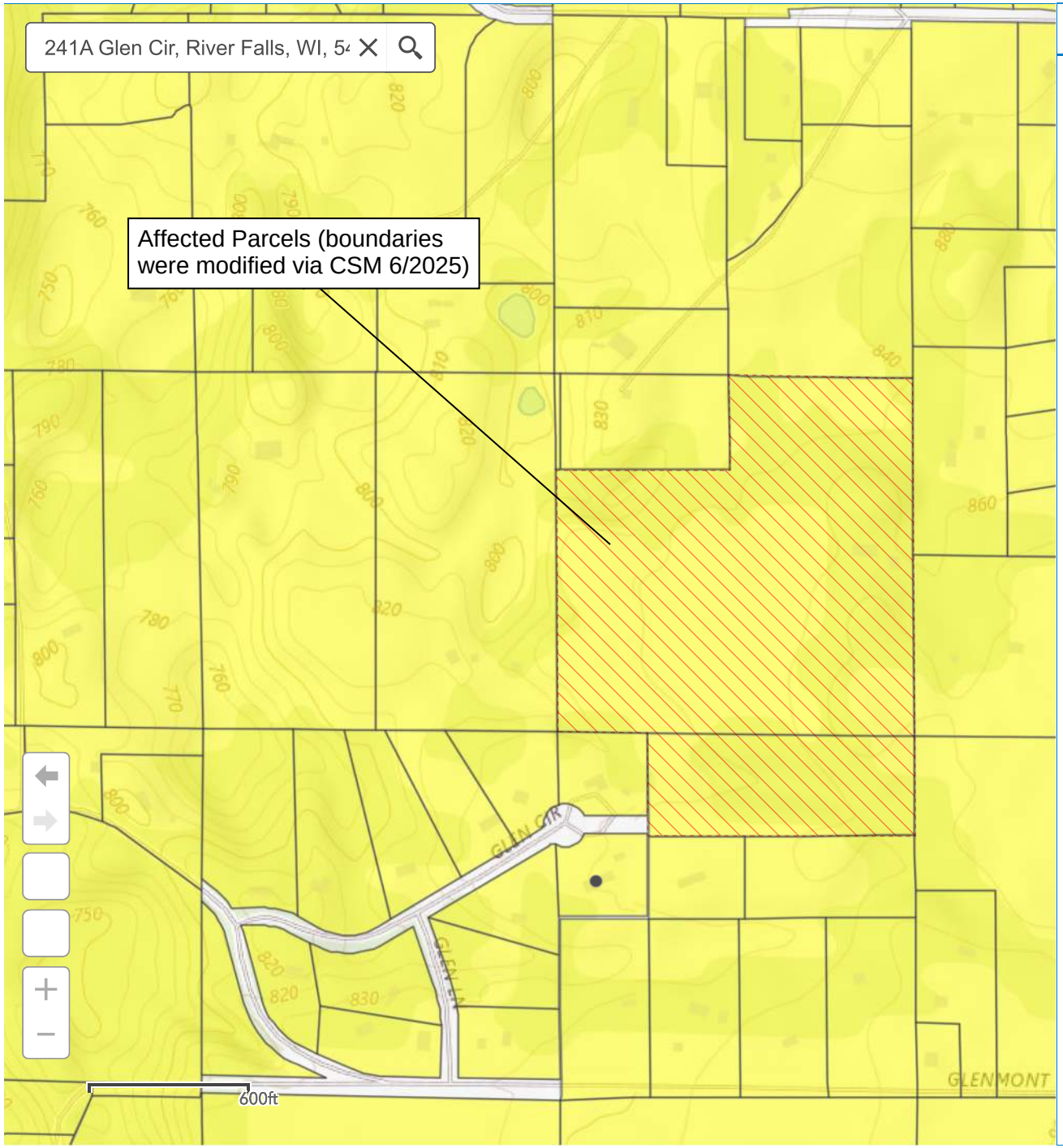
1. The Applicant revise all affected documents to address the staff conditions #1-8 outlined in the Plan Commission memo dated January 5, 2026.
2. Town staff shall review and approve final or executed versions of the following documents:
    a. Developer's Agreement
    b. Construction Schedule
    c. Financial surety amount and form
    d. Homeowner's Association Bylaws
    e. Declaration of Covenants, Conditions, Restrictions and Easements
3. The Town Chairperson and Clerk/Treasurer are authorized to certify Town approval on the final recorded documents following staff approval.

7. Possible Motion to Table:

I move that the Plan Commission table consideration of the Glen Oaks Preliminary Plat to allow the applicant additional time to revise the plat and supporting documents to address lot size compliance, cul-de-sac service limitations, stormwater outlot ownership and maintenance documentation, further development of the Developer's Agreement, and time to address the final engineering comments on the road construction plans and stormwater management documents.

Zoning Districts

Town of Troy



Legend

Conservation Easements

LECR Overlay

Parcel Boundaries

Zoning 2024

- Ag-Residential
- Traditional Residential
- Agricultural
- Traditional Commercial
- General Retail and Service Commrecial
- ETZ Boundary
- Conservation
- ROW

St. Croix County, WI

Aerial Photo

Created by: null

Potential Corridors

Town of Troy

St. Croix County

Map 4-3

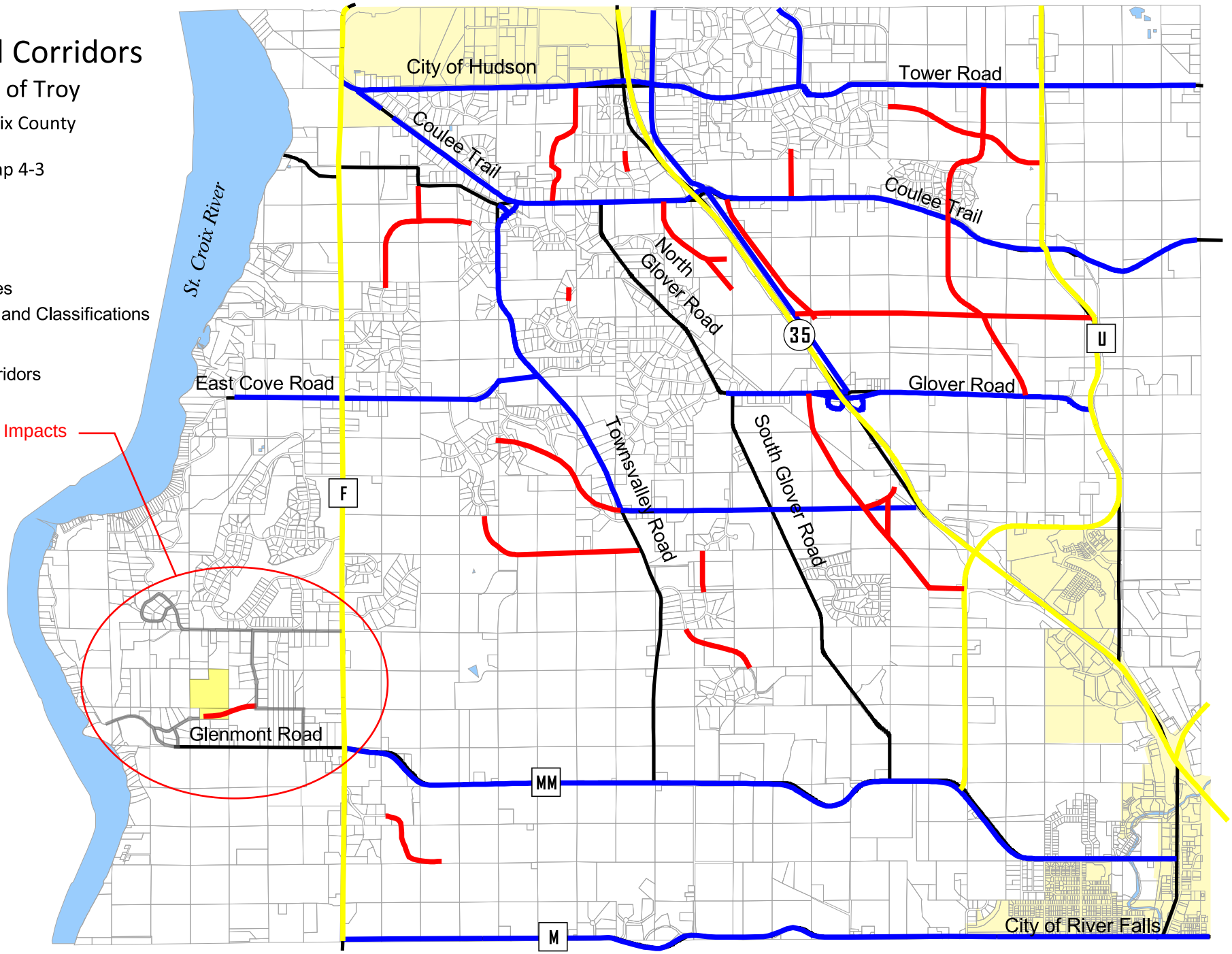
Legend

- Parcels
- Open Water
- Adjacent Cities

Potential Corridors and Classifications

- Arterial
- Collector
- Potential Corridors

Potential Corridor Impacts



0 2500 5000 7500 Feet

Source: Town of Troy Transportation Plan and Cedar Corporation

CERTIFIED SURVEY MAP

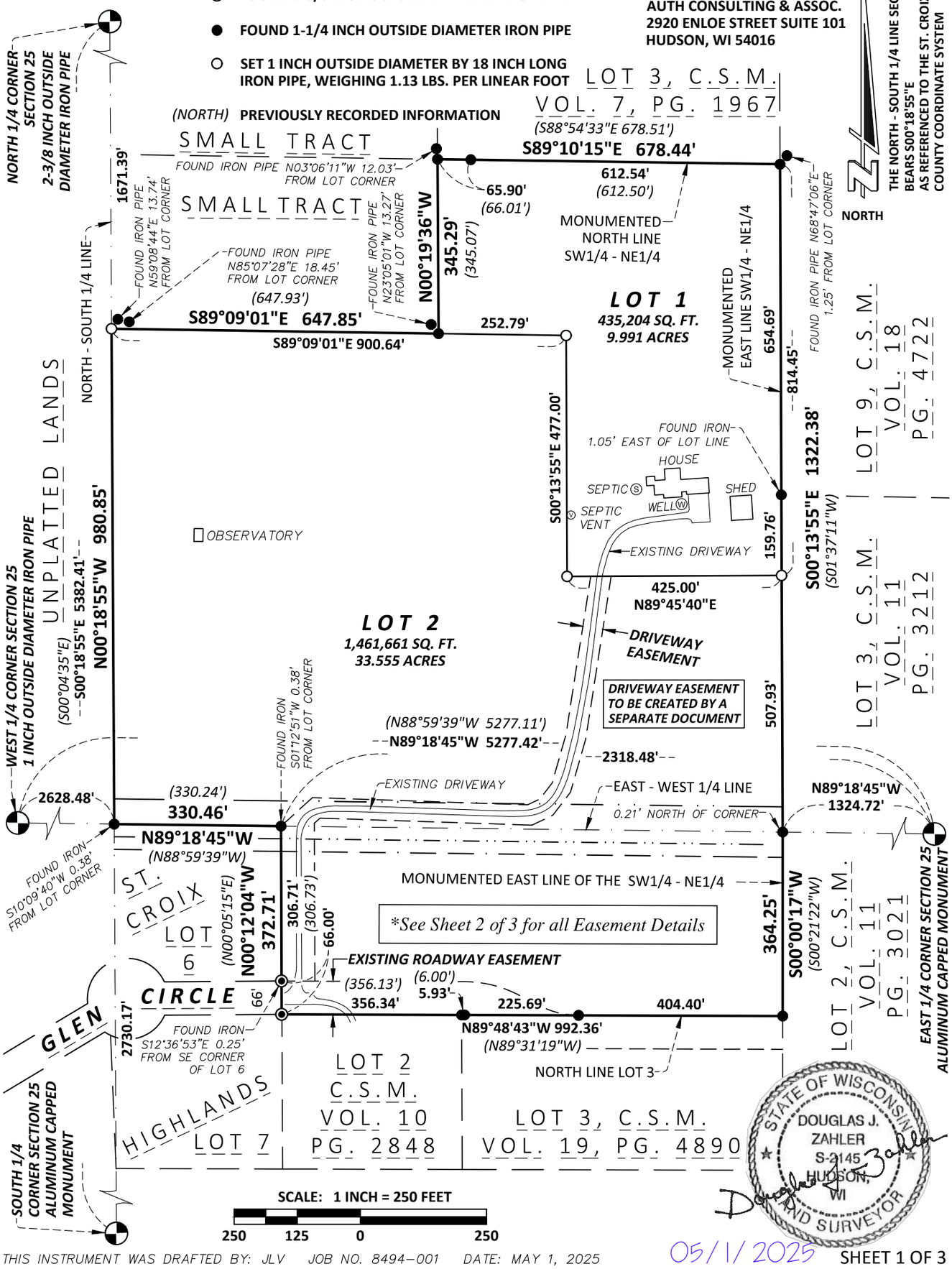
LOCATED IN PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER AND PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 28 NORTH, RANGE 20 WEST, TOWN OF TROY, ST. CROIX COUNTY, WISCONSIN; INCLUDING PART OF LOT 1, CERTIFIED SURVEY MAP, VOLUME 7, PAGE 1939, DOCUMENT NUMBER 434446.

PREPARED FOR:
PAM & EVAN BALLARD
241A GLEN CIRCLE
RIVER FALLS, WI 54022

LEGEND

- FOUND COUNTY SECTION CORNER MONUMENT, AS NOTED
- FOUND 2-3/8 INCH OUTSIDE DIAMETER IRON PIPE
- FOUND 1-1/4 INCH OUTSIDE DIAMETER IRON PIPE
- SET 1 INCH OUTSIDE DIAMETER BY 18 INCH LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
- (NORTH) PREVIOUSLY RECORDED INFORMATION

SURVEYOR:
DOUGLAS J. ZAHLER
AUTH CONSULTING & ASSOC.
2920 ENLOE STREET SUITE 101
HUDSON, WI 54016



THIS INSTRUMENT WAS DRAFTED BY: JLV JOB NO. 8494-001 DATE: MAY 1, 2025

05/1/2025

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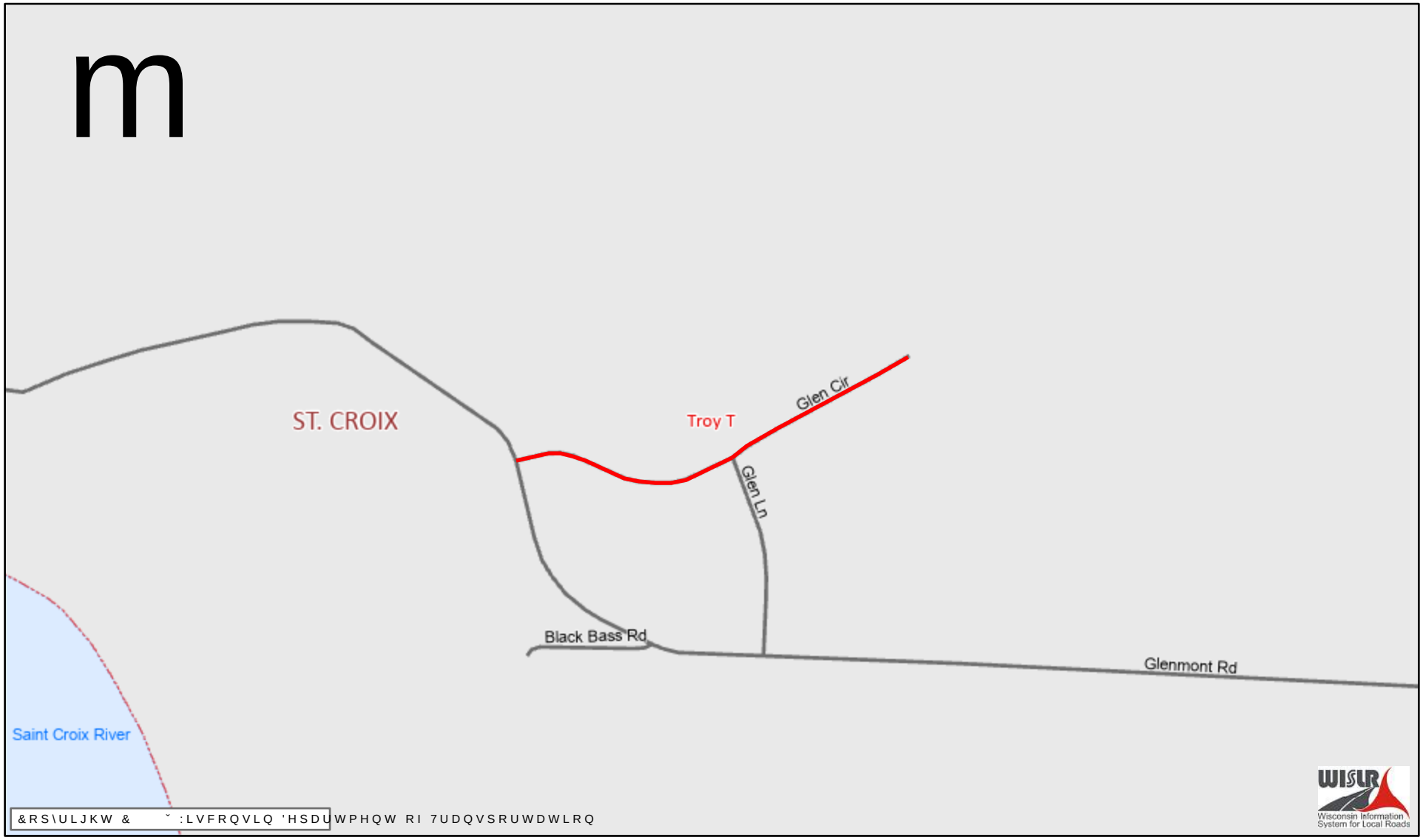

7KH LQIRUPDWLRQ FRQWDLQHG LQ WKLV GDWD VHW DQG LQIRUPDWLRQ SURGXFHG IURP WKLV GDWDVHW ZHUH FUHDWHG IRU WKH RIILFLDO XVH RI WKH :LVFRQVLQ 'H
$Q\ RWKHU XVH ZKLOH QRW SURKLELWHG LV WKH VROH UHVSRQVLELOLW\ RI WKH XVHU :LV'27 H[SUHVVO\ GLVFODLPV DOO OLDEOLOLW\ DQG UHVSRQVLELOLWLHV RI XVH R
IRU RWKHU WKDQ RIILFLDO :LV'27 EXVLQHVV 0DS FUHDWHG RQ -XQH ˜ ˘ NP

1R 'DWD

/RFDO 5RDGV &LWLHV &RXQWLHV

0XQLFLSDO /RFDO 5RDGV &RXQWLHV

/DNHV &RXQWLHV