



156 East First Street  
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**October 26, 2016**

**TO ALL PLAN COMMISSION MEMBERS:**

<b>Fred Horne</b>	<b>Ron Volkert</b>
<b>Jim Zajkowski</b>	<b>David Wilford</b>
<b>Mike Kastens</b>	<b>Kyle Hinrichs</b>
<b>MaryKay Rice</b>	<b>Sarah Skinner (ex officio)</b>

**This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, November 1, 2016 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, City of New Richmond, WI.**

**AGENDA:**

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the Minutes of the Previous Meeting, October 18, 2016**
- 4. Extra-Territorial Certified Survey Map from George & Betty Schmit**
- 5. Communications and Miscellaneous**
- 6. Adjournment**

**Fred Horne  
Mayor**

**cc:**

**The News  
Mike Darrow  
Bob Meyer  
Jim VanderWyst  
Steve Skinner**

**Northwest Cable  
Nick Vivian  
Tom Rickard  
Craig Yehlik**

**City Website  
Mike Demulling  
Dan Licht  
Beth Thompson**

PLAN COMMISSION MEETING  
OCTOBER 18, 2016 - 5:00 P.M.

Members Present: Fred Horne, Ron Volkert, Mike Kastens, Jim Zajkowski, David Wilford and MaryKay Rice

Members Absent: Kyle Hinrichs and Sarah Skinner (ex-officio)

Others Present: Beth Thompson, Tanya Batchelor, Jordan Johnson, Shawn and Mila Cooper

Fred Horne called the meeting to order and roll call was taken.

Jim Zajkowski moved to adopt the agenda as presented, seconded by Mike Kastens and carried.

Mike Kastens moved to approve the minutes of the previous meeting on October 4, 2016, seconded by MaryKay Rice and carried.

**Site Plan and Storm Water Application from Cooper Motors LLC/New Richmond Auto Mall**

Beth Thompson explained the site plan application from Cooper Motors LLC. The Comprehensive Plan guides this area for commercial use. There is no access to this lot off Knowles Avenue, access will be from Hatfield Court. They are constructing a 6,080 square foot building. They don't have quite enough parking on their site, but with a cross parking easement recorded with the property, they will have sufficient parking. Utility easements were changed from 12 feet to 10 feet off the property lines. An agreement from our City Attorney was put together to be recorded regarding the utility easements. There will also be a letter of credit required for the landscaping to guarantee the landscaping for two years. Discussion followed. MaryKay Rice moved to approve the Site Plan and Storm water Application from Cooper Motors LLC/New Richmond Auto Mall with the following conditions:

1. The developer shall provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30.
2. The developer shall record a joint parking easement on the subject site and abutting site.
3. A photometric lighting plan illustrating the illumination pattern and intensity of proposed exterior lighting must be submitted and must comply with Section 121-51 of the Zoning Ordinance.
4. All signs shall comply with Section 121-44 of the Zoning Ordinance at the time a permit is issued for their construction on the property.
5. The developer shall record the agreement between the City of New Richmond and New Richmond Land Holdings, LLC regarding the change in utility easements.

Motion was seconded by Jim Zajkowski and carried.

Mike Kastens moved to adjourn the meeting, seconded by beth Jim Zajkowski and carried.

Meeting adjourned at 5:12 p.m.

Tanya Batchelor  
City Clerk



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Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 20 October 2016

RE: New Richmond – Schmit ETZ

TPC FILE: 164.02

## BACKGROUND

- The George W. Schmit and Betty L. Schmit Trust is proposing to subdivide a 35 acre parcel located at 1661 County Road K, which is at the southeast quadrant of the intersection of County Road K and 170<sup>th</sup> Street within the Town of Erin Prairie. The proposed Certified Survey Map would create a 5.002 acre parcel that includes an existing single family dwelling and two detached accessory buildings. The subject site is within 1.5 miles of the boundary of the City of New Richmond and subject to the provisions for extra territorial zoning established by Section 121-35 of the Zoning Ordinance. The application is subject to review by the Plan Commission and approval of the City Council.

### Exhibits:

- A. Site location
- B. Certified Survey Map

## ANALYSIS

**Existing Use.** The 35 acre subject site is currently developed with a single family dwelling and two detached accessory buildings located in the northwest corner of the parcel adjacent to a large wetland, grassland, and stands of trees. The balance of the subject site is in use for agricultural cultivation and pasture.

**Comprehensive Plan.** The City of New Richmond Comprehensive Plan guides the subject site for future low density residential land uses anticipating territorial expansion of the City with extension of municipal sanitary sewer and water utilities. Subdivision of the existing single family dwelling and detached accessory buildings from the agricultural portions of the subject site is consistent with the Comprehensive Plan provided that the approximate 30 acre parcel remains in agricultural use until such time as utilities are extended.

**Access.** The subject site only has frontage to County Road K. County Road K is designated by the City's Transportation Plan as a Minor Arterial roadway. The subject site has one existing driveway to the rural residential portion of the site and there is a field access at the northeast corner of the subject site. Access to County Road K is subject to approval of St. Croix County, but we recommend that no additional driveways be allowed as a condition of approval of the CSM to preserve traffic flow and management on County Road K.

**ETZ.** Section 121-35 of the Zoning Ordinance establishes the City's requirements and procedures for subdivision of parcels within 1.5 miles of the City's boundaries. Section 121-35.D.1 of the Zoning Ordinance states that no subdivision of a parcel with an area less than 35 acres within the ETZ area is to be approved unless one of three exceptions are met. Section 121-35.D.2 allows for subdivision of one parcel into two parcels, one of which is less than 35 acres in area, if the City determines the land division will assist and assure continuation of agricultural use. The agricultural use is essentially to be an interim land use until the property is incorporated and utilities extended to allow for development at urban densities as guided by the Comprehensive Plan.

The proposed lot shown on the CSM includes the existing single family dwelling and detached accessory buildings, while generally following the physical boundaries of the wetland, grassland, and stands of trees separating the developed portion of the property from that used for agricultural purposes. Subdividing the subject site to separate the developed rural residential use and agricultural use will allow for a continuation of both uses in the future. The proposed subdivision is consistent with the intent of Section 121-35.D.2 of the Zoning Ordinance to allow subdivisions within extra territorial areas only when it provides for continuation of agricultural use. The City will require a deed restriction be recorded on both parcels resulting from the subdivision prohibiting further subdivision or development of additional residential uses until such time as the properties have access to municipal sanitary sewer and water utilities.

## **RECOMMENDATION**

The Development Review Committee (DRC) discussed the ETZ subdivision application at a meeting on 19 October 2016. The proposed CSM complies with Section 121-35.D.2 of the Zoning Ordinance for subdivision of one parcel into two parcels, one of which is less than 35 acres in area, based on a finding that the land division will assist and assure continuation of agricultural use. The DRC recommends approval of the application.

## POSSIBLE ACTIONS

- A. Motion to **approve** a CSM for subdivision of a parcel in accordance with Section 121-35 of the Zoning Ordinance subject to the following condition:
  - 1. A deed restriction shall be recorded on both parcels described by the CSM prohibiting:
    - a. Further subdivision or development of additional residential uses until such time as the properties have access to municipal sanitary sewer and water utilities.
    - b. Construction of more than one (1) driveway to each parcel accessing County Road K.
- B. Motion to **deny** an application for subdivision by CSM based on a finding that the request is not consistent with the Comprehensive Plan, does not comply with Section 121-35 of the Zoning Ordinance, and that the land involved in the subdivision is unsuitable for the proposed development.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director



NEW RICHMOND  
33

34

K

5

4

0 200 400 600ft

DISCLAIMER: This map is not guaranteed to be accurate and the user assumes all responsibility for any errors or omissions drawn are the responsibility of the user.



# CERTIFIED SURVEY MAP

PART OF THE NORTHWEST QUARTER OF THE  
FRACTIONAL NORTHEAST QUARTER OF SECTION 5,  
TOWNSHIP 30 NORTH, RANGE 17 WEST, TOWN OF  
ERIN PRAIRIE, ST. CROIX COUNTY, WISCONSIN

## DESCRIPTION

Part of Northwest quarter of the Fractional Northeast quarter of Section 5, Township 30 North, Range 17 West, Town of Erin Prairie, St. Croix County, Wisconsin; more particularly described as follows:  
Beginning at the North quarter corner of said Section 5, thence S89°53'11"E, along the north line of the fractional Northeast quarter of said Section a distance of 491.36 feet; thence S02°09'52"W, a distance of 599.39 feet; thence N74°57'16"W, a distance of 151.97 feet; thence N38°11'32"W, a distance of 183.01 feet; thence N52°31'20"W, a distance of 268.85 feet to the north-south quarter line of said Section; thence N01°01'47"E, along said line, a distance of 253.11 feet to the point of beginning. The described parcel contains 217,867 square feet, (5.002 acres), and is subject to easements of record and as shown.

## SURVEYOR'S CERTIFICATE

I, Joel A. Brandt, Professional Land Surveyor, hereby certify: That I have Surveyed, Divided, and Mapped the above described parcel of land in full compliance with the provisions of Chapter 236.34 of the Wisconsin State Statutes, along with the provisions of St. Croix County in surveying, dividing and mapping the same and in compliance with Chapter AE-7 of the Wisconsin Administrative Code "Minimum Standards for Property Surveys". That such map is a correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made, and was done by the direction of Betty Schmit.

\_\_\_\_\_  
Joel A. Brandt, P.L.S. S-2603  
JB SURVEYING LLC  
Dated: October 12, 2016.

CERTIFICATE OF COUNTY TREASURER  
STATE OF WISCONSIN )  
COUNTY OF ST. CROIX ) SS

I, \_\_\_\_\_, the duly elected, qualified and acting treasurer of the County of St. Croix, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting the lands of this Certified Survey Map.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

# CERTIFIED SURVEY MAP

PART OF THE NORTHWEST QUARTER OF THE  
FRACTIONAL NORTHEAST QUARTER OF SECTION 5,  
TOWNSHIP 30 NORTH, RANGE 17 WEST, TOWN OF  
ERIN PRAIRIE, ST. CROIX COUNTY, WISCONSIN

## Common Council Approval Certificate

Resolved, that this Certified Survey Map in the Extraterritorial Limits of the City of New Richmond, Schmit Family Trust, owner, is hereby approved by the common council.

\_\_\_\_\_  
Fred Horne, Mayor

\_\_\_\_\_  
Date

## Clerk's Certificate

I hereby certify that the forgoing is a copy of a resolution adopted by the common council of the City of New Richmond.

\_\_\_\_\_  
Tanya Batchelor, Clerk

\_\_\_\_\_  
Date