



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

August 31, 2016

TO ALL PLAN COMMISSION MEMBERS:

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

This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, September 6, 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, August 23, 2016**
- 4. Department of Transportation Presentation - Jug Handle Concept**
- 5. Public Hearing**
 - a. A Petition for Annexation from Jeff Moberg for property located at 1428 Highway 64, New Richmond, Wisconsin and described as: Sec 30 T31N R17W 1.38 Acres. Commencing at the intersection of the north right-of-way of the highway with the west line of the SE ¼ of the SW ¼ section 30. Thence north along the west line 300 feet, thence east parallel with said right-of-way line 200 feet, thence south 300 feet to said right-of-way line, thence west 200 feet to the point of beginning.**
- 6. Action on Public Hearing Agenda**
- 7. Certified Survey Map from City of New Richmond for East Fourth Street**
- 8. Possible Vacation of a Portion of East Fourth Street**
- 9. Communications and Miscellaneous**
- 10. Adjournment**

Fred Horne
Mayor

cc:

The News
Nick Vivian
Tom Rickard
Craig Yehlik

Northwest Cable
Mike Demulling
Dan Licht
Beth Thompson

City Website
Bob Meyer
Jim VanderWyst
Steve Skinner

PLAN COMMISSION MEETING
AUGUST 23, 2016 - 5:00 P.M.

Members Present: Ron Volkert, Mike Kastens, Jim Zajkowski, David Wilford, MaryKay Rice, Kyle Hinrichs and Sarah Skinner (ex-officio)

Members Absent: Fred Horne

Others Present: Dan Licht, Beth Thompson, Tanya Batchelor, Noah Wiedenfeld, Jim & Sharon Beebe, Brian & Jodie Young, Denny & Evie Bakken, Julia Rajtar, John Beebe, Jack Beebe, Trever Winberg, Wayne Tubbs, Cathy Longtin, Matt Hieb, Gene Heath, Kevin Morris, Rene Claassen, Kristi Rogers, Maybelle Hall, Angie Miller, Todd Zwiefelhofer and Curt Thomassen.

Jim Zajkowski called the meeting to order and roll call was taken.

Mike Kastens moved to adopt the agenda as presented, seconded by MaryKay Rice and carried.

Kyle Hinrichs moved to approve the minutes of the previous meeting on July 7, 2016, seconded by Mike Kastens and carried.

Certified Survey Map From City of New Richmond

Dan Licht explained that this CSM defines the road right-of-way necessary for the extension of Dorset Lane. Discussion followed. Kyle Hinrichs moved to approve the Certified Survey Map as presented, seconded by David Wilford, and carried.

Certified Survey Map From Federal Foam

Dan Licht explained the CSM provides for a 50 foot wide right-of-way to be dedicated to the public for Heritage Drive from the south line to the north line of the site. To complete the connection of Heritage Drive from Paperjack Drive, additional right-of-way is needed from the abutting undeveloped property to the north. Staff is discussing this with that owner as a separate action. Discussion followed. Mike Kastens moved to approve the Certified Survey Map from Federal Foam with the following condition: The developer shall submit a cross parking easement to be recorded on Lots 2 and 3 establishing a joint parking arrangement for the number of off-street parking stalls required by the Zoning Ordinance. Motion was seconded by Kyle Hinrichs and carried.

Site Plan and Storm Water Review for ESR

Dan Licht explained the site plan for ESR. Discussion followed. The Comprehensive Plan guides this area for industrial land use so this use complies. The Development Review Committee has approved the site plan 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 site plan shall be revised to provide a pedestrian ramp to the west of the crosswalk within the parking area.
3. All grading, drainage and utility issues shall be subject to review and approval of the Public Works Director.
4. All utility issues are subject to review and approval of the Public Works Director, including (but not limited to) the following:

- a. When mechanical design is completed, identify the size and location of water and sewer utilities entering the building.

MaryKay Rice moved to approve the Site Plan and Storm Water Review for ESR with the conditions listed above, seconded by Kyle Hinrichs and carried.

Jim Zajkowski declared the Public Hearing open to discuss the following:

- a. Application for Conditional Use Permit from Bakken-Young Properties to allow the operation of a funeral home in an area zoned Z4 General Urban District and multiple principle buildings within one lot. Property is located just south of 644 South Knowles Avenue and described as ALL THAT PRT OUTLOT 175 LYING S OF LN COM ON W LINE SD OUTLOT AT A PT 170.5 FT S OF NW COR THEREOF, TH E 136 FT, S 60 FT, E 257 FT EXC W 6 FT FOR HWY.

Dan Licht explained that there is currently a single family home with a large open lot below. The use of this area for a funeral home is consistent with the zoning and is allowed with a Conditional Use Permit. The single family home will stay on the lot and requires a Conditional Use Permit to allow multiple principal buildings on one lot. There will be an easement recorded for the driveway to the funeral home. Considerable discussion followed. Jim Zajkowski declared the Public Hearing Closed. Kyle Hinrichs moved to approve the Conditional Use Permit for Bakken-Young subject to 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. An ingress/egress easement allowing access to the subject site (as well as the school property) over the Cemetery Association (City property) shall be drafted and recorded with each of the involved properties, subject to review and approval of City staff.
3. All signs shall be subject to the requirements of Section 121-44 in effect at the time a permit is issued.
4. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.
5. All utility issues are subject to review and approval of the Public Works Director

Motion was seconded by Mike Kastens and carried.

Jim Zajkowski declared the Public Hearing open to discuss the following:

- b. Amendment of Section 121-44 of the Zoning Ordinance regulating signs.

Dan Licht explained the process used for the sign ordinance update and reviewed highlighted changes including electronic signs, temporary signs, and special signs. There was considerable discussion regarding temporary signs and the length of time these should be permitted. Jim Zajkowski declared the Public Hearing closed. Ron Volkert moved to table this item, seconded by Kyle Hinrichs and carried.

MaryKay Rice moved to adjourn the meeting, seconded by Kyle Hinrichs and carried.

Meeting adjourned at 5:45 p.m.

Tanya Batchelor
City Clerk



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: August 31, 2016

RE: Jug Handle Concept

Background

City Staff and DOT have been working together, in cooperation with property owners in the STH 64 corridor over the last two years to modify and refine the DOT's planned future "Jug Handle" intersection at STH 64 and N 4th Street/Wall Street. City staff and DOT will present the proposed Jug Handle Concept to the Plan Commission for discussion. The concept will be presented to the City Council at the September work session. Any formal action in the future would be in the form of a change to the City Official Right-of-Way map and would require a public hearing at a future Plan Commission meeting.

Recommendation

No action is requested at this time.



3601 Thurston Avenue N, Suite 100
Anoka, MN 55303
Phone: 763.231.5840
Facsimile: 763.427.0520
TPC@PlanningCo.com

MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 31 August 2016

RE: New Richmond - Moberg Annexation

TPC FILE: 164.01

BACKGROUND

Mr. Jeffery Moberg has filed a petition to annex 1.38 acres from Stanton Township to the City of New Richmond. The subject site is located on the north side of TH 64 east of the terminus of Noble Road. The subject site is bounded on the west, north, and east by parcels within the City of New Richmond. The subject site is currently vacant (with the single family dwelling and detached accessory building having been demolished). The petition for annexation is subject to review by the Plan Commission at a public hearing on 6 September 2016, approval of the City Council, and approval of the State of Wisconsin.

Exhibits:

- A. Site Location
- B. Highway 64/65 Corridor Land Use Plan

ANALYSIS

Comprehensive Plan. The Highway 64/65 Corridor Land Use Plan guides the subject site and surrounding parcels on the north side of TH 64 for future commercial uses. The annexation is being petition to facilitate a potential development project involving the 36.38 acre parcel to the north and east of the subject site. The annexation petition is consistent with the Comprehensive Plan to facilitate commercial development within the TH 64 corridor.

Zoning. The Zoning Ordinance is silent on the zoning designation for newly annexed parcels. In approving the annexation petition, the City may designate the appropriate zoning to be applied to the subject site. The parcels to the west, north, and east of the subjects site are zoned Z3 District, which allows for development of a range of retail, service, and office commercial uses consistent with the land uses guided by the Comprehensive Plan. In approving the annexation petition, the City Council is to include designation of the subject site as being zoned Z3 District.

Surrounding Land Uses. The subject site is surrounded by the following existing and planned land uses. Annexation of the subject site will allow for orderly development of compatible land uses in this area consistent with the Comprehensive Plan.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial/Park	Z3 District	Agriculture
East	Commercial	Z3	Agriculture
South	--	--	TH 64
West	Commercial	Z3 District	Auto Repair

Streets. The subject site currently has direct access to TH 64. Development of the subject site (in conjunction with development of the abutting 36.38 acre parcel) will require extension of Noble Road and removal of the direct access to TH 64.

Utilities. The City has water and sanitary sewer utilities available to the property at the terminus of Noble Road. The public service capacity exists for development of uses allowed within the Z3 District consistent with the Comprehensive Plan.

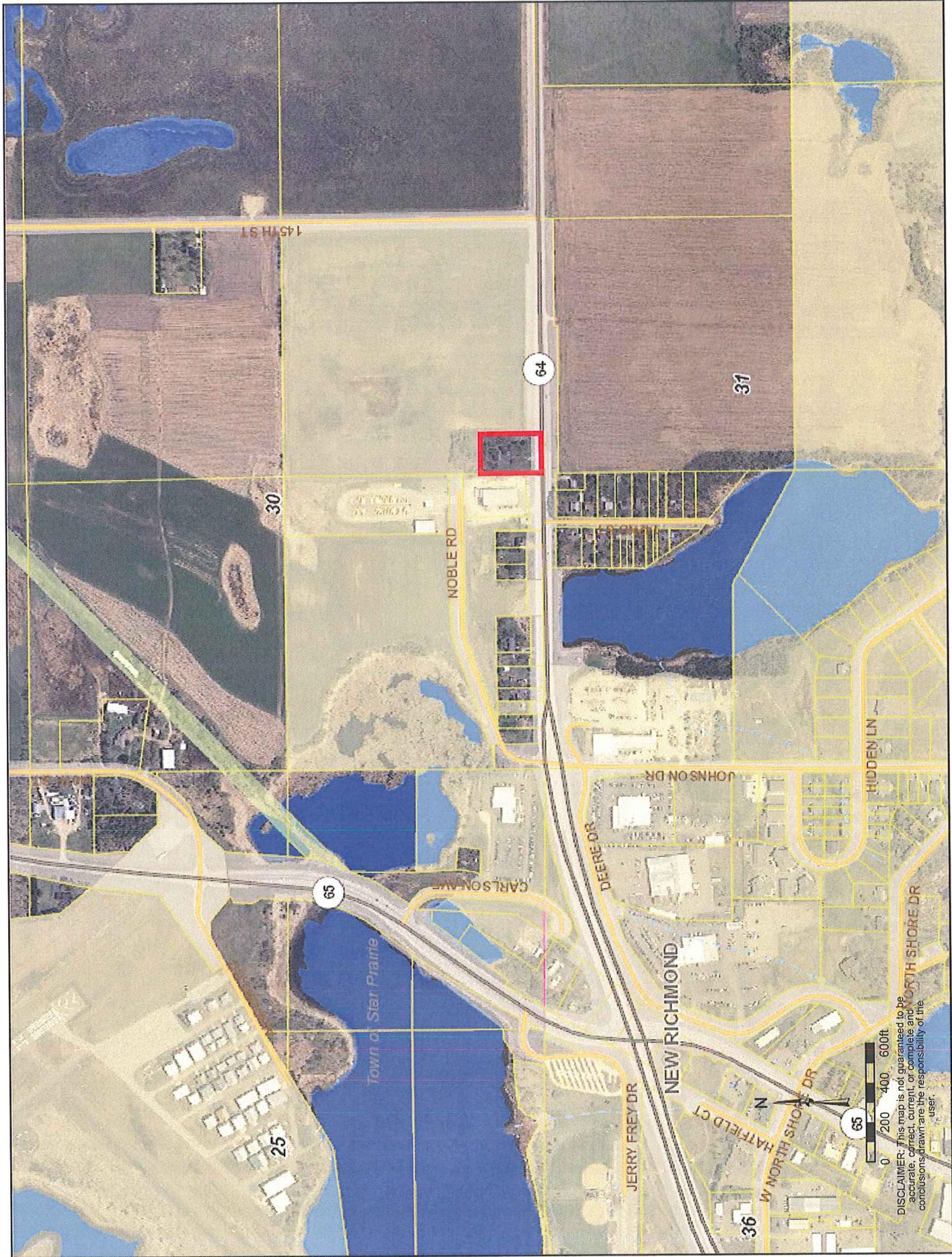
RECOMMENDATION

The petition for annexation is consistent with the City’s policies for orderly development of urban land uses served by public street and utility infrastructure. The DRC discussed the petition at their meeting on 31 August 2016 and recommends approval of the petition and designation of the subject site as zoned Z3 District.

POSSIBLE ACTIONS

- A. Motion to recommend City Council **approval** of an annexation petition by Jeffery Moberg and designation of the property as zoned Z3 District.
- B. Motion to recommend the City Council **deny** the application based on a finding that the request is inconsistent with the policies of the Comprehensive Plan.
- C. Motion to **table**.

- c. Michael Darrow, City Administrator
Jeremiah Wendt, Public Works Director
Sarah Skinner, Building Inspector
Tanya Batchelor, City Clerk



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DISCLAIMER: This map is not guaranteed to be accurate, current, complete and conclusions drawn at user's responsibility of the user.

Highway 64/65 Corridor Land Use & Thoroughfares

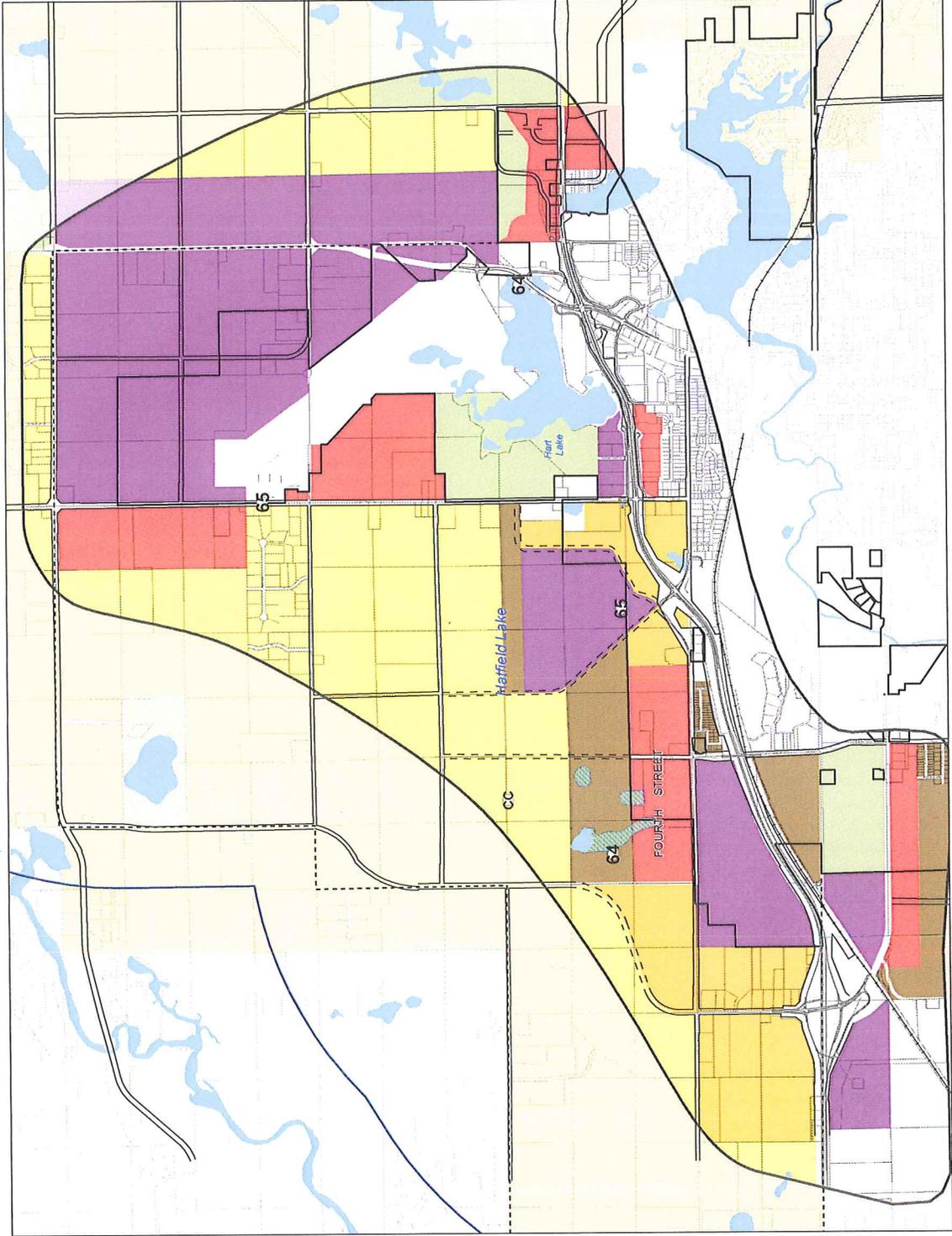
City of New Richmond, Wisconsin
February 5, 2013

EXPLANATION Land Use Proposed 2013

- Parks/Conservation
- Low Density Residential
- Medium Density Residential
- Mixed Use Commercial
- Mixed Use Commercial
- Mixed Use Industrial

Thoroughfares

- Existing
- Future
- City Limits
- Future City Limits
- ETZ Boundary (1.5 miles)
- Highway 64 Corridor
- Surface Water
- Wetland





PETITION FOR ANNEXATION

PURSUANT TO SECTION 66.0217(2) WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

We, the undersigned, constituting all of the owners of the real property, and all of the electors residing in, the following territory of the town(s) of STANTON, St. Croix County, Wisconsin, lying contiguous to the City of New Richmond to annex the territory described below and shown on the attached scale map to the City of New Richmond, St. Croix, Wisconsin: (Please attach description)

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

Signature of Petitioners	Date	Owner/Elector	Tax ID Number
¹ Jeffrey Moberg	6/24/16	Jeffrey Moberg	036-1074-70-000

ADDITIONAL INFORMATION NEEDED

Approximate Value: Land \$ 5500.00 Improvements \$ 0.00

Tax ID 036-1074-70-000 Annual Town Property Taxes \$ 2972.04

Number of Electors 1

Present Land Use: Undeveloped 100 % Commercial % Industrial %
Residential % Recreational %

Anticipated Land Use: Commercial 100 % Industrial %
Residential % Recreational %

Nature of land use adjacent to this property:

In the City? Agriculture, Repair Shop, Bus Garage

In the Town? Agriculture across ROAD

Application must be submitted to the Clerk at least four weeks prior to the Plan Commission meeting. Application must include a metes and bounds description of the property to be annexed and a scale map of the area.

Normally meetings are held on the first Tuesday of the month at 5:00 p.m., but may be rescheduled.

Public Hearing is required. Requires a Class II Notice – Published 2 times at least 10 days before the meeting.

Plan Commission will make a recommendation to the Common Council. Then the Common Council will make the final decision at the next Council meeting.

I CERTIFY THAT I HAVE PAID THE \$250.00 NON-REFUNDABLE FILING FEE THAT WAS RECEIPTED AS # 63370 DATED 8/8/16.

Check to Department of Administration for \$ 400⁰⁰



WISCONSIN DEPARTMENT OF
ADMINISTRATION

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY

Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: wimunicipalboundaryreview@wi.gov
Web: <http://doa.wi.gov/municipalboundaryreview/>

August 29, 2016

PETITION FILE NO. 13965

TANYA TEIGEL, CLERK
CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND, WI 54017-1802

SHARON BALCEREK, CLERK
TOWN OF STANTON
2245 COUNTY RD T
DEER PARK, WI 54007

Subject: JEFFREY MOBERG ANNEXATION

The proposed annexation submitted to our office on August 11, 2016, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF NEW RICHMOND**.

Note: The location of the territory being annexed must be further described by 1/4 section reference, and the metes and bounds description of the territory must commence from a monumented corner of the 1/4 section in which the territory lies.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13965**

Mail these documents to:

Wisconsin Department of Administration,
Municipal Boundary Review
PO Box 1645
Madison WI 53701-1645

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2032>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



3601 Thurston Avenue N, Suite 100
Anoka, MN 55303
Phone: 763.231.5840
Facsimile: 763.427.0520
TPC@PlanningCo.com

MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 31 August 2016

RE: New Richmond – East 4th Street; CSM

TPC FILE: 164.01

BACKGROUND

The City of New Richmond has prepared a Certified Survey Map (CSM) to provide for vacation of public right-of-way and for a portion of East 4th Street west of Oak Avenue and consolidation of lots under common ownership bisected by the public right-of-way. The public right-of-way to be vacated in conjunction with the CSM abuts property owned by the City of New Richmond and developed with the New Richmond Area Centre ice arena to the south and a small remnant parcel to the north. The right-of-way is used as and functions like an off-street parking area. The CSM is subject to review by the Plan Commission and approval of the City Council, in accordance with Section 117-20 of the Subdivision Ordinance. The City Council is also required to hold a public hearing to consider vacation of the public right-of-way, which it will do concurrent with consideration of the Plan Commission recommendation regarding the CSM.

Exhibits:

- A. Site Location
- B. Certified Survey Map

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for intuitional uses. The proposed CSM and vacation of East 4th Street right-of-way will provide consolidation of City owned parcels and relate use of the right-of-way as off-street parking for the New Richmond Area Centre uses. The proposed CSM and vacation is consistent with the Comprehensive Plan.

Zoning. The subject site is zoned Z5 Traditional Neighborhood District. The Z5 District does not specifically allow for the New Richmond Area Centre community center and indoor recreation uses making them legal non-conformities. As legal non-conformities, the use can continue as it exists but cannot be expanded. The proposed CSM and vacation of right-of-way for East 4th Street does not expand the nonconforming use. Furthermore, the existing New Richmond Area Centre is an important community facility appropriate for this location. City staff will include in the next Zoning Ordinance amendment language making public/quasi-public community centers and indoor recreation facilities a permitted use in the Z5 District.

Surrounding Uses. The subject site is surrounded by the existing and planned land uses shown in the table below. The existing use of the subject site will not change as a result of the CSM and proposed vacation of East 4th Street right-of-way. The CSM and proposed vacation will allow for the ability to install additional screening of the properties to the north as may be determined to be necessary in operating the New Richmond Area Centre.

Direction	Land Use Plan	Zoning Map	Existing Use
North	LD Residential	Z5 District	Single Family
East	LD Residential	Z5 District	Single Family
South	LD Residential	Z5 District	Single Family
West	Institutional	Z5 District	Community Center

Right-of-Way. The proposed CSM and vacation of East 4th Street right-of-way for consolidation of two lots owned by the City of New Richmond into a single parcel. The public right-of-way currently functions as an off-street parking area, does not provide access to any other properties, or connect Oak Avenue as a through street to other public rights-of-way. As such, the East 4th Street right-of-way serves no public purpose as a right-of-way and vacation is appropriate.

Lot Requirements. Table 8 of the Zoning Ordinance establishes minimum requirements for lots within the Z5 District. The minimum lot width requirement is 80 feet and the subject site will comply with this requirement upon approval of the CSM with 295 feet of frontage to Oak Avenue. Lot coverage within the Z5 District is limited to 40 percent as a legal non-conforming condition predating the establishment of the current requirement.

Setbacks. Setbacks applicable to the subject site are established by Table 8 of the Zoning Ordinance. The only setback affected by the proposed CSM is the required 20 foot secondary front yard setback required along the existing East 4th Street right-of-way line. Vacation of the right-of-way will eliminate the non-conforming encroachment of the ice arena building into this setback with the area north of the building now being defined as a side yard subject to a 5 foot setback, which the building complies with.

Easements. The proposed CSM must identify drainage and utility easements at the perimeter of the proposed lot as required by Section 117-41.C.1 including 10 feet abutting public rights-of-way and five feet along side lot lines. Drainage and utility easements must also be recorded

over any in-place utilities within the existing East 4th Street right-of-way to be vacated. All drainage and utility easements are to be subject to review and approval of the Public Works Director.

RECOMMENDATION

The Development Review Committee consider the CSM and vacation at their meeting on 31 August 2016 and recommends approval subject to the conditions outlined below.

POSSIBLE MOTIONS

- A. Motion to **approve** a CSM for the City of New Richmond, subject to the following conditions:
 - 1. The proposed CSM shall identify drainage and utility easements at the perimeter of the lot as required by Section 117-41.C.1 and over any in-place utilities within the existing East 4th Street right-of-way to be vacated, subject to review and approval of the Public Works Director.
 - B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and/or Subdivision Ordinance.
 - C. Motion to **table** for further discussion.
- c. Mike Darrow, City Administrator
Tanya Batchelor, City Clerk
Jeremiah Wendt, Public Works Director
Sarah Skinner, Building Inspector

RIGHT-OF-WAY TO BE VACATED

A parcel of land located in part of the fractional NW1/4 of Section 2, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; being Fourth Street and part of the public right-of-way lying between the south 16 feet of Outlot 100 and Outlot 102 of the Outlot Map of the City of New Richmond; described as follows:

Commencing at the W1/4 Corner of said Section 2; thence S89°48'33"E; along the east - west 1/4 line, 1909.65 feet; thence N00°31'32"E 1697.79 feet to the NE Corner of Outlot 91 of the Outlot Map of the City of New Richmond; thence S00°31'32"W, along the west right-of-way line of Oak Avenue, 151.83 feet to the SE Corner of Outlot 90 of said Outlot Map, being the point of beginning; thence continuing S00°31'32"W, along said west line, 50.00 feet to the north line of Outlot 101 of said Outlot Map; thence S89°59'54"W, along said north line, 457.56 feet to the east line of Lot 1 of Certified Survey Map recorded in Volume 25, Page 5841, Document Number 952479; thence N00°34'21"W, along said east line, 66.00 feet to the westerly extension of the north line of a parcel of land recorded in Volume 515, Page 535, Document Number 323848; thence N89°59'54"E, along said westerly extension, 33.14 feet to the west line of said parcel; thence S00°12'06"W, along said west line, 16.00 feet to the south line of said parcel; thence N89°59'54"E, along said south line and the south line of a parcel of land recorded in Volume 515, Page 534, Document Number 323847, 425.60 feet to the point of beginning. Described parcel contains 0.54 acres (23,431 Sq. Ft.).

Parcel is subject to all easements, restrictions, and covenants of record.

August 26, 2016



LOT 1

LOT 2

S STARR AVE

STARR AVE

CENTER RD

RILEY AVE

OAK AVE S

PARK AVE S

ROUNDS AVE S

E 3RD ST

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DISCLAIMER: This map is for informational purposes only. It does not constitute a legal description of any property. For more information, please contact the local government office.

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