

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

April 1, 2016

TO ALL PLAN COMMISSION MEMBERS:

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

This is to notify you that there is a Plan Commission meeting scheduled for Thursday, April 7, 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, March 1, 2016**
- 4. Certified Survey Map from Dorset Investments, Inc.**
- 5. Communications and Miscellaneous**
- 6. Adjournment**

**Fred Horne,
Mayor**

cc:

The News	Northwest Cable	City Website
Nick Vivian	Mike Demulling	Bob Meyer
Tom Rickard	Dan Licht	Jim VanderWyst
Mark Samelstad	Beth Thompson	Steve Skinner
Nancy Petersen		

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

PLAN COMMISSION MEETING
MARCH 1, 2016 - 5:00 P.M.

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

Members Absent: Jane Hansen

Others Present: Beth Thompson, Tanya Reigel, Dan Licht, Noah Wiedenfeld, Ray Rivard, Steve Massey, Tom Nirmaier, Chad Derrick, Jim & Sharron Beebe, and Brian & Jody Young.

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

MaryKay Rice moved to adopt the agenda as presented, seconded by Kyle Hinrichs and carried.

Kyle Hinrichs moved to approve the minutes of the previous meeting on February 4, 2016, seconded by David Wilford and carried.

Public Hearing

Fred Horne declared the Public Hearing open to discuss the following:

- a) Application for a Conditional Use Permit from Westfield's Hospital and Clinic to allow expansion of an existing hospital within a Z3 District. Property is located at 535 Hospital Road and described as SEC 3 T30N R18W PT SW NW; BEING PT CSM 12/3486; NKA CSM 25-5788 LOT 1 (23.188AC)

Dan Licht, City Planning Consultant, explained that Westfield's will begin a remodeling project that includes revising 4,000 square feet, revising the MRI center and adding 1,500 square feet where they had a little garden previously. They may also enclose the ambulance bay. The Comprehensive Plan shows this area as hospital use. The use is allowed but requires a Conditional Use Permit. There is no additional impact to surrounding properties. Any changes to the exterior of the building must be similar to the existing exterior including exterior lighting and landscaping. Discussion followed.

- b) Text Amendments to Chapter 121 of the City Zoning Ordinance, copies of which are on file and available in the office of the City Clerk

Dan Licht, City Planning Consultant, explained the following text amendments that staff is recommending approving at this time:

- 1) Driveways – Administrative approvals for more than one driveway per property or increase in width. Also, increase allowed driveway for commercial uses from 24 to 26 feet.
- 2) Lot line adjustments - transfer land between abutting properties where no new lots are created and there is an exemption per State Statute 236.45(2)(am)3 will require administrative review for conformance with minimum lot requirements
- 3) Zoning ordinance definitions – include columbarium with definition of cemeteries (allowed in Z1, Z2, Z3, Z4 and Z6 districts; and include crematoriums within definition of funeral home as a related and incidental use (allowed in Z1, Z2, Z3, Z4 and Z6 districts)
- 4) Create administrative process for approval of minor expansions/modifications limited to modifications that do not expand traffic, employees, building area by more than 20 percent such as WITC and Westfield's Hospital applications
- 5) Add "Public Park" to Table 3; City Parks allowed as a permitted use and parks for other governmental jurisdictions as a conditional use.
- 6) Trash enclosure – specify that a gate is required
- 7) Wastewater Treatment Facility buffer zone – Wisconsin Statutes establishes a 500 foot setback for all lots and buildings from the Wastewater Treatment Facility
- 8) Residential dwellings – prohibit use of garages, tents, accessory buildings or motor homes as a residential dwelling

- 9) Temporary Structures – allow use of temporary structures as construction office or interim space during construction, a building permit must be issued for the permanent principal use or expansion, the use is limited to nine months from approval or 30 days after Certificate of Occupancy is issued, must comply with applicable setbacks and provide access/off-street parking.
- 10) Landscaping – eliminate the requirement for either a hedge row or decorative fence between public right-of-way and off-street parking since inconsistent installation of plantings and/or walls creates undesirable streetscape and could interfere with snow storage or removal.

Considerable discussion followed. David Wilford suggested having a limit for item #4 so businesses would not be able to increase by 20% more than once every two years.

The Public Hearing was declared closed.

Action on Public Hearing Agenda

Kyle Hinrichs moved to approve a conditional use permit amendment for Westfields Hospital, subject to the following conditions:

1. Any changes to the exterior of the building will need to have an exterior finish consistent with that of the existing principal building and the building materials must comply with Section 121-49.G.3 of the Zoning Ordinance.
2. The developer will need to provide additional information as to the total number of hospital beds and medical exam rooms and offices to allow for a review of the off-street parking provided on site, which is to be subject to review and approval by the Zoning Administrator.
3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
4. Any utility issues are subject to review and approval of the Public Works Director.

Motion was seconded by Fred Horne and carried.

Kyle Hinrichs moved to recommend adoption of the draft ordinance amending the City Code, Subdivision Ordinance and Zoning Ordinance with the additional language “administrative approvals of an expansion would only be allowed once every two years”, seconded by David Wilford and carried.

Certified Survey Map from Dorset Investments, Inc.

Dan Licht explained the location of this CSM on the corner of West Richmond Way and Knowles Avenue. The CSM is shifting the lot lines a little to allow reasonable development.

Ron Volkert moved to recommend City Council approval of a CSM for Dorset Investments II, LLC subject to the following conditions:

- 1 All public right-of-way, trail, sidewalk and drainage and utility easement are subject to review and approval of the Public Works Director.
2. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
3. All utility issues are subject to review and approval of the Public Works Director.
4. Installation of street trees required by Section 117-40.B of the Subdivision Ordinance shall be deferred and is to be made a condition of the site plan review approval.

Motion was seconded by David Wilford and carried.

Review Board of Appeals Decisions From 2015

One of the Plan Commission members requested to review the Board of Appeals decisions from 2015. Nick Vivian, City Attorney, drafted a memo stating that by statute, the Plan Commission and Board of Appeals serve vastly different functions and neither body has review authority over the other. There was no further discussion.

Sign Ordinance Update

Noah Wiedenfeld, Management Analyst, explained that three meetings are scheduled in the Civic Center Council Chambers for public input on the sign ordinance update as follows:

March 8th from 7:30 to 8:30 a.m.

March 9th from 12:00 to 1:00 p.m.

March 10th from 5:00 to 6:00 p.m.

There will also be an online form for the public to submit written comments. Comments will be presented to the Plan Commission at a future meeting.

Willow River Bluffs

City Staff created a map of the Willow River Bluffs Subdivision designating approximately 29 acres as a conservation easement with a trail easement around the entire property. There is still 35 acres of developable land. Nick Vivian will create a legal document for the Conservation and Trail Easement after City Council approval. If the Plan Commission approves this easement, then it will go to City Council for approval. Kyle Hinrichs moved to approve the Conservation and Trail Easement and proceed to the City Council, seconded by MaryKay Rice and carried.

Communications & Miscellaneous

Fred Horne welcomed Mike Kastens as a new Plan Commission member.

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

Meeting adjourned at 5:37 p.m.



Tanya Reigel
City Clerk



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: Daniel Licht, AICP

DATE: 31 March 2016

RE: New Richmond – Dorset Investments II, LLC; Revised CSM

TPC FILE: 164.01

BACKGROUND

Dorset Investments II, LLC owns Lots 7 and 12 at the southeast corner of Knowles Avenue (TH 65) and East Richmond Way. The developer had submitted a certified survey map (CSM) to adjust the common lot line between the two parcels that included dedication of right-of-way for extension of Dorset Lane from existing Lot 12. The initial CSM provided 25 feet of right-of-way for the west half of Dorset Lane extended south of its current terminus. The east 25 feet of right-of-way for extension of Dorset Lane will need to be acquired from the abutting property owner and a public street constructed in place of what is currently a private driveway and parking lot.

After the proposed CSM was approved by the City Council at their meeting on 14 March 2016, the property owner identified that Lot 13 established by the CSM is not wide enough between Knowles Avenue and Dorset Lane to accommodate the planned principal building. The approved CSM has not yet been recorded and the property owner has submitted a revised CSM to address this issue. CSMs are processed in accordance with Section 117-20 of the Subdivision Ordinance and require review by the Plan Commission and approval of the City Council. The Planning Commission will consider the revised CSM at a special meeting on 7 April 2016.

To provide a wider building envelope to accommodate the planned principal building on proposed Lot 13, the right-of-way to be dedicated from the subject site for extension of Dorset Lane will be reduced to 23 feet; 27 feet of right-of-way will thus need to be acquired from the abutting parcel to provide the 50 feet width required for public streets. This change also has the effect of minimizing the “S” curve that would be constructed in extending Dorset Lane, which is positive from a design standpoint.

EXHIBITS

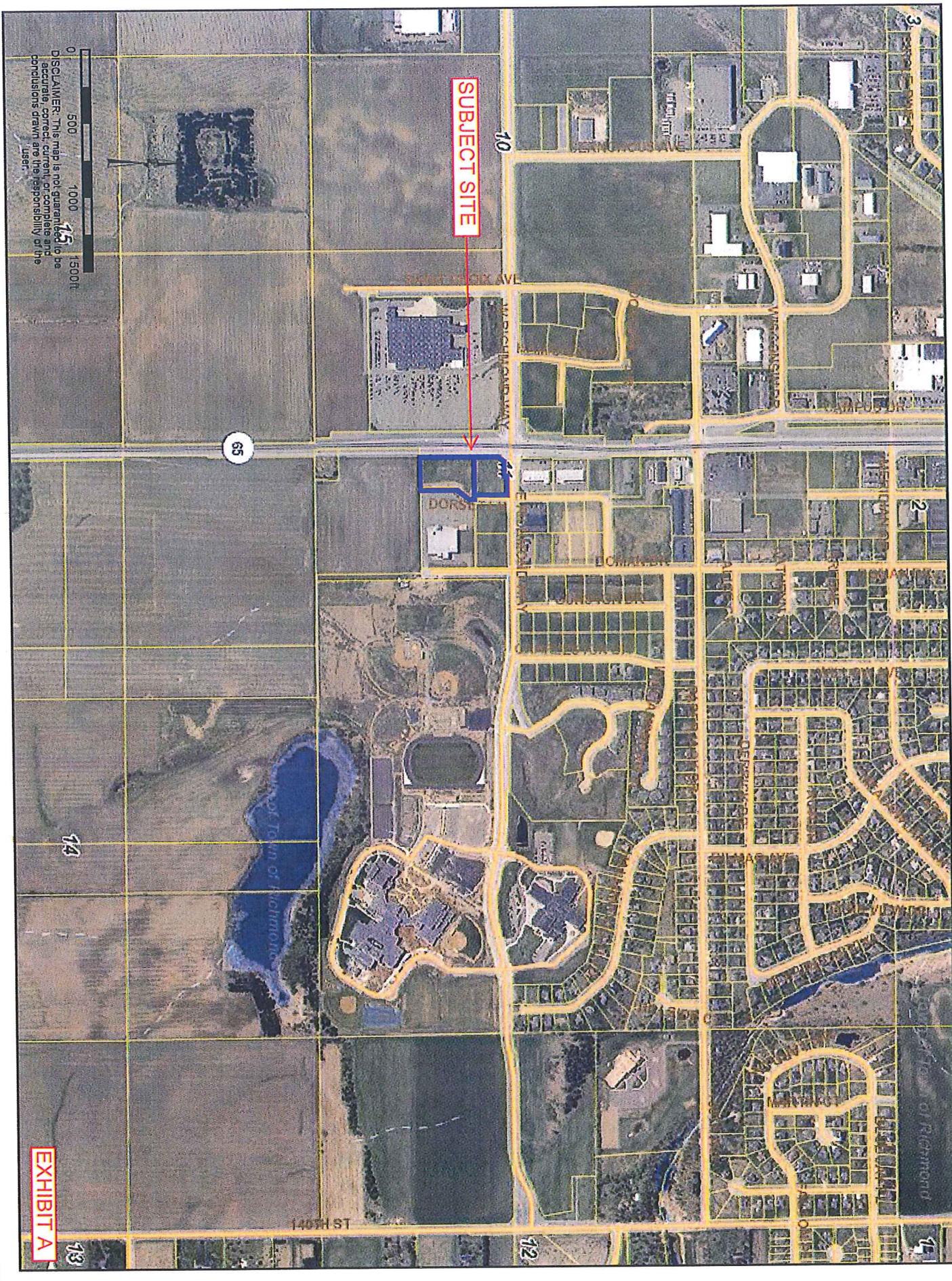
- A. Site Location
- B. Certified Survey Map

RECOMMENDATION

City staff recommends approval of the revised CSM submitted by Dorset Investments II, LLC, subject to the conditions outlined below.

POSSIBLE MOTIONS

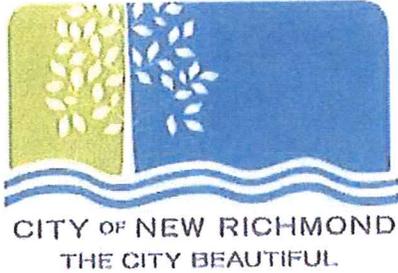
- A. Motion to **approve** a CSM for Dorset Investments II, LLC subject to the following conditions:
 - 1. All public right-of-way, trail, sidewalk and drainage and utility easements are subject to review and approval of the Public Works Director.
 - 2. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
 - 3. All utility issues are subject to review and approval of the Public Works Director.
 - 4. Installation of street trees required by Section 117-40.B of the Subdivision Ordinance shall be deferred and is to be made a condition of the site plan review approval.
- 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 Reigel, City Clerk
Jeremiah Wendt, Public Works Director
Sarah Skinner, Building Inspector



SUBJECT SITE

0 500 1000 1500ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the conclusions drawn are the responsibility of the user.

EXHIBIT A



City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117 & 121
www.newrichmondwi.gov

- | | | |
|---|----------|--------------------|
| <input type="checkbox"/> SITE PLAN/STORM WATER REVIEW FEE: | \$250.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> CONCEPT PLAN FEE: | \$150.00 | ESCROW: \$1,500.00 |
| <input checked="" type="checkbox"/> CERTIFIED SURVEY MAP FEE: | \$200.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> AMENDED CERTIFIED SURVEY FEE: | \$200.00 | ESCROW: \$1,500.00 |

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Dorset Investments, II, LLC
Last name: Robson First name: David
Address: 836 Minnesota St. City/State/Zip: Bayport, MN 55003
Phone number: 651-248-0390 Email address: drobson@bantara.net

2. Applicant Information: (if different from above)

Company name: same
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

xxx Richmond Way PID#261-1216-28-066 & 261-1216-28-085

4. Zoning Designation: _____

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

Lot line adjustment between 2 existing Lots in two different CSM's

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: 

Date: 3/31/16

Applicant: _____

Date: _____

Fee Paid: _____

Date: _____

Receipt # _____

Escrow Paid: _____

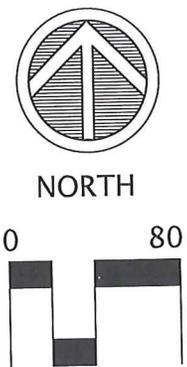
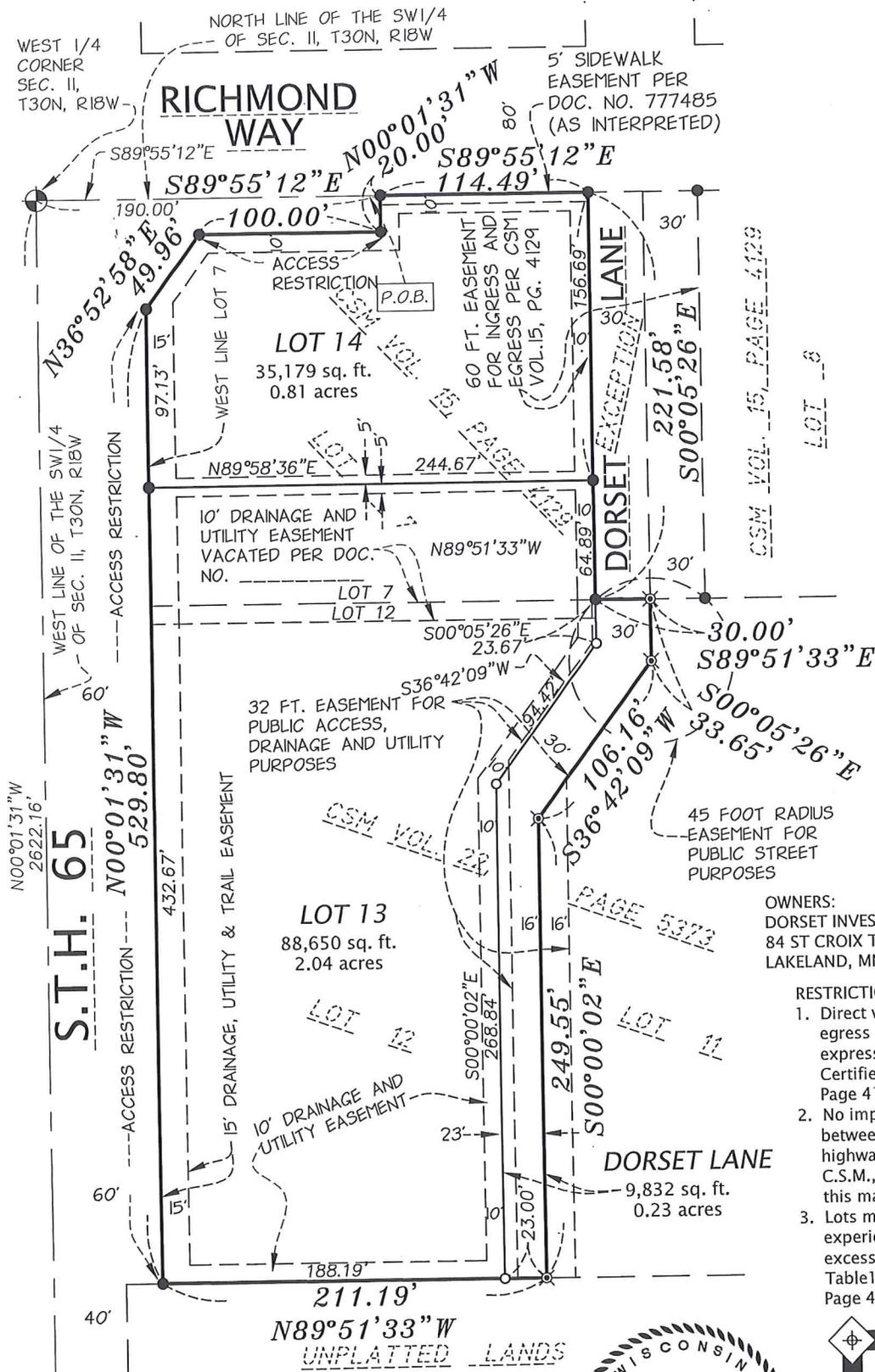
Date: _____

Receipt # _____

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

CERTIFIED SURVEY MAP

Located in the Northwest Quarter of the Southwest Quarter of Section 11, Township 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin.



NORTH

BEARINGS ARE REFERENCED TO THE WEST LINE OF LOT 7, CSM V. 15, P.4129 WHICH IS ASSUMED TO BEAR S00°01'31"E.

OWNERS:
 DORSET INVESTMENTS, II, LLC
 84 ST CROIX TRAIL S
 LAKELAND, MN 55043

- RESTRICTIONS
1. Direct vehicular ingress or egress to S.T.H. 65 is expressly restricted per Certified Survey Map, Vol. 15, Page 4129.
 2. No improvements allowed between right-of-way line and highway setback line per C.S.M., Vol. 15, Page 4129 and this map.
 3. Lots mapped herein may experience noise levels in excess of S. TRANS 405.04, Table 1 per C.S.M., Vol.15, Page 4129.

- LEGEND
- DENOTES 3.25 INCH ALUMINUM ST. CROIX CO. MONUMENT UNLESS OTHERWISE INDICATED.
 - DENOTES FOUND 5/8" REBAR
 - DENOTES SET 1" O.D. X 24" IRON PIPE WEIGHING 1.68 LBS PER LINEAR FOOT
 - ⊗ DENOTES SET P.K. SURVEY NAIL
 - DENOTES 10 FOOT WIDE DRAINAGE AND UTILITY EASEMENT UNLESS OTHERWISE INDICATED



THIS INSTRUMENT WAS DRAFTED BY DANIEL L. THURMES

Suite 1
 6750 Stillwater Blvd. N.
 Stillwater, MN 55082
 Phone 651.275.8969
 Fax 651.275.8976
 dan@cssurvey.net

CORNERSTONE
 LAND SURVEYING, INC
 SHEET 1 OF 2 SHEETS

SW CORNER SEC. 11, T30N, R18W

S.T.H. 65

WEST 1/4 CORNER SEC. 11, T30N, R18W

WEST LINE OF THE SW1/4 OF SEC. 11, T30N, R18W

RICHMOND WAY

DORSET LANE

UNPLATTED LANDS

CERTIFIED SURVEY MAP

Located in the Northwest Quarter of the Southwest Quarter of Section 11, Township 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin.

I, Daniel L. Thurmes, Professional Land Surveyor, hereby certify that I surveyed, divided and mapped part of Northwest Quarter of the Southwest Quarter of Section 11, Township 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin, described as follows:

That part of Lot 7 of Certified Survey Map, Volume 15, Page 4129 and Lot 12 of Certified Survey Map, Volume 22, Page 5373 the property is more particularly described as follows: COMMENCING at the West 1/4 corner of said Section 11; thence on an assumed bearing of South 89 degrees 55 minutes 12 seconds East along the north line of the SW1/4 of said Section 11 a distance of 190.00 feet to the POINT OF BEGINNING; thence continuing South 89 degrees 55 minutes 12 seconds East a distance of 114.49 feet; thence South 00 degrees 05 minutes 26 seconds East a distance of 221.58 feet; thence South 89 degrees 51 minutes 33 seconds East a distance of 30.00 feet; thence South 00 degrees 05 minutes 26 seconds East a distance of 33.65 feet; thence South 36 degrees 42 minutes 09 seconds West a distance of 106.16 feet; thence South 00 degrees 00 minutes 02 seconds East a distance of 249.55 feet; thence North 89 degrees 51 minutes 33 seconds West a distance of 211.19 feet; thence North 00 degrees 01 minutes 31 seconds West a distance of 529.80 feet; thence South 89 degrees 55 minutes 12 seconds East a distance of 100.00 feet; thence North 00 degrees 01 minutes 31 seconds West a distance of 20.00 feet to the POINT OF BEGINNING. Containing 133,661 square feet or 3.07 acres, more or less.

That I have made this Survey, Land Division and Map at the direction of Dorset Investments II LLC, a Wisconsin limited liability company, owners of said Land. That to the best of my knowledge and belief said map is a correct representation of the Survey and the Land Subdivision made. That to the best of knowledge and belief I have complied with the provisions of Chapter 236, Section 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the City of New Richmond and St. Croix County in surveying, dividing and mapping of the above parcel of land.
Dated this ____ day of _____, 2016.

Daniel L. Thurmes, R.L.S. No. 2456-008
Professional Land Surveyor
Cornerstone Land Surveying, Inc.
6750 Stillwater Blvd. N. Suite #1
Stillwater, MN 55082

COUNTY TREASURER'S CERTIFICATE

I, _____, being the duly elected, qualified and acting treasurer of the county of St. Croix, State of Wisconsin, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____, 2016 affecting the lands included in this Certified Survey Map.

Treasurer

Date

OWNER'S CERTIFICATE

Dorset Investments, II, LLC, a Wisconsin limited liability company, owner, does hereby certify that said company caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map.

WITNESS, the said Dorset Investments II, LLC, a Wisconsin limited liability company, has caused these presents to be signed by David R. Robson, president of Dorset Investments, II, LLC, a Wisconsin limited liability company, this ____ day of _____, 2016.

By: _____
David R. Robson, president

State of _____)
)ss.
_____ County)

Personally came before me this ____ day of _____, 2016, the above named David R. Robson, president of Dorset Investments, II, LLC, a Wisconsin limited liability company to me known to be such person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County,
My commission expires _____

COMMON COUNCIL RESOLUTION

Resolved: that this Certified Survey Map is hereby approved by the Common Council of the City of New Richmond at a meeting held this ____ day of _____, 2016.

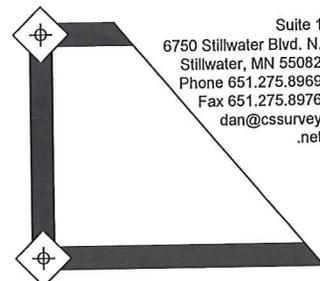
Date: _____ Approved _____, Mayor

Date: _____ Signed _____, Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of New Richmond, _____, City Clerk



THIS INSTRUMENT WAS DRAFTED BY DANIEL L. THURMES



Suite 1
6750 Stillwater Blvd. N.
Stillwater, MN 55082
Phone 651.275.8969
Fax 651.275.8976
dan@cssurvey.net

CORNERSTONE
LAND SURVEYING, INC
SHEET 2 OF 2 SHEETS