



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**November 2, 2018**

**CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND**

Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Thursday, November 8, 2018 immediately following the Plan Commission Meeting which starts at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

**AGENDA:**

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Certified Survey Map from Kwik Trip
6. Communications and Miscellaneous
7. Adjournment

*Fred Horne, Mayor*

cc: The New Richmond News  
Northwest Communications  
City Website



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**MEMORANDUM**

**TO:** Mayor Horne & City Council

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** November 2, 2018

**SUBJECT:** Analysis of Proposed Kwik Trip: Certified Survey Map

**BACKGROUND**

Kwik Trip, Inc. has submitted an application for certified survey map review. The certified survey map combines five existing parcels into one parcel. The certified survey map dedicates a sewer easement over the City sewer main, a 10-foot wide drainage and utility easement at the perimeter of the proposed lot, as well as a 20-foot wide easement for an off-street trail.

Consideration of a certified survey map is governed by Section 117-20 of the City’s Code of Ordinances. If the proposed certified survey map complies with all City ordinances, rules, regulations, comprehensive plans, comprehensive plan components, and neighborhood plans, the certified survey map should be approved.

Date	Certified Survey Map
Sept. 12	Application Received
Sept. - Oct.	Development Review Committee
Oct. 12	Citizen Requested Meeting
Oct. 18	Neighborhood Meeting
Nov. 8	Plan Commission Meeting & Public Hearing
Nov. 8	Plan Commission Recommendation
Nov. 8	City Council Final Action

The Plan Commission will review the CSM at their meeting on November 8<sup>th</sup>. The Development Review Committee recommends the following action be taken by the Plan Commission:

**Recommend approval of the certified survey map with the following conditions:**

1. All existing internal easements shall be vacated.
2. All utility, grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

**ECKBERG LAMMERS**  
**MEMORANDUM**

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**TO:** Honorable Mayor and City Council

**FROM:** Nicholas J. Vivian, City Attorney

**DATE:** November 1, 2018

**RE:** Kwik Trip, Inc. Certified Survey Map – Standard of Review  
25659-32172

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Kwik Trip, Inc. has submitted a request for the approval of a certified survey map as a result of the assembly of several parcels of land located at the southeast quadrant of Knowles Avenue and North Shore Drive.

Consideration of a certified survey map is governed by Section 117-20 of the City's Code of Ordinances. The use of a certified survey map is appropriate when it is proposed to divide an existing parcel or lot of record into not more than four lots. Here, Kwik Trip, Inc. proposes to assemble a number of lots into one single parcel making the certified survey map the appropriate tool for completing this objective.

The certified survey map is required to include all original parcels of land owned or controlled by the subdivider, including those proposed for division or consolidation. The certified survey map must 1.) comply with all City ordinances, 2.) include a certification of the approval by the City Council, 3.) include a certificate of the City Clerk stating there are no delinquent special assessments or taxes on the lands.

Certified survey maps must be reviewed by the City's DRC for recommendation. The recommendation is transmitted to the Plan Commission for conformance with all City ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans.

The Plan Commission recommends 1.) approval, 2.) conditional approval, or 3.) rejection of the map to the City Council. The Council then shall either 1.) approve, 2.) approve conditionally and require resubmission of a corrected certified survey map, or 3.) reject the certified survey map.

If the map is rejected by the City Council, the reason for rejection shall be stated in the minutes of the City Council and a written statement forwarded to the subdivider. If the map is approved, the Council shall cause the City Clerk to certify so on the face of the original map and return the map to the subdivider.

The City Council should review the standards as provided herein, in conjunction with the standards as outlined in the City Code. If the proposed certified survey map complies with all City ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans, the certified survey map should be approved.

If the certified survey map is rejected, the Council must supply a reason for its minutes and must make specific findings of fact regarding the denial based upon the maps failure to comply with City ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans. Those specific findings must then be forwarded on to the subdivider.

Please feel free to contact me should you have any questions regarding the appropriate standard for evaluating the Kwik Trip, Inc. certified survey map.



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

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 checked="" 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: Kwik Trip, Inc. - (under contract)  
 Last name: Byom First name: Nathan  
 Address: 1626 Oak St., P.O. box 2107 City/State/Zip: La Crosse, WI 54602  
 Phone number: 608-791-7448 Email address: nbyom@kwiktrip.com

**2. Applicant Information: (if different from above)**

Company name: \_\_\_\_\_  
 Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

1048 Knowles Ave, 1060 Knowles Ave, 1132 Knowles Ave, 312 North Shore Drive.

**4. Zoning Designation: Z-3 Multi-use/Corridor**

**5. Statement of Intent:** Briefly describe what will be done on or with the property: \_\_\_\_\_  
Construction of a convenience store with a detached carwash.  
 \_\_\_\_\_  
 \_\_\_\_\_

**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. - *Shown on Alta Survey*
- 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: *[Signature]* (*Project Manager*) Date: 9/10/18

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \$200 Date: 9/12/18 Receipt # 68108

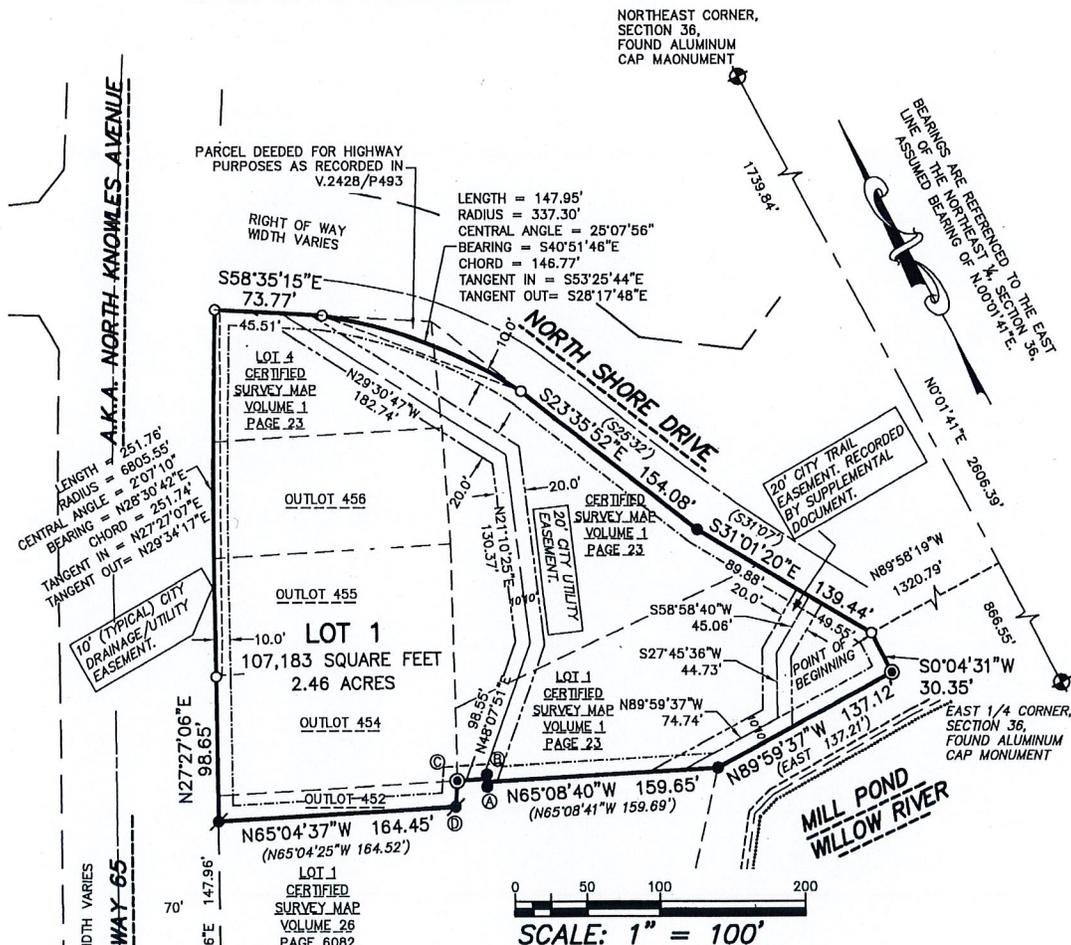
Escrow Paid: \$1500 Date: 9/12/18 Receipt # 68108

**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 SOUTHWEST ¼ OF THE NORTHEAST ¼,  
SECTION 36, TOWNSHIP 31 NORTH, RANGE 18 WEST,  
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN**

INCLUDING LOTS 1-4 OF CERTIFIED SURVEY MAP, VOLUME 1 OF  
CERTIFIED SURVEY MAP, PAGE 23 AND INCLUDING OUTLOTS  
456-454 AND PART OF OUTLOT 452 OF THE ASSESSOR'S PLAT  
OF THE CITY OF NEW RICHMOND



Line Table		
Line #	Direction	Length
A-B	N27°43'16"E	2.09'
B-C	N65°08'41"W	20.49'
C-D	S31°47'51"W	17.82'

Recorded As Line Table		
Line #	Direction	Length
A-B	N27°43'19"E	1.95'
B-C		20.50'
C-D	S31°37'25"W	17.68'



### LEGEND

- ▲ ----- FOUND PK NAIL
- ----- FOUND 3/4" REBAR
- ⊙ ----- FOUND 1-1/4" OUTSIDE DIAMETER IRON PIPE
- ----- SET 1" OUTSIDE DIAMETER x 18" IRON PIPE
- ( ) ----- WEIGHING 1.13 POUNDS PER LINEAR FOOT
- ( ) ----- RECORDED AS

REAL LAND SURVEYING, LLC  
1380 INTERNATIONAL DRIVE  
EAU CLAIRE, WI 54701  
(715)514-4116  
CADD No. 18276

FIELD WORK WAS COMPLETED ON NOVEMBER 1, 2018

**CERTIFIED SURVEY MAP**

LOCATED IN THE SOUTHWEST ¼ OF THE NORTHEAST ¼,  
SECTION 36, TOWNSHIP 31 NORTH, RANGE 18 WEST,  
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN  
INCLUDING LOTS 1-4 OF CERTIFIED SURVEY MAP, VOLUME 1 OF  
CERTIFIED SURVEY MAP, PAGE 23 AS DOCUMENT No. 272654 AND  
INCLUDING OUTLOTS 456-454 AND PART OF OUTLOT  
452 OF THE ASSESSOR'S PLAT OF THE  
CITY OF NEW RICHMOND

**SURVEYOR'S CERTIFICATE:**

I, PETER J. GARTMANN, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:  
THAT BY THE DIRECTION OF KWIK TRIP INC., I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND PARCEL WHICH IS  
REPRESENTED BY THIS CERTIFIED SURVEY MAP.

THAT THE EXTERIOR BOUNDARY OF THE LAND PARCEL SURVEYED AND MAPPED IS AS FOLLOWS: A PARCEL OF LAND  
LOCATED IN THE SOUTHWEST ¼ OF THE NORTHEAST ¼, SECTION 36, TOWNSHIP 31 NORTH, RANGE 18 WEST, CITY OF NEW  
RICHMOND, ST. CROIX COUNTY, WISCONSIN, INCLUDING LOTS 1-4 OF CERTIFIED SURVEY MAP, VOLUME 1 OF CERTIFIED  
SURVEY MAP, PAGE 23 AS DOCUMENT No. 272654 AND INCLUDING OUTLOTS 456-454 AND PART OF OUTLOT 452 OF THE  
ASSESSOR'S PLAT OF THE CITY OF NEW RICHMOND, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

- COMMENCING AT THE EAST ¼ CORNER OF SECTION 36;
- THENCE N.00°01'41"E., ALONG THE EAST LINE OF THE NORTHEAST ¼ OF SECTION 36, A DISTANCE OF 866.55 FEET;
- THENCE N.89°58'19"W., A DISTANCE OF 1320.79 FEET TO THE POINT OF BEGINNING;
- THENCE S.00°04'31"W., A DISTANCE OF 30.35 FEET;
- THENCE N.89°59'37"W., A DISTANCE OF 137.12 FEET;
- THENCE N.65°08'40"W., A DISTANCE OF 159.65 FEET;
- THENCE N.27°43'16"E., A DISTANCE OF 2.09 FEET;
- THENCE N.65°08'41"W., A DISTANCE OF 20.49 FEET;
- THENCE S.31°47'51"W., A DISTANCE OF 17.82 FEET;
- THENCE N.65°04'37"W., A DISTANCE OF 164.45 FEET TO THE EASTERLY RIGHT OF WAY LINE OF NORTH KNOWLES AVENUE;
- THENCE N.27°27'06"E., ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 98.65 FEET;
- THENCE 251.76 FEET ALONG THE ARC OF A CURVE CONCAVE SOUTHEASTERLY, RADIUS OF 6805.55 FEET, CENTRAL ANGLE 002°07'10", AND A CHORD BEARING AND DISTANCE OF N.28°30'42"E., 251.74 FEET TO THE SOUTHWESTERLY RIGHT OF WAY LINE OF NORTH KNOWLES AVENUE;
- THENCE S.58°35'15"E., ALONG SAID THE SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 73.77 FEET;
- THENCE 147.95 FEET ALONG THE ARC OF A CURVE CONCAVE SOUTHWESTERLY, RADIUS OF 337.30 FEET, CENTRAL ANGLE 025°07'56", AND A CHORD BEARING AND DISTANCE OF S.40°51'46"E., 146.77 FEET;
- THENCE S.23°35'52"E., ALONG SAID THE SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 154.08 FEET;
- THENCE S.31°01'20"E., ALONG SAID THE SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 139.44 FEET TO THE POINT OF BEGINNING.

AND BEING SUBJECT TO EXISTING EASEMENTS.

THAT THIS CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF THE  
EXTERIOR BOUNDARY SURVEYED AND DESCRIBED, AND THE DIVISION OF IT.  
THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34  
OF THE WISCONSIN STATUTES, AE-7 OF THE WISCONSIN ADMINISTRATIVE  
CODE, AND THE SUBDIVISION REGULATIONS OF THE CITY OF NEW RICHMOND,  
ST. CROIX COUNTY, WISCONSIN IN SURVEYING AND MAPPING THE SAME.



*[Signature]*  
DATED THIS 2nd DAY OF Nov, 2018  
PETER J. GARTMANN, P.L.S. NO. 2279

**CITY COUNCIL RESOLUTION:**

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF NEW RICHMOND, KWIK TRIP INC, OWNER, IS HEREBY  
APPROVED BY THE CITY COUNCIL.

\_\_\_\_\_ DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018  
MAYOR

\_\_\_\_\_ DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018  
CLERK-TREASURER & FINANCE

**CERTIFIED SURVEY MAP**

LOCATED IN THE SOUTHWEST ¼ OF THE NORTHEAST ¼,  
SECTION 36, TOWNSHIP 31 NORTH, RANGE 18 WEST,  
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN  
INCLUDING LOTS 1-4 OF CERTIFIED SURVEY MAP, VOLUME 1 OF  
CERTIFIED SURVEY MAP, PAGE 23 AS DOCUMENT No. 272654 AND  
INCLUDING OUTLOTS 456-454 AND PART OF OUTLOT  
452 OF THE ASSESSOR'S PLAT OF THE  
CITY OF NEW RICHMOND

**CORPORATE CERTIFICATE OF DEDICATION:**

AS A REPRESENTATIVE OF KWIK TRIP, INC. I HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, MAPPED AND A 10' CITY UTILITY/DRAINAGE EASEMENT AND A 20' CITY UTILITY EASEMENT AS SHOWN AND DEDICATED TO CITY OF NEW RICHMOND AS REPRESENTED ON THE CERTIFIED SURVEY MAP.

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018,

THE ABOVE NAMED \_\_\_\_\_

TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME TO BE THEIR OWN FREE ACT AND DEED.

\_\_\_\_\_, NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

