

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

September 29, 2017

**TO ALL PLAN COMMISSION MEMBERS:**

<b>Fred Horne</b>	<b>Ron Volkert</b>
<b>Mike Montello</b>	<b>David Wilford</b>
<b>Mike Kastens</b>	<b>David Tyvoll</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, October 3, 2017 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, September 5, 2017
4. Public Hearing to discuss the following:
  - a) a. Application from Haffner Construction to repeal the PUD Planned Unit Development preserved by Section 121-9.B.3 of the Zoning Ordinance. Property is located along the east side of 140<sup>th</sup> Street and along the north and south sides of the railroad tracks and described as 1) Parcel #1 261-1288-62-997 SEC 2 T30N R18W PT NE NE BEING RICH RIVER TRAILS ('04) OUTLOT 13; 2) Parcel #2 261-1288-62-998 SEC 1 T30N R18W PT N 1/2 NW 1/4 BEING RICH RIVER TRAILS ('04) OUTLOT 14; 3) Parcel #3 261-1288-62-999 SEC 1 T30N R18W PT N 1/2 NW 1/4 BEING RICH RIVER TRAILS ('04) OUTLOT 15.
  - b) Application from Willow River Bluffs LLC to:
    - a. Amend Section 121-9 of the Zoning Ordinance to preserve the PUD Planned Unit Development approved October 5, 2004.
    - b. Application from Willow River Bluffs LLC for Preliminary Plat and Final Plat development of 36 single family lots. Property is located on the west side of County Road A across from Creekwood Pines development and described as 261-1303-02-050 SEC 4 T30N R18W SE SE EXC N 225' OF E 400' & EXC CSM 2/598 & EXC PCL DESC IN DOC 797287 & EXC PT SE SE DESC IN DOC 811981 ANNEXED (08/01/05) FKA 026-1015-60 (54A) & EXC CSM 24-5620
5. Action on Public Hearing Agenda
6. Dr. Bernard Site Plan and Storm Water Review

7. Phillips Medisize Grading Permit
8. Communications and Miscellaneous
9. Adjournment

**Fred Horne  
Mayor**

**cc:**

**The News  
Mike Darrow  
Bob Meyer  
Jim VanderWyst  
Rae Ann Ailts**

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

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

PLAN COMMISSION MEETING  
SEPTEMBER 5, 2017 - 5:00 P.M.

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

Members Absent: David Wilford

Others Present: Beth Thompson, Tanya Batchelor, Dan Licht, James Michalski, Susan & Jim Davis, John Hamilton, Don & Barb Prinsen, Gerald Bridge and Tim Lundgren.

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

Mike Montello 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 August 8, 2017, seconded by Mike Montello and carried.

**Public Hearing**

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

- a. Application from DLH Consulting LLC Amending a Planned Unit Development District moving from 10-foot side setbacks to 5-foot and leaving the 30-foot front setback on lots 179, 180, 183-186; and moving from 10-foot side setbacks to 5-foot and from 30-foot front setback to 25-foot on lots 167-176, and 212-225 of Evergreen Valley Third Addition. Also allow for single-family detached homes on the lots listed above.

Dan Licht explained the amendment. Discussion followed. Neighbors who live along Sequoia Lane expressed their concern for having existing twin homes with the proposed single-family homes between them. One property owner lives in a twin home on Aspen Court next to the area proposed to have single-family homes and he has no issue with the change. Discussion followed regarding leaving the lots along Sequoia Lane as twin homes and allowing the single-family homes on the other lots as proposed. John Hamilton, the developer of the property, was fine with this change. Fred Horne declared the Public Hearing Closed.

Mike Montello moved to approve a PUD amendment for Evergreen Valley Third Addition allowing development of one-family dwellings, subject to the following conditions:

1. Lots 179, 180, 183-186 shall be developed as two-family buildings in accordance with the provisions of the PUD approved 13 January 2005.
2. Lots 167-176 and 212-225 shall only be developed as one-family dwellings subject to the conditions established herein.
3. Lot coverage shall be limited to 40 percent.
4. Development of one-family dwellings upon the Lots 167-176 and 212-225 shall be subject to the following setback requirements:

	Front	Side	Rear
Lots 167-176	30ft.		
Lots 212-225	25ft. <sup>1</sup>		
1. The secondary front setback for Lot 225 shall be 30 feet.			

5. Landscaping shall be installed in each front yard in accordance with Table 15 of the Zoning Ordinance. Rear yards and side yards abutting lots not included in the PUD amendment shall provide for turf grass. Side yards interior to the PUD amendment shall provide for turf or rock.
6. All grading, drainage, and erosion control issues shall be subject to review and approval of the Public Works Director.
7. The developer shall prepare a 10-foot wide drainage and utility easement document to be recorded over the common side lot line of the former two family lots (5 feet each side), subject to review and approval of the Public Works Director.

Motion was seconded by Mike Kastens and carried.

### **Certified Survey Map for New Richmond Business & Technical Park**

Dan Licht explained the Certified Survey Map for two lots on the south side of West Richmond Way and north of LWT. Lot 32 will not be allowed access on West Richmond Way, but will be given driveway access through lot 31 out to Madison Avenue. Alderman Montello moved to approve the Certified Survey Map subject to the following condition:

- 1) An ingress/egress easement providing for shared use and maintenance of a private driveway across lot 31 and lot 32 shall be drafted and recorded with the CSM, subject to review and approval of the City Attorney

Motion was seconded by MaryKay Rice and carried.

### **Zoning Ordinance Amendment for Curb Requirements**

Staff prepared the revision to this ordinance to allow exceptions as listed below.

**Section 1.** Section 121-55.A.5.f of the City Code is hereby amended to read as follows:

- f. A 6-inch high, poured-in-place concrete curb shall be provided at the periphery of all parking lots and internal access drives, except ribbon or surmountable curb shall be allowed as provided for below:
  - a. Expansion of an existing parking lot or internal access drives constructed prior to January 1, 2015 without periphery concrete curb.
  - b. Where needed to allow for storm water drainage to basins or structures.
  - c. Where required to allow for internal site circulation of delivery vehicles accessing loading areas.
  - d. On one side of the parking area for snow removal operations.
  - e. Outdoor sales areas as allowed by Section 121-48.A of the Zoning Ordinance shall not require curb as provided for by this Section.

**Section 2.** Section 121-55.H of the City Code is hereby amended to read as follows:

H. Internal parking lot landscaping.

1. Freestanding parking stall rows shall be delineated by landscape islands with high-back, surmountable, or ribbon curb at the end of each row. Landscape islands shall provide at least one parking space width of landscape area.
2. A minimum of one deciduous shade tree or 2 ornamental trees, salt tolerant low shrubs and/or perennial grasses or flowers shall be planted in each island. Where possible, planting islands should be depressed and surrounded by flat ribbon curbs to facilitate storm water infiltration.

Mike Montello moved to approve the ordinance amending the Zoning Ordinance regarding curb as presented, seconded by David Tyvoll and carried.

Mike Montello moved to adjourn the meeting, seconded by David Tyvoll and carried.

Meeting adjourned at 5:45 p.m.

Tanya Batchelor  
City Clerk



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 29 September 2017

RE: New Richmond – Rich River Trails; Haffner/Klasen PUD amendment

TPC FILE: 164.02

## BACKGROUND

Mr. Robin Haffner and Mr. Jerry Klasen together own a 23 acre parcel of land located southeast of County Road K and 140<sup>th</sup> Street. The City approved a PUD, Planned Unit Development to be known as Rich River Trails on 13 October 2003 (and amended on 11 February 2013) that includes the subject site. The PUD was preserved as part of the comprehensive update of the Zoning Ordinance adopted by the City Council on 1 January 2015 in Section 121-9.B.3 of the Zoning Ordinance. The property owners are requesting the City amend the Zoning Ordinance to repeal the preservation of the Rich River Trails PUD from the subject site. The application to amend the Zoning Ordinance is subject to review by the Plan Commission and approval of the City Council in accordance with Section 121-29 of the Zoning Ordinance. A public hearing to consider the application has been noticed for the Plan Commission meeting on 6 October 2017.

### Exhibits:

- Site location map
- Draft ordinance
- Rich River Trails PUD Development Plan

## ANALYSIS

The Rich River Trails PUD establishes land uses and performance standards for development of the included parcels, which includes the subject site. The PUD is preserved as Section 121-9.B.3 of the Zoning Ordinance and governs the use of the property outside of the standard zoning districts established by the Zoning Ordinance in accordance with the specific PUD Development

Plan. The Zoning Ordinance update approved 1 January 2015 established an underlying zoning designation of Z2, Sub-Urban District for the subject site. The property owners are requesting that the Zoning Ordinance be amended to repeal preservation of the PUD for the subject site located south of the railroad right-of-way east of 140<sup>th</sup> Street, which would leave the use and development to occur in accordance with the provisions of the Z2 District. The recommendation of the Plan Commission and decision of the City Council regarding the application is to be based upon the criteria established by Section 121-29.D.1 of the Zoning Ordinance adopted 1 January 2015:

- a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*
- b. *The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the purpose and intent of the individual zoning district.*
- c. *There is adequate public infrastructure available to serve the proposed action.*
- d. *There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
- e. *The change will be compatible with existing and planned use in the area.*

The Rich River Trails PUD and PUD Development Plan was approved 14 years ago as a specific vision for use of the subject site by a prior developer. Changes in development trends and market conditions make it unlikely that the PUD Development Plan would be pursued today for the subject site. The City has adopted a comprehensive update of the Zoning Ordinance that established contemporary standards consistent with the City's vision for the character of new development within the community. To this end, repealing the Rich River Trails PUD from the subject site and governance by the standard provisions of the Zoning Ordinance, and specifically the allowed uses and performance standards of the Z2 District, would be consistent with the Comprehensive Plan. Furthermore, development of the subject site under the provisions of the Z2 District would be compatible with surrounding property to the west and north within the City that would remain under the Rich River Trails PUD. Areas to the east and south of the subject site are outside of City limits, but are guided for low density residential use by the Comprehensive Plan and would be compatible with Z2 District uses that may be developed within the subject site. If the City Council approves the requested Zoning Ordinance amendment, all references to the subject site as part of "Rich River Trails" would cease when the property is subdivided in the future.

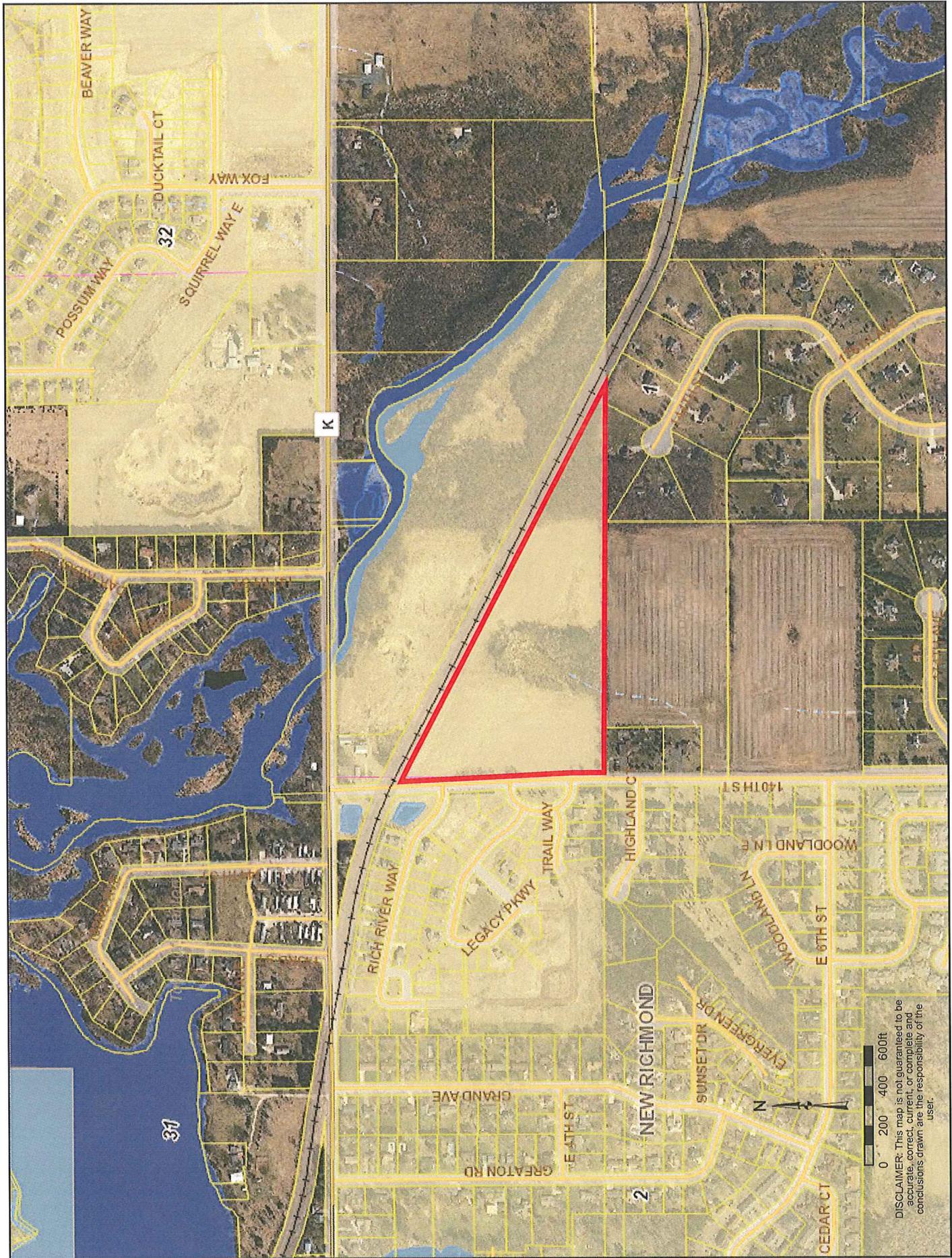
The property owners have submitted a concept plan for a possible subdivision of the subject site located south of the railroad right-of-way. Subdivision of the subject site would require lots having a minimum width of 80 feet accessed by an internal street constructed within a 50 foot right-of-way consistent with the standards established by the Subdivision Ordinance. The proposed subdivision is not being reviewed as part of the current application, but would require a separate application under the processes established by the Subdivision Ordinance. The property owners intend to pursue possible subdivision of one or two lots at the south line of the subject site with access to 140<sup>th</sup> Street to be aligned with the existing street west of 140<sup>th</sup> Street. Another interim parcel is intended to be divided from the east portion of the 23 acre parcel with an access corridor abutting the south line of the railroad right-of-way and access aligned with Rich River Way on the west side of 140<sup>th</sup> Street. City staff has recommended that the access corridor be at least 50 feet wide with an overlying easement allowing for future street construction as part of an overall subdivision plan for the 23 acres. The property subdivision of several lots from the subject site will be in compliance with the Zoning Ordinance and Subdivision Ordinance.

## **RECOMMENDATION**

The Development Review Committee considered the Zoning Ordinance amendment request at their meeting on 14 September 2017. The DRC recommends approval of the requested Zoning Ordinance amendment removing the 23 acre parcel located east of 140<sup>th</sup> Street and south of the railroad right-of-way from the Rich River Trails PUD.

## **POSSIBLE ACTIONS**

- A. Motion to recommend City Council **approval** of a Zoning Ordinance amendment removing PID 261-1288-62-999 from the Rich River Trails PUD.
- B. Motion to recommend the application be **denied** based on a finding that the request is inconsistent with the Comprehensive Plan.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney



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

**ORDINANCE #501**

**THE COMMON COUNCIL OF THE CITY OF NEW RICHMOND DOES ORDAIN AS FOLLOWS:**

**Section 1.** The official Zoning Map of the New Richmond Zoning Ordinance is hereby amended to change the zoning classification of the property legally as:

SEC 1 T30N R18W PT N 1/2 NW 1/4 BEING RICH RIVER TRAILS ('04) OUTLOT 15

**Section 2.** The property is hereby rezoned from PUD, Planned Unit Development as approved as Ordinance #301 on 13 October 2003, and preserved by Section 121-9.B.3 of the Zoning Ordinance, to Z2, Sub-Urban District.

**Section 3.** The Zoning Map shall not be republished to show the aforesaid rezoning, but the Zoning Administrator shall appropriately mark the Zoning Map on file at City Hall for the purpose of indicating the rezoning hereinabove provided for in this Ordinance, and all of the notations, references and other information shown thereon are hereby incorporated by reference and made part of this Ordinance.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

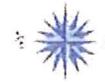
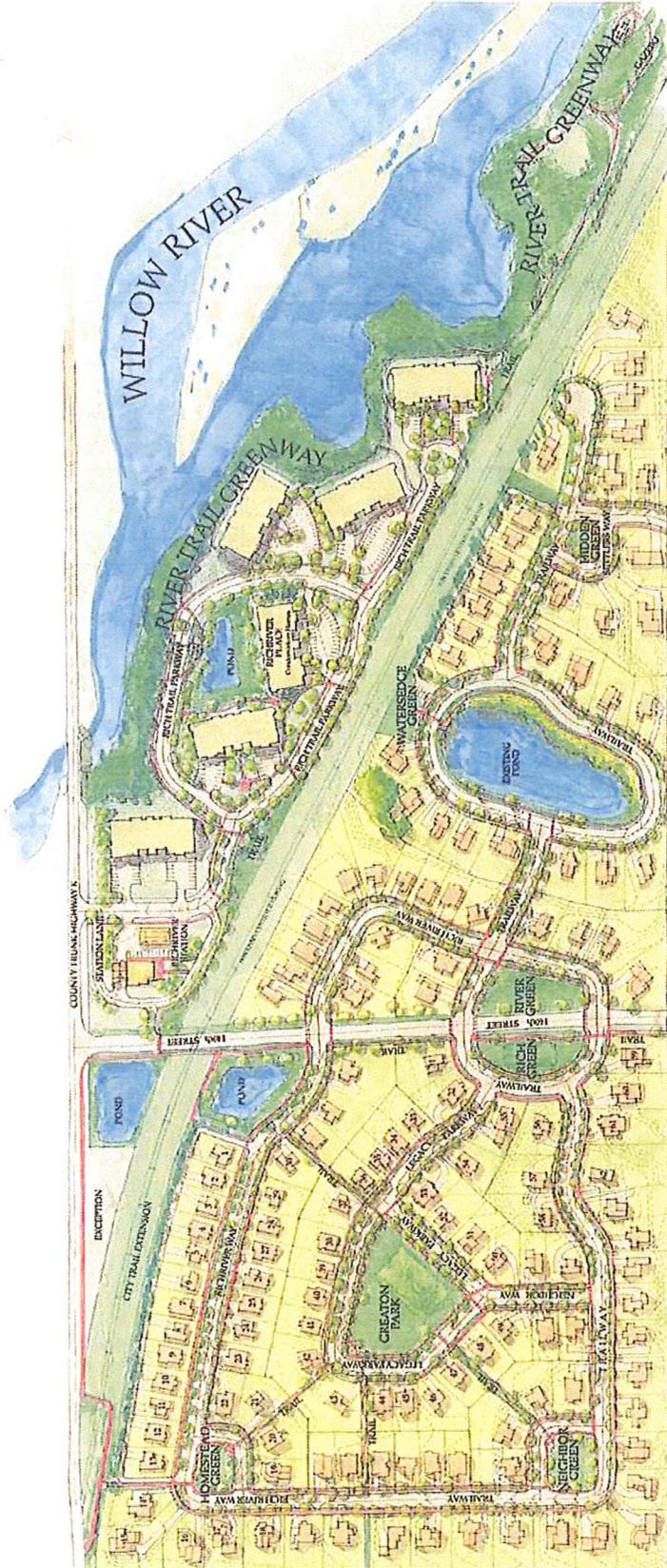
Passed and approved:  
Published and effective:

**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

ATTEST: \_\_\_\_\_  
Tanya Batchelor, City Clerk

# A VITAL, INTERGENERATIONAL NEIGHBORHOOD



## CLIENT

**Wesley Investments Inc.**

100 Wisconsin Drive  
 200 South 4th Street  
 Shoreland, WI 53082  
 Tel: 414.224.4444 Fax: 414.224.4444

## PROJECT

**Rich River Trails**

New Richmond, WI

## SHEET TITLE

**P.U.D.  
 GENERAL  
 DEVELOPMENT  
 SITE PLAN**

## CERTIFICATION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Landscape Architect under the laws of the State of Wisconsin.

Signature: \_\_\_\_\_  
 Name: Mary Putman  
 Title: \_\_\_\_\_

## DESIGNED DRAWN

MP RT JW	MP, RT TJ, NW MK, PC, LR
----------------	--------------------------------

## DATE

DESIGNED	4/25/03
CHECKED	
DRAWN	
TRANSMITTED	6/1/04

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## REVISIONS

NO. 001	DATE
7/11/03	
6/1/04	

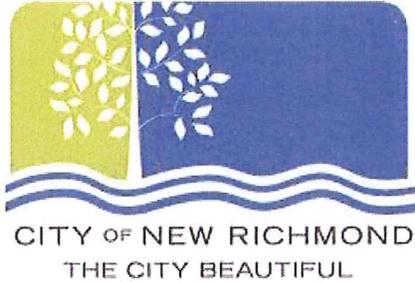
## JOB NUMBER

SHEET OF SHEETS	
4	18

LANDSCAPE ARCHITECTURE  
 LAND PLANNING  
 PRE-DESIGN/CONSTRUCTION  
 ARCHITECTURAL ILLUSTRATION  
 GRAPHIC DESIGN

**PUTMAN  
 PLANNING  
 & DESIGN, P.C.**

100 Wisconsin Drive, North - Hobart, WI 53044  
 phone: 414.224.4444 fax: 414.224.4444  
 E-Mail: putman@putmandesign.com  
 www.putmandesign.com



## APPLICATION TO REZONE

City Ordinance Section 121-29  
www.newrichmondwi.gov

### City of New Richmond

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

### APPLICATION FEE: \$250 ESCROW: \$500

*Application fee 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: HAFNER Construction, LLC  
Last name: HAFNER First name: ROBIN  
Address: 404 S. GREEN AVE. City/State/Zip: \_\_\_\_\_  
Phone number: 715 222 0169 Email address: RCHAFNER@FRONTIER.NET.NET

#### 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)

1405 CO Rd K, New Richmond, WI 54017

#### 4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

##### a. Zoning Map Change:

Existing Designation(s): RUO  
Proposed Designation(s): Z-2

#### 5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

- A mistake was made when the existing zoning text or map was approved.
- Circumstances have changed since the original zoning that now justifies a change.

**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. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. **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.
- e. **Other Information:** In addition to the written narrative, a full size site plan, 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.

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: 8-30-17

Applicant: 

Date: 8-30-17

Fee Paid: \$250      Date: 9/7/17      Receipt # 65668

Escrow Paid: \$500      Date: 9/7/17      Receipt # 65668

**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.**

Haffner Construction  
404 South Green Avenue  
New Richmond, Wisconsin 54017

September 5, 2017

City of New Richmond  
156 East 1<sup>st</sup> Street  
New Richmond, Wisconsin 54017

Dear City of New Richmond and To Whom It May Concern:

It is the plan of Haffner Construction to remove all three properties known as 1405 County Road K (59.6 acres) from the PUD (Plan Unit Development) District.

We are requesting that the south 23 acres be split into separate lots for future use. On the south 23 acres, we would like to split off approximately 7 acres on the southeast corner. In the future, we would like to section off the southwest corner into 3 or 4 lots.

Please see the attached exhibits showing an aerial view of the three lots, the parcel (PID) numbers, and a concept drawing outlining the south 23 acre proposal. It is not the intent of Haffner Construction to create a new subdivision, we would just like to create a few lots on the south border of the 23 acres. Also knowing that any house placed on those lots will have to be served by a driveway for each house, and if more than one house is in the same location, we would have to install roadbed and utilities.

However, at this time, our main objective is to take this property out of the PUD District and create the new 7-acre lot.

If possible, Haffner Construction would also like to request a property name change from the current name of Richriver Trails to a name to be determined in the future.

Please feel free to contact me with any questions.

Sincerely,



Robin Haffner  
Owner  
715.222.0169



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## PLANNING REPORT

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 29 September 2017

RE: New Richmond – Willow River Bluffs

TPC FILE: 164.02

## BACKGROUND

Willow River Bluffs LLC has submitted application for approval of a preliminary plat and final plat for 36 single family lots. The Willow River Bluffs subdivision originally received approvals as a PUD, Planned Unit Development in 2005 with Platinum Development as the developer. Streets and utilities were constructed as part of a first phase final plat. However, the final plat was never recorded. The City adopted a comprehensive update of the Zoning Ordinance on 1 January 2015 and did not preserve the Willow River Bluffs PUD effectively rezoning the site to Z2 District. As a result of the time since the approval of the final plat and amendment of the Zoning Ordinance, the original project approvals are void. Therefore, to allow for approval of the current preliminary and final plat applications, it is necessary to amend the Section 121-9.B of the Zoning Ordinance to preserve a PUD for Willow River Bluffs that reflects the subdivision design approved in 2005 for which streets and utilities have already been constructed to serve. The Plan Commission will hold a public hearing on 3 October 2017 to consider the Zoning Ordinance amendment, preliminary plat, and final plat applications.

### Exhibits:

- Site location map
- Draft ordinance amendment
- Draft PUD Document
- Preliminary Plat (3 sheets)
- Final Plat
- Scenic Lane landscape plan
- Conservation easement exhibit

## ANALYSIS

**Comprehensive Plan.** The subject site is guided by the Comprehensive Plan for low density residential uses. This land use category may include one dwellings at less than 3.0 dwelling units per acre. The proposed development of single family lots is consistent with the Comprehensive Plan.

**Zoning.** Section 121-9.B of the Zoning Ordinance preserved certain PUDs upon adoption of the comprehensive update of the Zoning Ordinance on 1 January 2015. The PUD for Willow River Bluffs approved in 2005 was not preserved as part of the Zoning Ordinance update as the property had been foreclosed upon by St. Croix County in 2014 and the intensions for development of the property were unknown. The Zoning Ordinance designates the site as being zoned Z2 District.

Streets and utilities were constructed within the property based on the final plat approved by the City on 14 November 2005. The construction of streets and utilities creates fixed locations for infrastructure based on the lot design of the approved final plat. However, the final plat was never recorded and is void due to the time since approval and adoption of the Zoning Ordinance update. To allow for development of the subject site based generally on the subdivision design approved in 2005 and the in-place streets and utilities, the developer is requesting amendment of the Zoning Ordinance to preserve Willow River Bluffs as a PUD within Section 121-9.B of the Zoning Ordinance. The Plan Commission and City Council must take into consideration the possible effects of the amendment. A decision to approve a Zoning Ordinance amendment is to be based upon (but not limited to) the criteria outlined in Section 121-29.D.1 of the Zoning Ordinance:

- a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*
- b. *The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the purpose and intent of the individual zoning district.*
- c. *There is adequate public infrastructure available to serve the proposed action.*
- d. *There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
- e. *The change will be compatible with existing and planned use in the area.*

**Surrounding Uses.** The table below summarized existing and planned land uses surrounding the subject site. The proposed single family lots will be compatible with existing rural and urban development in the area, as well as future development guided by the Comprehensive Plan.

Direction	Land Use Plan	Zoning Map	Existing Use
North	LD Residential	Richmond Twp.	Rural single family
East	LD Residential	Richmond Twp Z2 District	Rural single family Townhouse
South	LD Residential	Richmond Twp.	Agriculture
West	LD Residential	Richmond Twp.	Rural single family

**Lot Requirements.** Table 5 of the Zoning Ordinance establishes minimum lot width requirements of 80 feet single family lots within the Z2 District. The original subdivision design for Willow River Bluffs had lots less than 80 feet wide. To allow for platting lots based on the existing streets and utilities previously constructed based on the original subdivision design, the PUD will need to establish a minimum lot width of 60 feet. Lot coverage will be established as a maximum of 40 percent consistent with the requirements of the Z2 District.

**Setbacks.** The table below indicates the principal building setbacks required by the Z2 District. Application of the Z2 District setbacks to the proposed preliminary plat allows for a reasonable building envelope within all of the proposed lots. The PUD will reference setbacks are to be required as established for the Z2 District.

Front	Side	Rear
25ft. <sup>1</sup>	5ft.	20ft.
1. Secondary front yard setbacks are 20 feet.		

**Access.** The subject site is accessed from County Trunk Highway A (CTH A) at a four-way intersection with 172<sup>nd</sup> Street. County Road A is designated as a minor arterial street by the Transportation Plan. The access to the subject site was constructed as part of the street improvements constructed with the 2005 final plat. Platting the subject site will include dedication of right-of-way for the intersection location. The dedication of right-of-way for the street intersection and County Road A is subject to review and approval of St. Croix County as well as the Public Works Director.

**Streets.** Internal streets accessing the proposed lots were constructed as part of the 2005 final plat improvements. The proposed preliminary plat provides for 60 feet of right-of-way for the internal streets. Scenic Lane has an 80 foot right-of-way because of a center landscape island as the gateway to the subdivision. There is a sidewalk along the south side of Scenic Lane and the inside loop of Bluff Border Road and Conifer Court. There is also a landscape island within the eyebrow along the north side of Bluff Border Road. The condition of the existing streets and curb are subject to review and approval of the Public Works Director, with the developer responsible for any repairs identified during the inspection of the existing improvements.

**Landscaping.** Table 15 of the Zoning Ordinance requires installation of a minimum one shade tree, three deciduous shrubs, and two evergreen shrubs in the front yard of each lot at the time a dwelling is constructed. The developer has provided a landscape plan for plantings within the center island of Scenic Lane. The developer must also provide a landscape plan for the island within Bluff Border Road, and for Outlots 1, 2, and 4. Landscaping within public right-of-way and Outlots 1, 2, and 4 necessitates Homeowners Association maintenance with no liability to the City for damaged or destroyed trees. The landscape plan for the islands within the public right-of-way and Outlots 1 and 4 is to be subject to review and approval of City staff.

**Park Dedication.** The 2005 final plat included a recommendation from the Park Board, agreed to by the original developer, that park dedication requirements are to be satisfied as a cash fee in lieu of land, which remains in effect for successors of the property. The developer and City staff have discussed that the developer would instead construct paved trails within the street right-of-way and Outlots 1 and 4, and unpaved trail in the future phase to the south with construction costs credited to satisfy park dedication requirements. The developer will be required to convey a trail easement to the City allowing uses of the privately owned/publicly accessible trails. The developer will be required to replace the unpaved trail in the future phase with a paved trail when that phase is constructed. Trails would connect from the southeast corner of the property, across CTH A from Quail Run, to the northeast corner of the property, across CTH A from 172<sup>nd</sup> Avenue. The construction of trails to satisfy park dedication requirements has been reviewed by the Park Board, with a recommendation for approval by the City Council.

**Grading.** The subject site was at least partially graded as part of the 2005 final plat improvement construction. The developer has provided an as-built survey of the property and grading plan with the current plat application. Outlot 3 includes a storm water management basin and is to be deeded to the City. All grading, drainage, and erosion control issues are to be subject to review and approval of the Public Works Director.

**Utilities.** Sanitary sewer and water utilities have been constructed within the subject site based on the 2005 final plat approval. The developer has submitted as-built plans for these improvements. The utilities must be inspected to ensure that they remain in service and in good condition acceptable to the City. All utility issues are subject to review and approval by the Public Works Director.

**Easements.** Section 117-41.C.1 of the Subdivision Ordinance requires 10 foot wide drainage and utility easements at the perimeter of all lots. The required drainage and utility easement may overlay side or rear lot lines five feet on each side. The required easements are shown on the plat and are subject to review and approval of the Public Works Director.

After foreclosure of the property by St. Croix County, a conservation easement was recorded over portions of the subject site. The proposed preliminary plat and final plat do not include areas overlaid by the conservation area. The conservation easement will affect the subdivision design for future phases. The developer has indicated that they will convey an outlot

encompassing the conservation easement to the City for ownership and maintenance as permanent open space when the area is final platted.

**Homeowners Association.** Elements of the preliminary and final plat, including outlots to be held in common, landscaping within the public right-of-way, and privately maintained/publicly accessible trails necessitates establishment of a homeowners association. Documents establishing the homeowners association for the lots and outlots within the final plat, as well as future final plats, must be submitted for review by City staff. The homeowners association documents will be required to be recorded concurrent with the final plat and development agreement.

**Development Agreement.** Section 117-24 of the Subdivision Ordinance requires the developer to execute a development agreement with the City upon approval of the subdivision. The development agreement will be drafted by the City Attorney and provide for conditions of approval, performance requirements for construction of proposed public improvements, inspection and repair of existing public improvements. The development agreement is subject to approval of the City Council.

## **RECOMMENDATION**

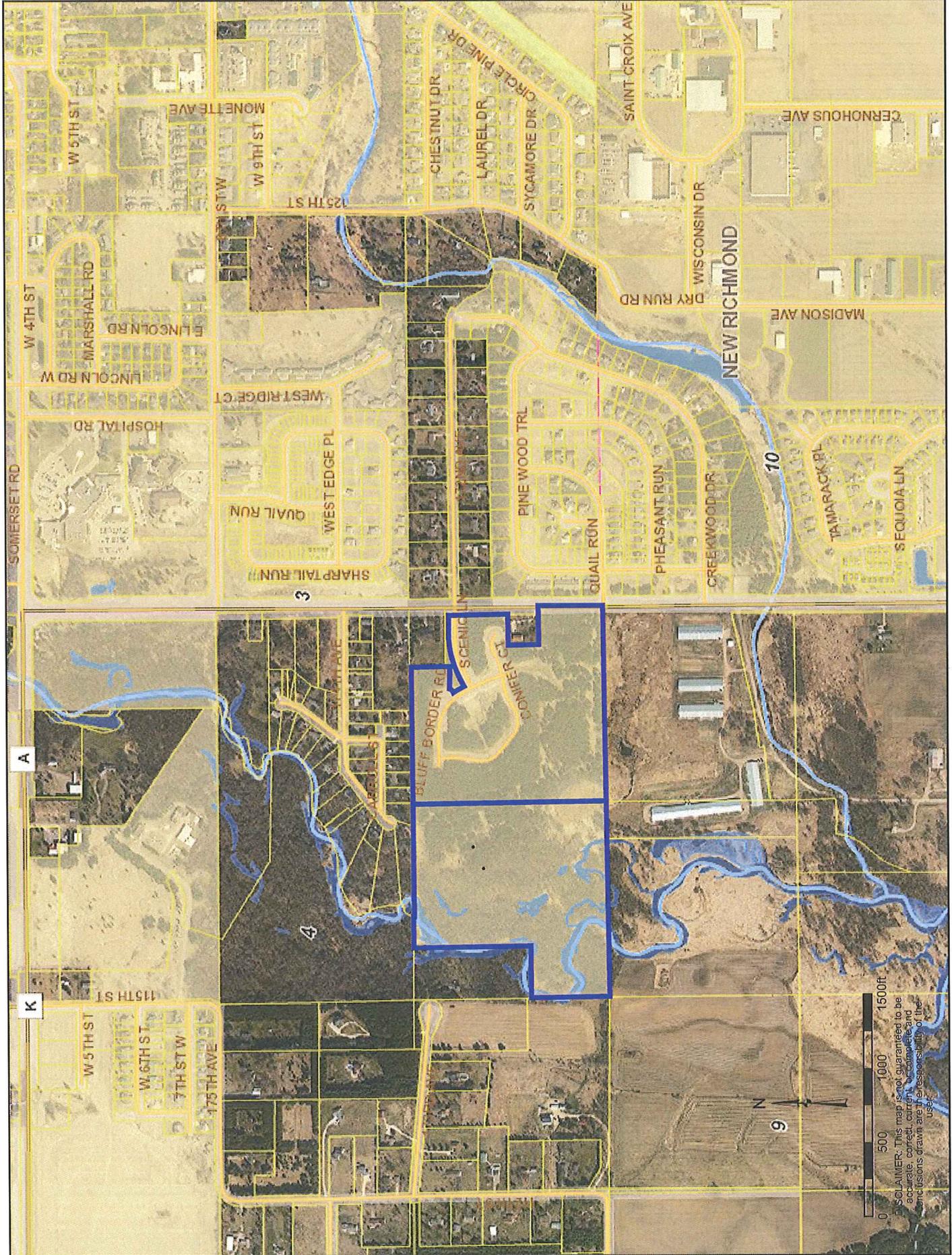
The Development Review Committee considered the application at their meeting on 28 September 2017. The DRC recommends approval of a Zoning Ordinance amendment preserving a PUD for Willow River Bluffs, preliminary plat, and final plat consistent with the streets and utilities constructed for a first phase of development. Future phases to be subdivided within the subject site will also be governed by the PUD.

## **POSSIBLE ACTIONS**

- A. Motion to recommend City Council **approval** of a Zoning Ordinance amendment, PUD, preliminary plat, and final plat for Willow River Bluffs, subject to the following conditions:
  - 1. The permitted, accessory, and conditional uses within the PUD shall be as allowed within the Z2 District.
  - 2. Lots within the PUD shall comply with the following minimum requirements:
    - a. Lot width: 60 feet
    - b. Lot coverage: 40 percent

3. Principal and accessory building setbacks within the PUD shall be as provided for within the Z2 District.
  4. Each lot shall be landscaped in accordance with Table 15 of the Zoning Ordinance. The developer shall submit a landscape plan for Outlots 1, 2 and 4 and the islands within the public right-of-way, subject to review and approval of City staff. Said landscaping shall be maintained by a homeowners association and the City shall assume no responsibility for damage to plantings within the public right-of-way.
  5. Street construction plans and inspection of previously constructed streets shall be subject to review and approval of the Public Works Director; any repairs to existing streets and curb required by the Public Works Director identified after inspection shall be completed by the developer at their cost.
  6. All grading, drainage, and erosion control issues shall be subject to review and approval of the Public Works Director; Outlot 3 shall be deeded to the City.
  7. All utility issues, including inspection of previously constructed improvements, shall be subject to review and approval of the Public Works Director; any repairs to existing utilities required by the Public Works Director identified after shall be completed by the developer at their cost.
  8. All drainage and utility easements are subject to review and approval of the Public Works Director.
  9. Park dedication requirements shall be satisfied in accordance with the terms of the Park Board recommendation dated 28 September 2005 and agreed to by Platinum Development, with the developer credited for construction of trails within Outlots 1, 2, and 4, as well as future phases as recommended by the Parks Board and subject to approval of the City Council.
  10. The developer shall submit documents establishing a homeowners association for the final plat, as well as future final plats, to be recorded concurrent with the final plat, subject to review and approval of City staff.
  11. The developer shall execute a development agreement as drafted by City Attorney and approved by the City Council.
- B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan, or the requirements of the Zoning Ordinance and Subdivision Ordinance.
- C. Motion to **table**.

- c. Mike Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney



0 500 1000 1500ft

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

**ORDINANCE #502**

**THE COMMON COUNCIL OF THE CITY OF NEW RICHMOND DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 121-9.B of the Zoning Ordinance (Preservation of PUD Districts) is hereby amended to include the following provision:

- 20. Willow River Bluffs, in accordance with the PUD approved [EFFECTIVE DATE].

This ordinance shall take effect immediately upon its passage and publication as provided by law.

Passed and approved:  
Published and effective:

**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

ATTEST: \_\_\_\_\_  
Tanya Batchelor, City Clerk

**CITY OF NEW RICHMOND  
ST. CROIX COUNTY, WISCONSIN**

**PLANNED UNIT DEVELOPMENT**

**APPLICANT:** Willow River Bluffs LLC

**APPLICATION:** Preservation of a PUD, Planned Unit Development (PUD) for Willow River Bluffs preliminary plat.

**FINDINGS:** Based upon review of the application and evidence received, the New Richmond Plan Commission now makes the following findings of fact:

1. The legal description of the property is:  
  
261-1303-02-050 SEC 4 T30N R18W SE SE EXC N 225' OF E 400' & EXC CSM 2/598 & EXC PCL DESC IN DOC 797287 & EXC PT SE SE DESC IN DOC 811981 ANNEXED (08/01/05) FKA 026-1015-60 (54A) & EXC CSM 24-5620
2. The property is guided for low density residential uses by the Comprehensive Plan, as amended.
3. A PUD, Planned Unit Development District and final plat of the property was approved by the City Council on 14 November 2005; the final plat was not recorded.
4. The property is zoned Z2 District as of 1 January 2015; the City had approved a PUD, Planned Unit Development for the subject site on 5 October 2004; the applicant has requested approval of an amendment to Section 121-9.B of the Zoning Ordinance to preserve the PUD and establish lot requirements applicable to the property.
5. The applicant is proposing a preliminary plat of 36 one family lots and 4 outlots; additional unplatted land within the property shall be included in and governed by the PUD as future phases of development.

6. Applications for amendment of the Zoning Ordinance are to be processed in accordance Section 121-29 of the Zoning Ordinance and are subject to review by the Development Review Committee and Plan Commission, and approval of the City Council.
7. The Plan Commission and City Council must take into consideration the possible effects of the amendment with their judgment based upon (but not limited to) the criteria outlined in Section 121-29.D.1 of the Zoning Ordinance:
  - a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*
  - b. *The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the purpose and intent of the individual zoning district.*
  - c. *There is adequate public infrastructure available to serve the proposed action.*
  - d. *There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
  - e. *The change will be compatible with existing and planned use in the area.*
8. The planning report dated 29 September 2017 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
9. The Plan Commission opened a public hearing at their regular meeting on 3 October 2017 to consider the application, preceded by published and mailed notice; the Plan Commission reviewed of the application and received evidence; the Plan Commission closed the public hearing recommended by a \_\_\_\_\_ vote that the City Council approve the request based on the aforementioned findings.

**DECISION:** Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

1. The permitted, accessory, and conditional uses within the PUD shall be as allowed within the Z2 District.
2. Lots within the PUD shall comply with the following minimum requirements:
  - a. Lot width: 60 feet
  - b. Lot coverage: 40 percent
3. Principal and accessory building setbacks within the PUD shall be as provided for within the Z2 District.
4. Each lot shall be landscaped in accordance with Table 15 of the Zoning Ordinance. The developer shall submit a landscape plan for Outlots 1, 2 and 4 and the islands within the public right-of-way, subject to review and approval of City staff. Said landscaping shall be

maintained by a homeowners association and the City shall assume no responsibility for damage to plantings within the public right-of-way.

5. Street construction plans and inspection of previously constructed streets shall be subject to review and approval of the Public Works Director; any repairs to existing streets and curb required by the Public Works Director identified after inspection shall be completed by the developer at their cost.
6. All grading, drainage, and erosion control issues shall be subject to review and approval of the Public Works Director; Outlot 3 shall be deeded to the City.
7. All utility issues, including inspection of previously constructed improvements, shall be subject to review and approval of the Public Works Director; any repairs to existing utilities required by the Public Works Director identified after shall be completed by the developer at their cost.
8. All drainage and utility easements are subject to review and approval of the Public Works Director.
9. Park dedication requirements shall be satisfied in accordance with the terms of the Park Board recommendation dated 28 September 2005 and agreed to by Platinum Development, with the developer credited for construction of trails within Outlots 1, 2, and 4, as well as future phases as recommended by the Parks Board and subject to approval of the City Council.
10. The developer shall submit documents establishing a homeowners association for the final plat, as well as future final plats, to be recorded concurrent with the final plat, subject to review and approval of City staff.
11. The developer shall execute a development agreement as drafted by City Attorney and approved by the City Council.

**MOTION BY:**

**SECOND BY:**

**ALL IN FAVOR:**

**THOSE OPPOSED:**

**ADOPTED by the City Council of the City of New Richmond this \_\_\_\_ day of October, 2017.**

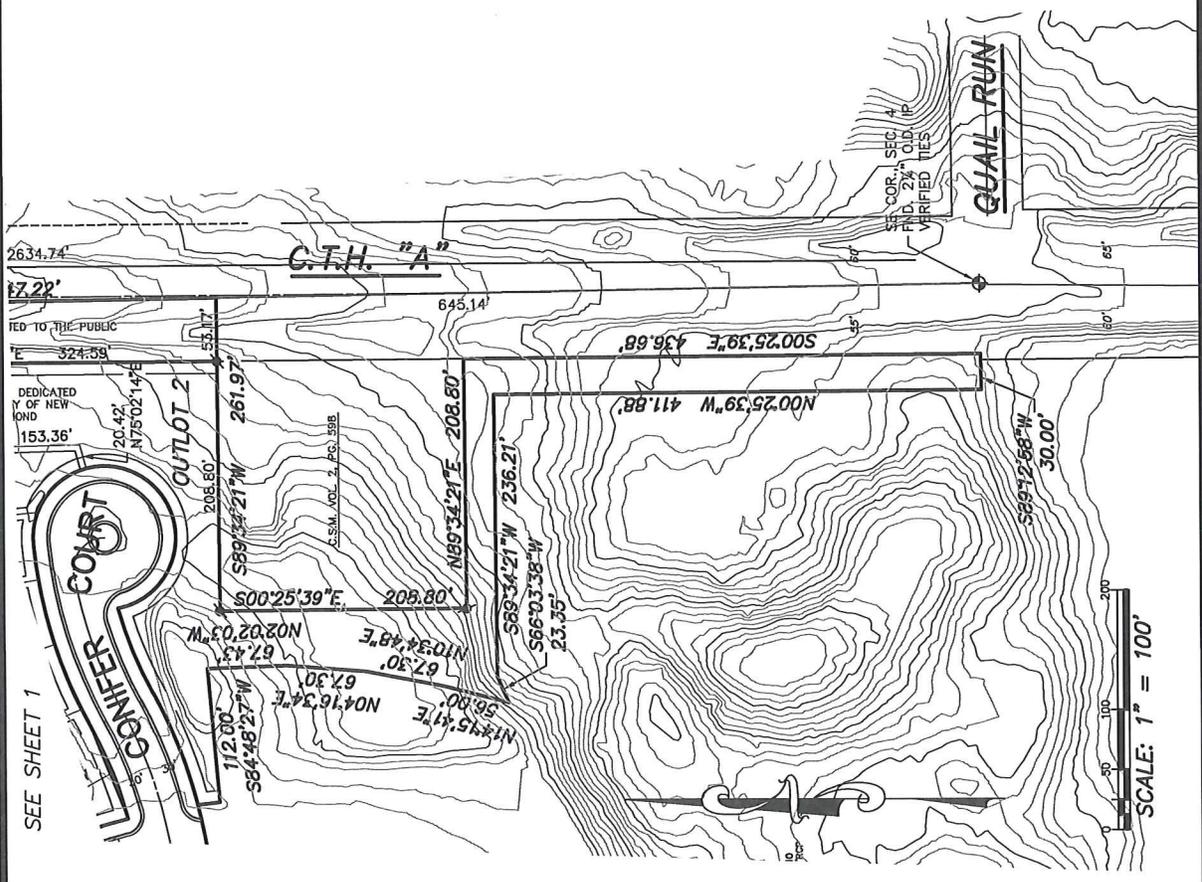
**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

Attest: \_\_\_\_\_  
Tanya Batchelor, City Clerk



SEE SHEET 1



LOT	LOT AREA
1	8,192 SQ.FT.
2	6,795 SQ.FT.
3	7,105 SQ.FT.
4	7,048 SQ.FT.
5	7,106 SQ.FT.
6	10,700 SQ.FT.
7	13,830 SQ.FT.
8	11,579 SQ.FT.
9	11,096 SQ.FT.
10	9,928 SQ.FT.
11	11,900 SQ.FT.
12	11,811 SQ.FT.
13	10,050 SQ.FT.
14	10,050 SQ.FT.
15	10,050 SQ.FT.
16	14,219 SQ.FT.
17	22,612 SQ.FT.
18	16,783 SQ.FT.
19	11,913 SQ.FT.
20	10,422 SQ.FT.
21	10,171 SQ.FT.
22	10,347 SQ.FT.
23	10,735 SQ.FT.
24	10,637 SQ.FT.
25	11,276 SQ.FT.
26	9,559 SQ.FT.
27	9,542 SQ.FT.
28	11,614 SQ.FT.
29	13,158 SQ.FT.
30	11,368 SQ.FT.
31	9,118 SQ.FT.
32	9,333 SQ.FT.
33	11,457 SQ.FT.
34	12,703 SQ.FT.
35	12,564 SQ.FT.
36	13,091 SQ.FT.
OL. 1	27,657 SQ.FT.
OL. 2	65,189 SQ.FT.
OL. 3	62,926 SQ.FT.
OL. 4	22,652 SQ.FT.

**OWNERS:**  
 WILLOW RIVER BLUFFS LLC  
 (RONALD DERRICK, MANAGING MEMBER)

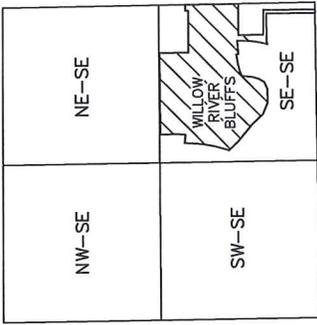
**APPROVING AUTHORITIES:**  
 - CITY OF NEW RICHMOND

**OBJECTING AUTHORITIES:**  
 - DEPARTMENT OF ADMINISTRATION

**SURVEYOR:**  
 REAL LAND SURVEYING  
 1360 INTERNATIONAL WAY  
 EAU CLAIRE, WI 54701

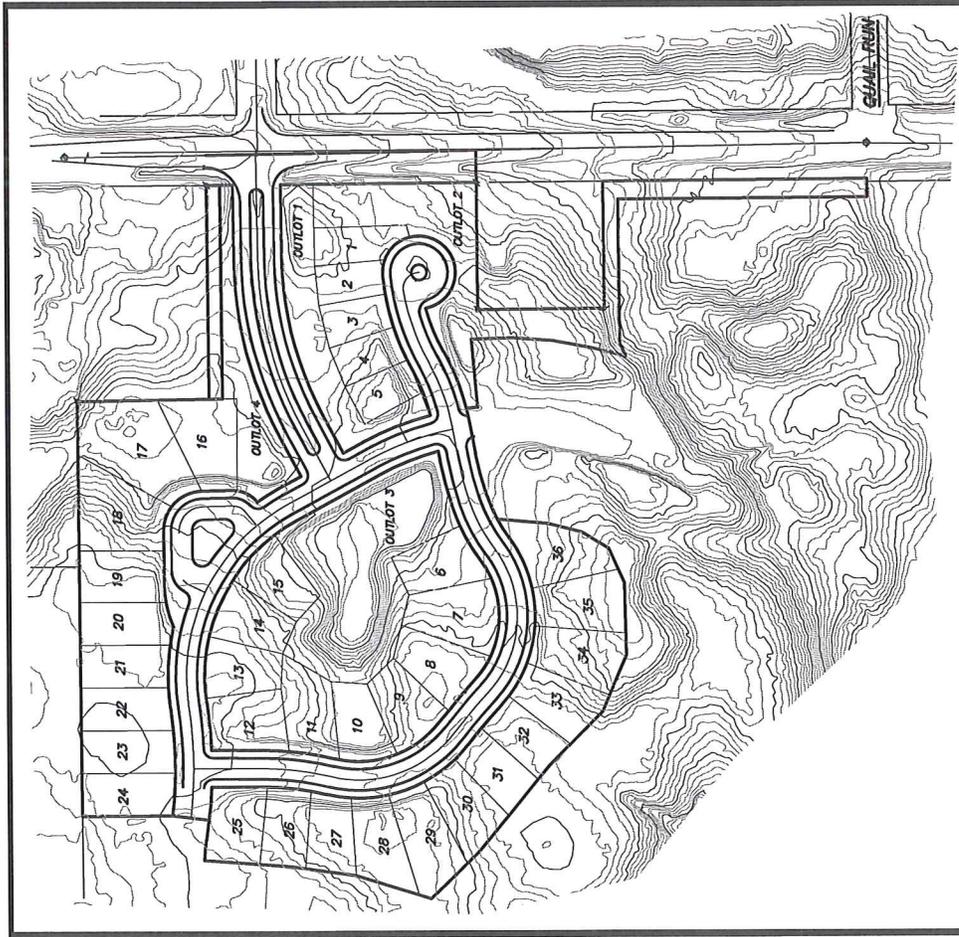
**ENGINEERING:**  
 ADVANCED ENGINEERING CONCEPTS  
 1360 INTERNATIONAL WAY  
 EAU CLAIRE, WI 54701

**LOCATION SKETCH**  
 SE1/4, SEC. 4, T30N, R18W



PRELIMINARY PLAT OF  
**WILLOW RIVER BLUFFS**  
 IN THE SE1/4 OF THE SE1/4, SECTION 4, T30N, R18W,  
 CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN  
 SHEET 2 OF 3

SCALE: 1" = 100'



PRELIMINARY PLAT OF  
**WILLOW RIVER BLUFFS**  
 IN THE SET/4 OF THE SET/4, SECTION 4, T30N, R18W,  
 CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN  
 SHEET 3 OF 3



CURVE TABLE						
CURVE	LOT	LENGTH	RADIUS	BEARING	CHORD	DELTA
A-B	01.4	307.95'	359.89'	S75°29'17.34"W	304.99'	27°34'03"
C-D	01.4	412.62'	359.00'	N75°02'20.70"W	412.62'	0°00'00"
D-E	01.4	329.29'	51.80'	N29°56'25.55"E	329.34'	43°32'28"
F-G	16	81.04'	51.30'	N33°08'59.55"E	81.03'	8°56'29"
H-I	17	57.44'	64.50'	N45°51'10.70"W	50.42'	89°59'57"
J-K	18	42.75'	64.50'	N77°20'07.70"W	41.97'	37°58'13"
L-M	19	78.91'	178.28'	N57°58'57.10"W	78.91'	0°00'00"
N-O	20	43.37'	178.28'	S73°55'59.70"W	43.27'	13°51'40"
P-Q	21	29.00'	350.00'	N72°56'33.10"E	132.18'	21°46'00"
R-S	22	70.23'	350.00'	N72°56'33.10"E	70.17'	17°29'51"
T-U	23	33.74'	350.00'	S84°25'46.70"W	33.74'	0°00'00"
V-W	24	36.64'	670.00'	N83°14'03.10"E	36.64'	3°09'01"
X-Y	24	70.22'	670.00'	N87°17'49.70"E	70.04'	5°09'31"
Z-AA	25	33.55'	240.00'	S85°12'17.10"E	33.52'	35°14"
BB-CC	25	87.54'	240.00'	S84°02'12.10"E	87.54'	0°00'00"
DD-EE	26	108.33'	470.00'	S85°20'14.10"E	108.33'	4°16'00"
FF-GG	26	108.33'	470.00'	N05°47'39.10"E	108.33'	1°31'42.58"
HH-II	27	73.97'	470.00'	N05°47'39.10"E	73.97'	0°56'28"
JJ-KK	28	73.97'	470.00'	N05°47'39.10"E	73.97'	0°56'28"
LL-MM	27	27.78'	470.00'	N174°32'22.10"E	27.77'	3°23'11"
NN-OO	27	27.78'	470.00'	S09°27'58.70"W	27.78'	0°00'00"
PP-QQ	28	62.81'	230.00'	S19°49'17.10"E	62.81'	15°38'46"
RR-SR	30	62.81'	230.00'	S35°58'54.50"E	62.81'	15°38'46"
TT-UU	31	32.89'	230.00'	S47°20'03.50"E	32.86'	8°11'33"
VV-WW	31	55.91'	1125.00'	N69°26'34.70"W	55.89'	4°22'11"
XX-YY	32	51.16'	1125.00'	N48°33'08.70"W	51.15'	2°46'20"
ZZ-AA	32	296.92'	214.00'	S07°00'12.20"E	273.97'	79°29'42"
BB-CC	33	62.27'	214.00'	S80°45'41.40"E	62.05'	16°40'20"
DD-EE	34	62.27'	214.00'	S77°43'54.50"E	62.05'	16°40'20"
FF-GG	35	91.51'	214.00'	N85°09'55.50"E	91.81'	24°33'00.31"
HH-II	36	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
JJ-KK	36	36.96'	249.00'	S57°00'03.70"E	36.93'	8°20'18"
LL-MM	37	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
NN-OO	37	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
PP-QQ	38	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
RR-SR	38	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
TT-UU	39	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
VV-WW	39	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
XX-YY	40	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
ZZ-AA	40	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
BB-CC	41	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
DD-EE	41	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
FF-GG	42	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
HH-II	42	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
JJ-KK	43	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
LL-MM	43	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
NN-OO	44	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
PP-QQ	44	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
RR-SR	45	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
TT-UU	45	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
VV-WW	46	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
XX-YY	46	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
ZZ-AA	47	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
BB-CC	47	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
DD-EE	48	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
FF-GG	48	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
HH-II	49	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
JJ-KK	49	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
LL-MM	50	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
NN-OO	50	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
PP-QQ	51	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
RR-SR	51	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
TT-UU	52	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
VV-WW	52	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
XX-YY	53	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
ZZ-AA	53	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
BB-CC	54	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
DD-EE	54	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
FF-GG	55	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
HH-II	55	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
JJ-KK	56	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
LL-MM	56	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
NN-OO	57	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
PP-QQ	57	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
RR-SR	58	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
TT-UU	58	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
VV-WW	59	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
XX-YY	59	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
ZZ-AA	60	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
BB-CC	60	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
DD-EE	61	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
FF-GG	61	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
HH-II	62	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
JJ-KK	62	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
LL-MM	63	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
NN-OO	63	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
PP-QQ	64	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
RR-SR	64	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
TT-UU	65	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
VV-WW	65	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
XX-YY	66	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
ZZ-AA	66	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
BB-CC	67	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
DD-EE	67	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
FF-GG	68	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
HH-II	68	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
JJ-KK	69	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
LL-MM	69	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
NN-OO	70	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
PP-QQ	70	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
RR-SR	71	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
TT-UU	71	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
VV-WW	72	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
XX-YY	72	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
ZZ-AA	73	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
BB-CC	73	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
DD-EE	74	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
FF-GG	74	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
HH-II	75	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
JJ-KK	75	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
LL-MM	76	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
NN-OO	76	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
PP-QQ	77	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
RR-SR	77	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
TT-UU	78	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
VV-WW	78	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
XX-YY	79	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
ZZ-AA	79	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
BB-CC	80	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
DD-EE	80	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
FF-GG	81	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
HH-II	81	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
JJ-KK	82	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
LL-MM	82	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
NN-OO	83	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
PP-QQ	83	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
RR-SR	84	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
TT-UU	84	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
VV-WW	85	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
XX-YY	85	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
ZZ-AA	86	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
BB-CC	86	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
DD-EE	87	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
FF-GG	87	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
HH-II	88	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
JJ-KK	88	71.97'	249.00'	S82°13'10.70"E	71.66'	17°56'32"
LL-MM	89	41.01'	504.00'	S75°43'30.70"W	41.21'	1°06'09"
NN-OO	89	41.01'	504.00'	S		



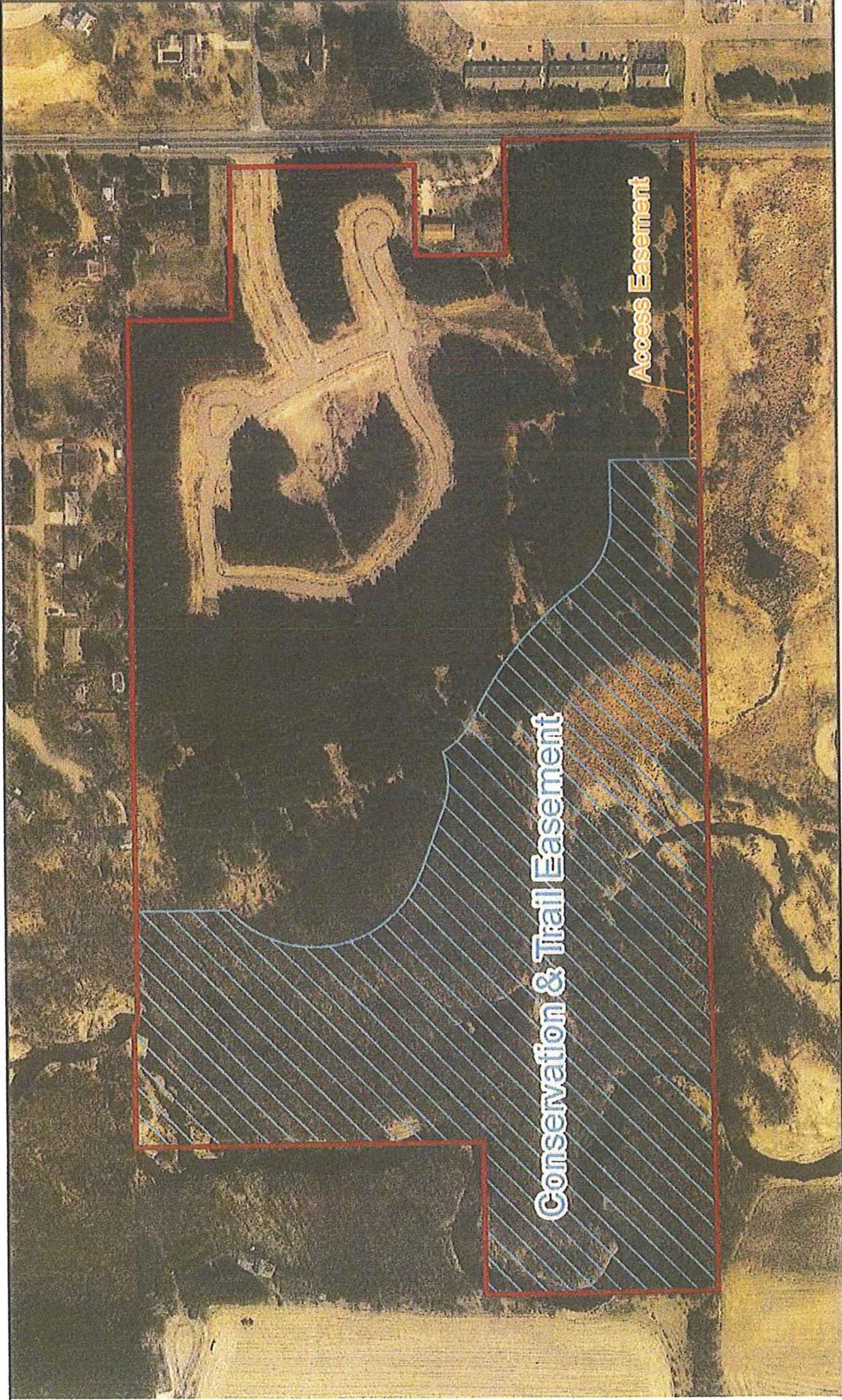


EXHIBIT  
  
 Tabbers'



Source: St. Croix County Community Development Department  
 and St. Croix County Surveyor

**Legend**

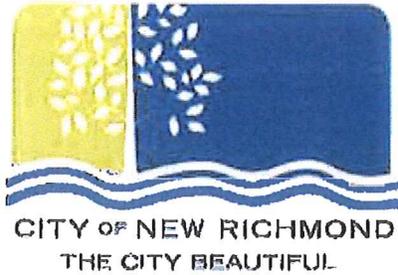
-  Tax Deed Boundary
-  Conservation & Trail Easements
-  Access



1 inch = 300 feet

**IMPORTANT NOTICE:**  
 THESE MAPS ARE NOT SURVEY MAPS. THEY WERE COMPILED FROM THE PLATS AND DEEDS ON RECORD WITH THE REGISTER OF DEEDS OFFICE, AND FILED WITH THE REAL PROPERTY LISTER AND SURVEYOR FILE, AND IN NO MANNER REPRESENT A FIELD SURVEY. THEY SHOULD BE USED FOR REFERENCE PURPOSES ONLY.

Date: 1/3/2017



## APPLICATION TO REZONE

City Ordinance Section 121-29  
www.newrichmondwi.gov

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

### APPLICATION FEE: \$250 ESCROW: \$500

Application fee 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: Willow River Bluffs LLC  
Last name: Derrick First name: Row  
Address: 1505 State Road 25 City/State/Zip: New Richmond 54017  
Phone number: 612-599-4244 Email address: Row@Derrickbluffs.com

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

Company name: Real Land Surveying  
Last name: Gartmann First name: Pete  
Address: 1360 International Dr City/State/Zip: EAU CLAIRE WI 54701  
Phone number: 715-514-4116 Email address: pgartmann@rs-sec.com

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

CTH "A" & 172<sup>nd</sup> Ave.

#### 4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

##### a. Zoning Map Change:

Existing Designation(s): Z2 District  
Proposed Designation(s): PUD Approved 4 Oct. 05

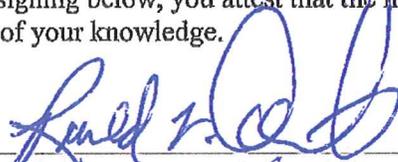
#### 5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

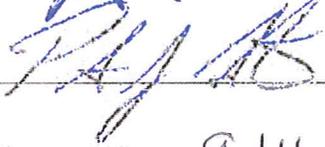
- A mistake was made when the existing zoning text or map was approved.  
 Circumstances have changed since the original zoning that now justifies a change.

**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. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. **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.
- e. **Other Information:** In addition to the written narrative, a full size site plan, 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.

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: 9-6-17

Applicant:  Date: 9-6-17

Fee Paid: \$250 Date: 9-14-17 Receipt # 65733

Escrow Paid: \$500 Date: 9-14-17 Receipt # 65733

**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.**

Parcel #: 261-1303-02-050

Valid as of 09/06/2017 10:10 AM

Alt. Parcel #: 04.30.18.2317A

CITY OF NEW RICHMOND  
ST. CROIX COUNTY,  
WISCONSIN

<b>Owner and Mailing Address:</b> WILLOW RIVER BLUFFS LLC 1505 HIGHWAY 65 NEW RICHMOND WI 54017		<b>Co-Owner(s):</b>	
<b>Districts:</b>		<b>Physical Property Address(es):</b> Information Not Available	
<b>District#</b>	<b>Description</b>	<b>Parcel History:</b>	
3962	SCH DIST NEW RICHMOND	<b>Date</b>	<b>Doc #</b>
1700	WITC	05/18/2017	1047876
8020	UPPER WILLOW REHAB DIST	02/17/2017	1043750
		02/17/2017	1043751
		01/18/2013	971659
			<i>more...</i>
<b>Legal Description:</b> SEG 4 T30N R18W SE SE EXC N 225' OF E 400' & EXC CSM 2/598 & EXC PCL DESC IN DOC 797287 & EXC PT SE SE DE... <i>more...</i>		<b>Vol/Page</b>	<b>Type</b>
		/	QCD
		/	EZ-CONS
		/	EZ-I
		/	TXD

<b>Plat</b>	<b>Tract (S-T-R 40% 160% GL)</b>	<b>Block/Condo Bldg</b>
* N/A-NOT AVAILABLE	04-30N-18W SE SE	

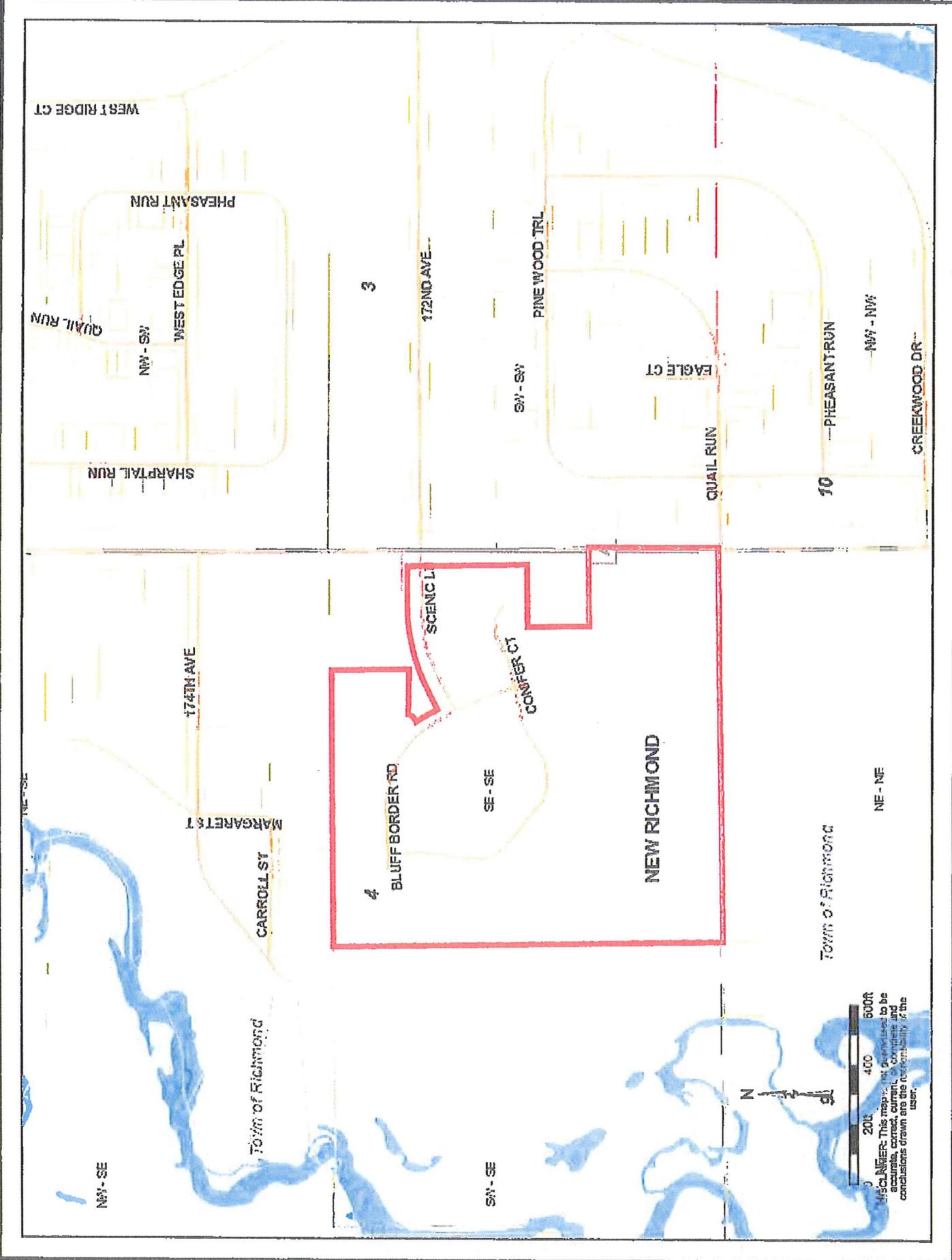
<b>2017 Valuations:</b>		<b>Values Last Changed on 06/30/2014</b>		
<b>Class and Description</b>	<b>Acres</b>	<b>Land</b>	<b>Improvement</b>	<b>Total</b>
X3-COUNTY	34.935	0.00	0.00	0.00
<b>Totals for 2017</b>				
General Property	0	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00
<b>Totals for 2016</b>				
General Property	0.000	0.00	0.00	0.00
Woodland	0.000	0.00	0.00	0.00

**2017 Taxes**

Taxes have not yet been calculated.

**Key**

\* -  
Primary



0 200 400 500R  
 NIS/NIER: This map is not guaranteed to be accurate. The user assumes all liability and conclusions drawn are the responsibility of the user.



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

**PRELIMINARY PLAT APPLICATION**

CITY ORDINANCE SECTION 117  
www.newrichmondwi.gov

- PRELIMINARY PLAT FEE: \$400 + 5.00/LOT OVER 6 ESCROW: \$500.00**  
 **AMENDED OR REVISED PRELIMINARY PLAT: \$200.00 ESCROW: \$500.00**

*Application fee and escrow deposit 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: Willow River Bluffs, LLC  
Last name: Derrick First name: Ronald  
Address: PO Box 445 City/State/Zip: New Richmond, WI  
Phone number: 715-246-2320 Email address: Ronald.derrick@willowriverbluffs.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)**

CITY PD "A" & 172<sup>ND</sup> Ave.

**4. Zoning Designation: Z2**

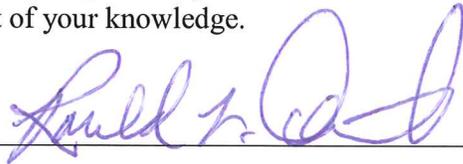
**5. Statement of Intent:** Describe the properties to be combined or created as a part of this Preliminary Plat application and indicate whether a variance, zoning change, and/or Conditional Use Permit will be required for the proposed parcels or the intended use.

36 lots per attached

**6. Additional Required Information:**

- a. **Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. **Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. **Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. **Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

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: 9-8-2017

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

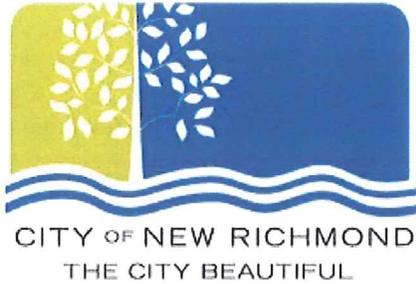
Date: \_\_\_\_\_

Fee Paid: \$ 1050.00

Date: 9-14-17

Receipt # 65734

**Preliminary Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the Planning Commission meeting the following month.**



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

**FINAL PLAT APPLICATION**  
CITY ORDINANCE SECTION 117  
www.newrichmondwi.gov

- FINAL PLAT FEE: \$250.00 + \$2.00/LOT**                      **ESCROW: \$0.00**  
 **AMENDED OR REVISED FINAL PLAT FEE: \$250**                      **ESCROW: \$0.00**  
*Fee should be made payable to City of New Richmond upon submittal of completed application.*

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

**1. Property Owner Information:**

Company name: WILLOW RIVER BLUFFS, LLC  
Last name: Derrick                      First name: Ronald  
Address: PO Box 445                      City/State/Zip: New Richmond, WI  
Phone number: 715.246.2320                      Email address: Ron@derrickbuilt.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)**

CITY ROAD A - 172<sup>ND</sup> AVE

**4. Zoning Designation: Z2**

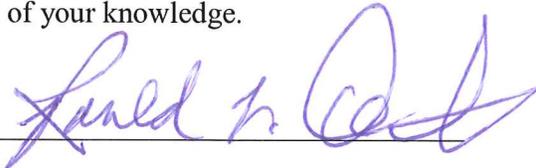
**5. Changes from Preliminary Plat:** Make note of any differences in property boundaries, easements, etc. from what was proposed in the Preliminary Plat application.

Per original Preliminary Plat for  
PLATINUM Development. REVISED TO  
CONFORM WITH WISCONSIN STATUTES.

**6. Additional Required Information:**

- a. Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the plat incorporating all required modifications of the preliminary plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable ordinance requirements.

**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: 9-8-2017

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

Fee Paid: \$ 322<sup>00</sup> Date: 9-8-17 Receipt # 65735

**Final Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the City Council meeting later that month.**



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 29 September 2017

RE: New Richmond – Bernard Office Building; Site Plan Review

TPC FILE: 164.02

## BACKGROUND

Dr. Gregory Bernard has submitted plans for development of a 8,009 square foot medical office building on a lot within the New Richmond Business & Technical Park located at the south east corner of West Richmond Way and Madison Avenue. The proposed office building is subject to review and approval of the Development Review Committee (DRC) in accordance with Section 121-30 of the Zoning Ordinance. The DRC reviewed the submitted site and building plans and referred the application to the Plan Commission meeting on 3 October 2017.

### Attachments:

- Site location map
- Site Plan/Storm Water Review Plans dated 09.25.2017

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for commercial uses based on visibility to West Richmond Way. The ideal development of the subject site would be for development of office type uses that benefit from the visibility and access to West Richmond Way and provides a transition to industrial oriented uses to the south. The proposed medical office use is consistent with the intent of the City's future land use plan and appropriate for the subject site.

**Zoning.** The subject site is zoned Z7 District. The Z7 District allows office uses, including medical offices, as a permitted use. Permitted uses require issuance of a building permit and are subject to review and approval of the DRC in accordance with Section 121-30 of the Zoning Ordinance. The DRC may also refer the site and building plans to the Plan Commission for additional review.

**Surrounding Uses.** The subject site is surrounded by the following existing and planned land uses shown in the table below. The proposed medical office use provides a desirable land use transition from commercial uses oriented towards West Richmond Way and industrial uses to the south and west.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	Z3 District	Office/warehouse
East	Commercial	Z3 District	Undeveloped
South	Commercial	Z7 District	LWT
West	Commercial	Z7 District	Undeveloped

**Lot Requirements.** Table 10 of the Zoning Ordinance establishes minimum lot requirements for the Z7 District. There is no minimum lot area required. Each lot must have at least 80 feet of frontage to a public street, which the subject site complies with having 260 feet of width along Madison Avenue. The table below indicates that the proposed site plan complies with applicable setback and lot coverage requirements of the Z7 District.

	Setbacks				Max. Lot Coverage
	Madison Ave.	Richmond Way	East	South	
Required	30ft.	25ft.	20ft.	10ft.	60%
Proposed	30ft.	25ft.	207ft.	63ft.	33%

**Building Design.** The proposed building is a one-story structure having a gross floor area of 8,009 square feet. The exterior finish of the building utilizes charcoal brick, windows along each elevation with cedar accents below, and a significant raised glass section with cantilevered roof over the central portion of the building. The overall appearance of the building is contemporary and very attractive. Furthermore, the building exceeds the exterior finish requirement for principal buildings within the Z7 District established by Section 121-49.G of the Zoning Ordinance. The proposed building height is within the four story height allowed for principal buildings within the Z7 District.

**Landscaping.** A landscape plan illustrating proposed plantings and planting details has been submitted. The landscaping includes shade trees on Madison Avenue; the DRC stated that additional shade trees are not to be required along West Richmond Way, but existing trees should be preserved. A grouping of eight deciduous trees are provided south of the building on a berm to screen the view of the parking area from Madison Avenue. Another berm with 28 evergreen trees is existing along the south lot line of the subject site and screens the view of

the industrial use to the south. Additional trees and shrubs are also provided within the parking area and at the building foundation. The number of plantings exceed the requirements of Table 15 of the Zoning Ordinance and the sizes of the proposed plantings comply with Section 121-55.E of the Zoning Ordinance. Section 121-55.I.2 of the Zoning Ordinance requires the developer to provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan. The security is 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.

**Access.** The subject site has frontage to West Richmond Way and Madison Avenue. West Richmond Way is designated as a collector street by the Transportation Plan and direct lot access is restricted. Madison Avenue is a local street that provides property access and traffic circulation. The subject site and abutting lot to the east are to be accessed from Madison Avenue via a shared driveway as Section 121-52.A.1 of the Zoning Ordinance encourages lot access to be provided via alleys wherever possible.

There is a 24 foot wide curb access and driveway within a 66 foot wide access easement along the south line of the subject site used to access the proposed off-street parking area. This driveway may be extended in the future to access the abutting lot to the east. The off-street parking stalls and trash enclosure to be constructed on the subject site encroach into this access easement. The encroachments do not impede access to the lot to the west and may be allowed as part of the development agreement. Alternatively, the City and or developer may elect to revise the CSM to narrow the ingress/egress easement to 50 feet.

**Pedestrian Access.** There are no existing sidewalks or trails abutting the subject site. The site plan includes construction of a sidewalk along the north property line within the West Richmond Way right-of-way. A connection to this sidewalk to the internal site pedestrian walks and parking area is provided east of the proposed building. The City staff determined that no sidewalk is to be required on Madison Avenue at this time.

**Off-Street Parking.** Table 14 of the Zoning Ordinance requires three off-street parking stalls for each 1,000 square feet of floor area. Based on the proposed building floor area of 8,009 square feet, 24 parking stalls are required. The site plan provides 47 parking stalls, including four ADA van accessible stalls in compliance with the Zoning Ordinance. The dimensions of the parking area include 9 foot by 18 foot stalls accessed by 26 foot wide drive aisles, which complies with Table 13 of the Zoning Ordinance. The parking area and driveways have an asphalt surface surrounded by perimeter concrete curb as required by Section 121-52.A.5 of the Zoning Ordinance. The section details for the proposed parking surface are subject to review and approval of the Public Works Director.

**Signs.** Installation of any sign upon the property requires installation of a sign permit issued by the Building Inspector:

- The site plan illustrates the location of a proposed 107 square foot, nine-foot high monument sign at the northwest corner of the subject site at the intersection of West

Richmond Way and Madison Avenue. A 40 square foot, six-foot high way-finding sign is located on the south side of the driveway accessing Madison Avenue. The signs are constructed of brick to match the exterior material used on the principal building for a coordinated appearance. These signs are defined as ground signs by Table 11 of the Zoning Ordinances. Lots within the Z7 District are allowed one ground sign per street frontage. Each sign is allowed to be up to 300 square feet in area and 35 feet in height. The signs are setback 10 feet from the right-of-way line. Both proposed signs comply with the requirements of the Zoning Ordinance; compliance with the provisions of the Development Covenants must be verified.

- The submitted plans also identify a typical nine square foot wall sign area for individual business identification. Table 11 of the Zoning Ordinance allows one wall sign per business with area determined as four square feet per lineal foot of building wall and maximum area of 300 square feet per sign. The proposed typical wall sign plan complies with the provisions of the Zoning Ordinance.

**Exterior Lighting.** Section 121-55 of the Zoning Ordinance establishes provisions regulating exterior lighting. All light fixtures are required to have a 90-degree horizontal cut-off to minimize light pollution or glare onto adjacent properties or street and the intensity of lighting is limited to 1.0 foot-candle or less at the property line. A photometric lighting plan identifying the type, location, height and illumination pattern and intensity of all proposed exterior lighting must be submitted demonstrating compliance with Section 121-55 of the Zoning Ordinance, and is subject to review and approval of the Building Inspector.

**Trash Storage.** The submitted plans identify an enclosure for an enclosure for exterior storage of trash containers at the southeast corner of the parking area. The submitted plans also include details for construction of the trash container enclosure indicating walls with brick veneer constructed to a height of eight feet. The proposed trash container enclosure complies with Section 121-48.C of the Zoning Ordinance.

**Grading Plan.** Grading and stormwater management plans have been submitted for the proposed site plan. Stormwater management for the subject site is handled on a regional basis as part of the Business and Technical Park. All grading, drainage, and erosion control issues are subject to review and approval by the Public Works Director.

**Utilities.** There are connections for sewer, water and electric utilities available to serve development of the subject site within the public right-of-way adjacent to the subject site. The utility plan should include plans for the location and size of electric service for the building. All utility issues are subject to review and approval of the Public Works Director.

**Future Phase.** The submitted plans indicate the opportunity for construction of a second principal building upon the subject site together with expansion of the parking area. Construction of the second principal building is allowed by conditional use permit in accordance with Table 3 of the Zoning Ordinance and will require a future development application.

## RECOMMENDATION

The proposed medical office building is an attractive development consistent with the City's goals for the West Richmond Way corridor within the New Richmond Business and Technical Park. The proposed site and building plans comply with the requirements of the Zoning Ordinance. The DRC reviewed the plans at their meetings on 14 September 2017 and 28 September 2017 and recommends approval the application subject to the conditions outlined below.

## POSSIBLE ACTIONS

- A. Motion to **approve** a site plan for the Bernard Office Building, subject to the following conditions:
1. Section 121-55.I.2 of the Zoning Ordinance requires the developer to provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan. The security is 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 section details for the proposed parking surface are subject to review and approval of the Public Works Director.
  3. Installation of any sign upon the property requires installation of a sign permit issued by the Building Inspector.
  4. A photometric lighting plan identifying the type, location, height and illumination pattern and intensity of all proposed exterior lighting shall be submitted demonstrating compliance with Section 121-55 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  5. All grading, drainage, erosion control issues are subject to review and approval of the Public Works Director:
    - a. Sheet C1.0:
      - (1) Wrap the silt fence up the driveway on either side of the tracking pad; this is the lowest point of the lot and without a "hook" sediment-laden stormwater will leave the site here.
    - b. Sheet C2.0:

- (1) A storm manhole with curb casting shall be provided at the connect to existing storm location.
- (2) Proposed storm pipe diameters must be shown and shall be 18" for the first run and 12" for the rest of the runs, subject to verification by the Public Works Director.
- (3) The first storm manhole upstream of the connect to existing storm location must be relocated outside of the proposed driveway so that storm sewer can be extended to the east in the future to serve the parking lots for buildings #2 and #3.

c. Sheet C3.0:

- (1) Provide a valley gutter through the driveway curb cut on Madison Avenue to ensure that the stormwater flows down the Madison Avenue curbline. Width should be 6" wider than the existing curb along Madison Avenue.

d. Calculations:

- (1) Prepare construction site erosion control calculations for the WisDNR permit application, and provide a copy of those calculations to the City.
- (2) Provide peak rate modeling for existing, currently proposed and future (with building #2 in place) conditions. This information would be needed to size the storm sewer and for tracking the capacity remaining at the regional pond.

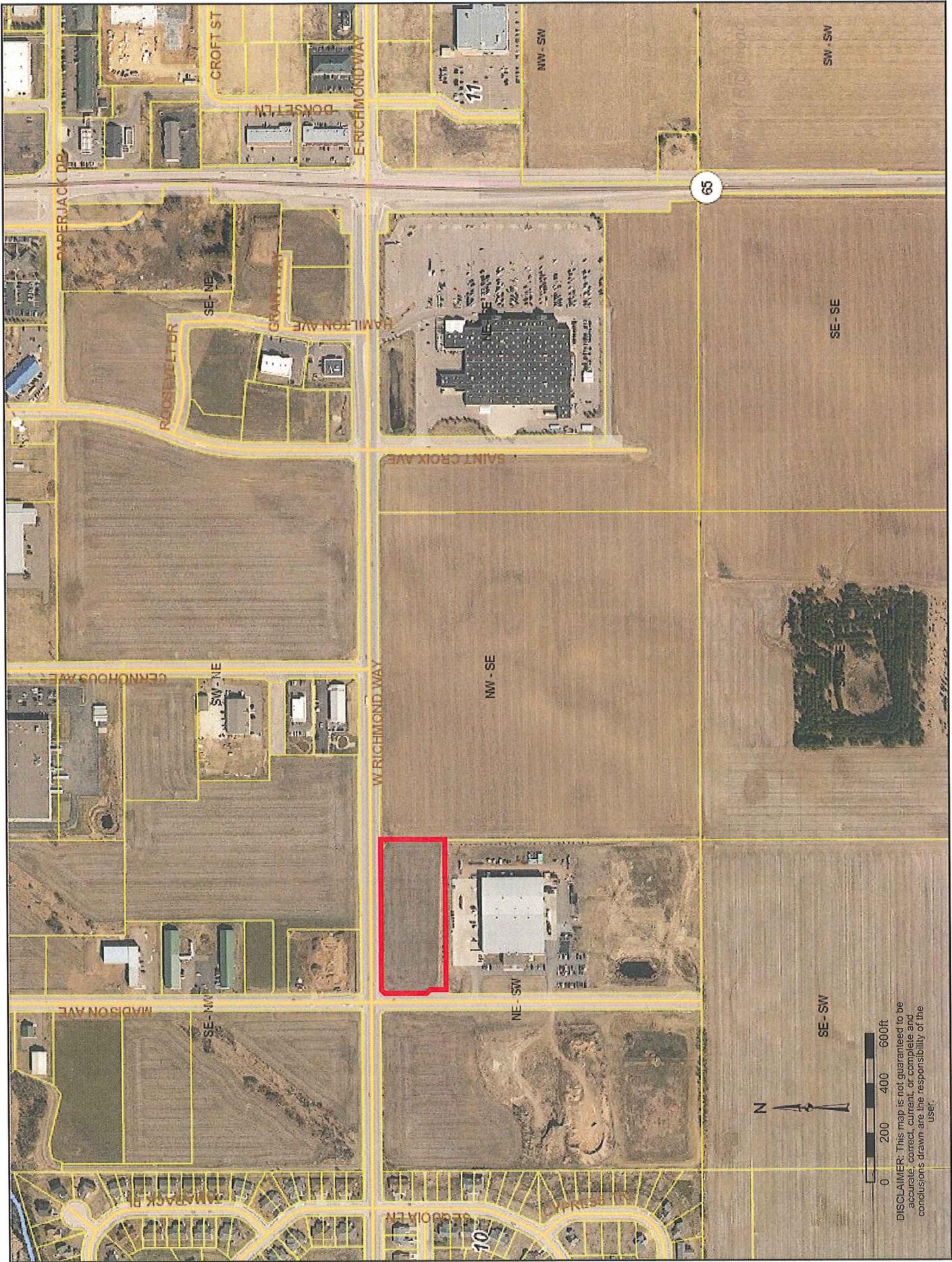
6. All utility issues are subject to review and approval of the Public Works Director:

- a. The utility plan shall include plans for the location and size of electric service for the building.
- b. The six-inch water service line shall be flushed prior to construction of the exterior walls.
- c. The depth of the sanitary sewer connection shall be a minimum of 6 feet.

B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the provision of the Zoning Ordinance.

C. Motion to **table**.

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



0 200 400 600ft

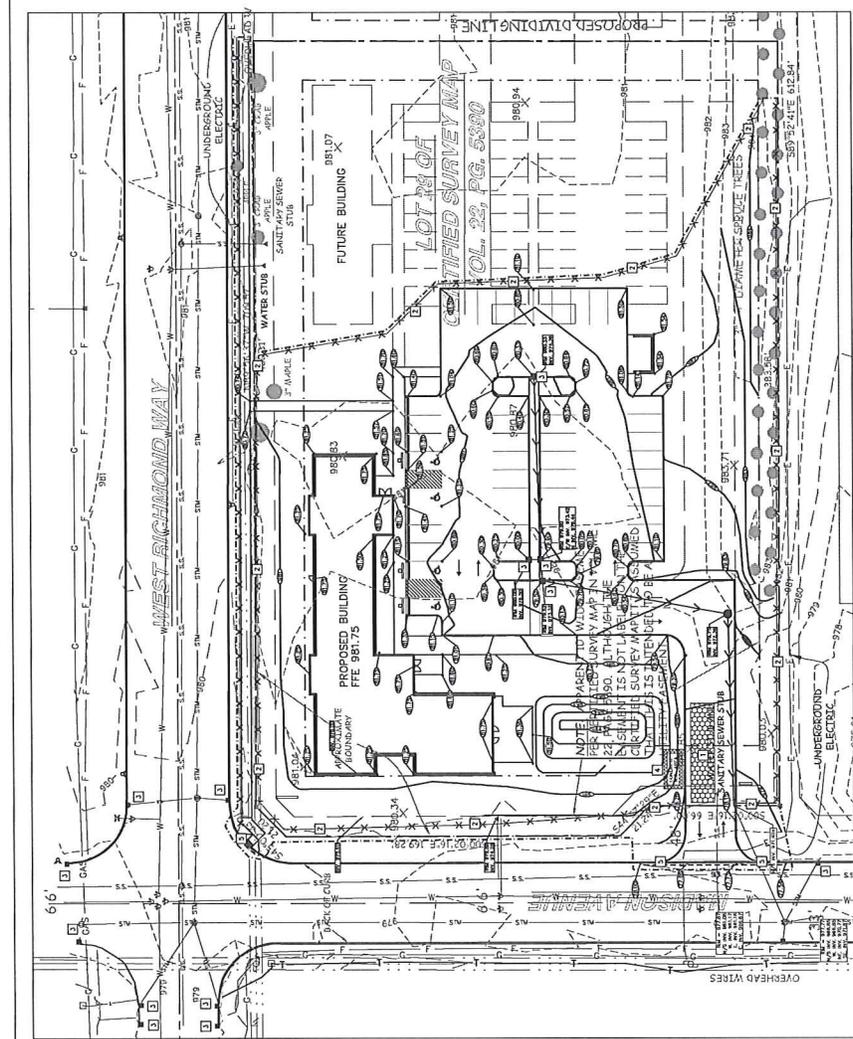
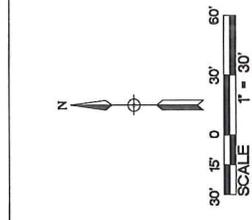
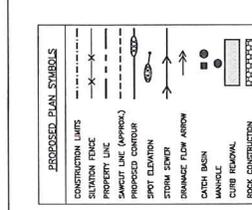
DISCLAIMER: This map is not guaranteed to be accurate, current, or complete and conclusions drawn are the responsibility of the user.





**ABBREVIATIONS**

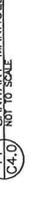
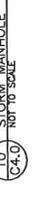
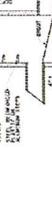
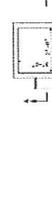
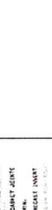
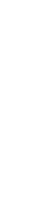
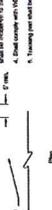
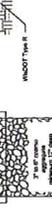
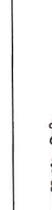
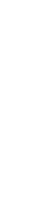
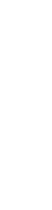
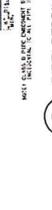
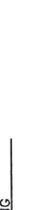
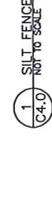
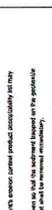
AW	Asphalt
CB	Concrete
CH	Chalk
CL	Centerline
CO	Construction
CR	Centerline
CS	Concrete
CU	Curb
DA	Drainage
DE	Drainage
DI	Drainage
DM	Drainage
DN	Drainage
DR	Drainage
DS	Drainage
DT	Drainage
DU	Drainage
DV	Drainage
EW	Excavation
FL	Finish
FR	Finish
FS	Finish
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ZX	Asphalt
ZY	Asphalt
ZZ	Asphalt



- KEYED NOTES ARE DOTTED BY ( ) ON PLAN.**
- (1) RETAIN WALL CONSTRUCTION DISTANCE REFER TO DETAIL 6/24.9.
  - (2) RETAIN WALL FENCE REFER TO DETAIL 1/24.8.
  - (3) APPROXIMATE LOCATION OF TEMPORARY CONVALENT CONCRETE MANSUET BUN, REFER TO DETAIL 2/24.9.
  - (4) MENSURERS WIPED GENERAL STRIKEMASTER PRINT FOR CONSTRUCTION IS NOT FOR MORE DETAILS. ALTERNATIVE TO ON-SITE CONFORMANCE.
  - (5) HIGHEST POINT.
- 1 GRADING, DRAINAGE, AND EROSION CONTROL PLAN**
- C1.0**



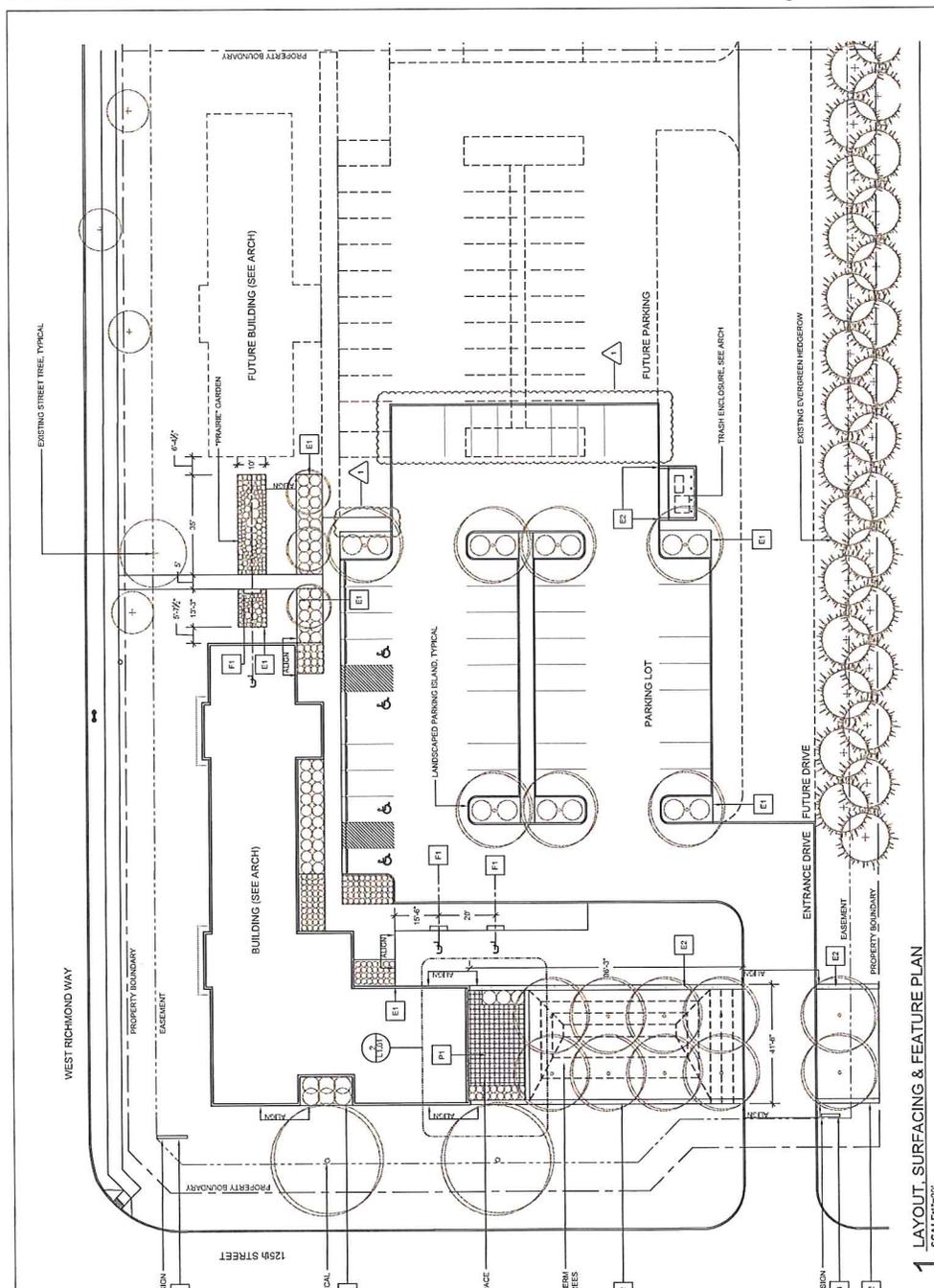












1 LAYOUT, SURFACING & FEATURE PLAN  
 SCALE 1/8" = 1'-0"

PAVING SCHEDULE	LOCATION	DESCRIPTION	QUANTITY	MANUFACTURER	FINISH/COLOR	NOTES	DETAIL REF
P1	MONUMENT SIGN	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P2	SHADE TREE, TYPICAL	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P3	PARKING LOT SCREENING BERM AND DECIDUOUS TREES	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P4	WAYFINDING SIGN	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P5	ENTRANCE DRIVE	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P6	ENTRANCE DRIVE	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P7	EXISTING EVERGREEN HEDGEROW	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P8	EXISTING STREET TREE, TYPICAL	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P9	PRAIRIE GARDEN	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P10	FUTURE BUILDING (SEE ARCH)	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P11	FUTURE PARKING	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	
P12	TRASH ENCLOSURE, SEE ARCH	CONCRETE	1	TBD	BLACK DURAFLX	SEE ARCH	

2 GATHERING SPACE ENLARGEMENT PLAN  
 SCALE 1/8" = 1'-0"

**GENERAL NOTES**

- REFER TO CIVIL DRAWINGS FOR GRADING, UTILITIES, EROSION CONTROL, HARDWARE/PARKING LAYOUT, PROJECT EXTENTS, TOPOGRAPHIC BERMS AND PROPERTY LINES ARE FOR CONTEXT ONLY.
- REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING INFORMATION.
- PAVING BEDS NOT CONTAINED BY STRUCTURES, CURBS OR PAVING MUST BE EDGED WITH COMMERCIAL GRADE ALUMINUM WITH 1-1/2" DIA CLEAR.
- ALL PLANTING BEDS TO RECEIVE 4" OF DOUBLE SHREDED HARDWOOD MULCH (DEKA) TO BE SEEDED WITH TURF BIRD SEED.
- UNLESS OTHERWISE NOTED, ALL LAND AND PROTECTED (EXISTING TREES ARE SHOWN AT NORMAL MATURE CROWN DIAMETER AND THIS DOES NOT REFLECT EXISTING CROWN SIZES; SEE SURVEY).

NOT FOR CONSTRUCTION

L1.01  
 LAYOUT & FEATURE PLAN

DATE: 12/15/2010  
 TIME: 10:00 AM







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

RECEIVED  
SEP 07 2017  
BY: *[Signature]*

CITY ORDINANCE SECTION 117 & 121  
www.newrichmondwi.gov

- SITE PLAN/STORM WATER REVIEW FEE: \$250.00 ESCROW: \$1,500.00
- CONCEPT PLAN FEE: \$150.00 ESCROW: \$1,500.00
- CERTIFIED SURVEY MAP FEE: \$200.00 ESCROW: \$1,500.00
- 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: \_\_\_\_\_

Last name: Bernard First name: Dr. Gregory

Address: 144 West 3rd St City/State/Zip: New Richmond, WI 54017

Phone number: 715-410-0706 Email address: bernarddcmd@aol.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)**

TBD West Richmond Way - Lot 31

**4. Zoning Designation: Z7 - Special Use District**

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

New construction of a professional office building. Proposed 1 story, with approximately 8,000 SF.

Associated parking, access drive, and landscape of the property.

**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: 9-7-17

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

Fee Paid: \$250.00 Date: 9/7/17 Receipt # 65675

Escrow Paid: \$1500 Date: 9/7/17 Receipt # 65675

**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.**



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## MEMORANDUM

**TO:** Plan Commission

**FROM:** Jeremiah Wendt, Director of Public Works

**DATE:** September 29, 2017

**SUBJECT:** Phillips Medisize Temporary Grading Permit

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### **BACKGROUND**

Phillips Medisize is submitting plans for a building expansion project that has a very tight time-schedule, and they would like to begin grading operations on their parcel, and the parcel they are planning to acquire from the City, prior to the typical site plan review process that would be required.

In order to move their project forward, and accommodate the spring completion date that they have set forward, staff is developing a temporary grading/erosion control permit that would allow them to begin excavation with the understanding that any changes made to the plans during the review process will have to be accommodated at their expense. Furthermore, if the project were to stall in the site plan review process, the City's parcel would need to be returned to its predevelopment condition.

Staff feels that this will accommodate for Phillips to get started on their schedule, while still allowing for a thorough site plan review process without being rushed.

### **RECOMMENDATION**

Staff is recommending issuance of a temporary grading/erosion control permit for Phillips Medisize as described above.