

PLAN COMMISSION MEETING
MAY 8, 2018 - 5:00 P.M.

Members Present: Fred Horne, Mike Kastens, Jim Zajkowski, Michelle Scanlan, David Tyvoll and MaryKay Rice

Members Absent: David Wilford

Others Present: Beth Thompson, Dan Licht, and Tanya Batchelor

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

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

David Tyvoll moved to approve the minutes of the previous meeting on April 5, 2018, seconded by Michelle Scanlan and carried.

Public Hearing

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

- a) Petition for Annexation from the Wisconsin Department of Transportation for Parcel #038-1141-80-001 and from Michael & Deborah Meyer for Parcel #038-1141-80-000. Property is located between North Fourth Street and Highway 64 and East of Brigetta Drive. Property is described as located in the NE ¼ of the SW ¼ of Section 35, T31N, R18W, Town of Star Prairie, St. Croix County, Wisconsin.

Dan Licht explained the annexation petition for both the WIDOT and for Michael and Deborah Meyer. Meyers would like to connect to City sewer and water. The annexation is consistent with the City's Comprehensive Plan and the Star Prairie Cooperative Plan. The Development Review Committee reviewed the annexation and recommends approval. Beth Thompson stated there are two parcels in the township just to the west of these two properties that she will be contacting to see if they are interested in annexing. In 2018, the City is taking a look at all township parcels that are surrounded by the City to see if they are interested in annexing. Staff is analyzing the process at this time and will present that to the Council at an upcoming work session.

- b) Application for Conditional Use Permit from Federal Foam to allow an exception to the building exterior finish materials required within the Z7 District in accordance with Section 121-49 G4 of the Zoning Ordinance. Property is located west of 600 Wisconsin Drive and described as: 261-1070-46-005 SEC 10 T30N R18W PT NE NW & PT SE NW; FKA PT CSM 20-5082 NKA CSM 23-5574 LOT 5 (5.470AC) and Site Plan and Stormwater Review.

Dan Licht explained that Federal Foam is still working on plans for this. The last revision was received this morning. Staff will have the plans reviewed and ready for the Plan Commission meeting on May 15, 2018.

Jim Zajkowski moved to approve the petition for Annexation from WI DOT and Michael & Deborah Meyer subject to the following condition:

- (1) Meyer shall provide for the single family dwelling upon their property to be connected to City sewer and water utilities within six (6) months from the date of annexation, seconded by Mike Kastens and carried.

Mike Kastens moved to continue the Public Hearing for the Federal Foam Conditional Use Permit until May 15, 2018, seconded by Michelle Scanlan and carried.

Certified Survey Map for City of New Richmond

Dan Licht explained the CSM. Federal Foam will be acquiring the property to the north and west of their existing property. There is also an adjustment to the west lot line to accommodate for trees planted there. The existing drainage and utility easements along the old property line will be vacated by the City Council on May 14, 2018 and the new easements are shown on the CSM. MaryKay Rice moved to approve the Certified Survey Map subject to the following conditions:

- (1) Vacation of existing drainage and utility easements shall be subject to a written agreement drafted by the City Attorney and executed by the involved property owners, subject to approval of the City Council.
- (2) All grading, drainage, and erosion control shall be subject to review and approval of the Public Works Director.
- (3) All utility plans shall be subject to review and approval of the Public Works Director.

Motion was seconded by David Tyvoll and carried.

Communications & Miscellaneous

Beth Thompson reminded the Plan Commission members of the meeting on May 15, 2018 for the Comprehensive Plan and the Federal Foam CUP. A list of comments and other suggestions for the Comprehensive Plan will be sent out to the members prior to the meeting.

MaryKay Rice moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 5:17 p.m.

Tanya Batchelor
City Clerk