

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

November 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 Monday, December 4, 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, November 7, 2017
4. Public Hearing to consider the following:
  - a) Amendment to Table 3 of the Zoning Ordinance to Provide for Allowance of Accredited Agriculture Education Facilities as a Conditional Use within Z1 and Z2 Districts
5. Action on Public Hearing Agenda
6. Certified Survey Map from Shaun Bird
7. Comprehensive Plan - Existing Conditions Report
8. Communications and Miscellaneous
9. Adjournment

**Fred Horne**  
**Mayor**

**cc:**

<b>The News</b>	<b>Northwest Cable</b>	<b>City Website</b>
<b>Mike Darrow</b>	<b>Nick Vivian</b>	<b>Mike Demulling</b>
<b>Bob Meyer</b>	<b>Tom Rickard</b>	<b>Dan Licht</b>
<b>Jim VanderWyst</b>	<b>Craig Yehlik</b>	<b>Beth Thompson</b>
<b>Rae Ann Ailts</b>		

PLAN COMMISSION MEETING  
NOVEMBER 7, 2017 - 5:00 P.M.

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

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

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 October 3, 2017, seconded by Mike Montello and carried.

**Phillips Medisize Site Plan, Stormwater Review and Certified Survey Map**

Dan Licht explained the Site Plan, Stormwater Review and CSM for Phillips Medisize. Drainage and utility easements internal to the existing lots are to be vacated as they no longer will serve a public purpose and the vacation is necessary to allow for the warehouse expansion. There is a Public Hearing scheduled for November 13, 2017 at the Council meeting to consider this vacation. The Development Review Committee has approved the site plan and CSM for a warehouse expansion at Phillips Medisize subject to the following conditions:

1. The developer shall provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30 as required by Section 121-55.I.2 of the Zoning Ordinance.
2. A photometric lighting plan shall be submitted demonstrating compliance with Section 121-55 of the Zoning Ordinance.
3. All signs shall comply with Section 121-44 of the Zoning Ordinance.
4. Exterior storage of trash or recycling containers shall require construction of an enclosure subject to Section 121-48.C of the Zoning Ordinance.
5. All grading, drainage, and erosion control issues are subject to review and approval by the Public Works Director.
6. All utility issues are subject to review and approval of the Public Works Director.
7. All easements shall be subject to review and approval of the Public Works Director; existing internal drainage and utility easements require vacation in accordance with the process established by State law.

Mike Montello moved to recommend City Council approval of a CSM and approve a site plan for a warehouse addition onto the Philips Medisize building, subject to the seven conditions listed above, seconded by MaryKay Rice and carried.

Dan Licht explained that three administrative permits were issued by the Development Review Committee as per the new ordinance. These projects were as follows: a) Westfields Hospital for additional parking stalls; b) 45<sup>th</sup> Parallel Accessory Building for barrel storage; and c) Midwest Cable for a 1,072 square foot addition to their building for office space. Fred Horne requested to have the administrative permit information sent out to the members in their packets.

There was discussion about the December meeting date. We will have the meeting on December 4, 2017.

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

Meeting adjourned at 5:12 p.m.

Tanya Batchelor  
City Clerk



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## MEMORANDUM

**TO:** Plan Commission

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** November 20, 2017

**SUBJECT:** Temporary Keeping of Goats within the City of New Richmond

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### **BACKGROUND**

An inquiry was made earlier this fall by a private property owner about the possibility of using goats within city limits for the removal of buckthorn. A growing number of communities in the Twin Cities metro region are using goats to remove invasive species, as they are proving to be an affordable, environmentally friendly, and effective tool. Just recently, the City of Hudson adopted an ordinance allowing for the temporary keeping of goats for such purposes.

City staff have developed a draft ordinance that would allow for the temporary keeping of goats. During this process, staff also noticed the need to update our ordinance to allow for the keeping of farm animals by an accredited educational institution as part of an agriculture or science curriculum.

Under the proposed ordinance, a private property owner could temporarily keep goats to control invasive species with a permit and in accordance with several provisions, including:

- Keeping of goats is limited to 30 consecutive days and no more than 60 days per year
- Property must be at least one acre in size
- No more than 15 goats per acre
- Goats shall not be allowed on vacant lots
- Goats must be contained by a fence at all times
- Applications must be reviewed and approved by the Director of Public Works

### **ACTION REQUESTED**

The Plan Commission should discuss the proposed ordinance, propose any changes, and consider a formal recommendation to the City Council to adopt the ordinance as presented.

City of New Richmond Ordinance # \_\_\_\_\_

**ORDINANCE AMENDING THE CITY CODE TO ALLOW THE TEMPORARY KEEPING OF GOATS WITHIN THE CITY OF NEW RICHMOND**

The Common Council of the City of New Richmond ordains:

**Section 1.** Section 10-6 (Prohibited and protected animals) of the City Code shall be amended to read as follows:

(e) Farm animals. The keeping of cattle, horses, hogs, poultry and other farm animals is prohibited within the City, except in areas zoned agricultural, land owned or leased by an accredited educational institution as part of an agriculture or science curriculum upon approval of a conditional use permit, as provided in Article II regarding the keeping of chickens, and Article III regarding the temporary keeping of goats.

**Section 2.** Section 10-7 (Keeping of livestock; animals in public places) of the City Code shall be amended to read as follows:

(a) Prohibited. ~~The keeping, harboring, feeding or possession of any mink, horses, coon, muskrats, foxes, skunks, swine, goats, sheep, or any ducks, cows, chickens, geese, or other fowl within the City limits is hereby declared to be a menace to health and nuisance.~~ No person shall keep, harbor, feed, or possess any ~~of the animals or fowl mentioned in this section~~ mink, horses, coon, muskrats, foxes, skunks, swine, goats, sheep, ducks, cows, chickens, geese, or ~~other fowl mentioned in this section~~ within the limits of the City except in areas zoned agricultural, land owned or leased by an accredited educational institution as part of an agriculture or science curriculum upon approval of a conditional use permit, as provided in Article II regarding the keeping of chickens, and Article III regarding the temporary keeping of goats. This section does not affect the City in its governmental capacity from maintaining any animals at a public zoo or park, or other City owned property, nor shall it apply to the exhibition of any animals at any agricultural fair or similar public exposition held in the City, nor to properly zoned premises in compliance with City ordinances.

Section 3. Chapter 10 of the City Code (Animals) is hereby amended to add the following provisions:

Article III. - GOATS

Sec. 10-41. – PURPOSE.

The purpose of this section is to establish conditions under which the temporary and periodic use of a limited number of goats for invasive species and other weed control is permitted in all districts; and to establish requirements for doing so to protect the health, safety, and welfare of the general population of the city of New Richmond.

Sec. 10-42. – REQUIREMENTS FOR TEMPORARILY KEEPING GOATS.

- (a) Temporary use of goats shall not exceed thirty consecutive (30) days or more than sixty (60) days within a calendar year.
- (b) The maximum number of goats to be allowed on any single property shall not exceed fifteen (15) animals per acre.
- (c) The goats shall be contained by an adequate containment fence at all times. If an electric fence is used it must display a warning that the fence is electric.
- (d) All goat waste material must be removed from the property within twenty four (24) hours each day.
- (e) The property must be maintained in a clean, sanitary condition so as to be free from offensive odors, fly breeding, dust, and general nuisance conditions.
- (f) Goats shall not be allowed on a vacant lot.
- (g) The property must be a minimum of one (1) acre in area.
- (h) The City shall have no liability for any damage that may be caused by goats kept on a property pursuant to this section. Property owners and permittees under this section shall be jointly and severally liable for any damage that may be caused by the goats kept pursuant to a permit issued under this section.

Sec. 10-43. – PERMIT REQUIRED

- (a) No person shall own, harbor, keep, or maintain goats temporarily or otherwise on their property within the City without first obtaining a permit approved by the Director of Public Works.
- (b) Applications shall be made to the City Clerk's Office and forwarded to the Director of Public Works for review.
- (c) The applicant shall be the property owner or tenant with written consent of property owner.
- (d) The applicant shall provide the following information on the permit application:
  - (1) Name, address, and contact information of the permit applicant.
  - (2) Address and description of the property.

- (3) The type of invasive species or weed control problem on the property, and photographs of the property showing the extent of the infestation.
  - (4) Name, address, and contact information of the person or entity providing the goats.
  - (5) Site plan showing where on the property the goats will be temporarily kept, including a plan and description of the fencing that will be used to keep the goats on the property.
  - (6) A plan to dispose of goat manure in a safe and adequate manner and removal of waste within twenty four (24) hours.
  - (7) The number of goats that will be kept on the property.
- (e) No permit shall be issued until the Public Works Director reviews the application and inspects the property and determines that the applicant has complied with the requirements of this Section. The Public Works Director shall approve or deny an application within thirty (30) days of a complete application being submitted.
  - (f) The Director of Public Works shall issue a permit as provided for by this Article, or shall state in writing the reasons for an application for a permit having been denied. The applicant may resubmit an application for a permit in accordance with the procedures in this Section.
  - (g) The permit shall not be transferable to another property owner or tenant, or property.
  - (h) No permit shall be issued if the applicant is delinquent in paying of any taxes, assessments, forfeitures, or fines for violations of City ordinances, utility bills, or other claims owed to the City.

Sec. 10-44. – PERMIT FEE.

- (a) Application and Permit fee shall be in the amount established by the City fee schedule.
- (b) Permit fees shall not be prorated or refundable.

Sec. 10-45. – INSPECTION AND ENFORCEMENT.

- (a) The New Richmond Police Department, Animal Control Officer, or their designees shall have the power, whenever they may deem reasonably necessary, and consistent with the requirements of statutory and constitutional law, to enter a building, structure, or property related to a permit under this section to ascertain whether the permit holder is

in compliance with this chapter. The above listed departments may issue compliance orders and citations pursuant to the provisions of this chapter, this code and state law.

- (b) Violations of this chapter may constitute a public nuisance under Chapter 58 of this code, or under chapter 823, Wisconsin statutes.
- (c) The City may revoke a permit at any time if the permittee does not follow the terms of the permit or this section, or if the City finds that the permit holder had not maintained the goats, fences, or outdoor enclosures in a clean and sanitary condition.

**Sec. 10-46. – OTHER METHODS NOT EXCLUDED.**

The requirements and remedies provided under this section are not exclusive and may be used in combination with each other or with any other section of this code or applicable state statute.

**Sec. 10-47. – SEVERABILITY.**

If any provision in this section, or portion thereof, is found to be unconstitutional or otherwise invalid, the validity of the remaining sections shall not be affected.

**Sec. 10-48. – VIOLATION AND PENALTY.**

Any person who violates the provisions of this chapter shall, upon conviction thereof, forfeit not less than Fifty (50) Dollars nor more than Five Hundred Dollars (\$500.00) per day of violation, if applicable, together with the costs of prosecution. Each day a violation exists is a separate violation.

**Section 4.** Table 3.f of the Chapter 121 of the City Code (Zoning Ordinance) is hereby amended to include “Accredited Agriculture Education Facility” as a conditional use within the Z1 and Z2 Districts.

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

Passed and approved:  
Published and effective:

\_\_\_\_\_  
Fred Horne, Mayor

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



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

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 29 November 2017

RE: New Richmond – 870/902 Wall Street; Site Plan and CSM

TPC FILE: 164.02

## BACKGROUND

Mr. Shaun Bird has submitted plans to connect two existing two-family dwellings with an attached garage. The existing houses are located at 870 and 902 Wall Street. The connection of the buildings creates a townhouse and require site plan review in accordance with Section 121-31 of the Zoning Ordinance, which is subject to Plan Commission review and approval. A Certified Survey Map to combine the two lots as a single lot to allow for the proposed construction has also been submitted. The CSM is subject to review by the Plan Commission and approval of the City Council in accordance with Section 117-20 of the Subdivision Ordinance. The Plan Commission will review the application at their meeting on 4 December 2017.

### Exhibits:

- Site location map
- Site Plan
- Certified Survey Map

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for low density residential uses. The proposed CSM will allow for construction of an attached garage between the two existing two-family dwellings, improving both properties. Maintenance and improvement of existing residential dwellings within New Richmond is consistent with the

housing goals of the Comprehensive Plan and two-family dwellings are an appropriate use within areas guided for low density residential land uses.

**Zoning.** The subject site is zoned Z4 District. Construction of the garage connecting the two existing two-family dwellings will create one townhouse building with four dwellings. Townhouse dwellings are an allowed use within the Z4 District.

**Surrounding Land Uses.** The subject site is surrounded by the following existing and planned land uses:

Direction	Land Use Plan	Zoning Map	Existing Use
North	Mixed Use Commercial	Z3 District	NSP
East	Low Density Residential	Z4 District	Single family
South	Low Density Residential	Z4 District	Single family
West	Mixed Use Commercial	Z3 District	Undeveloped

**Lot Width.** The Z7 District requires a minimum lot width of 80 feet. The width of the lot to Wall Street is 169.52 feet and complies with the Zoning Ordinance.

**Setbacks.** Table 10.c of the Zoning Ordinance establishes the following setbacks applicable to the proposed townhouse building within the combined lot. The proposed building complies with these setback requirements.

Wall St.	Side	Rear
25ft.	5ft.	20ft.

**Grading Plan.** The proposed construction does not require a grading permit outside of the building permit review. All grading, drainage, and erosion control issues are subject to review and approval by the Public Works Director to be coordinated with the Building Inspector.

**Utilities.** Each existing two-family dwelling has connection to municipal sanitary sewer and water services. No change to the utility connections are proposed. All utility issues are subject to review and approval of the Public Works Director.

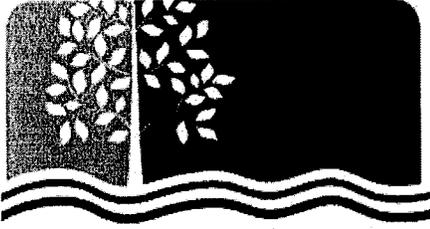
**Easements.** Section 117-41.C of the Subdivision Ordinance requires a minimum 10 foot wide easement be dedicated for utilities and stormwater drainage. The CSM must be revised to illustrate dedication of drainage and utility easements at the perimeter of the combined lot. All easements are subject to review and approval of the Public Works Director.

## RECOMMENDATION

City staff has reviewed the site plan and CSM and recommends approval of the application subject to the conditions outlined below.

## POSSIBLE ACTIONS

- A. Motion to **approve a site plan and recommend City Council approval CSM** for 870/902 Wall Street, subject to the following conditions:
  - 1. The CSM shall be revised to dedicate drainage and utility easements at the perimeter of the combined lot as required by Section 117-41.C of the Subdivision Ordinance, subject to review and approval of the Public Works Director.
  
- B. Motion to **deny** the application based on a finding that the request does not comply with the requirements of the Subdivision Ordinance.
  
- C. Motion to **table**.
  
- c. Michael Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

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

CITY ORDINANCE SECTION 117 & 121  
www.newrichmondwi.gov

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

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

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

**1. Property Owner Information:**

Company name: \_\_\_\_\_

Last name: Bird First name: Shaun

Address: 1432 120th Street City/State/Zip: New Richmond WI 54017

Phone number: 715-781-0653 Email address: sbird@frontiernet.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)**

870 and 902 Wall Street, New Richmond WI 54017

**4. Zoning Designation: Z4 General Urban District**

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

Two existing parcels are being combined into one parcel to facilitate construction of an attached garage to join the buildings. Parcel ID #'s 261-1066-10-000 & 261-1066-20-000

**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: Shaw Bird Date: 11-20-17

Applicant: Shaw Bird Date: 11-20-17

Fee Paid: \$200 Date: 11/21/17 Receipt # 66180

Escrow Paid: \$1500 Date: 11/21/17 Receipt # 66180

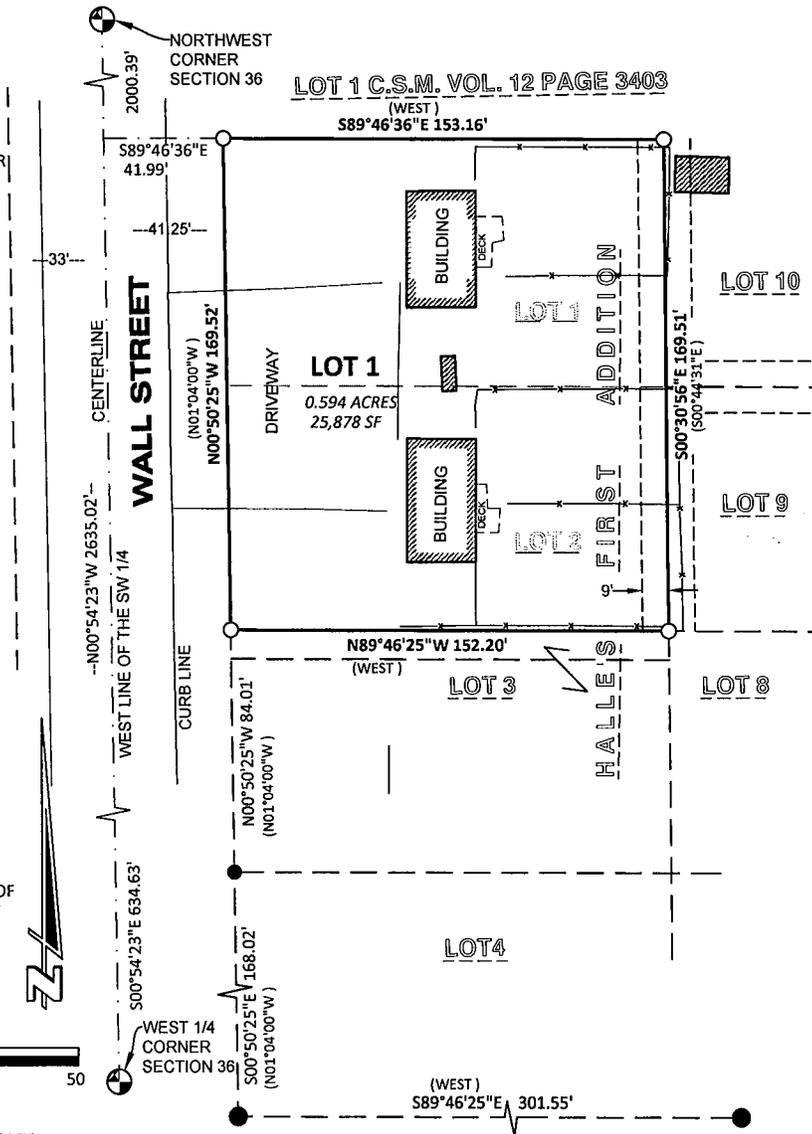
**Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.**

# CERTIFIED SURVEY MAP

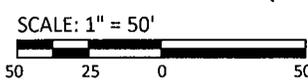
LOCATED IN PART OF THE SW 1/4 OF THE NW1/4 OF SECTION 36, T31N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN, BEING LOTS 1 AND 2 OF HALLE'S FIRST ADDITION

**PREPARED FOR:**  
 Shaun Bird  
 1432 120th Street  
 NEW RICHMOND, WI 54017

- LEGEND**
- COUNTY SECTION CORNER MONUMENT OF RECORD
  - FOUND 1-1/4" OUTSIDE DIAMETER IRON PIPE
  - FOUND 2-3/8" OUTSIDE DIAMETER IRON PIPE
  - SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
  - EXISTING UTILITY EASEMENT- WIDTH AS SHOWN
  - EXISTING FENCE



THE WEST LINE OF THE SW 1/4 OF SECTION 36 BEARS N00°54'23"W BASED UPON THE ST. CROIX COUNTY COORDINATE SYSTEM



## SURVEYOR'S CERTIFICATE

I, Ty R. Dodge, Wisconsin Professional Land Surveyor, hereby certify that by the direction of Shaun Bird, I have surveyed, and mapped a part of the Southwest Quarter of the Northwest Quarter of Section 36, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Lots 1 and 2 of Halle's First Addition.  
 Containing 0.594 acres of land. Subject to all easements, restrictions and covenants of record.  
 I also certify that this Certified Survey Map is a correct representation to scale of the exterior boundaries surveyed and described; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision regulations of the City of New Richmond in surveying and mapping same.

*Ty Dodge*  
 Ty R. Dodge PLS #2484  
 Auth Consulting Associates  
 2920 Enloe Street Suite 101  
 Hudson WI 54016

11/17/17  
 Date



**LEGEND**

SETBACK LINE Z4 DISTRICT:  
25' FRONT  
5' SIDE MIN  
20' REAR

EXISTING LOT COVERAGE:  
28%  
PROPOSED LOT  
COVERAGE WITH GARAGE  
ADDITION:  
32%  
ALLOWED MAXIMUM  
COVERAGE IN Z4 ZONING-  
40%

NOTE: A CERTIFIED  
SURVEY MAP  
COMBINING LOTS 1  
AND 2 OF HALLE'S  
1ST ADDITION IS  
PENDING ON THIS  
PROPERTY.

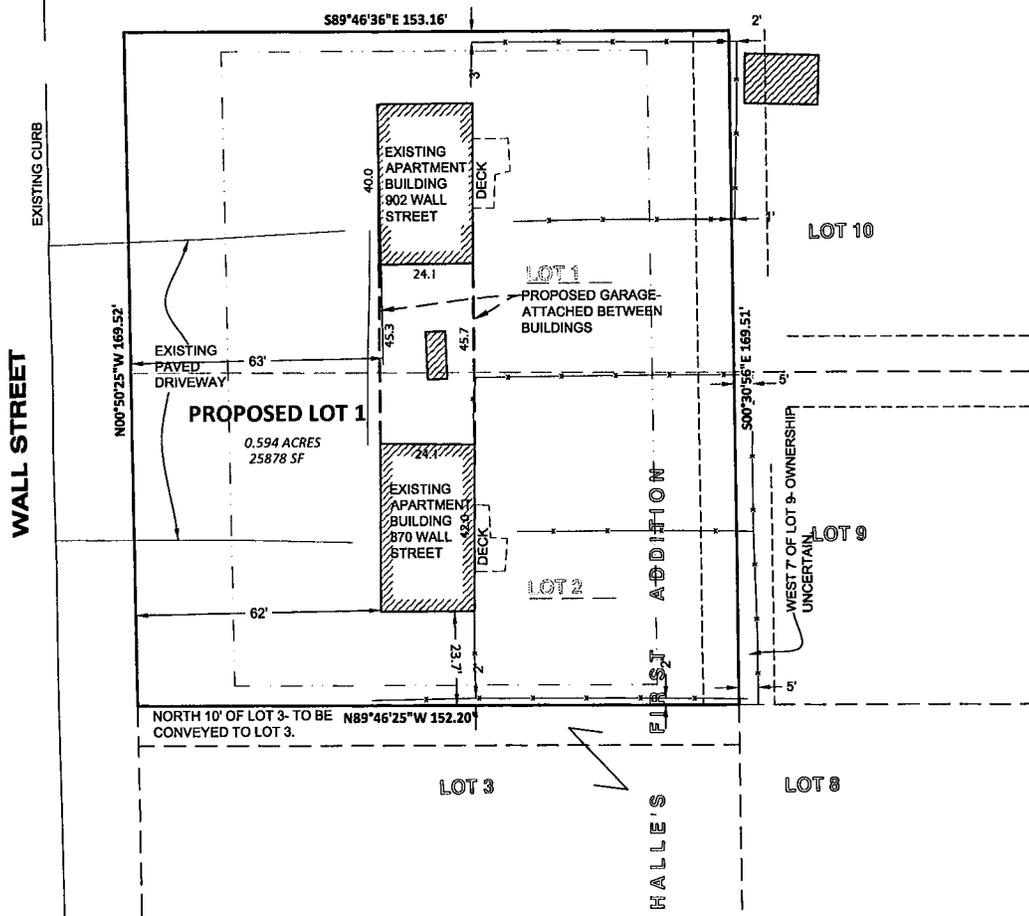
PROPERTY DESCRIPTION:  
LOTS 1 AND 2, HALLE'S 1ST  
ADDITION, CITY OF NEW  
RICHMOND, WISCONSIN.

BEARINGS ARE  
REFERENCED TO THE ST.  
CROIX COUNTY  
COORDINATE SYSTEM  
NORTH

ELEVATIONS SHOWN ARE  
NAVD 1988 DATUM.



LOT 1 C.S.M. VOL. 12 PAGE 3403



11/17/17

PROJECT <b>SHAUN BIRD</b> <b>LOTS 1 AND 2, HALLE'S 1ST ADDITION</b> SEC. 36, T31N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN	AUTH-CONSULTING/ASSOCIATES S&N Land Surveying	COMPANY OFFICE 400 Technology Center East Suite 101 Kenosha, WI 53141 Tel: 715-393-6500 Fax: 715-393-6502 Tel: 715-393-3448 Fax: 715-393-3448 www.aconline.com	OFFICE OFFICE 2800 Cedar Street Suite 101 Kenosha, WI 53141 Tel: 715-393-6502 Fax: 715-393-6500 www.aconline.com	DRAWN BY: TRD CHECKED BY: DATE: DWG FILE: 168207	REF FILE: JOB NUMBER: 0455-017
		FINAL BOUNDARY, IMP. & REVISION DESCRIPTION NAME DATE	TRD 11/17/17		

SITE PLAN

