



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

February 1, 2019

TO ALL PLAN COMMISSION MEMBERS:

Fred Horne	Michelle Scanlan
Jim Zajkowski	David Wilford
Mike Kastens	David Tyvoll
MaryKay Rice	

This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, February 5, 2019 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 from the previous meeting on January 8, 2019
- 4) Certified Survey Map from Harvy Christensen Sr.
- 5) Certified Survey Map from Skoglund Properties LLP
- 6) Certified Survey Map for City of New Richmond
- 7) Termination of Covenants for Business & Technical Park
- 8) Communications and Miscellaneous
- 9) Adjournment

Fred Horne
Mayor

cc:

The News
Mike Darrow
Bob Meyer
Beth Thompson
Noah Wiedenfeld
Kevin Blader

Northwest Cable
Nick Vivian
Jim VanderWyst
Rae Ann Ailts
Jeremiah Wendt

City Website
Mike Demulling
Craig Yehlik
Joel Enders
Weston Arndt

PLAN COMMISSION MEETING
JANUARY 8, 2019 - 5:00 P.M.

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

Members Absent: Jim Zajkowski

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

Mike Kastens moved to adopt the agenda as presented, seconded by David Wilford and carried.

MaryKay Rice moved to approve the minutes from December 4, 2018, seconded by Michelle Scanlan and carried.

Request for Rezoning from Harvy Christensen Sr.

Fred Horne declared the Public Hearing open to consider the Request for Rezoning from Harvy Christensen Sr. Trust for property located at 1488 County Road K, New Richmond, described as: 261-1281-00-110 SEC 31 T31N R17W SE SE EXC P 491B EXC LOT 1 CSM 16/4433 ANNEXED 7/5/01 FKA O36-0180-20 (491A). Property is currently zoned Z1 Agriculture/ Preservation District and would be changed to Z2 Sub-Urban District

Noah Wiedenfeld explained the location of the property and gave an overview of the review process. The zoning change complies with our comprehensive plan and is consistent with current zoning next to this property. The Development Review Committee recommends approving the request to rezone the property to Z2 Sub-Urban District. Discussion followed. Fred Horne declared the Public Hearing closed. Mike Kastens moved to approve the zoning map amendment to change this property to Z2 Sub-Urban District, seconded by Michelle Scanlan and carried.

Certified Survey Map for Harvy Christensen Sr.

Noah Wiedenfeld explained the Certified Survey Map for Harvy Christensen Sr. Trust. The Development Review Committee recommended approving the CSM with the following conditions:

- 1) The property is rezoned from Z1 to Z2 Sub-Urban District.
- 2) The CSM shall be revised to indicate building setbacks of Lot 2 per Section 1178-18.E of the City Code of Ordinances.
- 3) A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.
- 4) The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway.
- 5) A deed restriction shall be recorded stating the Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.
- 6) Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2019. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn or mobile home located on Lot 2. If the well is to be abandoned, the

abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.

- 7) The property at 1492 County Road K shall be required to connect to the City public water distribution on or before December 31, 2019.
- 8) The subdivider, and their heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. Design information for the existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.
- 9) The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

Considerable discussion followed regarding the deadline for hooking up to City water. Fred Horne moved to table this item until next month, seconded by MaryKay Rice and carried.

Communications and Miscellaneous

None

Mike Kastens moved to adjourn the meeting, seconded by Michelle Scanlan and carried.

Meeting adjourned at 5:30 p.m.

Tanya Batchelor
City Clerk



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MEMORANDUM

TO: Plan Commission
FROM: Noah Wiedenfeld, Director of Planning
DATE: February 1, 2019
SUBJECT: Certified Survey Map: 1488 County Road K

PROJECT PROPOSAL

Harvey Christensen, Sr. has submitted an application for certified survey map review. The applicant seeks to divide a 22-acre parcel located at 1488 County Road K into two lots. The southeast lot would be 0.568 acres, and the remaining lot would be 21.432 acres.

PROCESS

Per Section 117-12.B of the City Code of Ordinances, any division of land that creates 4 or less parcels or building sites, inclusive of the original remnant parcel, by division or successive divisions of any part of the original property within a period of 5 years, shall be surveyed and a certified survey map of such division approved and recorded pursuant to the provisions of the City Code of Ordinances and Chapter 236 of the Wisconsin Statutes.

Certified survey map applications are first reviewed by the Development Review Committee, proceed to the Plan Commission for review and recommendation, and final action is taken by the City Council. An approved certified survey map and corresponding resolution are then filed with the St. Croix County Register of Deeds.

ACTION	DATE
Initial Application Received	Oct. 5, 2018
Staff Meeting with Applicant	Oct. 18, 2018
Staff Meeting with Applicant	Nov. 30, 2018
Certified Survey Map Received	Jan. 3, 2019
DRC Review	Jan. 3, 2019
Plan Commission Review	Jan. 8, 2019
Plan Commission Recommendation	Feb. 5, 2019
City Council Meeting – Final Action	Feb. 11, 2019

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends **approval** of the certified survey map, with the following conditions:

1. The CSM shall be revised to indicate the building setbacks of Lot 2 per Section 117-18.E of the City Code of Ordinances.
2. A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.
3. The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway.
4. A deed restriction shall be recorded stating that Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.
5. Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for any and all connection charges and fees. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn or mobile home located on Lot 2. If the well is to be abandoned, the abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.
6. The property at 1492 County Road K shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for any and all connection charges and fees.
7. The subdivider, and his heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. The Director of Public Works has determined that connection to public sewerage facilities is not currently feasible. Design information for the existing septic system shall be submitted for review by the Director of Public Works. The existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.
8. The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

DETAILED ANALYSIS

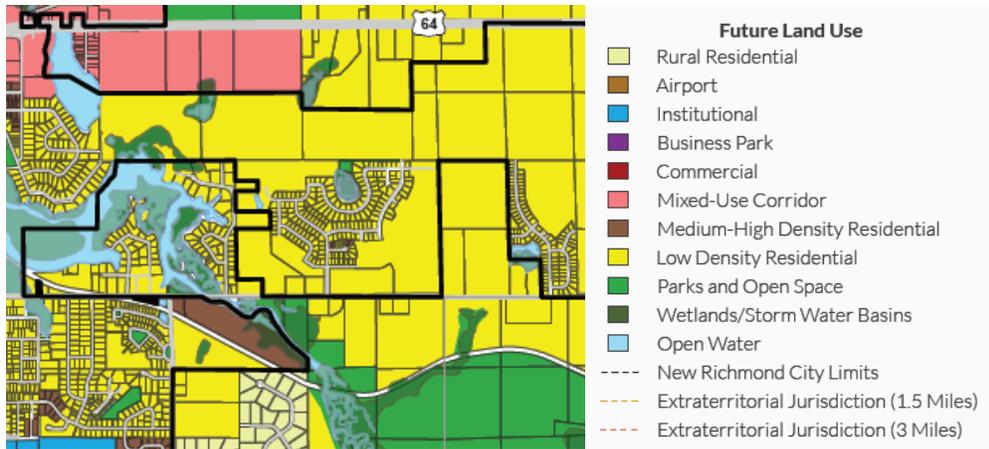
COMPREHENSIVE PLAN

The Future Land Use Plan found in the City of New Richmond's Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. Figure 3-2 indicates that the future land use of the applicant's property shall be low density residential. This land use category includes the traditional residential neighborhoods adjacent to the downtown and the predominantly single-family detached subdivisions that occur throughout the remainder of the community. Additional policies in the Comprehensive Plan that support the application include the following:

LU-1.1 Promote development opportunities to meet future growth needs by prioritizing infill development within the current City boundaries, revitalizing blighting or undeveloped areas, and taking advantage of existing infrastructure capacities.

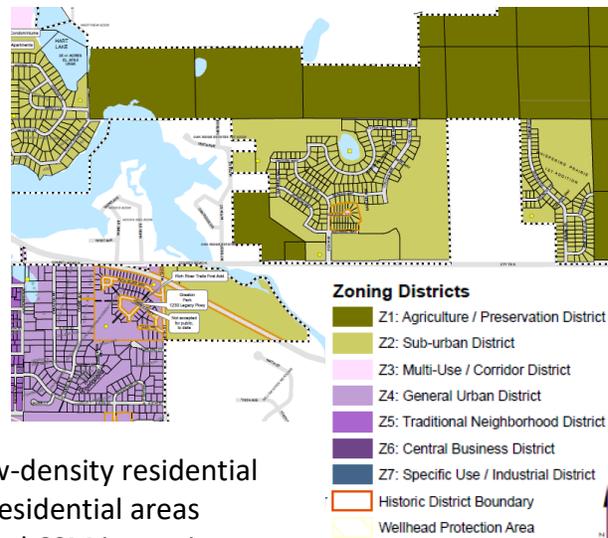
LU-1.4 Ensure consistency between the Land Use Plan and the Zoning Map for all properties that have the ability to be connected to public sewer and water services.

The proposed CSM is consistent with the Comprehensive Plan.



ZONING

The site was previously zoned Z1 Agriculture/Preservation District. In January, the City Council approved the application to rezone the property to Z2 Sub-Urban District. The purpose of the Z2 Zoning District is to provide opportunities for low density residential areas, limited neighborhood commercial uses, and complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities. The proposed CSM is consistent with the Zoning Map, with the recently approved Z2 Sub-Urban District designation.



SURROUNDING USES

The Fox Run subdivision is located to the northeast of the property. The Oak Ridge development (Town of Stanton) is located to the west, and some rural residential dwelling units are located to the south (Town of Richmond). The intended use of the site is not changing at this time as a result of the proposed certified survey map. The applicant has expressed a desire

to develop the remaining 21.432 acres in the future. The proposed CSM is compatible with the surrounding uses.

LOT OCCUPATION

Per Table 5 of the Zoning Ordinance, lots must be a minimum of 80 feet wide and have a maximum lot coverage of 40 percent. The proposed CSM meets the lot occupation standards identified in Table 5 of the Zoning Ordinance.

SETBACKS

Lot 1 on the proposed CSM meets the minimum building setbacks identified on Table of the Zoning Ordinance. The CSM shall be revised to indicate the building setbacks of Lot 2 per Section 117-18.E of the City Code of Ordinances.

SETBACK	PRINCIPAL FRONT	SIDE	REAR
PRINCIPAL BUILDING MINIMUM	25'	5'	20'
PROPOSED	58'	54'	25'

RIGHT-OF-WAY

County Road K is classified in the Comprehensive Plan as a minor arterial, which requires 110 feet of right of way (ROW) per the City’s Official Map of Right-of-Way. The City of New Richmond’s Comprehensive Plan, Bicycle & Pedestrian Master Plan, and Complete Streets Policy support future bicycle and pedestrian accommodations along CTH K in order to connect the Fox Run and Whispering Prairie residential developments to the rest of the City’s trails system. The CSM indicates 55 feet of right-of-way from the centerline of County Road K, which complies with the City’s Official Map of Right-of-Way.

ACCESS

The existing access to Lot 1 is a shared gravel driveway. A corresponding 25-foot access easement is identified on the CSM. A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.

The property owner received a variance from the St. Croix County Board of Adjustment to construct a driveway 60 feet east of the west property line of Lot 2, which would provide access to Lot 2. This complies with Section 70-39 of the City Code of Ordinances, which requires the property to have access to a public street. The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway; the permit is valid for 12 months.

Table 1 of the City’s Subdivision Ordinance indicates that there shall be a high level of access management on arterial streets. A high level of access management uses medians and consolidated driveways, and controls the spacing of intersections. Per Section 117-28.I., where a land division abuts or contains an existing or proposed arterial highway, or railroad right-of-way, the subdivider shall provide a frontage road, platted access restriction along the property

contiguous to such highway, or other such treatment as may be determined necessary by the Director of Public Works to ensure safe, efficient traffic flow and adequate protection of residential properties. A deed restriction shall be recorded stating that Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.

WATER

The existing single family dwelling on Lot 1 is served by a private well on Lot 2. The well also serves a neighboring single family dwelling unit; a shared well water agreement was prepared in 2017. Per Section 117-22.F of the City Code of Ordinances, areas within the City capable of being served by public sewer and water shall be required to connect to the City public water distribution and/or public sewerage system if determined by the Director of Public Works to be feasible. The City Code of Ordinances does not however specify a timeline or deadline as to when the property shall connect to the City public water distribution and/or public sewerage system. Thus, City staff believe allowing two construction seasons for water connection provides the applicant with a reasonable amount of time to connect to City water.

Municipal water is available, and Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for all connection charges and fees. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn located on the original parcel. If the well is to be abandoned, the abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.

The well on Lot 2 also serves a neighboring single family dwelling unit, located at 1492 County Road K (PID 261-1281-00-120). A shared well water agreement was prepared in 2017, a copy of which was provided with the application. Per Section 117-22.F of the City Code of Ordinances, areas within the City capable of being served by public sewer and water shall be required to connect to the City public water distribution and/or public sewerage system if determined by the Director of Public Works to be feasible. This is consistent with Wisconsin State Statute 281.45, which allows municipalities to require properties adjacent to utility mains with dwellings used for human habitation to connect to the municipal water system. The requirement to connect to the municipal system must be uniformly applied to all properties adjacent to the main. The property at 1492 County Road K shall also be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for all connection charges and fees.

SEWER

Lot 1 is served by a septic system located on the parcel to the east (1492 County Road K). The Director of Public Works has determined it is not feasible at this time to connect Lot 1 to public sewer. Per Section 117-22.F of the City Code of Ordinances, if such connections are not determined feasible, the proposed land division shall provide for adequate on-site systems and such special piping provisions as may be necessary to serve the anticipated development during

the interim period until such City public water and/or sewerage systems are determined by the Director of Public Works to be feasibly available for connection. The subdivider, and his heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. Design information for the existing septic system shall be submitted for review by the Director of Public Works. The existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.

EASEMENTS

A 25-foot access easement for the shared gravel driveway is identified on the CSM. A 10-foot wide drainage and utility easement is provided on the perimeter of the original parcel. The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

REL#68270
10/5/18



City of New Richmond
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CITY ORDINANCE SECTION 117 & 121
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<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: Christensen First name: Harvy
 Address: 1833 County Road T City/State/Zip: New Richmond WI 54017
 Phone number: 715-377-2701 Email address: _____

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)

1488 County Road K

4. Zoning Designation: Z1 Agriculture/Preservation District

5. Statement of Intent: Briefly describe what will be done on or with the property: _____
An existing residence with existing well and septic is being split from the remaining 22 acres.
Part of Parcel ID #'s 261-1281-00-110

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: 10-4-18

Applicant: _____

Date: _____

Fee Paid: 200.00

Date: 10/5/18

Receipt # 68220

Escrow Paid: 1500.00

Date: 10/5/18

Receipt # 68270

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

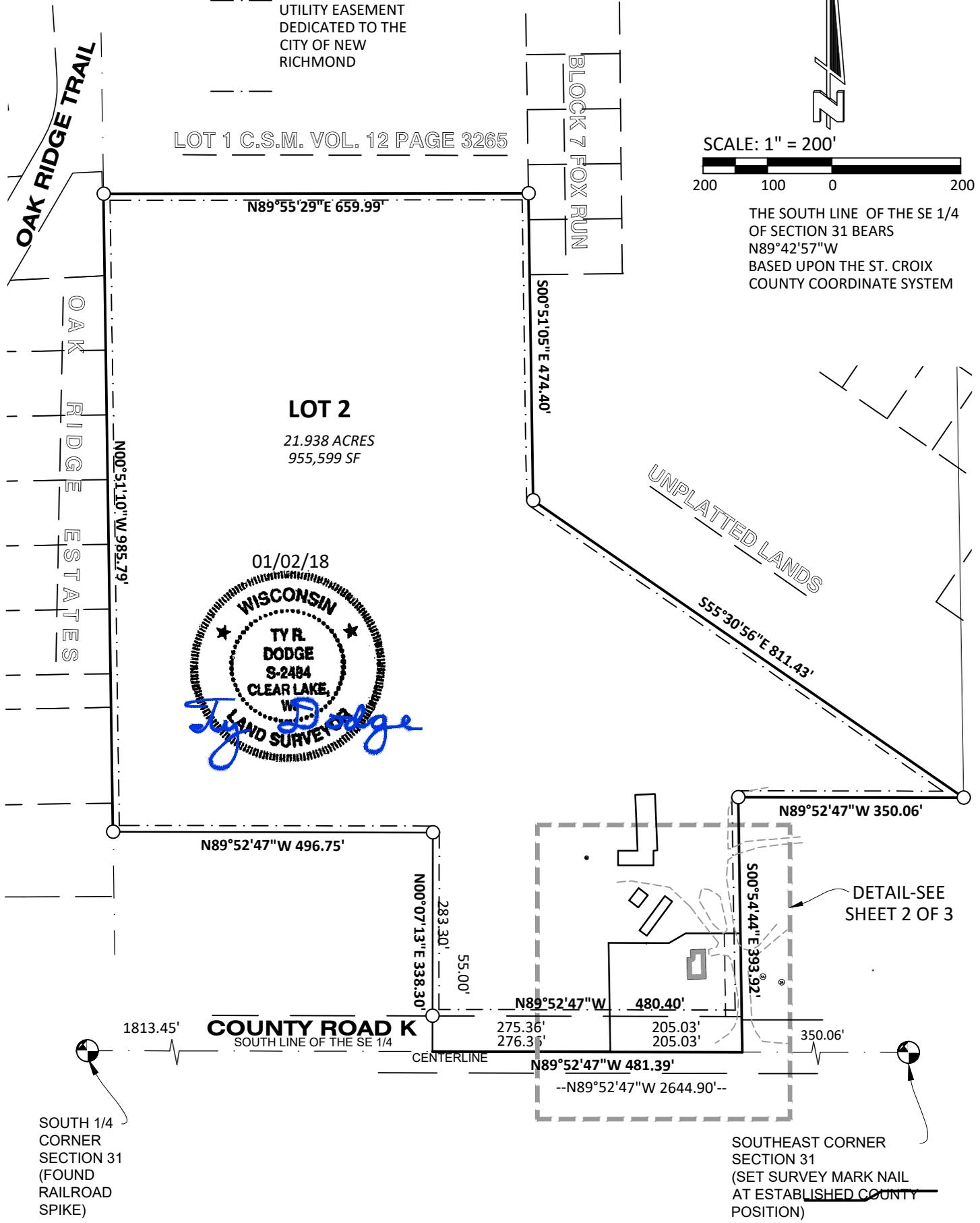
LOCATED IN PART OF THE SE 1/4 OF THE SE1/4 OF SECTION 31, T31N, R17W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN

PREPARED FOR:

Harvy B. Christensen, Sr.
1833 County Road T
New Richmond, WI 54017

LEGEND

-  COUNTY SECTION CORNER MONUMENT OF RECORD
-  SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
-  10' DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE CITY OF NEW RICHMOND



Ty Dodge



10/03/18

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE 1/4 OF THE SE1/4 OF SECTION 31, T31N, R17W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN

OWNER'S CERTIFICATE OF DEDICATION

As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. I (we) also certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:
City of New Richmond

WITNESS the hand and seal of said owner(s) this _____ day of _____, 20____.
In presence of:

Harvy B. Christensen Sr.
STATE OF WISCONSIN)

COUNTY) ss

Personally came before me this _____ day of _____, 20____, the above named Harvy B. Christensen Sr.
, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

(Notary Seal) _____

Notary Public, _____, Wisconsin

My commission expires _____.

CITY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Beverly Langenback, being the duly elected, qualified and acting treasurer of the City of New Richmond, do hereby certify that the records in my office show no unpaid taxes or special assessments as of _____ affecting the land included on this Certified Survey Map.

Beverly Langenback, City Treasurer

Date

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Denise Anderson, being the duly appointed, qualified and acting treasurer of St. Croix County, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the land included on this Certified Survey Map.

Denise Anderson, County Treasurer

Date

CITY COUNCIL RESOLUTION

Resolved, that this Certified Survey Map, in the City of New Richmond, Harvy B. Christensen Sr. owner, is hereby approved by the City Council.

Fred Horne, Mayor

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the City Council of the City of New Richmond.

Tanya Batchelor, Clerk

Date



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MEMORANDUM

TO: Plan Commission
FROM: Noah Wiedenfeld, Director of Planning
DATE: February 1, 2019
SUBJECT: Certified Survey Map – Skoglund Properties LLP

PROJECT PROPOSAL

Skoglund Properties LLP has submitted an application for certified survey map review. The applicant seeks to change the boundaries of parcels located at 729 N Knowles Avenue and 753 N Knowles Avenue. The east parcel (Lot 1) would be 0.89 acres in area, and the west parcel (Lot 2) would be 0.88 acres in area. As a result of the CSM, the existing fueling canopy would be on the same parcel as the existing convenience store, and the existing multi-tenant commercial building would be on a separate parcel.

PROCESS

Per Section 117-12.B of the City Code of Ordinances, any division of land that creates 4 or less parcels or building sites, inclusive of the original remnant parcel, by division or successive divisions of any part of the original property within a period of 5 years, shall be surveyed and a certified survey map of such division approved and recorded pursuant to the provisions of the City Code of Ordinances and Chapter 236 of the Wisconsin Statutes.

Certified survey map applications are first reviewed by the Development Review Commission, proceed to the Plan Commission for review and recommendation, and final action is taken by the City Council. An approved certified survey map and corresponding resolution are then filed with the St. Croix County Register of Deeds.

ACTION	DATE
Development Review Committee	January 23, 2019
Plan Commission	February 5, 2019
City Council Final Action	February 11, 2019

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends **approval** of the certified survey map application, with the following conditions:

1. The proposed CSM shall be revised to show the approximate building setbacks, per City Code 117-20.G
2. A document establishing the rights and responsibilities for the shared use driveway on North Fourth Street shall be drafted and recorded with the CSM.
3. All utility issues are subject to review and approval of the Public Works Director.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond's 2040 Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. The Future Land Use Plan guides the site for Mixed-Use Corridor. Areas within this land use category includes a mixture of regional commercial, retail, office, lodging, and multi-family residential uses. The existing use of the site is not changing or expanding. The proposed CSM complies with the Future Land Use Plan.

ZONING

The site is currently zoned Z6 Central Business District. The purpose of the Z6 Central Business District is to provide opportunities for multi-story, mixed and single use commercial block buildings, townhouses, multi-family residential, lodging, and civic buildings; predominately attached buildings, plazas, pocket parks, and an interconnected street grid with sidewalks. Gas station/convenience stores and medium box buildings are allowed uses subject to a conditional use permit. The existing use of the site is not changing or expanding, thus the proposed CSM complies with the Zoning Ordinance.

SURROUNDING USES

Nearby uses include a car wash (south), automotive sales business (north), boat and watercraft storage (west), and a thrift store and automotive service business (across the street to the east). The existing use of the site is not changing at this time as a result of the proposed CSM. The proposed CSM is compatible with the surrounding uses.

LOT OCCUPATION

The Z6 Zoning District allows for 100% lot coverage and no minimum lot width is provided in Table 9 of the Zoning Ordinance. The proposed CSM complies with the Zoning Ordinance.

SETBACKS

Table 9 of the Zoning Ordinance indicates that principal and accessory buildings and off-street parking shall be distanced from lot lines as shown:

SETBACK	PRINCIPAL FRONT	SECONDARY FRONT	SIDE	REAR
Principal & Accessory Structures	0 FEET MIN. 5 FEET MAX.	0 FEET MIN. 5 FEET MAX.	0 FEET MIN.	0 FEET MIN.
Off-Street Parking	0 FEET MIN. 5 FEET MAX.	0 FEET MIN. 5 FEET MAX.	5 FEET MIN.	10 FEET MIN.

Per Section 121-17 of the City Code of Ordinances, a lawful nonconforming building or structure existing as of January 1, 2015 may be continued although it does not conform to the provisions of this Ordinance with respect to bulk characteristics including, but not limited to, setback, height, density, parking facilities, amount of parking, and style, provided that any additions or enlargements shall conform to the provisions of this Ordinance. The proposed CSM shall be revised to show the approximate building setbacks, per City Code 117-20.G.

ACCESS

Lot 1 has existing access to Knowles Avenue. Lot 1 and Lot 2 share a driveway with access to North Fourth Street, and Lot 2 has an additional driveway with access to North Fourth Street, located near the northwest corner of the property. A document establishing the rights and responsibilities for the shared use driveway shall be drafted and recorded with the CSM.

PARKING

Lots 1 and 2 individually meet the minimum parking requirements for commercial/retail/service and automotive uses in the Z6 Zoning District. Section 121-52.A.4 of the City Code of Ordinances encourages shared parking arrangements between nearby uses in the Z6 Zoning District. Any shared parking agreement at this time would be at the discretion of the applicant.

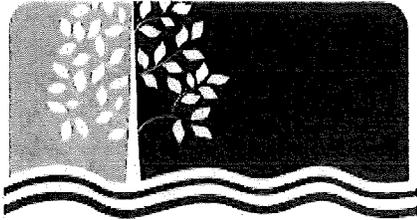
PARCEL	BUILDING AREA	PARKING MIN.	PARKING STALLS PROVIDED
LOT 1	3,325.78 SF	1/100 SF = 33 STALLS	39 STALLS
LOT 2	6,124.22 SF	2/1000 SF = 12 STALLS	36 STALLS

UTILITIES

Municipal utilities, including water, electric, and sanitary sewer, are available to both lots. All utility issues are subject to review and approval of the Public Works Director.

EASEMENTS

Section 117-41 of the City Code of Ordinances requires an easement for drainage and utilities at least 10 feet wide along front and rear lot lines, and 5 feet wide along all abutting side lot lines. Due to the zero-foot minimum secondary front and side setbacks, and the location of the existing primary structure on Lot 1, no drainage or utility easement are required on the east property line of Lot 1. The CSM includes 5-foot wide drainage and utility easements on the remaining side lot lines of Lot 1 and Lot 2, and 10-foot wide setbacks along the front (north) and rear (south) lot lines of Lot 1 and Lot 2, in accordance with the City Code of Ordinances.



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: Skoglund Properties LLP

Last name: Skoglund First name: Karl

Address: 1985 145th Street City/State/Zip: New Richmond, Wisconsin 54017

Phone number: 715-246-4767 Email address: dustin.lablonde@cedarcorp.com

2. Applicant Information: (if different from above)

Company name: Cedar Corporation

Last name: LaBlonde First name: Dustin

Address: 604 Wilson Avenue City/State/Zip: Menomonie, Wisconsin 54751

Phone number: 715-235-9081 Email address: dustin.lablonde@cedarcorp.com

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

729 N. Knowles Ave

4. Zoning Designation: Z6: Central Business District

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

CSM reconfiguration of PIN's 261-1212-20-000 & 261-1212-10-000.

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: Karel Skoglund

Date: 12/28/18

Applicant: Dmitry

Date: 12/27/2018

Fee Paid: _____ Date: _____ Receipt # _____

Escrow Paid: _____ Date: _____ Receipt # _____

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

**CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.**

LOCATED IN PART OF THE NORTHWEST QUARTER OF THE
SOUTHEAST QUARTER AND PART OF THE NORTHEAST QUARTER
OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 31
NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX
COUNTY, WISCONSIN, INCLUDING ALL OF LOT 1 OF CERTIFIED
SURVEY MAP RECORDED IN VOLUME 14, PAGE 3818 AS DOCUMENT
NUMBER 619882.

SURVEYOR'S CERTIFICATE

I, Dustin J. LaBlonde, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped part of the Northwest quarter of the Southeast quarter and part of the Northeast quarter of the Southwest quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin, including all of Lot 1 of Certified Survey Map recorded in Volume 14, page 3818 as Document Number 619882, more particularly described as follows:

Commencing at the East quarter corner of said Section 36;
Thence N89°4'14"W 234.941 feet along the North line of the Southeast quarter of said Section 36;
Thence S00°18'19"W 46.26 feet to the Westerly right-of-way of S.T.H. "65" and the point of beginning;
Thence S00°01'08"W 293.65 feet along said Westerly right-of-way;
Thence N89°58'52"W 272.38 feet;
Thence N08°45'28"E 314.95 feet to the Southerly right-of-way of Fourth St. North;
Thence S89°54'19"E 193.86 feet along said Southerly right-of-way;
Thence Southeasterly 36.85 feet along said Southerly right-of-way and the arc of a 35.91 foot radius curve concave Southwesterly whose chord bears S60°25'36"E 35.26 feet to the point of beginning.

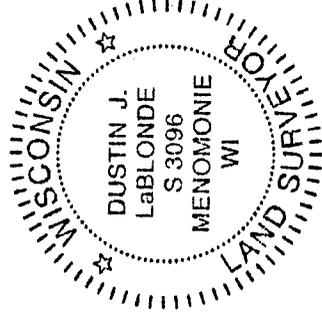
Said parcel contains 77,153 square feet 1.77 acres).

That I have made such survey, land division, and map at the direction of Karl Skoglund, Owner, 1985 145th Street, New Richmond, Wisconsin 54017. That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code and the subdivision regulations of the City of New Richmond, St. Croix County in surveying, dividing and mapping the same. Said survey is subject to easements of record.

Dated this 27th day of December, 2018.

Dustin J. LaBlonde

Dustin J LaBlonde, P.L.S. #3096 - Revised 01/28/2019



APPROVED BY THE CITY OF NEW RICHMOND

This _____ Day of _____, 2019.

FRED HORNE, MAYOR

TANYA BATCHELOR, CLERK

Curve Table							
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length	1st Tangent	2nd Tangent
C1	36.85'	35.91'	58°48'04"	S60°25'36"E	35.26'	S31°01'34"E	S89°49'38"E

Dustin J. LaBlonde, PLS
Cedar Corporation
604 Wilson Avenue
Menomonie, Wisconsin 54751



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

MEMORANDUM

TO: Plan Commission
FROM: Noah Wiedenfeld, Director of Planning
DATE: February 1, 2019
SUBJECT: City of New Richmond: Certified Survey Map

BACKGROUND

The City of New Richmond seeks to subdivide property located on St. Croix Avenue in the Business and Technical Park (PID 261-1234-40-060). The proposed CSM will create two lots, approximately 1.83 acres and 0.14 acres in size.

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

Date	Certified Survey Map
Jan. 22	Application Received
Jan. 23	Development Review Committee
Feb. 5	Plan Commission Meeting & Recommendation
Feb. 11	City Council Final Action

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends the following action be taken by the Plan Commission:

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

1. All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.
2. All utility, grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

- The CSM shall be revised to provide a 10 foot wide utility easement along the rear lot line of Lot 3, and a 5 foot wide utility easement along the east side lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond’s 2040 Comprehensive Plan guides the community’s land toward a desired land use pattern and identifies areas in the City for future growth. The site is located on land designated as Business Park. Areas with this land use category include manufacturing, assembly, warehousing, laboratory, distribution, tech/flex, related office uses, and truck/transportation terminals. Development will include landscaped parking lots, screened loading, service and storage areas, and interconnected sidewalks or multi-use trails.

ZONING

The property is zoned Z7 Special Use/Industrial. The purpose of the Z7 Special Use/Industrial Zoning District is to allow for continuation and expansion of industrial uses in specific areas of the City where they will have less conflict with other functions.

SURROUNDING USES

Surrounding uses include Zaxx Cabinets to the south, Countryside Plumbing & Heating to the east, Balsam Millwork to the west, and S & S Service Parts, Inc. across the street to the north.

LOT OCCUPATION

The minimum lot width is 80 feet, and the maximum lot coverage is 60%. The existing lot width is not impacted by the proposed CSM.

SETBACKS

Principal building and off-street parking setbacks that apply to the subject site are shown in the table below. Some setbacks are more restrictive due to protective covenants.

SETBACK	PRINCIPAL FRONT	SECONDARY FRONT	SIDE	REAR
Principal Building	30 ft.	30 ft.	15 ft.	25 ft.
Off-Street Parking	15 ft.	10 ft.	5 ft.	5 ft.

ACCESS

In accordance with Section 117-33.B of the City Code of Ordinances, Lot 3 has frontage on a public street (St. Croix Avenue). Lot 4 does not have access. According to Section 117-33.F of the City Code, all remnants of lots below minimum size left over after dividing of a larger tract must be added to adjacent lots, or a plan shown as to future use rather than allowed to remain as unusable parcels. The applicant intends to attach Lot 4 to the abutting parcel to the south (475 Wisconsin Drive).

UTILITIES

Municipal utilities are available at the property, including water, electric, and sanitary sewer. All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.

GRADING

Future development of the site will require preparation of a grading, drainage, and erosion control plan. A post construction stormwater management plan may also be required according to Section 109-285 of the City Code of Ordinances. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

EASEMENTS

Per Section 117-41 of the City Code of Ordinances, the CSM shall include an easement for drainage and utilities at least 10 feet wide along front and rear lot lines, and 5 feet wide along all abutting side lot lines. The draft CSM identifies a 10 foot wide easement on the front and side lot lines of Lot 3, and a 10 foot wide easement on the front and west side lot lines of Lot 4. Since Lot 4 is to be attached to the abutting parcel located to the south (475 Wisconsin Drive), no rear easement is needed. The CSM shall be revised to provide a 10 foot wide utility easement along the rear lot line of Lot 3, and a 5 foot wide utility easement along the east side lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.



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

- 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: City of New Richmond

Last name: _____ First name: _____

Address: 156 E First Street City/State/Zip: New Richmond, WI 54017

Phone number: 715-246-4268 Email address: _____

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)

PID 261-1234-40-060

4. Zoning Designation: Z7 Specific Use/Industrial District

5. Statement of Intent: Briefly describe what will be done on or with the property: _____
Certified Survey Map to subdivide into two parcels (1.83 acres and 0.14 acres)

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: _____

Applicant: Wah Weidenbeck

Date: 1/23/2019

Fee Paid: _____

Date: _____

Receipt # _____

Escrow Paid: _____

Date: _____

Receipt # _____

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



1

261-1234-40-060
40-060

261-1234-60-050
60-050

939423

261-1234-50-150
50-150

261-1234-40-070
40-070

261-1234-30-000
30-000

261-1232-50-000
50-000

261-1232-30-000
30-000

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

CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE NE1/4 AND IN THE NE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 1 OF CERTIFIED SURVEY MAP
RECORDED IN VOLUME 26, PAGE 5970, DOCUMENT NUMBER 986689.

LEGEND

-  ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY COORDINATES. POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
-  1" O.D. IRON PIPE FOUND
-  3/4" IRON REBAR FOUND
-  3/4" X 18" IRON REBAR SET WEIGHING 1.50 LBS. PER LINEAR FOOT
- (R-xxxxx) PREVIOUSLY RECORDED DATA
- · — · — 10' WIDE UTILITY EASEMENT

REQUESTED BY:

CITY OF NEW RICHMOND
156 EAST FIRST STREET
NEW RICHMOND, WI 54017

SURVEYOR

EDWIN C FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 152
AMERY, WI 54001

THIS INSTRUMENT DRAFTED BY EDWIN FLANUM
JOB NO: 19-20 DWG: CSM4
DRAFTED: 1/22/19 FIELD: 1/21/19

DRAFT

BEARINGS ARE REFERENCED TO THE NORTH LINE OF
THE NE1/4, SECTION 10. BEARING S89°47'24"E.
ST. CROIX COUNTY COORDINATE SYSTEM

C.S.M. V.10, P.2818, DOC. #521596

LOT 28

LOT 29

N1/4 COR. SEC. 10
(R-S89°30'05"E)
S89°47'24"E
1389.64'

NE COR. SEC. 10
(R-S89°30'05"E)
S89°47'24"E
1272.26'

NEW RICHMOND BUSINESS
AND TECHNICAL PARK

LOT 16

S00°08'15"W 316.10'

33'

ST. CROIX AVENUE

60'

33'

(R-S89°30'06"E)
S89°47'25"E 328.93'

N

LOT 25 - NEW RICHMOND BUSINESS AND TECHNICAL PARK

N00°05'09"E 286.40'

(R-N00°22'28"E) 243.04'

LOT 3
1.83 ACRES
79,689 SQ. FT.

(S89°44'37"E)
S89°58'04"W 328.71'

S00°08'15"W 241.65'

(R-S00°25'34"W)

LOT 21 - C.S.M. V.13, P.3728, DOC. #611053

161.11'

(S87°24'00"W)

S87°06'41"W 161.33'

Q.C.D. DOC. #939423

LOT 28 - C.S.M.
V.17, P.4615, DOC. #740775

S89°58'04"W 167.60'

(S89°44'37"E)

LOT 2 - C.S.M.

V.26, P.5970, DOC. #986689

S00°05'09"W 35.32'

(R-N00°22'28"E)

LOT 4 AREA
0.14 ACRES
6,338 SQ. FT.

SCALE IN FEET 1" = 60'



CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE NE1/4 AND IN THE NE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 1 OF CERTIFIED SURVEY MAP RECORDED IN VOLUME 26, PAGE 5970, DOCUMENT NUMBER 986689.

REQUESTED BY:
CITY OF NEW RICHMOND
156 EAST FIRST STREET
NEW RICHMOND, WI 54017

SURVEYOR
EDWIN C FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 152
AMERY, WI 54001

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of the City of New Richmond, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; that the exterior boundary of the parcel of land surveyed and mapped is described as follows:

Lot 1 of Certified Survey Map recorded in Volume 26, Page 5970, Document Number 986689 at the St. Croix County Register of Deeds Office. Located in the NW1/4 of the NE1/4 and in the NE1/4 of the NE1/4 of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin.

Described parcel contains 1.97 acres (86,027 Sq. Ft.). Parcel is 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 boundary surveyed and described; that I have fully complied with the current provisions of Chapter 236.34 of the Wisconsin Statutes, the Land Subdivision Ordinance of the County of St. Croix, and the City of New Richmond Subdivision Ordinance in surveying and mapping same.

Edwin C. Flanum, P.L.S. #2487

Date

DRAFT

Common Council Approval Certificate

Resolved, that this Certified Survey Map in the City of New Richmond, St. Croix County, owner, is hereby approved by the common council.

Date approved: _____ Signed: _____, Frederick Horne, Mayor

Date signed: _____ Signed: _____, Frederick Horne, Mayor

Clerk's Certificate

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the City of New Richmond.

Tanya Batchelor, Clerk

Date



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

MEMORANDUM

TO: Plan Commission

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 1, 2019

SUBJECT: Termination of Covenants in Business & Technical Park

BACKGROUND

City staff are beginning the process of terminating the protective covenants in the City of New Richmond Business and Technical Park. There are three sets of covenants currently in effect, dating back to 1989, 2002, and 2006, respectively. The covenants impose conditions and restrictions regarding setbacks, parking, landscaping, outdoor storage, construction standards, etc.

The covenants are no longer deemed necessary given the new (existing) zoning ordinance which went into effect in 2015, as many of these standards now apply to all development projects in the city. In some cases, the zoning ordinance is even more restrictive than the covenants. There are some instances however when the covenants have been a deterrent to development projects, and have caused confusion with architects and engineers working on various projects. Simply put, the covenants in the Business and Technical Park no longer serve the purpose that they once did, and are now an unnecessary administrative and regulatory burden due to the updated zoning ordinance.

RECOMMENDATION

No formal action is needed at this time. City staff will keep the Plan Commission updated as the project moves forward.