

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

**July 19, 2017**

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

**Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Friday, July 21, 2017 at 8:30 a.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.**

**AGENDA:**

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Approval of Hiring MSR to Provide Library Architectural Services**
- 6. Communications & Miscellaneous**
- 7. Adjournment**

*Fred Horne, Mayor*

**cc: The New Richmond News  
Northwest Communications  
City Website**

**TO:** Mayor and Council

**FROM:** Kim Hennings, Library Director

**SUBJECT:** Professional Services Agreement – Library Conceptual Planning Services MSR

**DATE:** 7/19/17

### **Introduction**

This memorandum contains the Library Planning Committee's recommendation for the selection of an architect for conceptual design services and cost estimates for the library building.

A copy of the RFP, services agreement from the recommended architect, interview questions, and sample evaluation form are attached for your review.

The Library Planning Committee and Library Board seeks your approval of its recommendation to proceed with MSR for this phase of the project.

### **Procurement and Selection Process**

- RFP was sent on May 15, 2017
- Deadline for submitting proposals June 9, 2017
- Review of proposals/recommendation for interviews on June 19, 2017
- Presentation and interviews of top candidates on July 10, 2017
- Library Planning Committee recommendation made July 12, 2017
  - Committee included members of the library board
  - Jim Zajkowski, City Council
  - Mike Darrow, City Administrator (ex-officio)
  - John Thompson, Indianhead Federated Library System (ex-officio)

The proposal was sent to 18 different firms. 8 firms submitted responses:

- ATS&R
- Bentz/Thompson/Rietow
- Gensler
- HGA
- Leo A Daly
- MSR
- Norsman Architects

— SDS Architects

155 East 1st Street  
New Richmond, WI 54017  
Phone: 715.243.0431  
Fax: 715.246.2691

The 4 architects selected for interviews/presentation were:

- Bentz/Thompson/Rietow
- HGA
- Leo A Daly
- MSR

Candidates were rated on cost, library experience, understanding of the project, related experience, addressed sustainability issues, fundraising assistance, community engagement, and overall impression/intangible quality.

**Recommendation**

The library planning committee recommends Council approval of MSR as the architectural firm for library conceptual planning services with the funds to come from library impact fees.

July 19, 2017

Ms. Kimberly Hennings  
Library Director  
Friday Memorial Library  
155 East 1<sup>st</sup> Street  
New Richmond, WI 54017

Professional Services Agreement– Library Conceptual Planning Services  
MSR Project Reference: 2017069.00

Dear Kim,

We are very excited to have been selected to assist New Richmond to envision the future of the Friday Memorial Library. This agreement letter provides a description of the anticipated scope, timeline, deliverables and fee previously outlined in our correspondence following our interview.

#### Scope of Services and Deliverables

The planning and work effort is best organized around the opportunities we have to meet with representatives of the Friday Memorial Library (FML) so we have based the below plan accordingly. Each phase includes a time for preparation and a working session. We have found that this sequence allows for our team to bring the strongest ideas for consideration to each working session.

#### Phase I – Preparation and Assessment/Kick-off and Visioning

Duration: approximately one week

Phase Goals: Establish an understanding of the FML vision and generate Project Guiding Principles.  
Discuss any community preconceptions of site organization  
Share MSR's initial observations about possible opportunities  
Develop shared understanding of past reports and strategic documents/aspirations  
Establish understanding of the project priorities and budget goals

Meeting: Kick-off meeting with Library Planning Committee  
Proposed date: July 26 or 27  
Based on our experience, we have found a committee of approximately eight people works well for the discussions about big picture direction and decisions. In addition to yourself, the committee could include members of the Library Board, City administration, City Council, and the Director of IFLS.

Deliverables: At the completion of this phase MSR anticipates delivering the following documentation:

- Draft Project Guiding Principles
- Meeting summary, outcomes and direction

We have assumed we will have access to past reports and strategic documents in order for MSR to be fully informed of the hard work already completed for the planning of the library. We also assume we will base our efforts on program information developed during previous studies (i.e., no new program document will be created).

### Phase 2 – Create Scenarios for Future Development

Duration: approximately two weeks

Phase Goals: Confirm Project Guiding Principles  
Finalize programming understanding  
Identify planning opportunities for discussion based in our observation, and our understanding of current and future library trends  
Site analysis  
Sustainable/generative design opportunities  
Public engagement

Meetings: The meetings below are assumed to occur during a one day on-site visit by the design team.

Proposed date – August 10th.

- Working session with Library Planning Committee
- Public engagement opportunity #1 – during the previous kick-off meeting we will discuss with you the most effective approach to public engagement. We have assumed approximately two hours of engagement to generate interest, build excitement and gather feedback about the future Friday Memorial Library.

Deliverables: At the completion of this phase MSR anticipates delivering the following documentation:

- Finalized Project Guiding Principles
- Meetings summaries, outcomes and direction
- Working session presentation material in pdf format for FML use.

### Phase 3 – Develop Recommendations

Duration: approximately two weeks

Phase Goals: Based on discussion of previously presented planning opportunities, develop further refined facility alternatives for discussion and refinement  
Review possible sustainable/generative building systems opportunities for potential payback  
Confirm scheme(s) for order of magnitude pricing

Meetings: The meeting below is assumed to occur via WebEx.

Proposed date – August 24th

- Meeting with Library Planning Committee to review scheme(s) development

Deliverables: At the completion of this phase MSR anticipates delivering the following documentation:

- Meeting summary, outcomes and direction

- Working session presentation material in pdf format for FML use
- Draft graphic illustration of scheme(s)

#### Phase 4 – Cost Analysis and Final Presentation

- Duration: approximately two to three weeks
- Phase Goals: Incorporate feedback on previously presented Alternatives  
Estimate of probable order of magnitude costs  
Finalize graphics of conceptual scheme(s)  
Discussion of next steps
- Meeting: The meetings below are assumed to occur during a one day on-site visit by the design team.  
Proposed date – September 12th.
- Presentation of final conceptual graphics and order of magnitude probable cost with Library Planning Committee
  - Public engagement opportunity #2 – during the previous kick-off meeting we will discuss with you the most effective approach to public engagement. We have assumed approximately two hours of engagement.
- Deliverables: Final report that includes:
- Work to date
  - Cost estimate with order of magnitude cost
  - (2) conceptual images

We propose a not to exceed fee of \$44,000 for the above described scope of work. This fee includes the efforts of MSR (architecture, landscape, and interior design) and our consultant's time (including mechanical, and cost estimating). We will bill monthly on an hourly, not to exceed basis. FML can choose to terminate this agreement at any time. If termination or suspension should occur, MSR shall be compensated for services performed prior to notice of such termination or suspension.

In addition to our labor fee noted above, we will incur our normal reimbursable charges for travel expenses (meals, mileage and/or car rental if more economical) and printing. Based on our experience on efforts such as this, we propose a reimbursable budget of \$2,500. Reimbursable expenses will be billed monthly as they occur with appropriate back-up information. Within the budget noted above, we have assumed a possible printing of boards or handouts for public engagement opportunities.

If this proposal is acceptable to you, please sign where indicated below and email a copy back to us for our records. This proposal will serve as our agreement for this scope of work. We are looking forward to starting this important work with you and are honored you have selected MSR to envision the future of the Friday Memorial Library for the City of New Richmond.

Sincerely,



Traci Engel Lesneski  
Principal

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Kimberly Hennings  
Director, Friday Memorial Library

## ***Architect Presentations/Interviews 7.10.17***

### ***Purpose of this Committee***

The purpose of this team is to act as representatives of your respective groups and as advisors to the City Council and Library Board for the purposes of moving forward with a conceptual design of a new city library. With the library poised to move to the former middle school site which has now been converted to green space, this is truly a once in a lifetime project for the community of New Richmond. You have a role in building New Richmond's future.

### ***Purpose of the Interviews***

The purpose of these interviews is to find and recommend an architect to lead the stakeholder and community library site concept development process for the public library.

Pre-project development includes: vision development, stakeholder engagement and partnership development, analysis and planning, and preliminary site layout. This process will not include specific architectural standards and designs.

Considerable emphasis on developing a strong vision which can be shared by a diverse group of stakeholders will be fundamental to building and maintaining momentum throughout the project.

### ***Hiring***

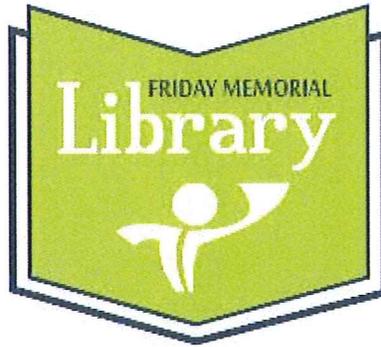
Thank you for your leadership and willingness to participate in this process. It is invaluable to have all of the stakeholders working together. The success of the project depends on our groups coming together to make big things happen. Because the CDBG has been awarded to the City on behalf of the School District which currently owns the site, and the cost of the charrette will be split between the two, whoever is hired must ultimately be approved by these two groups. Your advisory role is crucial to assisting them in making a decision. Whoever is hired to lead the charrette will not necessarily be leading the future design process.

1. Who will actually design the library? Who will we be dealing with directly? What is his or her experience in creating a facility of this size?
  
2. What is the firm's design philosophy? What do you see as important design issues for this project? What are the specific challenges for this project?
  
3. The efficiency of the operations of the library will require an understanding of how libraries function. How have you handled circulation, technology needs, self-check, workflow and other functions in previous projects?
  
4. What methods will be utilized to gain public engagement and support during the design process? How will you work with the capital campaign committee to ensure the design appeals to potential donors.
  
5. Are you LEEDS certified? What environmentally friendly procedures do you implement in design and construction? How can we insure that the project will be energy efficient and sustainable?

6. What is your firm's track record with cost estimating? How do you bring a project back into budget? What services will you provide during construction? Do you have resources to assist in identifying grant or other program opportunities? In assessing project costs which market rates will be used; Minnesota Metro, Eau Claire or other area?
  
7. With changes in information delivery, libraries need to be flexible. How have you addressed this issue in your previous work? How do you provide adequate technology infrastructure for future growth? How would you handle designing a library for flexibility and/or future expansion of services?
  
8. We see this space as a community hub for the entire community. What community attractions such as maker's spaces, commercial kitchens, fab labs, reading areas with fireplace or performance spaces have you incorporated in Library Design?
  
9. How do you determine the exterior design of a building so that it transitions well from a business district to a residential neighborhood?

	Cost	Library Experience	Project Understanding	Related Project Experience	Addressed Sustainability issues	Fundraising assistance	Community Engagement	Overall	TOTAL
Leo A. Daly Company									
Bentz/Thompson/Rietow									
HGA									
MSR									

Please rate the following categories in regards to the architect presentations/interviews on a scale of 1 – 5:  
(1) poor, (2) fair, (3) good, (4) very good and (5) excellent.



**Request for Proposals for Architectural Services  
Carleton A. Friday Memorial Library  
New Richmond, WI**

May 2017

Carleton A. Friday Memorial Library  
155 East First Street  
New Richmond, WI 54017  
715-243-0431

FRIDAY MEMORIAL  
**Library**  
LEARN EXPLORE CONNECT

**TO:**

**FROM:** Friday Memorial Library/City of New Richmond  
Kim Hennings, Library Director

**RE:** Request for Proposals

Friday Memorial Library and the City of New Richmond are seeking written responses to a Request for Proposal (RFP) to retain an architectural firm to complete conceptual designs and cost estimates necessary for a 28,000 square foot library.

We will arrange a tour of the site, if appropriate, for firms selected for an interview.

Forward your proposal to the following address, to be received no later than **5 P.M. on June 9, 2017**. All proposals should be submitted in sealed envelopes and be identified as a response to the Carleton A. Friday Memorial Library's RFP for Architectural Services. Any proposal received after the specified date and time may be rejected by the Library.

**DELIVER TO:** Kim Hennings, Library Director  
**ADDRESS:** 155 East 1st Street New Richmond, WI 54017

## I. INTRODUCTION

The Library is limited by the size and configuration of its present building in the quality, quantity and type of services it is able to deliver. In response to requests from our community for more and different services we seek an architect skilled in the design of library space and obtaining public support for its construction to help us overcome the limitations of our present building.

The vision of the future New Richmond Library is to provide a flexible, interactive community destination for preservation, education, and innovation for the present and future. Based on needs assessment, community input, and planning the anticipated library could be as much as 28,000 square feet, including community gathering space.

## II. ORGANIZATIONAL BACKGROUND

The Friday Memorial Library is located in New Richmond, Wisconsin. We serve area residents who live within the city limits (pop. 8,326) as well as those who reside outside the city in the surrounding towns. Our total service population is approximately 20,000.

The current Friday Memorial Library was built in 1963 in Glover Park. As New Richmond quickly grew, so did the Library, and an addition was added in the 1980's. The current library building is approximately 8,600 sq. ft. As the population of New Richmond continued to expand, the City Council and Board of Trustees began planning for a new Library. Indianhead Federated Library System conducted a space needs analysis in 2012 (see Appendix A) and the Library Board worked with Cuningham Group Architecture to develop concepts presented to the New Richmond City Council as part of a Community Conversation in 2014. The progress ultimately stalled as the City and Library Board worked to find a site that could adequately accommodate a new library as well as green space, parking and a close proximity to downtown.

Since that time, the City has worked closely with the School District of New Richmond to acquire the site of the former middle school (see Appendix B). As the District works to demolish the building, the City would like to complete new conceptual designs and cost estimates.

## III. PURPOSE AND SCOPE

Friday Memorial Library and the City of New Richmond are seeking written responses to a Request for Proposal (RFP) to retain an architectural firm to complete conceptual designs and cost estimates necessary for a 28,000 square foot library.

- A. Program Space  
Create a Conceptual Plan for the new library site, including at least two schematic designs of proposed New Richmond Library building that can be expected to serve our

needs for at least fifteen years into the future. Include logical phases for the work on the premise that the entire project cannot be funded at once. The design should reflect the City of New Richmond's design guidelines for public buildings and provide an aesthetic transition from downtown to a residential neighborhood (see Appendix C).

B. Schedule

The architect should be prepared to begin work immediately after a contract is signed, with a goal of completing the Conceptual Plan by September of 2017

C. Community Engagement

The Master Plan should include and engage our community in building general agreement about what services the Library should provide and how to accommodate those services physically. During the course of the developing conceptual designs we expect support from the architect for significant engagement with the community.

D. Conceptual Plan Only

This proposal is limited to the master planning and schematic design phase only. The Library reserves the right to request new proposals for design development and construction drawings of any phase of the design.

#### IV. Timeline and Interviews

Forward your proposal to:

Carleton A. Friday Memorial Library  
Attn: Kim Hennings, Director  
155 E. First Street  
New Richmond, WI 54017

Submissions are to be received no later than **5 P.M. on June 9, 2017**. All proposals should be submitted in sealed envelopes and be identified as a response to the Carleton A. Friday Memorial Library's RFP for Architectural Services. Any proposal received after the specified date and time may be rejected by the Library.

We expect to conduct interviews with the selected short list of candidates between June 16 and June 26, 2017. The Library Board of Trustees and City Council expects to approve the selection of an architect at or before its regular meeting on June 27, 2017.

#### V. PROPOSAL FORMAT AND REQUIREMENTS

Respondents must furnish one original and ten copies of their proposal. Please limit proposal to 20 pages (not including staff resumes). Estimated price and terms for services should be provided separately listing breakdown scope of services in a sealed envelope marked "Estimated Price & Terms for Services." Please address the following areas in your proposal:

- Description of the firm: structure, areas of expertise, time in business, number of employees and other data that helps to characterize the firm, addresses of the main office and the office that will manage the project.
- Experience: Briefly describe five recent projects executed by the firm to demonstrate experience relevant to the proposal. List relevant public sector clients for whom you have performed similar work in the past five years. For each project listed, provide the name, address and a contact name of the client's representative who can be contacted regarding your performance. Include the name of the lead firm in cases where you worked in partnership or in auxiliary capacity.
- Identification of particular skills and abilities particularly related to public library facilities planning, design, and construction
- Personnel: Provide professional resumes for the key people to be assigned. Identify the person who would be the primary contact point.
- Your proposed work schedule and availability
- Proposals should include a schedule of fees for the work, broken down by phase
- All other information you deem relevant for selection purposes, limitations on your ability to perform or factors which may affect performance, design, timing or budget.
- Please submit ten (10) copies of your proposal.

## VI. Evaluation and Selection:

Proposals will be evaluated and scored by the Library/City Building Committee based on the following criteria:

- Demonstrated experience of individual(s) to be assigned to the project
- Firms or individual's understanding of socio-economic communities similar to New Richmond.
- Architects fit with Friday Memorial Library's values and operations
- Cost for service

The Committee may or may not choose to conduct telephone, online or in person interviews. Following proposal scoring, the top ranked firms or individuals, including the staff to be assigned to this campaign, will be expected to travel to New Richmond, WI at its/his/hers expense for an interview. Upon selection of a finalist, Friday Memorial Library will enter into contract negotiations. If these negotiations fail, Friday Memorial Library will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified.

## VII. ADDITIONAL INFORMATION AND CONDITIONS

### Statement of Non-Commitment

Issuance of the RFP does not commit the Friday Memorial Library to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. Friday Memorial Library reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the Friday Memorial Library.

## VIII. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects the subcontracting firm(s) to the same provisions of the federal law.

IX. APPENDIX A: 2012 NEW RICHMOND LIBRARY SPACE NEEDS REPORT

# **New Richmond Library Space Needs Report**

Draft August 2012

**Prepared by John Thompson  
Director, Indianhead Federated Library System**

August 23, 2012

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### **Introduction and Executive Summary**

The Space Needs Report was developed to assist in library building planning efforts currently underway in the City of New Richmond. The report uses planning documents developed by the Wisconsin Division for Libraries and Technology's Public Library Development Team along with peer comparisons to make recommendations on the space needs of the library. Based upon review of the data it is very apparent additional library space is needed and the current planning efforts should proceed at an accelerated pace.

Based upon the assumption planning will be occur at a more rapid pace, the report includes information to guide planning efforts for the Library.

In addition, the report provides an update of some of the information and charts found in the New Richmond Library Assessment Report (Appendix C September 2010). The charts provide snapshots of data important to guiding the planning of future library space.

This report was prepared by John Thompson, Indianhead Federated Library System (IFLS) Director, with input from the City Administrator; Library Director and IFLS staff members.

Indianhead Federated Library System (IFLS) is a state funded organization that provides consulting and support services for 53 public libraries in a 10 county region in west central Wisconsin at no cost to system member libraries.

### **Community Growth**

Over the past 30 years, New Richmond has seen periods of very rapid growth. While growth may have slowed with the downturn in the economy, the Stillwater Bridge becoming a reality will most likely result in additional population growth of the community. The bridge and related development along the highway corridor will shift development within the region. This growth will impact the life span of the new library. When the need arises again for additional space other alternatives will need to be considered based upon the size of the population and the physical growth of the city.

<b>Year</b>	<b>Population</b>
<b>1970</b>	<b>3,707</b>
<b>1980</b>	<b>4,306</b>
<b>1990</b>	<b>5,049</b>
<b>2000</b>	<b>6,310</b>
<b>2010</b>	<b>8,375</b>
<b>2011</b>	<b>8,389</b>

(Wisconsin Demographic Services Center)

## Current Library Trends

- Patterns in the use of libraries in the region has been changing and increasing in different ways.
  
- Patrons are making increased use of such services as:
  - Job resources
  - Computer Training
  - Resume development
  - Library programs
  - Internet use
  
- Technology will continue to impact library services and fiscal resources
  - Online resources provided to library card holders
    - E-Books
    - Downloadable audio and video materials
    - Online databases
  - Social networking sites and blogs to promote the library and its services
  - E-Government
    - Online tax filing
    - Unemployment
  
- Increasing use of the library by Home school groups
  
- Libraries as community centers
  
- Libraries are providing more teen programming/gaming activities
  
- Government funding is becoming tighter
  
- Need for Business development resources

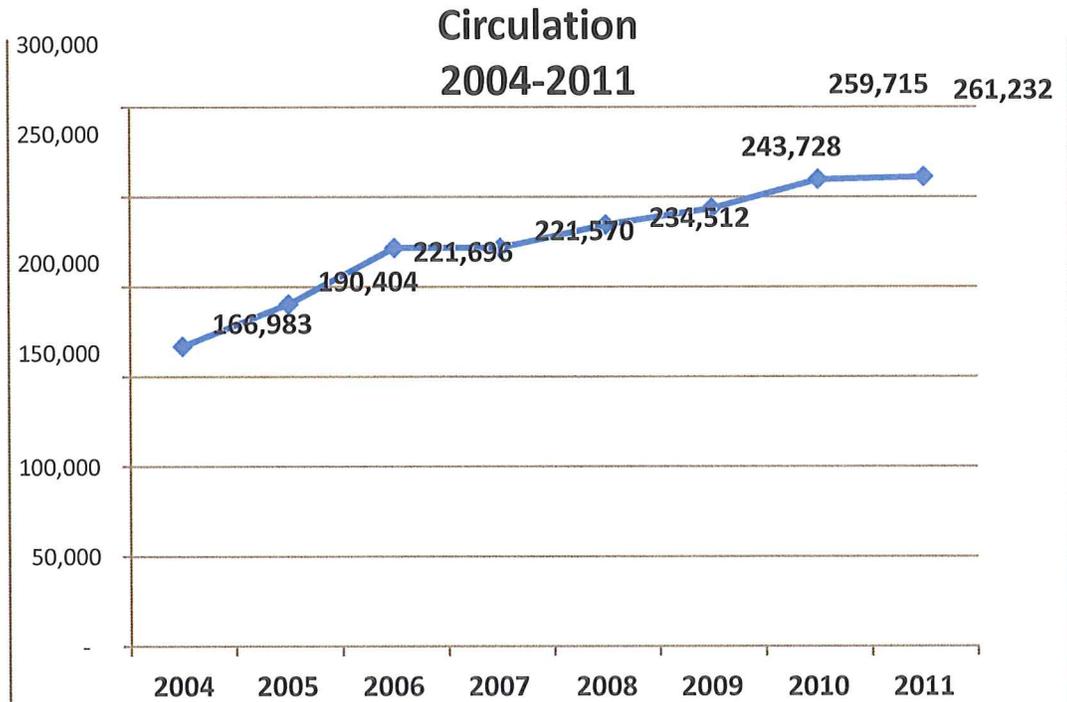
### Statistical Overview of the Library

	2010 Data	2011 Data
<b>Municipal Population</b>	8,007	8,389
<b>Circulation</b>	259,715	261,232
<b>Square Footage of Library</b>	8,500	8,500
<b>Book/Serial Volumes Owned</b>	43,926	43,477
<b>Audio Owned</b>	5,044	4,359
<b>Video Owned</b>	4,995	5,085
<b>Open Hours</b>	59	59
<b>Public Internet Computers</b>	8	8
<b>Staff FTE</b>	9.75	9.95
<b>Municipal Funding Per Capita</b>	\$57.52	\$54.41
<b>Library Visits</b>	172,839	166,988
<b>Library Program Attendance</b>	4,834	4,757

(Source: 2010 Wisconsin Public Library Service Data <http://dpi.wi.gov/pld/dm-lib-stat.html> and 2011 annual report)

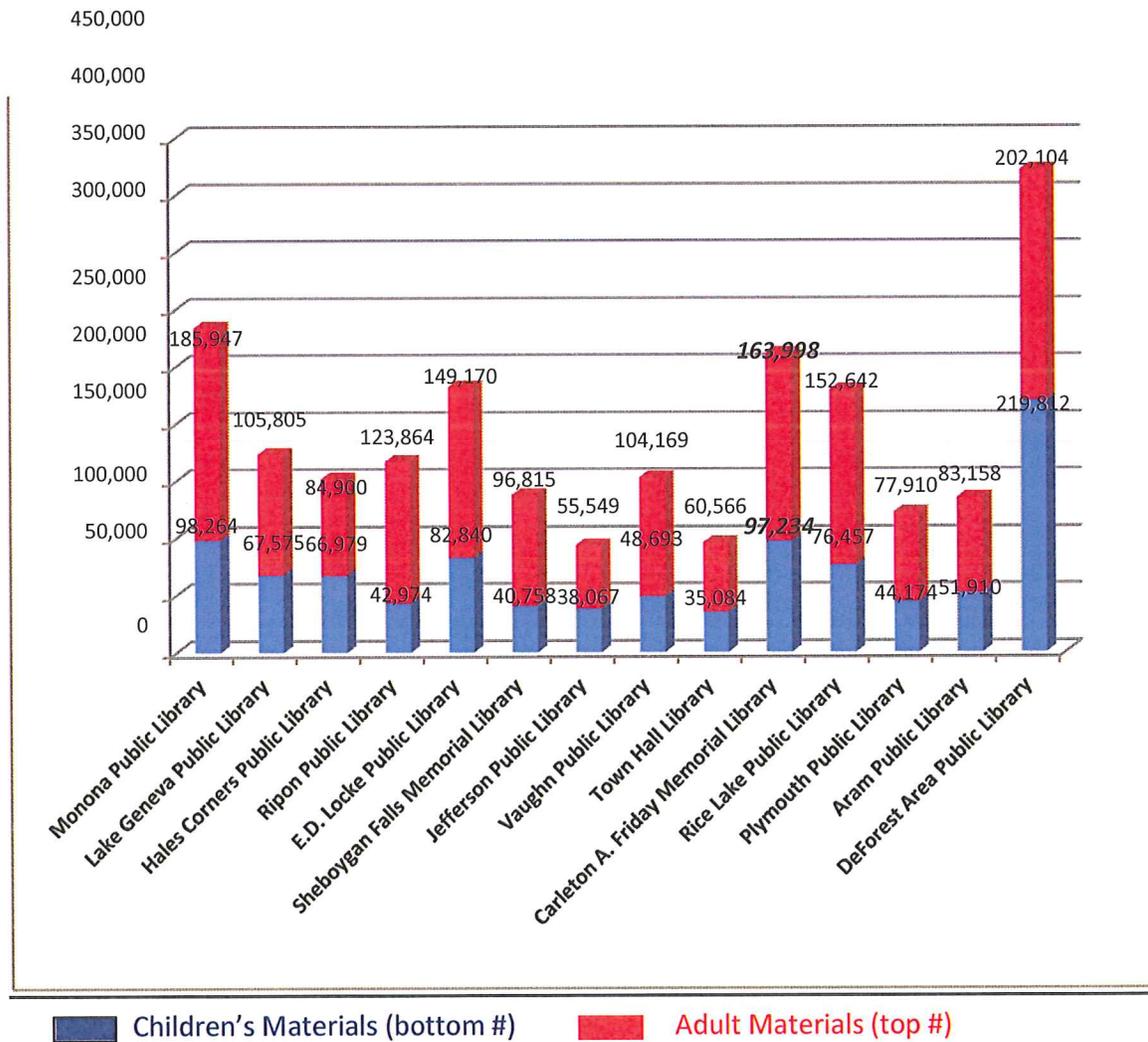
### Circulation

The amount of materials checked out at the library has shown a steady increase over the years and is relatively high when compared to Peer Libraries. This demonstrates that the library continues to be an active place and provides services and materials that are desired by the community.

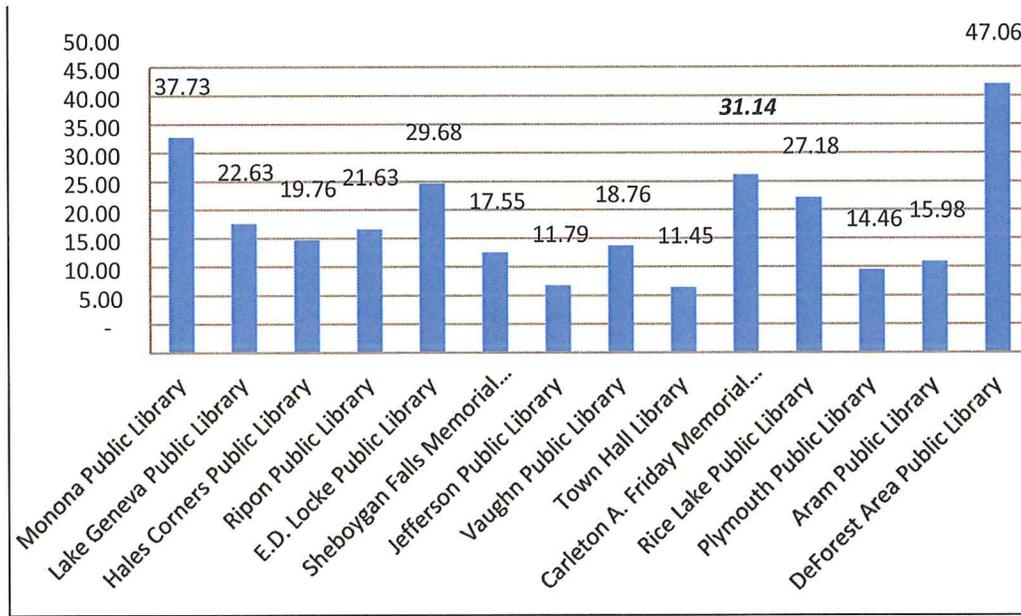


(Source: Wisconsin Public Library Service Data <http://dpi.wi.gov/pld/dm-lib-stat.html> 2004-2010, and 2011 Annual Report)

## Total Circulation Peer Libraries



### Circulation per Capita Peer Libraries



(E.D. Locke Public Library located in McFarland, WI)

## Facility

### Facility Assessment

An assessment of the facility conducted in 2010 (see appendix C) indicated the present facility had a variety of space and accessibility issues. These issues remain valid in 2012. This report provides updates as needed. When evaluating library space it is vital to consider the projected population growth of the service area and the future space needs of the library.

### Key Recommendation

- Plan and construct a facility to meet the projected space need of between 20,605-29,043 square feet (Based on the amount of shared use space; the projected population growth and the current public library standards <http://www.dpi.state.wi.us/pld/standard.html>).

Below are several charts that demonstrate the current lack of space in the library. The Peer Library data is the most current published data <http://dpi.wi.gov/pld/dm-lib-stat.html> available from the Wisconsin Department of Public Instruction.

### Current Library Space Comparison St. Croix County Libraries Space

Library Name	Municipal Population	Estimated Service Population**	Circulation	Building Square Feet
<b>Baldwin</b>	3,960	7,005	74,391	7,345
<b>Deer Park</b>	216	956	11,813	3,400
<b>Glenwood City</b>	1,238	2,523	33,328	2,605
<b>Hammond</b>	1,880	4,527	60,582	2,300
<b>Hudson (Joint Library)</b>	28,884	32,677	364,032	19,024
<b>New Richmond</b>	<b>8,389</b>	<b>19,336</b>	<b>261,232</b>	<b>8,500</b>
<b>Roberts</b>	1,654	5,335	69,674	7,260
<b>Somerset</b>	2,639	6,397	65,525	3,500
<b>Woodville</b>	1,348	2,585	32,063	4,416

Chart is arranged alphabetically (Source 2011 Preliminary Wisconsin Public Library Service Data)

\*\* Estimated service population are based upon the library's municipal population and estimate of the extended in-county service population as determined by Division for Libraries, Technology, and Community Learning

### Peer Libraries Space

Library Name	Municipal Population	Circulation	Building Square Feet
Monona Public Library	7,533	284,211	26,882
Lake Geneva Public Library	7,662	173,380	16,030
Hales Corners Public Library	7,685	151,879	7,438
Ripon Public Library	7,712	166,838	28,000
E.D. Locke Public Library (McFarland)	7,818	232,010	17,820
Sheboygan Falls Memorial Library	7,838	137,573	18,600
Jefferson Public Library	7,940	93,616	12,272
Vaughn Public Library	8,150	152,862	15,715
Town Hall Library	8,353	95,650	15,000
New Richmond (Carleton A. Friday Memorial Library)	<b>8,389</b>	<b>261,232</b>	<b>8,500</b>
Rice Lake Public Library	8,430	229,099	14,500
Plymouth Public Library	8,441	122,084	16,790
Aram Public Library	8,453	135,068	12,412
DeForest Area Public Library	8,965	421,916	35,000

Chart is arranged by Municipality Size (Source 2011 Preliminary Wisconsin Public Library Service Data)

### Future Space Needs

Using the Department of Public Instruction's publication *Public Library Space Needs: A Planning Outline* <http://www.dpi.state.wi.us/pld/plspace.html> and related workbook along with the Wisconsin Public Library Standards <http://dpi.wi.gov/pld/standard.html>, the projected space needs charts prepared for the 2010 Facility Assessment were updated as part of this report. The new calculations determined that the Library should be located in a space of at least 29,000 square feet based upon the projected collection size. This space allocation can be reduced if the library is part of a shared use building. When planning a future library facility it is important to plan for current and future needs. While the recommended planning time frame normally is 20 years, it was determined that a 25% projected population would be used for this planning process. New Richmond had a 65.87% population increase from 1990 to the 2010 census. (Wisconsin Demographic Services Center)

### Wisconsin Public Library Standards Standards Based Upon Projected Population (25% Growth)

The service targets listed below are based on the quantitative standards included in the Wisconsin Public Library Standards, 5<sup>th</sup> Edition. Service population of 21,710 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	10.86	10.86	13.03	15.20
Volumes Held (Print)*	62,959	75,985	89,011	112,892
Periodical Titles Received*	158	185	215	263
Audio Recordings Held	3,474	4,993	6,079	8,467
Video Recordings Held	4,559	5,645	7,816	11,072
Public Use Internet Computers	14	18	20	30
Hours Open per Week*	57	59	61	64
Materials Expenditures*	\$71,643	\$90,748	\$117,451	\$156,746

(Note: See charts on pages 22-24 for comparison with current collection)

The above chart projects the collection size and computer requirements based upon a 25% growth in the service population while using current collection development trends. These projections are used to calculate the projected spaces of the library.

## Projected Space Need Charts

The charts found on pages 12-14 reflect three scenarios that are based upon a projected 25% growth in New Richmond's population as well as projected collection and space needs <http://dpi.wi.gov/pld/plspace.html>. The significant differences are based upon how much meeting room space; HVAC system; and restrooms are shared in a potential multi use space. Note that design requirements may increase or decrease the projected space amounts.

**Projected Space Needs**

**Planning Assumptions: 25% Population Growth**

**No Shared Spaces**

(Developed using the Public Library Space Needs: A Planning Outline and the Wisconsin Public Library Standards)

<b>SPACE NEEDS SUMMARY</b>		
<b>COLLECTION SPACE</b>		
70,000 volumes to house at	13 vol/sq.ft.	5,385 sq.ft.
158 magazine display at	1 sq.ft./title	158 sq.ft.
158 magazine backfile at	0.5 sq.ft./title/yr held	79 sq.ft.
13,895 nonprint items to house at	15 items/sq.ft.	926 sq.ft.
20 public access computers at	45 sq.ft. per station	900 sq.ft.
<b>READER SEATING SPACE</b>		
98 reader seats at	30 sq.ft. per seat	2,940 sq.ft.
<b>STAFF WORK SPACE</b>		
10 staff work stations at	140 sq.ft. per station	1,400 sq.ft.
<b>MEETING ROOM SPACE (See notes 1 through 4)</b>		
150 multi-purpose seats	10 sq.ft. per seat	1,600 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
35 storytime seats	15 sq.ft. per seat	575 sq.ft.
15 computer training lab seats	50 sq.ft. per seat	830 sq.ft.
<b>SPECIAL USE SPACE</b>		
calculated at 17% of gross building area		4,937 sq.ft.
<b>NONASSIGNABLE SPACE</b>		
calculated at 30% of gross building area		8,713 sq.ft.
<b>SPECIAL ALLOWANCES</b>		
		sq.ft.
<b>GROSS AREA NEEDED</b> .....		<b>29,043 sq.ft.</b>

- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
  2. Conference room area includes allocation for gallery / audience seating, if so designated.
  3. Storytime area includes a modest allocation for storytime presenter.
  4. Computer training lab area includes a modest allocation for trainer's station.

**25% Growth**

**Planning Assumptions: Shared HVAC; Shared Meeting Spaces; Shared Restrooms;  
Library Storytime Space only**

(Developed using the Public Library Space Needs: A Planning Outline and the Wisconsin Public Library Standards)

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**SPACE NEEDS SUMMARY**

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**COLLECTION SPACE**

70,000 volumes to house at	13 vol/sq.ft.	5,385 sq.ft.
158 magazine display at	1 sq.ft./title	158 sq.ft.
158 magazine backfile at	0.5 sq.ft./title/yr held	79 sq.ft.
13,895 nonprint items to house at	15 items/sq.ft.	926 sq.ft.
20 public access computers at	45 sq.ft. per station	900 sq.ft.

**READER SEATING SPACE**

98 reader seats at	30 sq.ft. per seat	2,940 sq.ft.
--------------------	--------------------	--------------

**STAFF WORK SPACE**

10 staff work stations at	140 sq.ft. per station	1,400 sq.ft.
---------------------------	------------------------	--------------

**MEETING ROOM SPACE (See notes 1 through 4)**

0 multi-purpose seats	10 sq.ft. per seat	0 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
35 storytime seats	15 sq.ft. per seat	575 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.

**SPECIAL USE SPACE**

calculated at 15% of gross building area	3,091 sq.ft.
--	--------------

**NONASSIGNABLE SPACE**

calculated at 25% of gross building area	5,151 sq.ft.
--	--------------

**SPECIAL ALLOWANCES**

_____	_____ sq.ft.

<b>GROSS AREA NEEDED</b> .....	<b>20,605 sq.ft.</b>
--------------------------------	----------------------

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- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
  2. Conference room area includes allocation for gallery / audience seating, if so designated.
  3. Storytime area includes a modest allocation for storytime presenter.
  4. Computer training lab area includes a modest allocation for trainer's station.



## Timeline for Next Steps

### **Forming a Building Committee:**

**August-September 2012**

The board may wish to consider establishing a building committee that consists of members of the library board, library staff, the architect, community members, municipal government, and other key individuals.

### **Community Awareness:**

**August 2012-Project Completion**

Increase the visibility and share the value/needs of the library which is essential for garnering community support for the building project.

- Promote the need for additional library space
- Update the community on activities
- Promote the fundraising campaign
  - Develop informational/fundraising brochure (Friends)
  - Promote space needs in newspaper articles and Facebook postings
  - Create webpage on space needs
    - Summary of space needs report
    - Growth trends of the community and library
    - History of library and building
    - How to support the project
    - Photos of current building and other libraries

### **Municipal Approval:**

**October 2012**

By statute the board needs formal authority by the municipal board to proceed with a building project and the board should seek this approval if it has not already done so. The library board should lay out the formal process that it will be undertaking for process. The municipal board should be kept informed on a regular basis.

### **Selection of Architect:**

**September–November 2012**

Selection of an architect should be modeled upon established process such as the Quality-Based Selection (QBS) method <http://www.qbswi.org> of the AIA Wisconsin <http://www.aia.org>. The basic process would be to compile a list of architects with library experience, invite firms to submit credentials, evaluate the credentials, visit other projects completed by the architect and/or firm, interview the top 3-5 candidates, reevaluate the top candidates and make selection.

**Library Visits:****September-November 2012**

It is recommended that the library board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility. Focus should be paid to the flooring, furniture styles, colors, unique items, general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space and other special areas.

It is important to take notes and photos of those features to consider for the New Richmond Library. The essential design elements and arrangement should be incorporated into a building program statement. Ask questions about what they were glad they did and what they wish that they had done differently.

Several documents about Library Buildings and Space Planning on the IFLS website <http://www.ifls.lib.wi.us/Default.aspx?tabid=181#space> are excellent resources to review prior to making your library visits.

**Development of Building Program Statement:****October-December 2012**

A building program statement should be drafted by either library staff and/or a consultant and approved by the library board. This statement provides direction to the architect in design development. The statement may be further refined depending on site selection and input from the architect. It will also detail collection sizes and specific space allocations.

The staff, library board and/or building committee should develop a shared vision on the look and feel of the new library space. The section below entitled Design Considerations lists features to consider when designing a new library space. The shared vision and concepts should be incorporated into a library building program statement.

**Design considerations for expanded library**

- Community Destination
- Design
  - Modern
  - Traditional
  - Fit with downtown look and feel
  - Homey/Comfy/Well Designed
  - Color
  - Flooring
- Functionality
- Maintenance costs
  - Lighting
  - Flooring
  - Fixtures
- Building and Municipal Code Requirements

- Energy Efficient Building/Green building/Eco friendly
  - Solar panels
  - Passive solar
  - Geothermal
- Windows/natural lighting
- Landscaping/Green Space/Outdoor spaces
  - Park like setting
  - Education area
  - Outdoor group area
  - Fountain and/or Sculpture
- Exterior/Interior Signage
- Parking
- Coffee Shop/Beverage area/Snack Bar
- Friend's Book Sale Room
- Lobby space/Informational Displays
- Security/Fire Systems
- Multi-user restrooms
- Accessibility/ADA accessibility features
  - Door openers
- Courier
  - Access to building
  - Location near work area/check in desk
- Book/Media Returns
  - Drive up book drop
  - Interior/Exterior
    - Fire
- Separation of spaces
  - Quiet reading/study area
  - "Living Room" area
- Adult Area
  - Fireplace
  - Reading lounge
  - Small business resource center
  - Career center
  - Display Areas/Cases
  - Material browsing/display areas
  - Table/Chairs
  - Easy Chairs

- Children's area
  - Comfy chairs
  - Big rugs
  - Computer with children's software
  - Parent Area/Collection
    - Materials
    - Seating
  - Age appropriate furniture and shelving
  - Color
  - Literacy activity area
  - Family Restroom
- Teen Area
  - Booths
  - Gaming area
  - Reading space
  - Study space
  - Computers
  - Collection
  - Lounge
- Flexible Seating
  - Tables
  - Study
  - Wireless Computer users
  - Lounge
  - Adult
  - Children
  - Teen
  - Seating Comfortable yet durable furniture
  - Seating near large print area (senior safe/higher seats)
- Meeting spaces
  - Computer room/lab
  - Children's program room
  - Craft room
  - All purpose conference room
  - Author visits
  - Community Meeting space with Kitchen
  - Theater/Media/Auditorium
  - Collaboration/study rooms
  - Piano
  - Puppet Stage

- Technology--ready for current and future needs
  - Self-Check Stations
  - Photocopier
  - Listening Center
  - Gaming/Sound proof
  - Digital learning center
  - Electrical
  - WiFi
  - Docking stations
  - Color printer/copier
  - 3-D printer
  - Expanded public computer area
  - Computer training lab
- Display area
  - Art
  - Display cases
  - Gallery
  - Material displays
- History/Genealogy area
  - Microfilm reader/printer/computer
  - Plat books and other local print materials
  - Files
  - Fireproof filing cabinet
  - Displays
  - Work space
- Staff Space
  - Checkout Desk/Information Desk
    - Adult
    - Youth
  - Courier/Check in
  - Work room
    - Material preparation
    - Cataloging
  - Offices
    - Director
    - Adult services
    - Youth services
    - Other
  - Storage
  - Break room/Lockers/Lounge

**Preliminary Sketches:****December 2012-February 2013**

These sketches would include an exterior sketch and interior sketch including furnishings. These sketches will be reviewed and revised many times to ensure that the project is functional and meets the needs of the library. Several possible designs will be created and reviewed by the various groups associated with the project prior to development of the final preliminary sketch. The final draft of the preliminary sketch can be used to help market and raise funds for the project. In the event the proposed site is not feasible for construction additional alternatives will need to be explored.

**Site Selection Considerations (See Appendix B for Checklist Form)**

If using the current proposed location for the library is not feasible then selection of new site will be needed. It is important for current and future growth of the library and the village. The site should be easily accessible and have potential room for expansion. Sufficient parking should be located on or near the site.

**Criteria for Site Selection**

- Size of Lot
- Shape of Lot
- Visibility
- Accessibility
- Future Expansion
- Suitable Topography
- Adjacent Uses
- Zoning
- Environmental Issues
- Existing Easements and Right of ways
- Access to Utilities and other Infrastructure Needs
- Ownership and Acquisition Costs

**Evaluation of Options (if the current proposed site is not feasible)**

Alternatives could include:

- *Construction of a new facility*
  - More efficient use of space
  - Designed with flexibility
  - Plan for future expansion
  - Can be more costly than remodeling
  - Energy efficient including integration of green building principles based upon cost effectiveness
  - Parking
  - ADA Compliant

- *Renovation/Expansion of the Present Facility*
  - Single story most effective to operate from a staffing viewpoint
  - Lack of parking
  - Would require acquisition of adjacent properties or loss of park space
  - Code/ADA requirements would need to be met
- *Conversion of an existing facility in the community.*
  - Please note that the floor load requirement for libraries is 150 pounds per square. Very few existing buildings meet this requirement especially ones with basements.
  - Existing vacant buildings in the City will need a separate evaluation based on the projected space needs; location; remodeling costs and other factors. Some of that evaluation can be done by IFLS staff while other parts should be done by an architect.

**Project Cost/Funding/Fund Raising Campaign:**

**February 2013-November 2013**

The cost of the project will vary depending on site selection and option choice. Estimates can be obtained from the architect. Renovation and expansion of existing facilities are more complicated than estimating construction of a new building.

Projects may be funded totally with public funding, private funding, or a combination of public and private funding. There is no one way that projects have been funded. Most successful projects are either village funded or joint village/private funded projects.

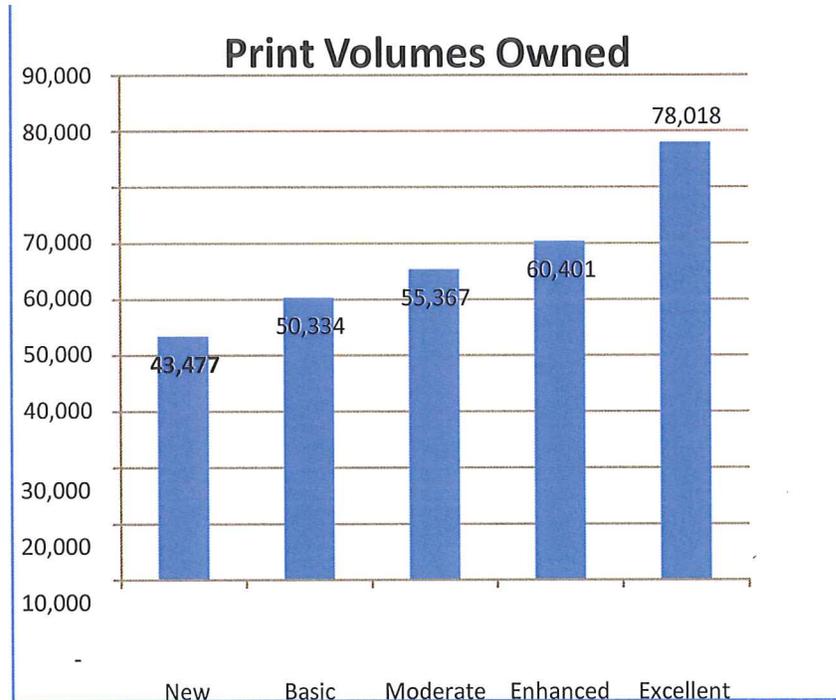
- City Borrowing
- Sources for Grant Information
  - Wisconsin Foundations Online <http://www.wifoundations.org>
  - Minnesota Council on Foundations <http://www.mcf.org>
  - Foundation Center Collection at L.E. Phillips Memorial Library  
<http://www.ecpubliclibrary.info/research/grants-a-nonprofits.html>
- Possible Foundation/Grant Sources within New Richmond
  - Bremer Foundation
- Project Support
  - Westconsin Credit Union
- Fund Raising Events
  - Bake sales
  - Golf Tournaments
- Donations
  - Community Wide mailing
  - Business
  - Individual
- Friends of the Library

**Additional steps will include:**

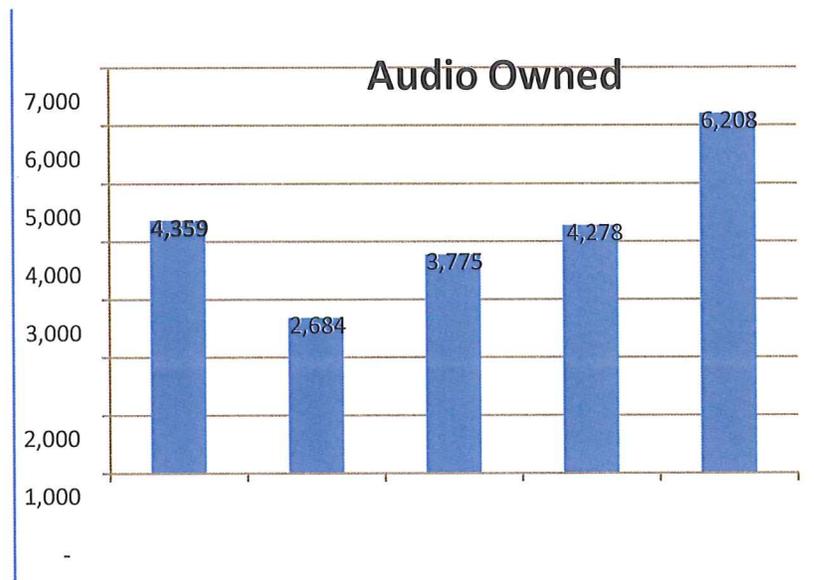
- Detailed Bidding/Construction Drawings developed by Architect with input from Building Committee and Library Board and Staff
  - Cost
  - Functionality
- Bidding
- Construction
- Moving
- Celebration

**Appendix A**  
**Supplemental Charts**  
(Updates of 2010 Report)

**2011 Comparison of the Library with the Wisconsin Public Library Standards  
Based Upon Municipal Population of New Richmond of 8,389 people**



Richmond  
2011



New

Richmond  
2011

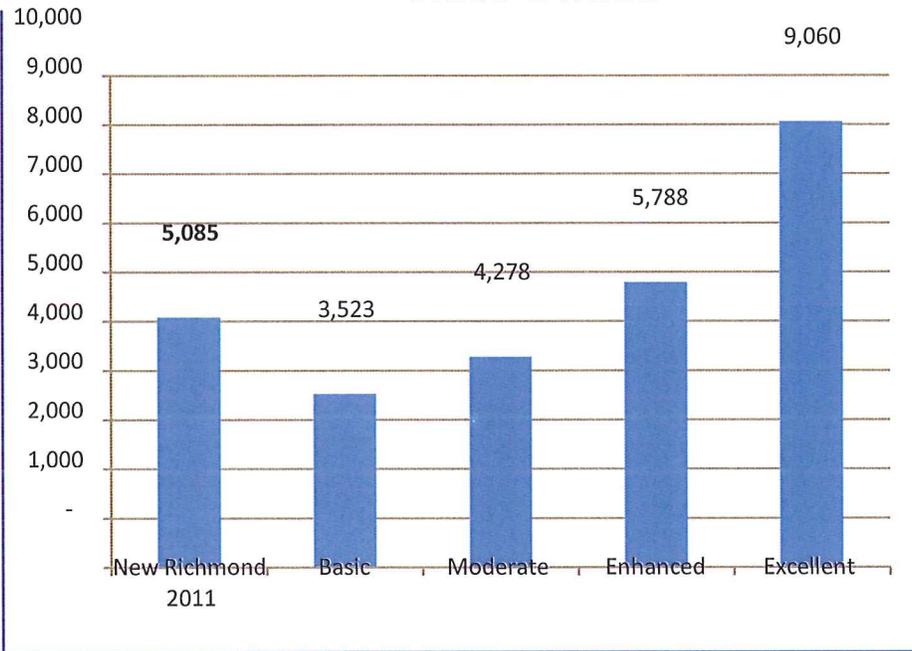
Basic

Moderate

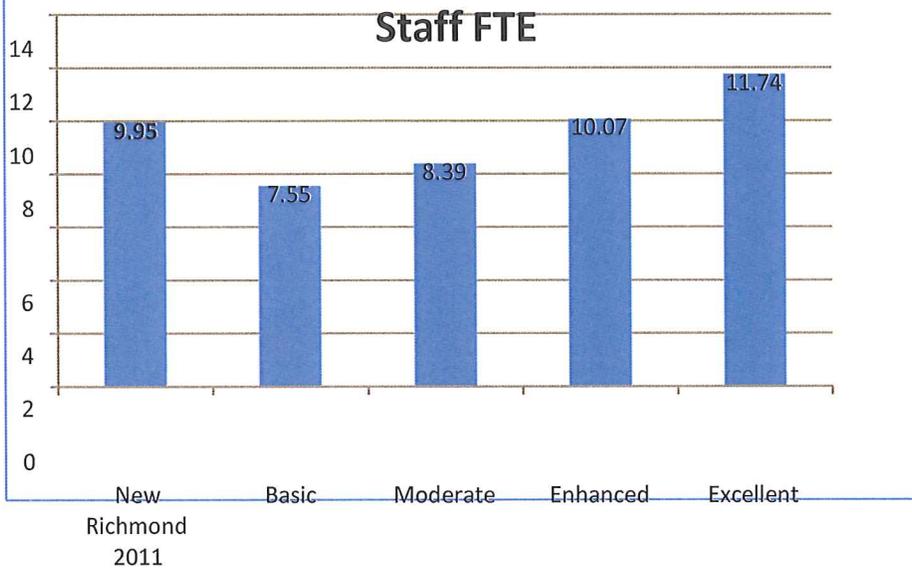
Enhanced

Excellent

## Video Owned



## Staff FTE



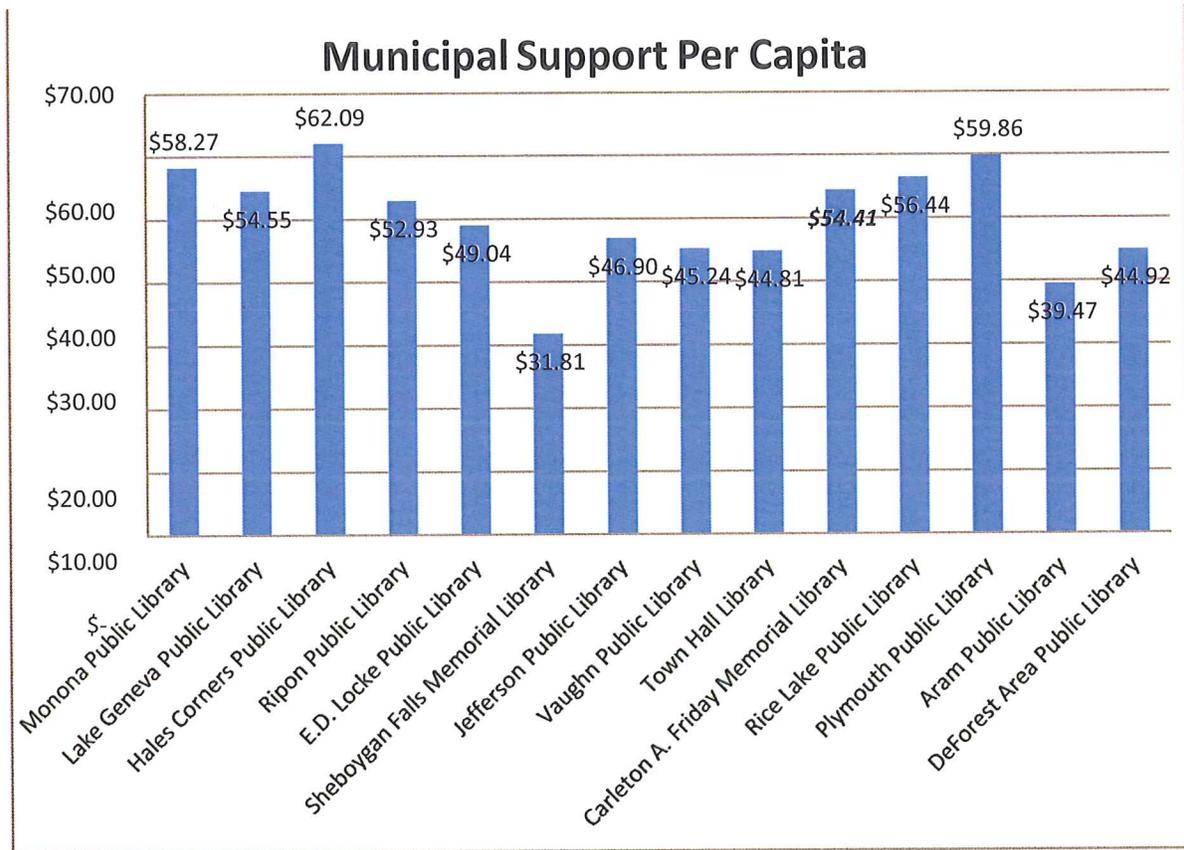
**Wisconsin Public Library Standards  
2011 Service Population**

The service targets listed below are based on the quantitative standards included in the Wisconsin Public Library Standards, 5<sup>th</sup> Edition. The chart below is based upon the 2011 Service population of 17,368 people.

Since the library serves a wider population range than just the City of New Richmond, it is important to plan based on the service population. The library receives significant traffic from other areas of county. These individuals are also spending money with community businesses.

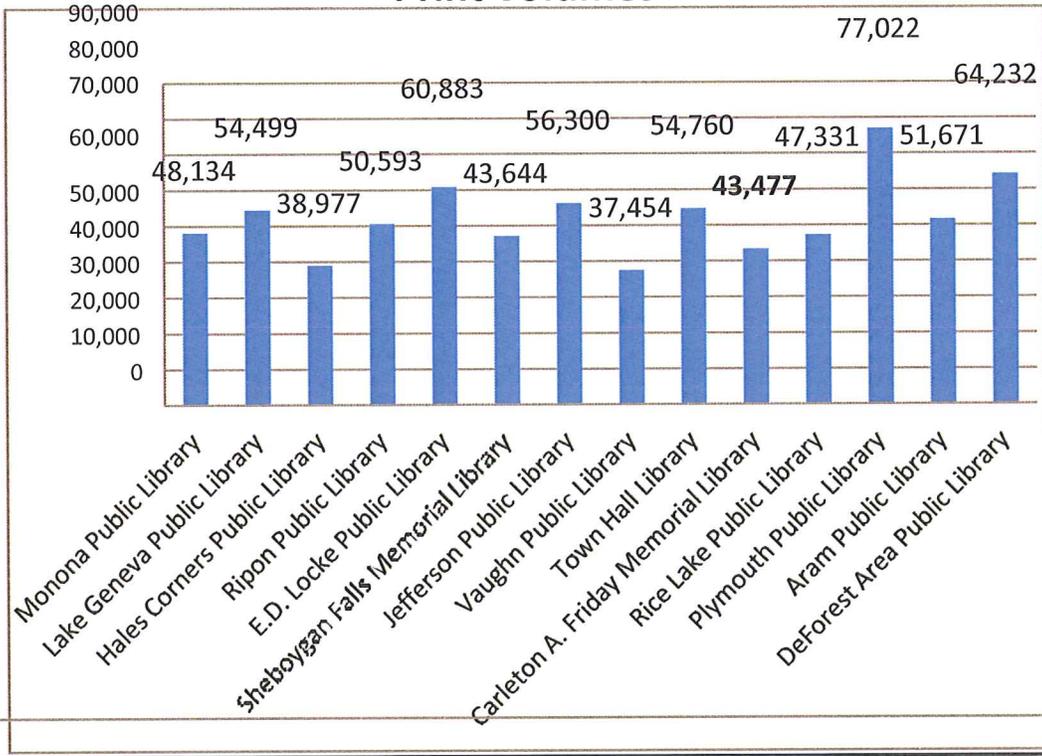
	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	8.68	8.68	10.42	12.16
Volumes Held (Print)*	50,367	60,788	71,209	90,314
Periodical Titles Received*	127	148	172	210
Audio Recordings Held	2,779	3,995	4,863	6,774
Video Recordings Held	3,647	4,516	6,252	8,858
Public Use Internet Computers	11	14	16	24
Hours Open per Week*	57	59	61	64
Materials Expenditures*	\$57,314	\$72,598	\$93,961	\$125,397

## 2011 Peer Library Comparisons



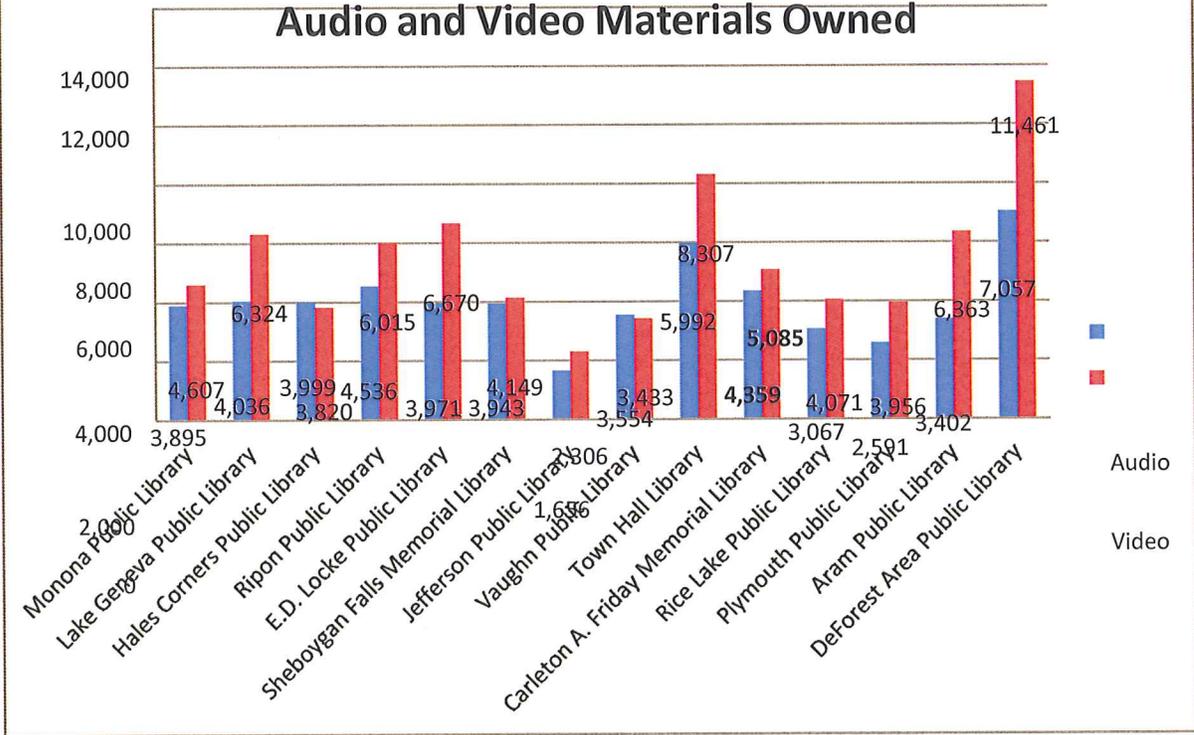
(E.D. Locke Public Library located in McFarland, WI)

## Print Volumes

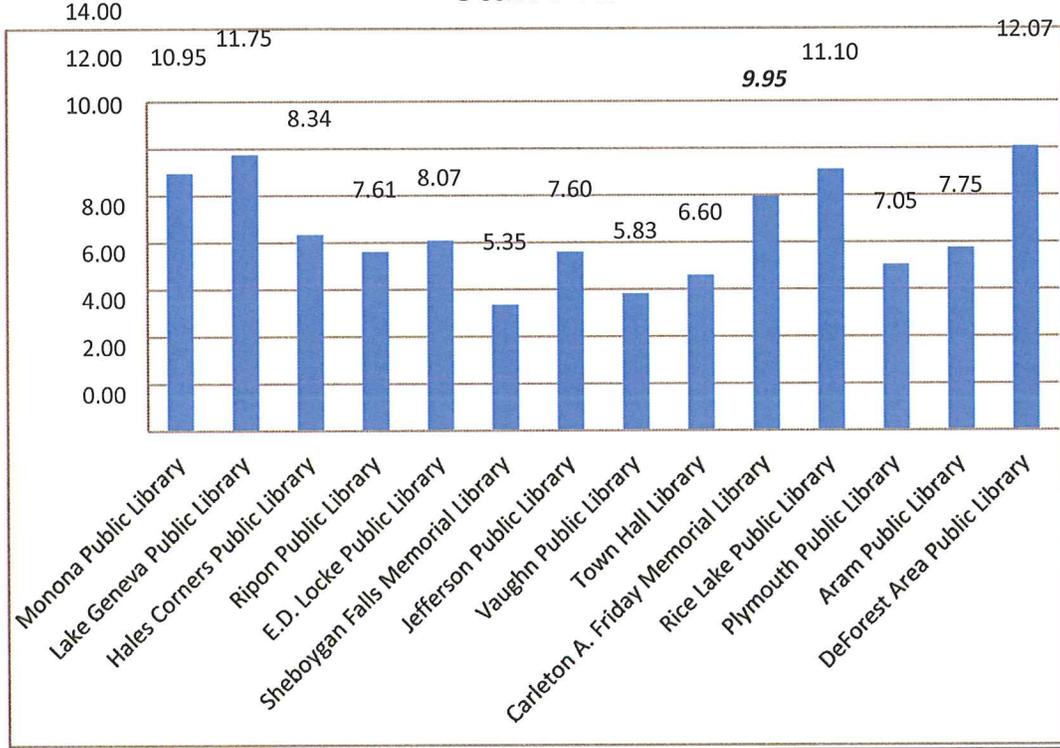


(E.D. Locke Public Library located in McFarland, WI)

## Audio and Video Materials Owned



# Staff FTE



(E.D. Locke Public Library located in McFarland, WI)

## Appendix B Resources and Forms

### Web Resources

Wisconsin Public Library Statistics: 1996-2011 <http://dpi.wi.gov/pld/dm-lib-stat.html>

Public Library Space Needs: A Planning Outline <http://dpi.wi.gov/pld/plspace.html>

Wisconsin Public Library Standards <http://dpi.wi.gov/pld/standard.html>

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees  
<http://dpi.wi.gov/pld/handbook.html>

Administrative Essentials: A Handbook for Wisconsin Public Library Directors (Draft)  
<http://dpi.wi.gov/pld/aecontents.html>

The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin  
<http://dpi.wi.gov/pld/econimpact.html>

IFLS Space Planning Resources <http://www.ifls.lib.wi.us/Default.aspx?tabid=181#space>

## Site Selection Checklist

Rate from 1 (Highest) to 5 (Lowest)

Criteria	Site 1	Site 2	Site 3	Site 4
Size of Lot				
Shape of Lot				
Visibility				
Accessibility				
Future Expansion				
Suitable Topography				
Adjacent Uses				
Zoning				
Environmental Issues				
Existing Easements and Right of ways				
Access to Utilities and other Infrastructure Needs				
Ownership and Acquisition Costs				

NOTES: \_\_\_\_\_

\_\_\_\_\_

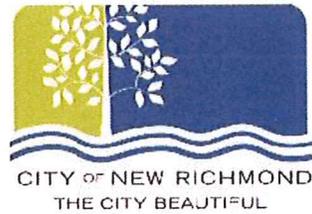
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X. APPENDIX B: NEW RICHMOND LIBRARY MASTER PLAN



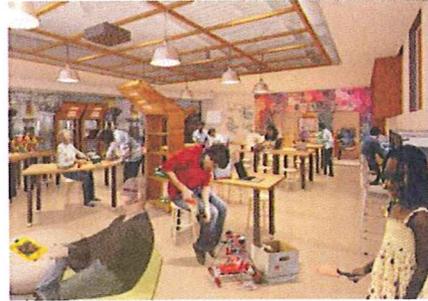
**New Richmond Library Master Plan**

**April 2017**



## **Building & Space Categories**

### ***Makerspace***



A makerspace extends the New Richmond Library's role in the community by offering tools, materials, and a creative environment for people of all ages to construct and produce physical things, share resources and knowledge, and network. This collaborative studio space is often time associated with fields such as engineering, computer science, and graphic design, and encourages hands-on exploration.

### ***Library Market Space***



A coffee shop, bakery, or deli conceptually to support the patrons, could offer locally grown and healthy food and beverage items for library patrons, and also generate lease revenue that could make the library financially sustainable. This would also provide for a popular gathering place where people could still work, but feel more comfortable socializing and visiting over coffee, as compared to the quieter adult section of the library.

### ***Incubator Space***

Through incubator space, libraries can provide a supportive environment for startups and small businesses by offering small workspaces with access to the internet, printing or mailing services, and start-up resources. Similar spaces can be offered to local artists.



### ***Gallery Space***



Gallery space could showcase work by area artists and photographers, traveling exhibits, museum collections, and local historical memorabilia. Galleries can also host occasional small piano or orchestra recitals.

### ***Conference Rooms & Community Space***

Flexible conference rooms could be reserved to organizations engaged in educational, cultural, intellectual, or charitable activities.



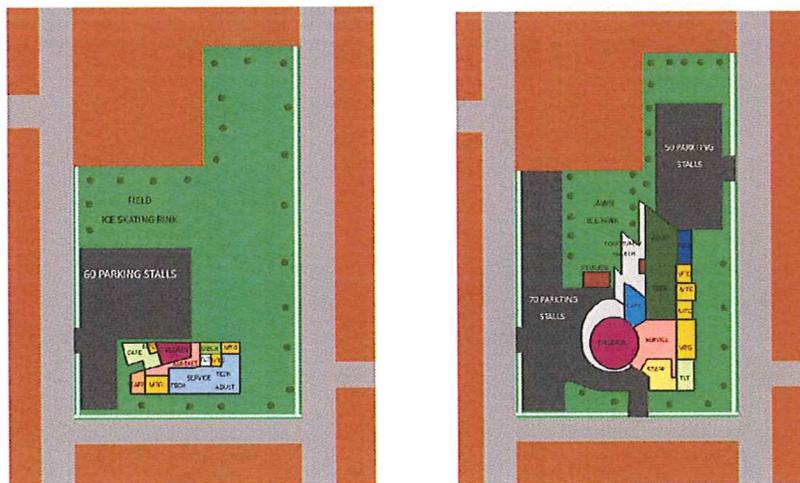
### ***Outdoor Public Space***

Outdoor public space would provide social, recreational, educational, and cultural opportunities for the New Richmond community. Open seating areas and trees and landscaping would be prioritized. From outdoor family movie nights, farmer's markets, and art festivals in the summer months to ice skating in the winter months, the outdoor public space could become an iconic gathering place for the community. The New Richmond Library will also use the outdoor space for the Summer Reading Program.



## Concept Plans

Below are two possible concept plans for the New Richmond Library. The final plans would be developed by the architectural consultant based on the feedback developed through a public engagement process including neighboring residents and businesses, community members, and key stakeholders. The final concept plan will address the present and future needs of the library, follow applicable zoning and building performance standards, and create a library and learning center that aesthetically and functionally fits within the context of the surrounding neighborhood. **The images shown are intended to show a concept plan site layout and scale, and are not intended to represent the proposed final design of a new library. The final concept will require community input and approval from the Library Board and City Council.**



**Above Left:** A library 15,000 square feet in size. **Above Right:** A library 30,000 square feet in size.

Library Size	* Parking Requirements
15,000 sq. ft.	60 stalls
20,000 sq. ft.	80 stalls
25,000 sq. ft.	100 stalls
30,000 sq. ft.	120 stalls

\* Note that parking requirements for Civic functions are determined by the Development Review Committee, using trip and parking generation standards from the Institute of Traffic Engineers. The number of parking stalls shown in the adjacent table reflect the Z-3 parking minimums for a retail or service establishment. The approximate number of parking stalls for the library would be determined in the future by the DRC.

## Public Engagement Process

The planning process for the New Richmond Library will include multiple opportunities for the public to voice their opinions and for their feedback and ideas to be incorporated into the final design. City staff and elected officials strongly believe in the importance of gathering feedback from the community, and reflecting this feedback in the final policy or design. For example, several public meetings were held in 2015 and 2016 related to the street and utility improvement projects. Residents could vote for their preferred features using a sticker dot exercise, give feedback, and ask questions. Residents voiced their opinions about traffic calming, parking, sidewalks and trails, etc. Frequently Asked Questions (FAQ) handouts, meeting notes, videos, and copies of presentations were published on the City website. This approach has been well-received from residents, and thus has been followed in the design process for the planned 2017 reconstruction for North Fourth Street.



### Frequently Asked Questions 2015 Street and Utility Projects

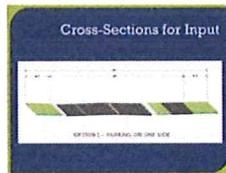
**What projects are included?**  
The projects included in the 2015 Street and Utility Projects are the reconstruction of the City of New Richmond from 11th to 12th Street, the reconstruction of the City of New Richmond from 12th to 13th Street, the reconstruction of the City of New Richmond from 13th to 14th Street, and the reconstruction of the City of New Richmond from 14th to 15th Street.

**What is the estimated cost?**  
The estimated cost for the 2015 Street and Utility Projects is approximately \$10 million.

**When is the public informational meeting?**  
The public informational meeting will be held on Tuesday, October 14, 2015, at 7:00 p.m. at the New Richmond Community Center, 1100 North 14th Street, New Richmond, WI 53072.

**How do I stay informed about the project?**  
You can stay informed about the project by visiting the City of New Richmond website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov) or by calling the City of New Richmond at 715.262.4200.

**Who do I contact with questions?**  
For more information, please contact the City of New Richmond at 715.262.4200 or visit the City of New Richmond website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov).



In addition to public engagement opportunities for the street and utility projects, City staff gave frequent presentations in 2016 to the Rotary Club, Kiwanis Club, Senior Center, New Richmond Area Chamber of Commerce, Pathways Committee, and the New Richmond Area Centre. Nearly 40 community members had the opportunity to help with the interview process for the Chief of Police, and 30 community members will be assisting with the City of New Richmond's Comprehensive Plan in 2017.

**The New Richmond Library will be an important community facility and gathering space for people of all ages for decades to come. The City of New Richmond will make every effort possible to incorporate as much feedback as possible from the community into the final design to ensure that the facility reflects their desires and values, reflects the character of the neighborhood, and serves the needs of all residents in the School District of New Richmond now and into the future.**

## **Findings and Recommendations**

The existing neighborhood includes a mix of low density residential, commercial, municipal and recreational (the Centre) uses. These proposed uses conform to the current Z-5 District.

**1. Transportation and Parking.** Based upon feedback during the community discussion, the need for traffic calming, parking, and improved circulation patterns was a concern. Final site design must show that transportation, circulation, and parking is contained within the site area and addresses future transportation needs within the neighborhood. Furthermore, areas of trails and sidewalks must be included.

**2. Design.** The future design of this area should include consideration of unified aesthetics for the entire site area. Where appropriate, buffer areas should be utilized to assist with the transition from low-density residential to uses outlined in this Master Plan.

**3. Outdoor Public Space.** The need for outdoor public space was identified as a part of this process. These areas include outdoor amphitheater space, community gardens, water features, ice skating rinks, pavilions, or other common areas. In short, outdoor public space must be a significant aspect of any future site design.

## **In Summary**

- The New Richmond Library will be constructed on this site
- There will be no city street dividing the property
- There will be no residential development, city offices or structures, or any additional buildings for commercial enterprises outside of the Library building on the property.
- Commercial enterprise may be facilitated within the library structure only, conceptually supporting the library and learning environment for patrons and visitors
- Adequate parking on-site will follow city ordinances and Development Review Committee (DRC) review
- Supporting the Library design and overall site plan, outdoor green space will be for social, recreational, educational, and cultural opportunities
- There will be public engagement and feedback for library design and greenspace amenities

# XI. APPENDIX C: DISTRICT ZONING STANDARDS Z-5 TRADITIONAL NEIGHBORHOOD DISTRICT

## VI. DISTRICT STANDARDS

### ARTICLE VI. DISTRICT STANDARDS

#### Sec. 121-36. General District Standards †

##### A. Permit and Review Process

1. The City of New Richmond has created a DRC through the adoption of this Ordinance. The DRC is authorized to review applications and plans for proposed projects. The DRC shall provide initial review and feedback on all zoning applications.
2. This Chapter establishes 4 levels of review projects. The applicant shall consult each zoning district to determine the form and function requirements as well as the Special Overlay District standards in [ARTICLE IX](#), General Standards in [ARTICLE VI](#), the Lot and Building Standards in [ARTICLE VIII](#) and the Administration process in [ARTICLE V](#) of this Ordinance.
  - a. Permitted Administratively. These uses are permitted administratively and will simply require a building permit.
  - b. Site Plan. Permitted subject to Site Plan review and approval by the Plan Commission.
  - c. Conditional Use Permit. Conditional use permit subject to Plan Commission review and Common Council approval.
  - d. Certificate of Appropriateness. Certificate of Appropriateness subject to Historic Preservation Commission review and approval.
3. An owner may appeal a decision of the Zoning Administrator or DRC to the Board of Appeals.

##### B. Zoning Map

The locations and boundaries of the districts established by this Ordinance are hereby set forth on the [Zoning Map \(Map 1\)](#). The map is hereby made a part of this Ordinance and shall be known as the "City of New Richmond Zoning Map." The map and all notations, references and data shown thereon are hereby incorporated by reference into this Ordinance and shall be as much a part of it as if all were

## ARTICLE VI. DISTRICT STANDARDS

### Sec. 121-36. General District Standards †

#### A. Permit and Review Process

1. The City of New Richmond has created a DRC through the adoption of this Ordinance. The DRC is authorized to review applications and plans for proposed projects. The DRC shall provide initial review and feedback on all zoning applications.
2. This Chapter establishes 4 levels of review projects. The applicant shall consult each zoning district to determine the form and function requirements as well as the Special Overlay District standards in [ARTICLE IX](#), General Standards in [ARTICLE VI](#), the Lot and Building Standards in [ARTICLE VIII](#) and the Administration process in [ARTICLE V](#) of this Ordinance.
  - a. Permitted Administratively. These uses are permitted administratively and will simply require a building permit.
  - b. Site Plan. Permitted subject to Site Plan review and approval by the Plan Commission.
  - c. Conditional Use Permit. Conditional use permit subject to Plan Commission review and Common Council approval.
  - d. Certificate of Appropriateness. Certificate of Appropriateness subject to Historic Preservation Commission review and approval.
3. An owner may appeal a decision of the Zoning Administrator or DRC to the Board of Appeals.

#### B. Zoning Map

The locations and boundaries of the districts established by this Ordinance are hereby set forth on the [Zoning Map \(Map 1\)](#). The map is hereby made a part of this Ordinance and shall be known as the "City of New Richmond Zoning Map." The map and all notations, references and data shown thereon are hereby incorporated by reference into this Ordinance and shall be as much a part of it as if all were

## VI. DISTRICT STANDARDS

fully described herein. It shall be the responsibility of the Zoning Administrator to maintain the map and record map amendments within 30 days after official publication of amendments. The official Zoning Map shall be kept on file by the City Clerk.

### C. Zoning District Boundaries

The boundaries between districts are, unless otherwise indicated, either the centerline of streets, alleys or railroad rights-of-way or lot lines or section lines or such centerlines or lot lines parallel or perpendicular thereto.

### D. Permitted Forms and Functions

#### Four Levels of Review:

- 1 - Permitted Administratively (A)
- 2 - Site Plan Approval (SP)
- 3 - Conditional Use Permit (C)
- 4 - Certificate of Appropriateness (CA)

1. The forms and functions identified in [Table 3](#) as permitted by administrative permit (A) are allowed by right in the City of New Richmond. New development or redevelopment will require submittal of a building permit application as outlined in [Section 121-30](#) with adequate information to show that the development standards identified in this Ordinance have been met. These items will be administratively reviewed by the DRC.
2. The forms and functions identified in [Table 3](#) as permitted by site plan (SP) are allowed in the City of New Richmond. New development or redevelopment will require submittal of a site plan application for site plan review as outlined in [Section 121-31](#) showing that the development standards identified in this Ordinance have been met. These items will be reviewed by the DRC and Plan Commission.

### E. Conditional Forms and Functions

1. The forms and functions identified in [Table 3](#) as conditional (C) are allowed by conditional use permit in the City of New Richmond. New development or redevelopment will require submittal of a conditional use permit application as outlined in [Section 121-32](#) showing that the development standards and conditional use permit standards identified in this Ordinance have been met. These items will be reviewed by the DRC and approved by the Plan Commission.

### F. Historic Sites

Any development within the Historic Overlay District shall require approval of a Certificate of Appropriateness. These items will be reviewed by the DRC and Historic Preservation Commission.

**TABLE 2. DISTRICT DESCRIPTIONS**

This table provides descriptions of the character of each District.

<b>Z1 AGRICULTURE / PRESERVATION</b>	<p>The purpose of the Z1 Agriculture/Preservation District is to provide areas for existing agricultural uses. The large metropolitan area will retain these lands in their rural state or as agricultural uses until sanitary sewer, water, streets and other public infrastructure is available and new development occurs. This will allow orderly development to occur and will prevent uncontrolled, uneconomical spread of residential development. The purpose of this district is to provide a building zone until a landowner/developer makes application for development, at which time the City may rezone the affected property consistent with its designation in the Comprehensive Plan, provided that the development does not result in the premature extension of public utilities, facilities, and services as specified above.</p>	<p>General Character: Primarily agricultural with woodland &amp; wetland and scattered buildings</p> <p>Building Placement: Variable Setbacks</p> <p>Typical Building Height: Mainly 1-2 Story with up to 3 Story maximum, and with independent standards for farm structures</p> <p>Type of Civic Space: Community parks, greenways and golf courses</p>
<b>Z2 SUB-URBAN</b>	<p>The purpose of the Z2 Sub-Urban 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 traditional residential areas between lower and higher densities.</p>	<p>General Character: Lawns and landscaped yards surrounding detached single-family houses, pedestrian occasionally</p> <p>Building Placement: Variable Setbacks</p> <p>Typical Building Height: Mainly 1-2 Story with up to 3 Story maximum</p> <p>Type of Civic Space: Community and neighborhood parks</p>
<b>Z3 MULTI-USE / CORRIDOR</b>	<p>The purpose of the Z3 Multi-Use/Corridor District is to provide a mixture of regional commercial, retail, office, lodging and residential uses in a mixture of building forms. Other complementary uses such as schools, churches and parks will be allowed. These neighborhoods will generally be located along arterial streets. Development will include landscaped surface parking lots and interconnected sidewalks or multi-use trails.</p>	<p>General Character: Mixture of retail, commercial and medium density residential</p> <p>Building Placement: Variable Setbacks</p> <p>Typical Building Height: Mainly 1-3 Story with up to 4 Story maximum</p> <p>Type of Civic Space: Community and neighborhood parks</p>
<b>Z4 GENERAL URBAN</b>	<p>The purpose of the Z4 General Urban District is to provide a mixture of uses within a primarily residential urban fabric. The district allows a full complement of residential uses and neighborhood and community or neighborhood scale commercial uses. Streets with curbs and sidewalks will define small and medium-sized blocks to allow walkable neighborhoods.</p>	<p>General Character: Mix of houses, townhouses and small apartment buildings with scattered commercial activity</p> <p>Building Placement: Shallow to medium front and side yard Setbacks</p> <p>Typical Building Height: Mainly 1-3 Story with up to 3 Story maximum</p> <p>Type of Civic Space: Community and neighborhood parks</p>
<b>Z5 TRADITIONAL NEIGHBORHOOD</b>	<p>The purpose of the Z5 Traditional Neighborhood District is to provide a variety of uses with primarily higher residential density in a mixed use neighborhood with neighborhood commercial and a variety of other public/open public uses. It has a tight network of streets, with sidewalks, steady street tree planting and shallow front building setbacks to create a defined urban streetscape.</p>	<p>General Character: Mix of urban housing types</p> <p>Building Placement: Shallow to medium front and side yard Setbacks</p> <p>Typical Building Height: Mainly 2-3 Story with up to 3 Story maximum</p> <p>Type of Civic Space: Neighborhood parks, plazas</p>
<b>Z6 CENTRAL BUSINESS</b>	<p>The purpose of the Z6 Central Business District is to provide opportunities for multi-story, mixed and single use commercial block building, townhouses, multi-family residential, lodging and civic building, pre-fabricated attached buildings, plazas, pocket parks and an interconnected street grid with sidewalks.</p>	<p>General Character: Multi-story, mixed use buildings</p> <p>Building Placement: Shallow Setbacks or none; buildings oriented toward the street, defining a street wall</p> <p>Typical Building Height: Mainly 2-3 Story with up to 4 Story maximum</p> <p>Type of Civic Space: Plazas, median landscaping</p>
<b>Z7 SPECIFIC USE / INDUSTRIAL</b>	<p>The purpose of the Z7 Specific Use/Industrial is to create districts to support the ongoing use and expansion of airport and industrial uses. Any future expansion of these uses shall require site plan approval and compliance with this Ordinance.</p> <ul style="list-style-type: none"> <li>Z7-A New Richmond Metrolink Airport: The purpose of the Z7-A districts is to provide for the existing forms and functions associated with airport.</li> <li>Z7-I Industrial Parks: The purpose of the Z7-I 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.</li> </ul>	<p>General Character: Varies</p> <p>Building Placement: Varies</p> <p>Typical Building Height: Varies, 4 stories (may be less in Z7-A)</p> <p>Type of Civic Space: Varies</p>

VI. DISTRICT STANDARDS

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VI. DISTRICT STANDARDS

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**TABLE 3. SPECIFIC FUNCTION AND USE, CONT'D. †**

Z1 Agriculture / Preservation  
 Z2 Sub-Urban  
 Z3 Multi-Use / Corridor  
 Z4 General Urban  
 Z5 Traditional Neighborhood  
 Z6 Central Business  
 Z7-A Special Use District  
 Z7-1 Special Use District

**f. EDUCATION**

College		C	SP					SP	C
High School	C	C	SP	SP	SP				
Trade School		C	SP					SP	SP
Elementary School	C	C	SP	SP	SP				
Childcare Center / Daycare facility	A	A	SP	SP	C	A	C	C	A

**g. INDUSTRIAL**

Airport and Airport Operations								A	
Breweries/Distilleries; including tap room/ tasting room with kitchen facilities not including grease cooking or handling equipment having a moderate or lesser restaurant license as issued by St. Croix County or services of a licensed caterer								A	A
Bulk Storage Tanks and Facilities								A	A
General Warehousing / Laboratory Facility								A	A
Manufacturing and Processing / Truck Terminal								A	A
Craftsman / Repair Shop			SP					A	A
Mini Storage			SP					A	A

**h. LODGING**

Hotel, Motel, and Inn		C	SP	SP	C	C	SP	C	
Bed & Breakfast (up to 4 rooms)	C		C	C	C	C			

**i. OFFICE**

Corner Office			A	A	A	A	A	A	A
Office Building			A				A	A	A

**j. RESIDENTIAL**

Townhome		SP	SP	SP	SP	SP			
Two Family Dwelling		A	A	A	A				
Live/Work Unit			A	A	A	A			
Licensed Community Living (9-15 residents)	C	C	C	C	C	C			
Licensed Community Living (8 or less residents)	A	A	A	A	A	A			
Multiple Family Dwelling			SP	SP	SP	SP			
Nursing Home		C	C	C	C	C			
One Family Dwelling	A	A	SP	A	A	A			

**Key**

A = Permitted administratively subject to submittal of a Building Permit, as described in [121-30](#).

SP = Permitted subject to submittal of a Site Plan Application as described in [121-31](#).

C = Conditional subject to submittal of Conditional Use Permit Application as described in [121-32](#).

CA = Certificate of Appropriateness for any Historic Site as described in [121-50](#).

\*\*Properties may be subject to special requirements for overlay districts as noted in [Article IX](#) (Special Overlay Districts) or PUDs as described in [Section 121-9](#).

VI. DISTRICT STANDARDS

Z1 Agriculture / Preservation  
 Z2 Sub-Urban  
 Z3 Multi-Use / Corridor  
 Z4 General Urban  
 Z5 Traditional Neighborhood  
 Z6 Central Business  
 Z7 Central Business  
 Z8 Special Use District

k. MISCELLANEOUS	Z1	Z2	Z3	Z4	Z5	Z6	Z7	Z8
Accessory Structures / Uses	A	A	A	A	A	A	A	A
Accessory Free-Standing Solar Photovoltaic System	C	C	C	C	C	C	C	C
Drive-Through Facility		SP	EP	EP	EP	SP		
Home Occupations	A	A	A	A	A	A		
Historic District Building or Site								
Large Wind Energy System	C							C
Outdoor Storage			C				C	SP
Parking Structure			SP			EP	EP	EP
Parking, Surface (as a Principal Use)			C	C	C	C	C	C
Seasonal Sales / Display			A	A	A	A		
Small Wind Energy System	C	C	C	C	C	C	C	C
Solar Farm	C							C
Swimming Pool	A	A	A	A	A			
Telecommunications-Collocation	A	A	A	A	A	A	A	A
Telecommunications-New Tower	C	C	C	C	C	C	C	C

Sec. 121-37. Z1 Agriculture/Preservation District

A. Purpose

The purpose of the Z1 Agriculture/Preservation District is to provide areas for existing agricultural uses. The large minimum lot area will retain these lands in their natural state or as agricultural uses until sanitary sewer, water, streets and other public infrastructure is available and new development occurs. This will allow orderly development to occur and will prevent uncontrolled, uneconomical spread of residential development. The purpose of this district is to provide a holding zone until a landowner/developer makes application for development, at which time the City may rezone the affected property consistent with its designation in the Comprehensive Plan, provided that the development does not result in the premature extension of public utilities, facilities, and services as specified above.

**TABLE 4. Z1 AGRICULTURE / PRESERVATION DISTRICT**

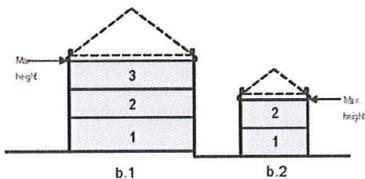
**Z1 Agriculture / Preservation District**

**a. LOT OCCUPATION**

- a.1 Lot Size - 5 acre min.
- a.2 Lot Coverage - 30% max.

**b. BUILDING CONFIGURATION**

- b.1 Principal Building - 3 stories max.
- b.2 Accessory Building - 2 stories max.\*



**c. SETBACKS PRINCIPAL BUILDING**

Principal buildings shall be distanced from the lot lines as shaded.

All attached front porches, uncovered steps or stoops shall be allowed to encroach 10 feet maximum within front yard setback. Overhangs may encroach 2 feet within front yard setbacks.

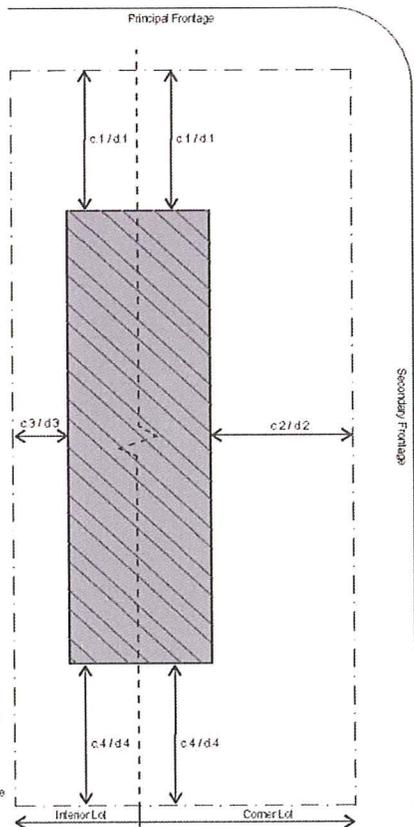
- c.1 Principal Front Setback, 50 ft. min.
- c.2 Secondary Front Setback, 50 ft. min.
- c.3 Side Setback, 20 ft. min.
- c.4 Rear Setback, 50 ft. min.

**d. SETBACKS ACCESSORY STRUCTURE\*\***

Accessory buildings, off-street parking & trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Front Setback, 50 ft. min.
- d.2 Secondary Front Setback, 50 ft. min.
- d.3 Side Setback, 20 ft. min.
- d.4 Rear Setback, 50 ft. min.

\* Subordinate farm structures shall be permitted at a height not to exceed 75 feet.  
 \*\* All subordinate farm structures shall require a 75 foot minimum setback from all required setbacks.



**KEY**

- Lot Line
- Street edge

**Allowable Lot Occupation**

- Principal Structure
- Accessory Structure

Sec. 121-38. Z2 Sub-Urban District

A. Purpose

The purpose of the Z2 Sub-Urban 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.

TABLE 5. Z2 - SUB-URBAN DISTRICT

**Z2 Sub-Urban District**

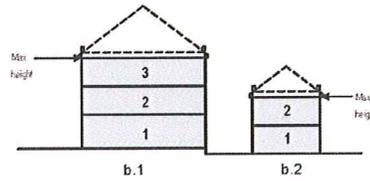
**a. LOT OCCUPATION**

- a.1 Lot Width - twin homes - 40 ft. min / all other uses - 80 ft. min.
- a.2 Lot Coverage - 40% max.

**b. BUILDING CONFIGURATION**

Stories may not exceed 14 feet in height from finished floor to finished ceiling, excluding vaulted spaces, except for a first floor commercial function which must be a minimum of 11 ft with a maximum of 25 feet.

- b.1 Principal Building - 3 stories max.
- b.2 Accessory Building - 2 stories max.



**c. SETBACKS PRINCIPAL BLDG**

Principal buildings shall be distanced from the lot lines as shaded.\*

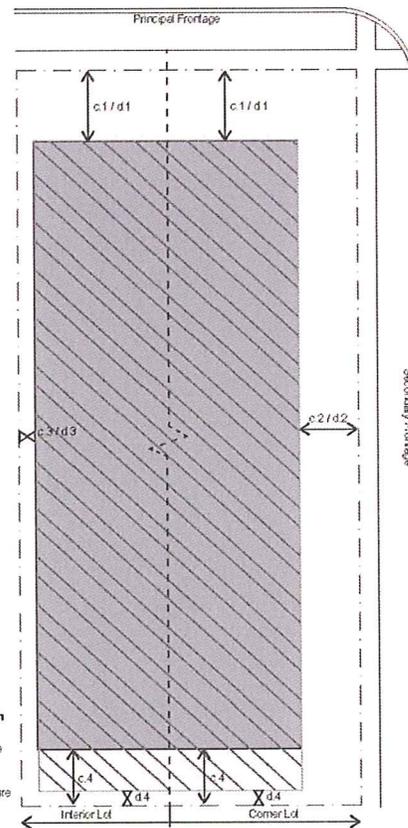
All attached front porches, uncovered steps or stoops shall be allowed to encroach 10 feet maximum within front yard setback. Overhangs may encroach 2 feet within front yard setbacks. Encroachment into the sideyard setback shall require a variance.

- c.1 Principal Front Setback, 25 ft. min.
- c.2 Secondary Front Setback, 20 ft. min.
- c.3 Side Setback, 5 ft. min.
- c.4 Rear Setback, 20 ft. min.

**d. SETBACKS ACCESSORY STRUCTURE**

Accessory buildings, off-street parking & trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Front Setback, 25 ft.
- d.2 Secondary Front Setback, 20 ft. min.
- d.3 Side Setback, 5 ft. min.
- d.4 Rear Setback, 5 ft. min.



**KEY**

- Lot Line
- Curb line

**Allowable Lot Occupation**

- Principal Structure
- Accessory Structure

Sec. 121-39. Z3 Multi-Use/Corridor District

A. Purpose

The purpose of the Z3 Multi-Use/Corridor District is to provide a mixture of regional commercial, retail, office, lodging and residential uses in a mixture of building forms. Other complementary uses such as schools, churches and parks will be allowed. These neighborhoods will generally be located along arterial streets. Developments will include landscaped surface parking lots and interconnected sidewalks or multi-use trails.

TABLE 6. Z3 - MULTI-USE / CORRIDOR DISTRICT †

**Z3 Multi-Use / Corridor District**

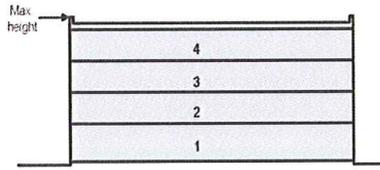
**a. LOT OCCUPATION**

- a.1 Lot Width - twin homes - 40 ft. min / all other uses - 80 ft. min.
- a.2 Maximum Lot Coverage:
  - Single Family and Twin Home Uses: 30%
  - All other uses: 70%

**b. BUILDING CONFIGURATION**

Stories may not exceed 14 feet in height from finished floor to finished ceiling, excluding vaulted spaces, except for a first floor commercial function which must be a minimum of 11 ft with a maximum of 25 ft

- b.1 Principal Building - 4 stories max.
- b.2 Accessory Building - 2 stories max.



b.1

**c. SETBACKS PRINCIPAL BLDG**

Principal buildings shall be distanced from the lot lines as shaded.

All attached front porches, uncovered steps or stoops shall be allowed to encroach 10 feet maximum within front yard setback. Overhangs may encroach 2 feet within front yard setbacks.

- c.1 Principal Front Setback, 25 ft. min.
- c.2 Secondary Front Setback, 20 ft. min.
- c.3 Side Setback, 10 ft. min.
- c.4 Rear Setback, 35 ft. min.

**d. SETBACKS ACCESSORY STRUCTURE**

Accessory buildings, and trash/refuse containers shall be distanced from the lot lines as shaded.

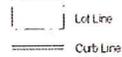
- d.1 Principal Front Setback, 25 ft. min.
- d.2 Secondary Front Setback, 20 ft. min.
- d.3 Side Setback, 5 ft. min.
- d.4 Rear Setback, 20 ft. min.

**e. Off-Street Parking Setbacks:**

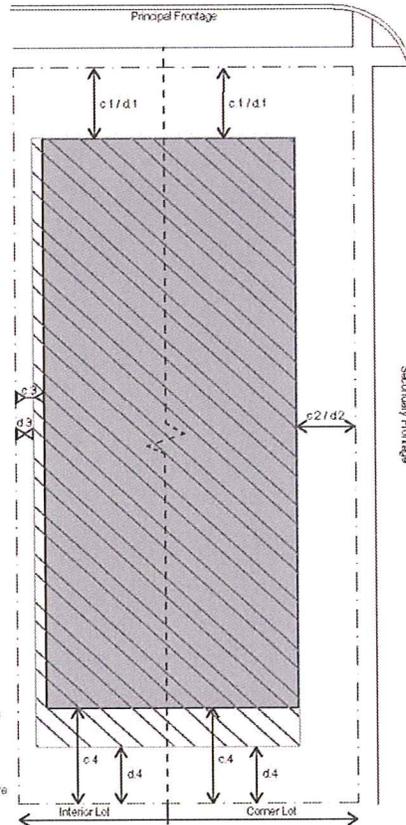
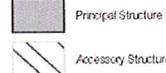
Off-street parking areas for uses other than single family, two family or townhouse dwellings shall be distanced from the lot lines as follows:

- e.1 Principal Front Setback, 15 ft. min.
- e.2 Secondary Front Setback, 10 ft. min.
- e.3 Side Setback, 5 ft. min.
- e.4 Rear Setback, 5 ft. min.
- e.5 Abutting residential use, 10 ft. min.

**KEY**



**Allowable Lot Occupation**



Sec. 121-40. Z4 General Urban District

A. Purpose

The purpose of the Z4 General Urban District is to provide a mixture of uses within a primarily residential urban fabric. The district allows a full complement of residential uses and neighborhood and community or neighborhood scale commercial uses. Streets with curbs and sidewalks will define small and medium-sized blocks to allow walkable neighborhoods.

**TABLE 7. Z4 - GENERAL URBAN DISTRICT**

**Z4 General Urban District**

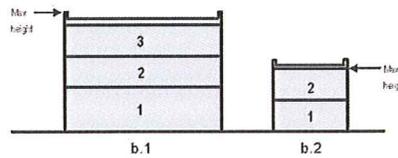
**a. LOT OCCUPATION**

- a.1 Lot Width - twin homes - 40 ft. min / all other uses - 80 ft. min.
- a.2 Lot Coverage - 40% max.

**b. BUILDING CONFIGURATION**

Stories may not exceed 14 feet in height from finished floor to finished ceiling, excluding vaulted spaces, except for a first floor commercial function which must be a minimum of 11 ft with a maximum of 25 ft.

- b.1 Principal Building - 3 stories max.
- b.2 Accessory Building - 2 stories max.



**c. SETBACKS PRINCIPAL BLDG\***

Principal buildings shall be distanced from the lot lines as shaded.

All attached front porches, uncovered steps or stoops shall be allowed to encroach 10 feet maximum within front yard setback. Overhangs may encroach 2 feet within front yard setbacks.

- c.1 Principal Front Setback, 25 ft. min.
- c.2 Secondary Front Setback, 20 ft. min.
- c.3 Side Setback, 5 ft. min.
- c.4 Rear Setback, 20 ft. min.

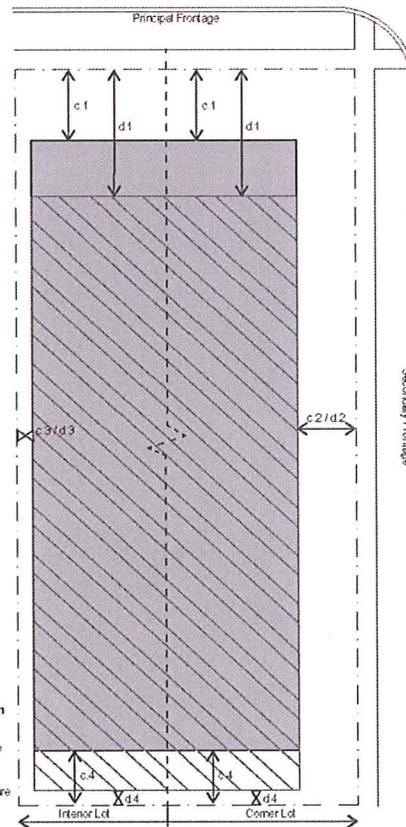
**d. SETBACKS ACCESSORY STRUCTURE**

Accessory buildings, off-street parking & trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 45 ft. min.
- d.2 Secondary Front Setback, 20 ft. min.
- d.3 Side Setback, 5 ft. min.
- d.3 Rear Setback, 5 ft. min.

\* Attached garages may be placed at Principal Front Setback of the principal building if the following conditions exist:

- 1 - the garage architectural style is the same as the principal building
- 2 - the garage door color is the same as the major color of the principal building, and
- 3 - an additional shade tree is planted in the front yard



**KEY**

- Lot Line
- Curb line
- Allowable Lot Occupation**
- Principal Structure
- Accessory Structure

Sec. 121-41. Z5 Traditional Neighborhood District

A. Purpose

The purpose of the Z5 Traditional Neighborhood District is to provide a variety of uses with primarily higher residential density in a mixed use neighborhood with neighborhood, commercial and a variety of other public/semi-public uses. It has a tight network of streets, with sidewalks, steady street tree planting and shallow, front building setbacks to create a defined urban streetscape.

**TABLE 8. Z5 - TRADITIONAL NEIGHBORHOOD DISTRICT**

**Z5 Traditional Neighborhood District**

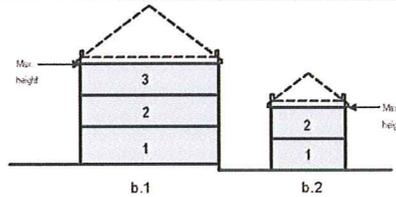
**a. LOT OCCUPATION**

- a.1 Lot Width - twin homes - 40 ft. min. / residential - 50 ft. min. / all other uses - 80 ft. min.
- a.2 Lot Coverage - 40% max.

**b. BUILDING CONFIGURATION**

Stories may not exceed 14 feet in height from finished floor to finished ceiling, excluding vaulted spaces, except for a first floor commercial function which must be a minimum of 11 ft with a maximum of 25 ft.

- b.1 Principal Building - 3 stories max.
- b.2 Accessory Building - 2 stories max.



**c. SETBACKS PRINCIPAL BLDG\***

Principal buildings shall be distanced from the lot lines as shaded.

All attached front porches, uncovered steps or stoops shall be allowed to encroach 10 feet maximum within front yard setback. Overhangs may encroach 2 feet within front yard setbacks. Encroachment into the sideyard setback shall require a variance.

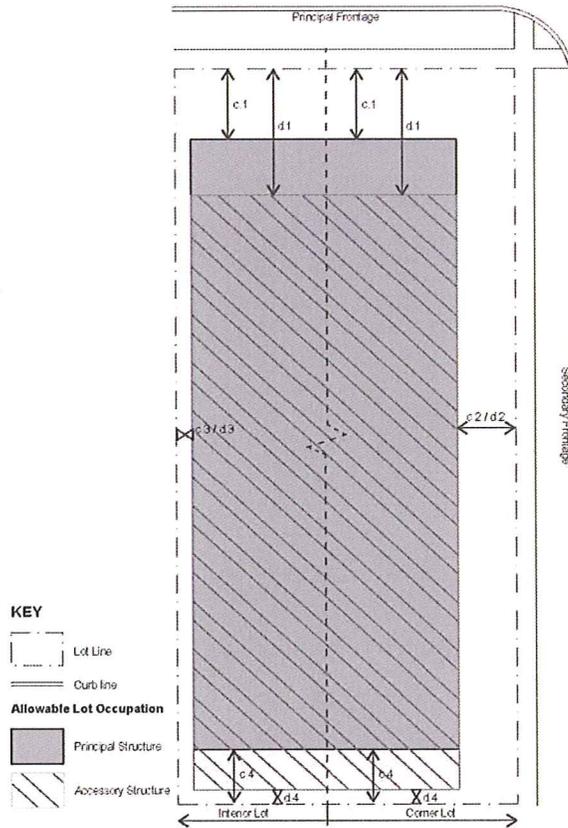
- c.1 Principal Front Setback, 25 ft. min.
- c.2 Secondary Front Setback, 20 ft. min.
- c.3 Side Setback, 5 ft. min.
- c.4 Rear Setback, 20 ft. min.

**d. SETBACKS - ACCESSORY STRUCTURE**

Accessory buildings, off-street parking & trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 45 ft. min.
- d.2 Secondary Front Setback, 20 ft. min.
- d.3 Side Setback, 5 ft. min.
- d.4 Rear Setback, 5 ft. min.

\* Attached garages may be placed at Principal Front Setback of the principal building if the following conditions exist:  
 1 - the garage architectural style is the same as the principal building  
 2 - the garage door color is the same as the major color of the principal building, and  
 3 - an additional shade tree is planted in the front yard



**KEY**

- Lot Line
- ==== Curb Line

**Allowable Lot Occupation**

- ▨ Principal Structure
- ▨ Accessory Structure

VI. DISTRICT STANDARDS

Sec. 121-42. Z6 Central Business District

A. Purpose

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.

**TABLE 9. Z6 - CENTRAL BUSINESS DISTRICT**

**Z6 Central Business District**

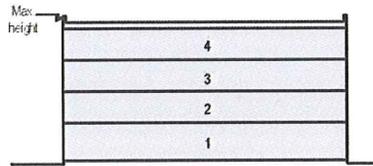
**a. LOT OCCUPATION**

a.1 Lot Coverage - 100% max.

**b. BUILDING CONFIGURATION**

Stories may not exceed 14 feet in height from finished floor to finished ceiling, excluding vaulted spaces, except for a first floor commercial function which must be a minimum of 11 ft with a maximum of 25 ft.

- b.1 Principal Building - 4 stories max.
- b.1 Accessory Building - 3 stories max.



b.1

**c. SETBACKS PRINCIPAL & ACCESSORY BUILDING**

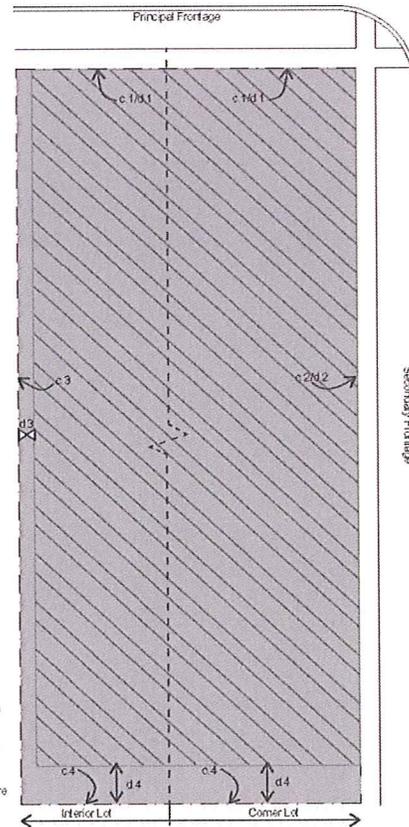
Principal and accessory buildings shall be distanced from the lot lines as shown.

- c.1 Principal Front Setback, 0 ft. min, 5 ft. max.
- c.2 Secondary Front Setback, 0 ft. min, 5 ft. max.
- c.3 Side Setback, 0 ft. min.
- c.4 Rear Setback, 0 ft. min.

**d. SETBACKS ACCESSORY STRUCTURE (NOT BUILDINGS)**

Off-street parking & trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 0 ft. min, 5 ft. max.
- d.2 Secondary Front Setback, 0 ft. min, 5 ft. max.
- d.2 Side Setback, 5 ft. min.
- d.4 Rear Setback, 10 ft. min.



**KEY**

- Lot Line
- Curb line

**Allowable Lot Occupation**

- Principal Structure
- Accessory Structure

Sec. 121-43. Z7 Special Use District

A. Purpose

The purpose of the Z7 Special Use District is to create districts to support the ongoing use and expansion of airport and industrial uses. Any future expansion of these uses shall require site plan approval and compliance with this Ordinance.

- Z7-A New Richmond Municipal Airport. The purpose of the Z7-A districts to provide for the existing forms and functions associated with airport.
- Z7-I Industrial Parks. The purpose of the Z7-I 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.

**TABLE 10. Z7 - SPECIAL USE DISTRICT†**

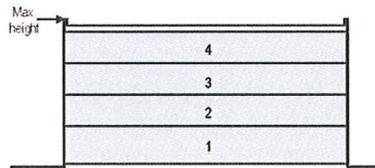
**Z7 Special Use District**

**a. LOT OCCUPATION**

- a.1 Lot Width - 80 ft. min.
- a.2 Lot Coverage - 60% max.

**b. BUILDING CONFIGURATION**

- b.1 Principal Building - 4 stories max.
- b.2 Accessory Building - 4 stories max.



b.1

**c. SETBACKS PRINCIPAL BUILDING\***

Principal buildings shall be distanced from the lot lines as shaded.

- c.1 Principal Front Setback, 30 ft. min.
- c.2 Secondary Front Setback, 25 ft. min.
- c.3 Side Setback, 10 ft. min.
- c.4 Rear Setback, 20 ft. min.

**d. SETBACKS ACCESSORY STRUCTURE\***

Accessory buildings, and trash/refuse containers shall be distanced from the lot lines as shaded.

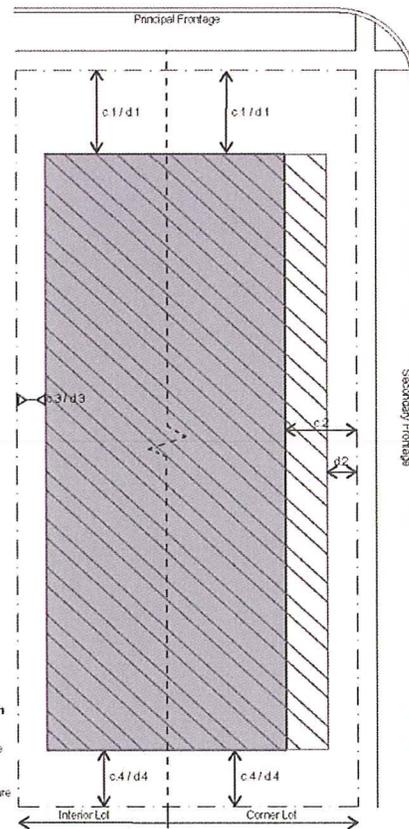
- d.1 Principal Front Setback, 25 ft. min.
- d.2 Secondary Front Setback, 20 ft. min.
- d.3 Side Setback, 5 ft. min.
- d.4 Rear Setback, 20 ft. min.

\* 50 ft. abutting any non-industrial district.

**e. OFF-STREET PARKING SETBACKS**

Off-street parking areas shall be distanced from the lot lines as follows:

- e.1 Principal Front Setback, 15 ft. min.
- e.2 Secondary Front Setback, 10 ft. min.
- e.3 Side Setback, 5 ft. min.
- e.4 Rear Setback, 5 ft. min.
- e.5 Abutting residential use, 20 ft. min.



**KEY**

- Lot Line
- Curb line

**Allowable Lot Occupation**

- Principal Structure
- Accessory Structure