AGENDA
JOINT VILLAGE BOARD AND PLAN COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
JUNE 4, 2015
7:30 P.M.

1. Call to Order/Determination of quorum
2. Verification of Open Meetings Law compliance
3. Pledge of Allegiance
4. Approval of Minutes:
    a. May 7, 2015 – Regular
5. DISCUSSION/ACTION
    a. Discussion/Action regarding the appointment of Vice-Chairman to a term of one (1) year
    b. Discussion/Action regarding the creation of a two-lot Certified Survey Map, Tax Key: V10_0355912
    c. Discussion/Action regarding a Site, Building, and Plan of Operation plan for Strohwig Industries, located at 3285 Industrial Road, Tax Key: V10_025600G
    d. Discussion regarding the creation for the B-3A, Historical Downtown Zoning District
6. Adjournment

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

# 2

Richfield

# AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Bradley Calder, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.

2. I hereby certify that I posted a copy of the attached:
June 4th, 2015 Joint Village Board / Planning Commission meeting Agenda for meeting @ 7:30 p.m.

on May 29th 2015 (date), 1:30 pm (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Bradley Calder
Signature

5/29/2015
Date

Personally came before me this 29th day of May, 2015.

Margaret M. Runnells
Notary Public, State of Wisconsin
My commission expires 9/25/16

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

Signature

Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

Signature

Date

# 4 a

4a

Plan Commission Meeting
Village of Richfield, 4128 Hubertus Road

5/7/2015
7:30 p.m.

**1. Call to order/determination of quorum**

Chairman Jim Otto called the meeting to order at 7:31 p.m.

In attendance were Chairman Jim Otto, Vice-Chairman Don Berghammer, Commissioners Kurt Bartel, Ray Cote, Bob Lalk, Trustee Bill Collins, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt.

**2. Verification of Open Meetings Law compliance**

Administrator Healy stated that the agendas were posted at the Richfield, Hubertus, and Colgate U.S. Post Offices as well as Village Hall. Digital copies of the agenda were sent to the *West Bend Daily News, Germantown Express News, Hartford Times Press*, and the *Milwaukee Journal Sentinel*.

**3. Pledge of Allegiance**

**4. Approval of Minutes**

**a. March 5, 2015**

Motion by Commissioner Lalk to approve the minutes of the regular March 5, 2015 Plan Commission meeting, as drafted; Seconded by Trustee Collins; Motion passed without objection.

**b. April 2, 2015**

Motion by Trustee Collins to approve the minutes of the regular April 2, 2015 Plan Commission meeting, as drafted; Seconded by Commissioner Lalk; Motion passed without objection.

**5. DISCUSSION/ ACTION**

**a. Discussion and possible recommendation to the Village Board regarding a one-lot/outlot extraterritorial Certified Survey Map review in the Town of Polk, Tax Key: T9_106100D**

Motion by Commissioner Melzer to recommend to the Village Board the approval of the extraterritorial certified survey map for Walter and Karen Baehr and John R. Bernhoft Revocable Trust subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; of for real property taxes; or for licenses, permit fees, or any other fees

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owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Commissioner Lalk; Motion passed without objection.

**b. Discussion and possible recommendation to the Village Board regarding a two-lot extraterritorial Certified Survey Map review in the Town of Polk, Tax Key: T9_1061 and T9_106100C**

Motion by Trustee Collins to recommend to the Village Board the approval of the extraterritorial certified survey map for Andrew Williams and Christen Schweitzer and Brian and Debra Wojcik, subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
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Seconded by Commissioner Melzer; Motion passed without objection.

**c. Discussion regarding the potential audit of a previously granted Conditional Use Permit for the property located at 609 Scenic Road, Tax Key: V10_1161**

Village Administrator Jim Healy gave an update on his findings of the Conditional Use Permit for 609 Scenic Road. It was the contention of Staff and the Village Attorney that a Conditional Use Permit (CUP) for the subject property no longer existed. Based on the fact that the CUP no longer existed, there was nothing to "audit" because there are no longer any approvals in place for the property.

Additionally, in looking at the actual "restoration plan" documents that were issued to Wissota Sand and Gravel company, Staff believed that they were substantially compliant with their site modifications. The most visible slopes from the north and west were believed to be regarded back to 3:1. Along Scenic Road were several trees that have been strategically placed along with the construction of a berm. Contrary to popular belief, it was never the intention of the "restoration plan" to fill the pit up with dirt. At most, it calls for 6" of topsoil to be used as a final grading once the slopes have been set.

**d. Discussion and possible recommendation to the Village Board regarding the creation of a one-lot Certified Survey Map, Tax Key: V10_0355912**

Village Administrator Healy gave a more recent history regarding the transition of Reflections Village into "receivership".

Several Commissioners had questions regarding the jurisdictional aspect of Reflections Richfield Investments, LLC. being heard in Waukesha County Circuit Court.

Village Administrator Healy stated this was so because the LLC is registered to an address in Waukesha County.

Over the course of the next month it is believed that the Waukesha County Circuit Court will hear a petition to subdivide this land by the receiver. It is anticipated that the Court will grant this request.

Motion by Commissioner Berghammer to table to June 4th, 2015 at 7:30PM; Seconded by Commissioner Bartel; Motion passed without objection.

Village Administrator Jim Healy explained that over the course of the next month either a legal opinion would be drafted for the consideration of the Plan Commission or the Village Board would take action independent of the Plan Commission.

**e. Discussion and possible recommendation to the Village Board regarding the creation of a one-lot Certified Survey Map, Tax Key: V10_1050 and V10_1051**

Motion by Commissioner Lalk to recommend to the Village Board the approval of the certified survey map for Robert and Laura Hodgins, subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
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Seconded by Commissioner Melzer; Motion passed without objection.

**f. Discussion/Action regarding a Site, Building, and Plan of Operation plan for Strohwig Industries, located at 3285 Industrial Road, Tax Key: V10_025600G**

Motion by Vice Chairman Berghammer to approve the design, as presented, by Excel Engineering for Strohwig Industries located at 3285 Industrial Road (Tax Key: V10_025600G). Seconded by Commissioner Bartel; Motion passed without objection.

**g. Discussion regarding potential amendments to the B-3, General Business Zoning District**

Commissioner Melzer stated that area being discussed is a historic downtown area and any new zoning district should reflect that heritage.

Commissioner Lalk stated that Village should not modify the existing B-3, General Business Zoning District, but should instead create a new zoning district reflective of the changes we would like to see.

Trustee Collins stated the multiuse properties that currently exist in the area creates another element for consideration and that this area is both unique and historical. Also these efforts to modify the zoning district show a commitment by the Village to downtown businesses.

## 6. ADJOURNMENT

Motion by Commissioner Lalk to adjourn; Seconded by Trustee Collins; Motion passed without objection at 8:35 p.m.

Respectfully Submitted,

Jim Healy
Village Administrator

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# 5 a

# VILLAGE OF RICHFIELD
## PLAN COMMISSION COMMUNICATION FORM
## MEETING DATE: June 4, 2015

5a.

SUBJECT: Appointment of Plan Commission Vice-Chairman

DATE SUBMITTED: May 26, 2015

SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: WHO DOES THE PLAN COMMISSION WISH TO ELECT TO THE POSITION OF VICE-CHAIRMAN IN THE ABSENCE OF CHAIRMAN JIM OTTO?*

*ISSUE SUMMARY:*

In the Village's Charter Ordinance, Section 7-15(D) it states that the Plan Commission shall annually elect a Vice-Chair during the month of June. A Vice-Chair is sometimes chosen to assist the Chairman and can potentially serve as "Acting Chairman" in the absence of the Chairman or when a motion involving the Chairman is being discussed. The Vice-Chair should be prepared at a moment's notice to assume the duties of Chairman and may be asked to attend special meetings should the Chairman not be able to attend.

While it is only implied in the Village Code, it is recommended that an elected official not be considered for this position due to his/her position on the Village Board. Section 7-15(B) states: "The Village President may also be the Chair of the Plan Commission or may appoint a Village resident as chair, for a 1-year term in capacity". This would seem to imply that other than Village President John Jeffords, the position of Chairman (or Vice-Chair) should be filled by a resident Commission member and not an elected official.

The current serving Vice-Chairman of the Plan Commission is Don Berghammer.

*FUTURE IMPACT & ANALYSIS:*

*REVIEWED BY:* Kathryn M. Smith
*Village Deputy Clerk*

Forward to Village Board: No.
Additional Approvals Needed: No.
Signatures Required: No.

*ATTACHMENTS:*

*STAFF RECOMMENDATION:*

*NONE.*

APPROVED FOR SUBMITTAL BY:

Brad Cabot
Village Staff Member

Jim Healy
Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

# 5 b

# VILLAGE OF RICHFIELD
## PLAN COMMISSION COMMUNICATION FORM

MEETING DATE: June 4, 2015

SUBJECT: Creation of a two-lot CSM- Tax Key: V10_0355912
DATE SUBMITTED: May 28, 2015
SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: DOES THE PLAN COMMISSION WISH TO RECOMMEND TO THE VILLAGE BOARD THE APPROVAL OF THE TWO-LOT CSM?*

*ISSUE SUMMARY:*

Over the last several months, Village Staff has been working with a court-appointed receiver who was authorized by the Waukesha County Circuit Court to manage the assets of Mr. Bob Parchem and Ms. Caryl Parchem, the developers of Reflections Village. A "Receivership" is a type of corporate bankruptcy in which a "receiver" is appointed to run a company, in this case the limited liability company set up for Reflections Village (Reflections Richfield Investments, LLC). In most cases, the receiver is given ultimate decision-making powers and has full discretion in deciding how the received assets will be managed. The primary responsibility of the receiver is to recoup as much of the unpaid loans as possible. Oftentimes, receivers find that the best way to pay back loans is to liquidate the company's assets, which effectively puts the company out of business, as its assets are sold in order to recoup some of the monies owned. Such is the case now, with many of the remaining lots selling for below market value and the parceling off of portions of the proposed future development of the subdivision (Phase II and Phase III).

This situation is unique to the Village, there is no question. However, it is important to point out that the Village has been working with not only the receiver and his agent, but the homeowners in the subdivision as well. Since the court appointed receiver has taken over, the subdivision has formed its first home owners association (HOA) and architectural review board. The HOA now has an established budget to help manage the on-going maintenance involved with having a private water system and has started holding regular meetings in which the receiver has been providing updates to the property owners. On May 28th I attended the HOA meeting for Reflections Village where this land division was discussed with the property owners.

The court appointed receiver has informed the Village that he intends to take the proposed land division to the Waukesha County Circuit Court for the land division being proposed tonight along with a portion of the property (~21ac subject property) being rezoned to agricultural land. The court date is set for June 8, 2015. Village Staff received the application for this CSM during the month of April. Statutorily the Village has 90 days to respond with either an approval or a denial.

On May 28th the Village Board entered into Closed Session to discuss issues relating to Reflections Village, including the subdivision of land. After discussion and deliberation the Board came out of Closed Session and directed Staff with the following:

<u>Motion by Trustee Neu to support the creation of the two-lot CSM in Reflections Village; Seconded by Trustee Brandner; Motion passed without objection.</u>

Albeit not a part of this motion, Staff has received guidance from the Village Board to remove all references to "Walkable Hamlets" in the Village's adopted Comprehensive Plan as well as to rezone the lands which are subject to this land division to the appropriate rezoning classifications. Additionally, the Staff received direction to eliminate all rights and obligations to develop the remainder of Phases II and III of Reflections Village as "Walkable Hamlet". Although these

# VILLAGE OF RICHFIELD
## PLAN COMMISSION COMMUNICATION FORM

MEETING DATE: June 4, 2015

SUBJECT: Creation of a two-lot CSM- Tax Key: V10_0355912
DATE SUBMITTED: May 28, 2015
SUBMITTED BY: Jim Healy, Village Administrator

aforementioned matters are not a part of the agenda for tonight for discussion, we as Staff felt it was important that you were made aware of the same.

*FUTURE IMPACT AND ANALYSIS:*

*REVIEWED BY:* _____ *Village Deputy Treasurer*

Forward to Village Board: Yes
Additional Approvals Needed: Yes
Signatures Required: Yes

*ATTACHMENTS*:

1. April 27, 2015 Certified Survey Map for petitioner reviewed by Village Engineer Dalton in MS Redline Markup

*STAFF RECOMMENDATION:*

Motion to recommend to the Village Board the approval of the proposed CSM for Tax Key: V10_0355912 subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; of for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

APPROVED FOR SUBMITTAL BY:

Brad Cowdy
Village Staff Member

Jim R. Healy
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.

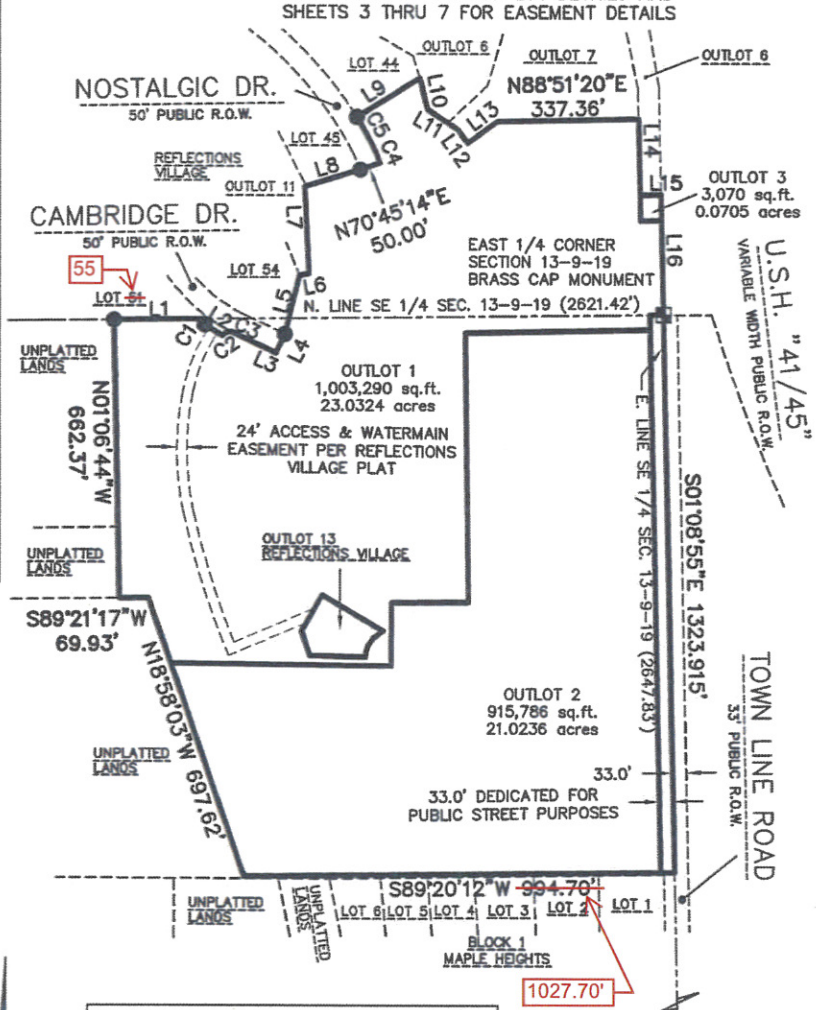
● INDICATES 1" IRON PIPE (FOUND), UNLESS NOTED

ALL OTHER CORNERS ARE SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
ALL BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SECTION 13, T 9 N, R 19 E, WHICH BEARS S01°08'55"E. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

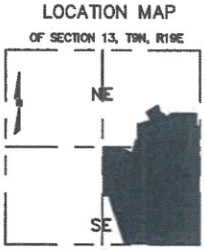
SEE SHEETS 2 & 3 FOR LOT DETAILS AND SHEETS 3 THRU 7 FOR EASEMENT DETAILS

| Line Table | | |
|---|---|---|
| Line # | Direction | Length |
| L1 | N89°22'22"E | 217.77 |
| L2 | S57°57'48"E | 50.00 |
| L3 | S64°51'08"E | 107.17 |
| L4 | N25°08'52"E | 50.00 |
| L5 | N14°15'34"E | 143.55 |
| L6 | N78°53'07"E | 22.66 |
| L7 | N2°44'24"W | 206.48 |
| L8 | N73°12'20"E | 137.92 |
| L9 | N58°12'16"E | 176.62 |
| L10 | S13°25'15"E | 76.81 |
| L11 | S56°23'06"E | 88.63 |
| L12 | S35°06'19"E | 38.41 |
| L13 | N53°49'09"E | 88.28 |
| L14 | S01°08'40"E | 180.35 |
| L15 | N88°51'20"E | 50.00 |
| L16 | S01°08'40"E | 284.45 |




April 14, 2015

LOCATION MAP
OF SECTION 13, T9N, R19E




SCALE: 1" = 2000'

0 350 700 Feet

GRAPHIC SCALE

| Curve Table | | | | |
|---|---|---|---|---|
| Curve # | Length | Radius | Chord Bearing | Chord |
| C1 | 14.07 | 20.00 | S11°52'49"W | 13.78 |
| C2 | 29.33 | 20.00 | N74°02'50"E | 26.77 |
| C3 | 6.54 | 412.00 | S64°23'50"E | 6.54 |
| C4 | 48.83 | 357.00 | N23°09'52"W | 48.79 |
| C5 | 73.29 | 891.00 | N29°26'21"W | 73.27 |

OWNER:
REFLECTIONS RICHFIELD
INVESTMENTS, LLC
311 EAST WISCONSIN AVE.
OCONOMOWOC, WI. 53066

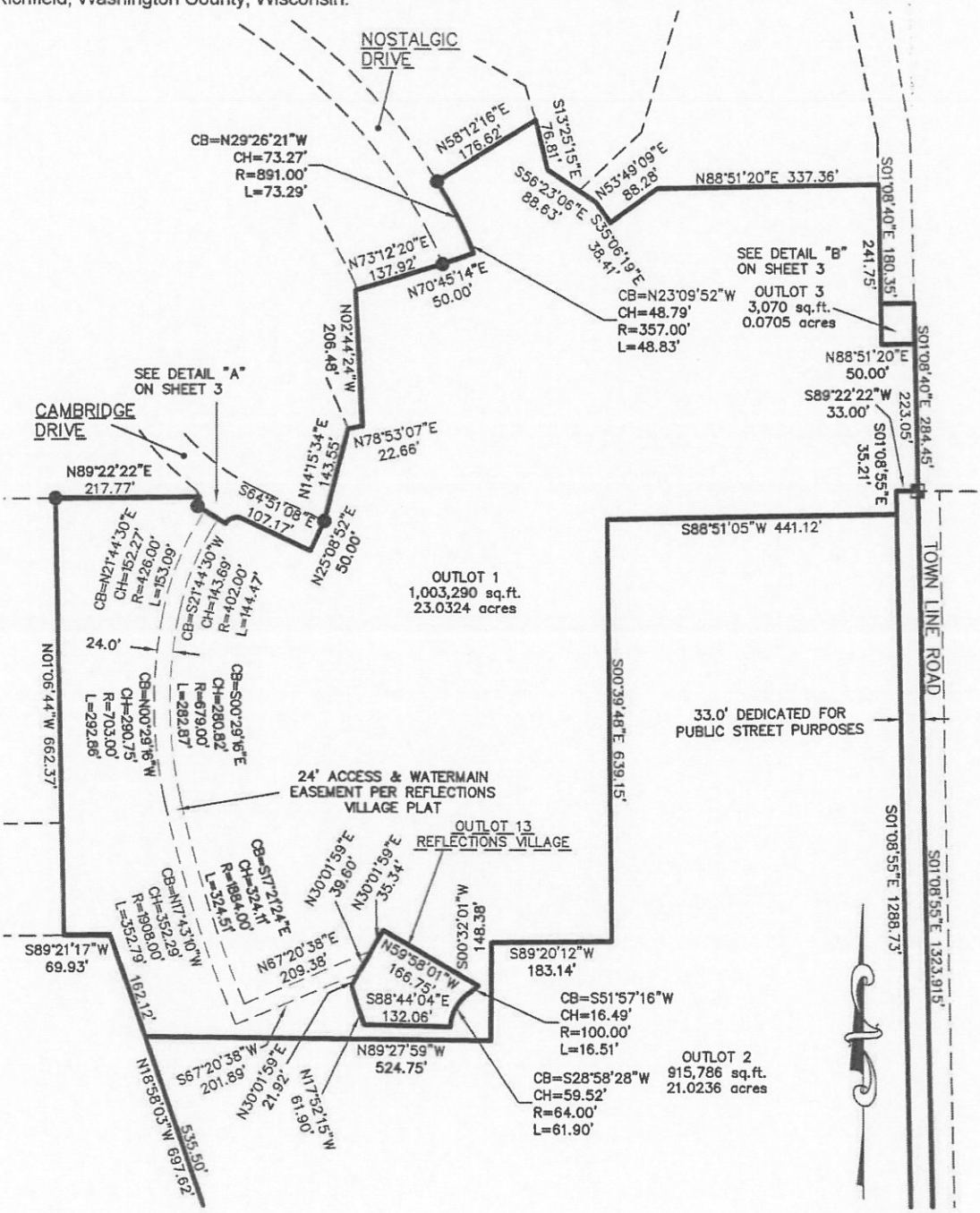

R.A. Smith National, Inc.
Beyond Surveying and Engineering
16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA


S:\516629\Dwg\
CS101L.dwg\SHEET 1

SHEET 1 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.




0 200 400 Feet

GRAPHIC SCALE

**R.A. Smith National, Inc.**

*Beyond Surveying and Engineering*

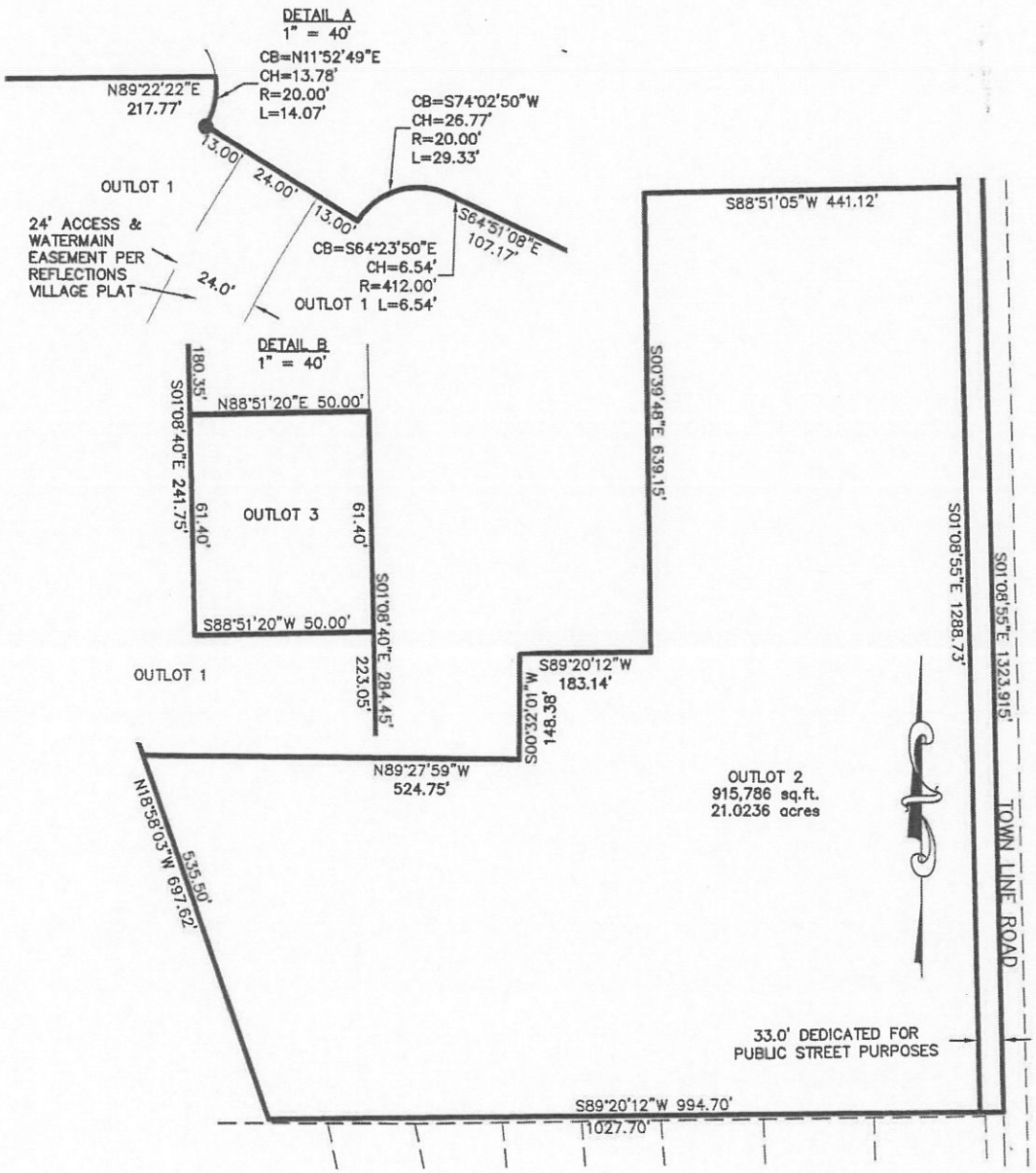
16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA

S:\S16629\Dwg\CS101L.dwg\SHEET 2

SHEET 2 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.





R.A. Smith National, Inc.

*Beyond Surveying and Engineering*

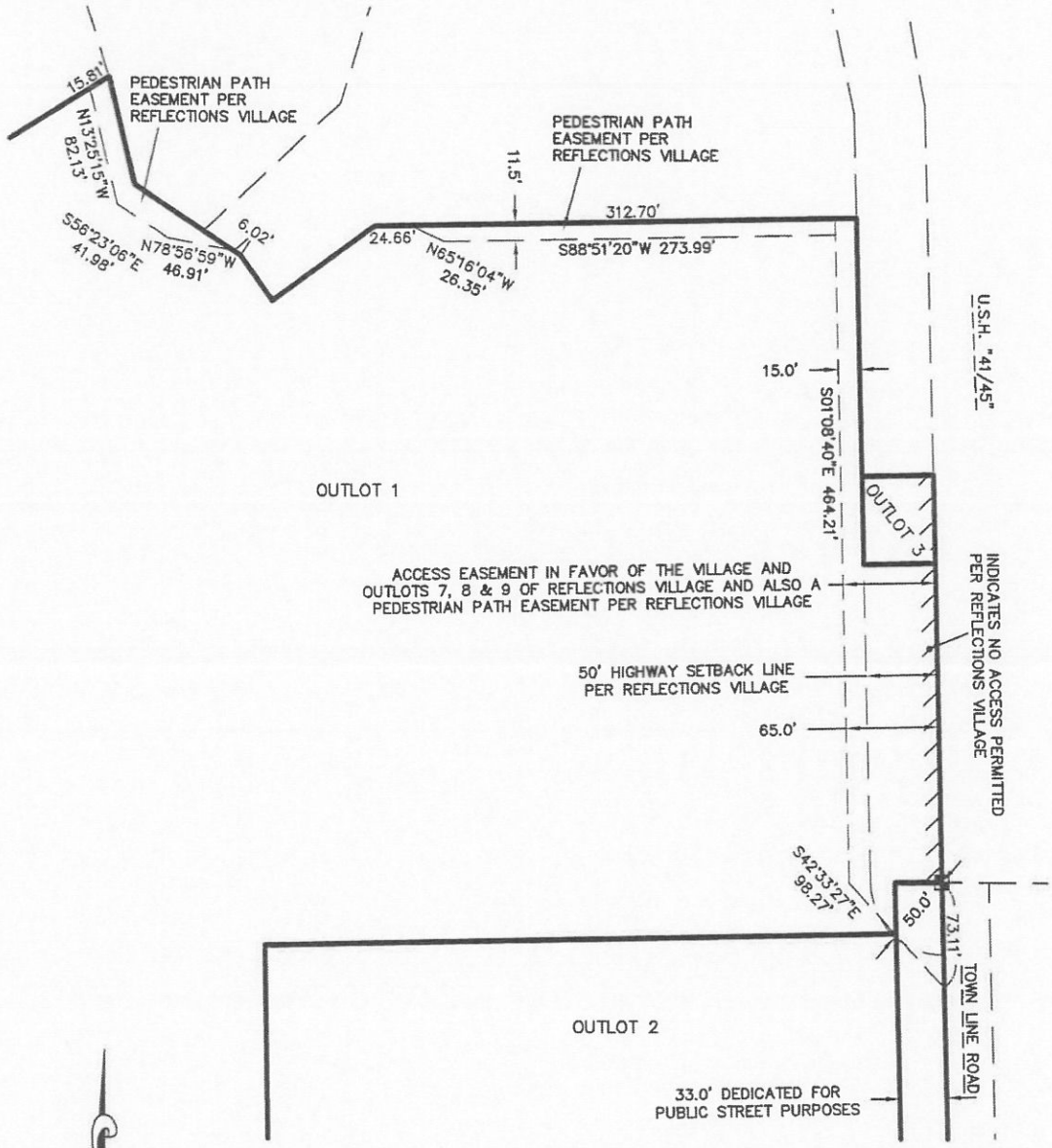
16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA


S:\5166291\Dwg\CS101L.dwg\SHEET 3

SHEET 3 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.




0 100 200 Feet

GRAPHIC SCALE

R.A. Smith National, Inc.

*Beyond Surveying and Engineering*

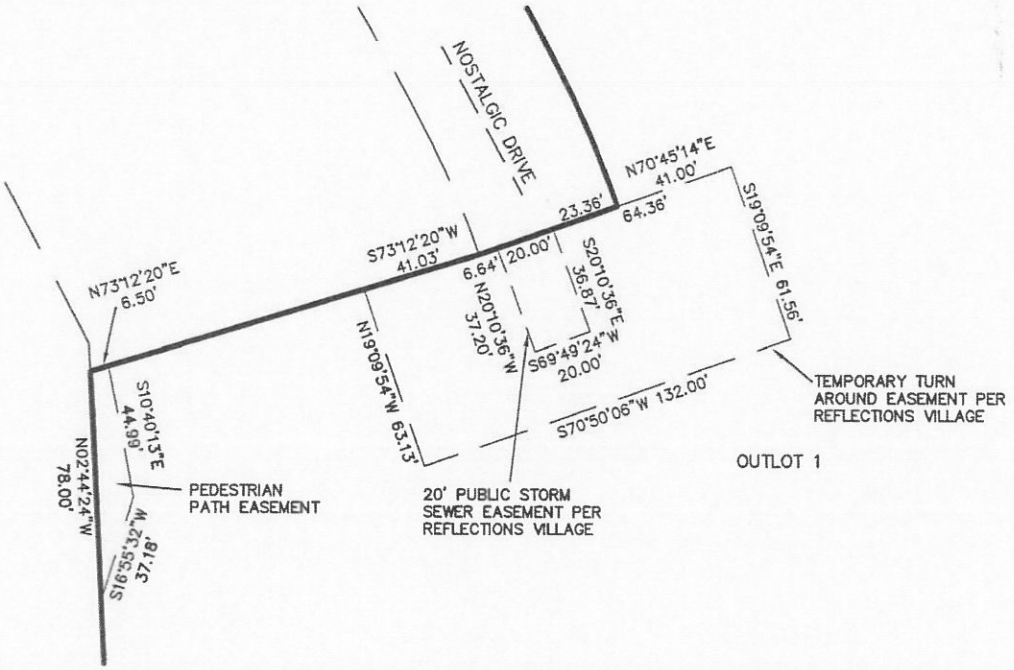
16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA

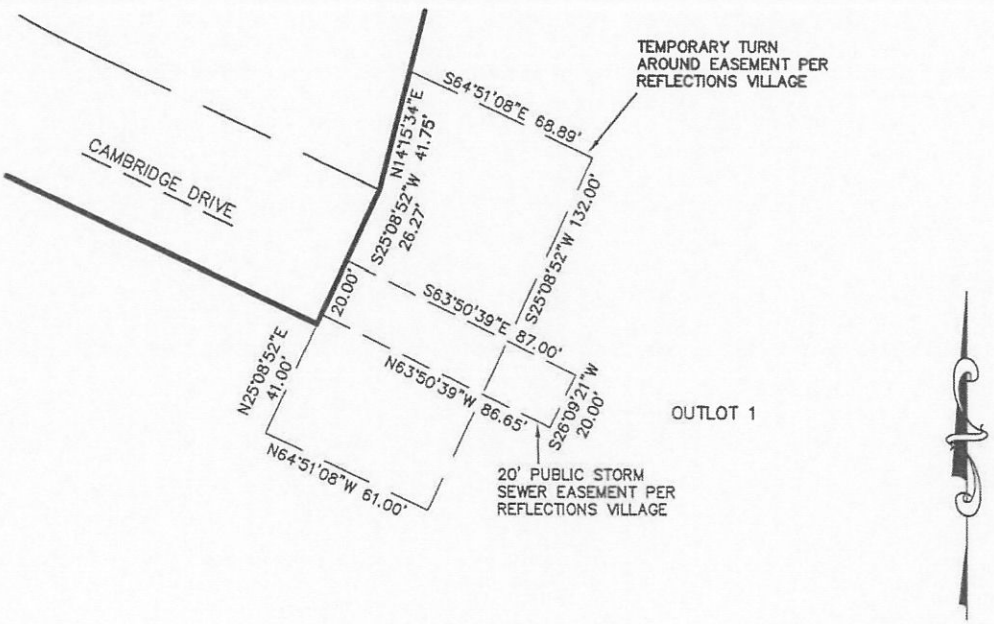
S:\516629\Dwgs
CS101L.dwg\SHEET 4

SHEET 4 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.




0 50 100 Feet

GRAPHIC SCALE


R.A. Smith National, Inc.

*Beyond Surveying and Engineering*

16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA


S:\5166291\Dwg\
CS101L.dwg\SHEET 5

SHEET 5 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

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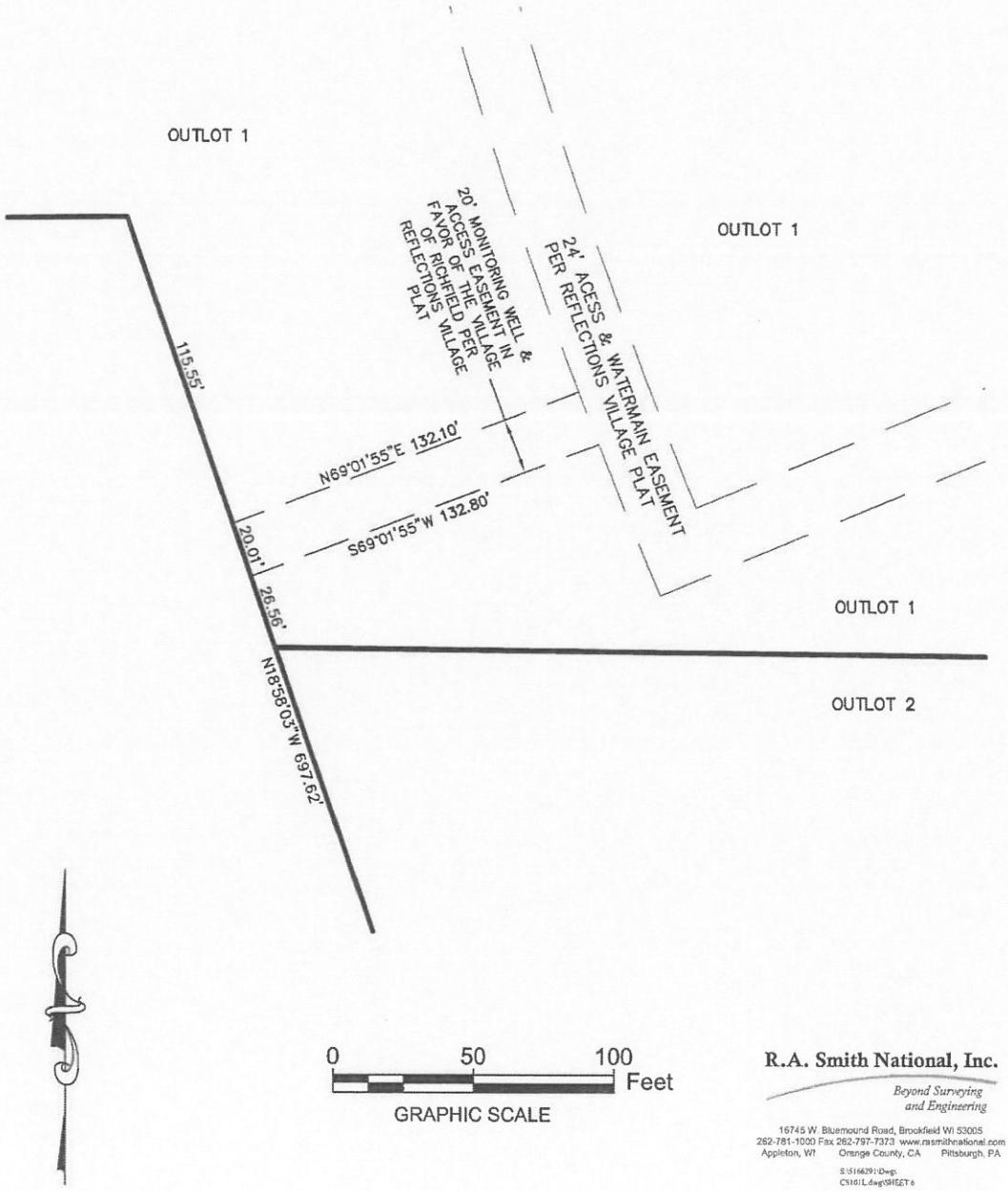



0 50 100 Feet

GRAPHIC SCALE


R.A. Smith National, Inc.

*Beyond Surveying and Engineering*

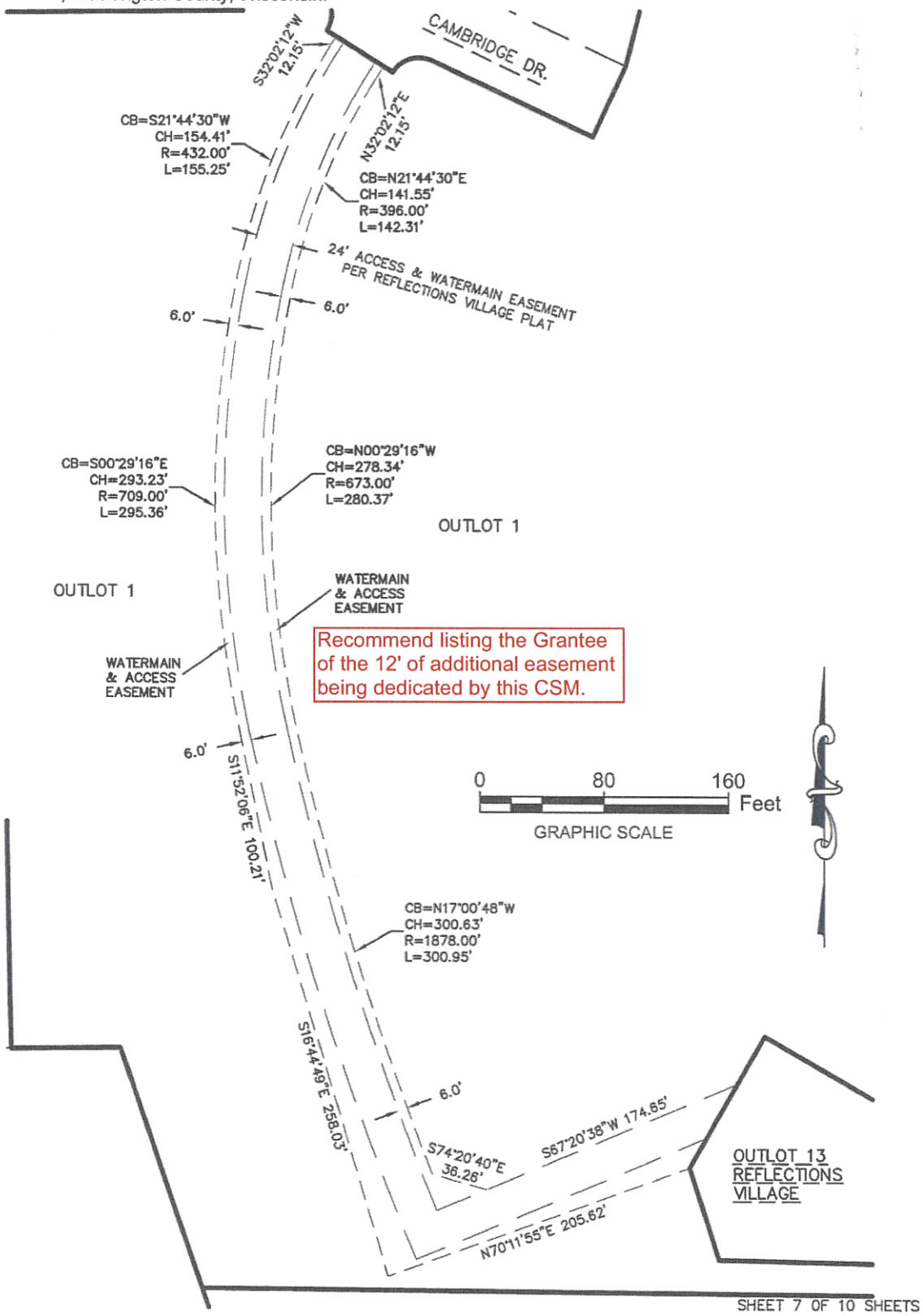
16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Orange County, CA Pittsburgh, PA


S:\516629\Dwg\
CS161L.dwg\SHEET 6

SHEET 6 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.




SHEET 7 OF 10 SHEETS

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.

## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
:SS
WAUKESHA COUNTY }

I, JOHN P. CASUCCI, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin, which is bounded and described as follows:

Outlots 12 and 13 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County

Said lands contain 1,965,836 square feet or 45.1294 acres

THAT I have made the survey, land division and map by the direction of _____, owner.

THAT the map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with Chapter 236 of the Wisconsin Statutes and the Village of Richfield Subdivision Regulations in surveying, dividing and mapping the same.

_____ _____(SEAL)
DATE JOHN P. CASUCCI
PROFESSIONAL LAND SURVEYOR S-2055

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.

## CORPORATE OWNER'S CERTIFICATE

be

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, certify that said corporation caused the land described on this map to ~~the~~ surveyed, divided, ~~and~~ mapped as represented on this map in accordance with the Village of Richfield Subdivision Regulations.

and dedicated

_____, does further certify that this map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection: Village of Richfield

WITNESS the hand and seal of _____, has caused these presents to be signed by _____, its _____, this _____ day of _____, 2015.

_____

STATE OF WISCONSIN }
:SS
_____ COUNTY }

PERSONALLY came before me this _____ day of _____, 2015, the above named _____, to me known to be the person who executed the foregoing instrument, and to me known to be such _____ of said corporation and acknowledged that he executed the foregoing instrument as such officer, by its authority.

_____(SEAL)
Notary Public, State of Wisconsin
My commission expires _____

# CERTIFIED SURVEY MAP NO. _____

A division of Outlot 12 in Reflections Village Subdivision, being a part of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 13, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.

## CONSENT OF CORPORATE MORTGAGEE

_____, a national banking association, mortgagee of that portion of the above-described land identified in this Certified Survey Map, does hereby consent to the surveying, dividing ~~and~~ mapping and dedication of the land described in the foregoing affidavit of John P. Casucci, Surveyor, and does hereby consent to the certificate of said owner.

In witness whereof, the said _____, has caused these

presents to be signed by _____, its_____, and by
(name) (title)
_____, its_____, at _____, _____, and
(name) (title)
its corporate seal to be hereunto affixed.

this ___ day of _____, 2015.

_____ _____

STATE OF _____}
:SS
COUNTY OF _____}

PERSONALLY came before me this _____ day of _____, 2015,
_____, _____ and _____, _____of the
(name) (title) (name) (title)

above named organization, to me known as the person(s) who executed the foregoing instrument, and to me known to be the _____ and the _____of the organization, and acknowledged that they executed the foregoing instrument as such officer(s) as the deed of the organization, by its authority.

_____(SEAL)
Notary Public, State of _____
My commission expires_____

## VILLAGE OF RICHFIELD BOARD APPROVAL

This Certified Survey Map is hereby approved by the Village Board of the Village of Richfield

and adopted on this _____ day of _____, 2015

_____ _____
JOHN JEFFORDS, VILLAGE PRESIDENT JIM HEALY, VILLAGE ADMINISTRATOR

THIS INSTRUMENT WAS DRAFTED BY JOHN P. CASUCCI,
166291.csm PROFESSIONAL LAND SURVEYOR S-2055

Sheet 10 of 10 Sheets

# 5c

# VILLAGE OF RICHFIELD

## PLAN COMMISSION COMMUNICATION FORM

5c.

MEETING DATE: June 4, 2015

SUBJECT: SBOP – Strohwig Industries, 3285 Industrial Road (Tax Key: V10_025600G)
DATE SUBMITTED: May 26, 2015
SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: NONE AT THE TIME OF THIS WRITING.*

*ISSUE SUMMARY:*

This application is once again being submitted by Dean Schultz of Excel Engineering on behalf of Strohwig Industries located at 3285 Industrial Road (Tax Key: V10-0256-00G). Per section 70.133 of the Village Code the Architectural Review Board shall review all designs that go through the Site, Building and Plan of Operation (SBOP) process.

The proposal before us tonight is a slight redesign effort to the existing formal entrance of their building and the façade along Mayfield Road. This body previously considered this petition on May 7, 2015 at which time they ratified the recommendation of the Architectural Review Board with the following motion:

Motion by Vice Chairman Berghammer to approve the design, as presented, by Excel Engineering for Strohwig Industries located at 3285 Industrial Road (Tax Key: V10_025600G). Seconded by Commissioner Bartel; Motion passed without objection.

The Village was subsequently contacted on May 19th by the project manager because his clients requested an additional design change to the front entrance. Staff did not feel comfortable administratively approving any change and requested it go through our regular approvals process for formal documentation. Rather than put the decision of this body off until July (June ARB > July PC), Village Staff worked with the Architectural Review Board to hold a special meeting on June 4th at 6:30PM just prior to the regular meeting of the Plan Commission.

This redesign will have a bolstered vestibule area with identical pillars that were previously approved. The front entrance will be a more formalized glass lobby with aluminum storefront windows which are proposed to have bookend pillars made of brick and precast. Above the windows are two (2) wall mounted signs facing north and west with their logo. These will be viewable from both Mayfield Road and Industrial Road.

*FUTURE IMPACT AND ANALYSIS:*

*REVIEWED BY:* Kathryn M. Schmitt
*Village Deputy Treasurer*

Forward to Village Board: No
Additional Approvals Needed: No
Signatures Required: No

*ATTACHMENTS:*

1. Revised SBOP Packet submittal for Strohwig Industries prepared by Dean Schulz, Excel Engineering (5/19/15)

*STAFF RECOMMENDATION:*

Motion to approve the design, as presented, by Excel Engineering for Strohwig Industries located at 3285 Industrial Road (Tax Key: V10_025600G).

| APPROVED FOR SUBMITTAL BY: | VILLAGE CLERK USE ONLY<br>BOARD ACTION TAKEN |
|---|---|

# VILLAGE OF RICHFIELD

## PLAN COMMISSION COMMUNICATION FORM

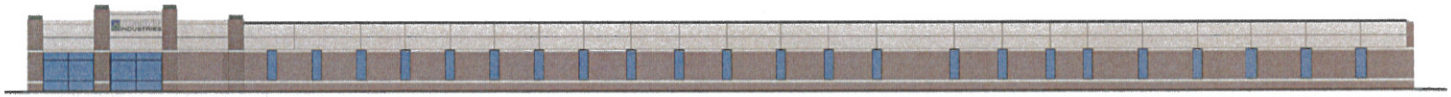
MEETING DATE: June 4, 2015

SUBJECT: SBOP – Strohwig Industries, 3285 Industrial Road (Tax Key: V10_025600G)

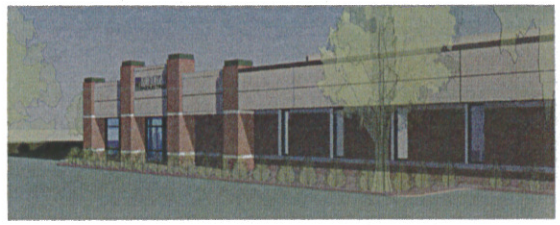
DATE SUBMITTED: May 26, 2015

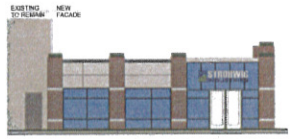
SUBMITTED BY: Jim Healy, Village Administrator

| | |
|---|---|
| Village Staff Member<br>Village Administrator | Resolution No. _____<br>Ordinance No. _____<br>Approved _____<br>Other _____<br><br>Continued To: _____<br>Referred To: _____<br>Denied _____<br>File No. _____ |

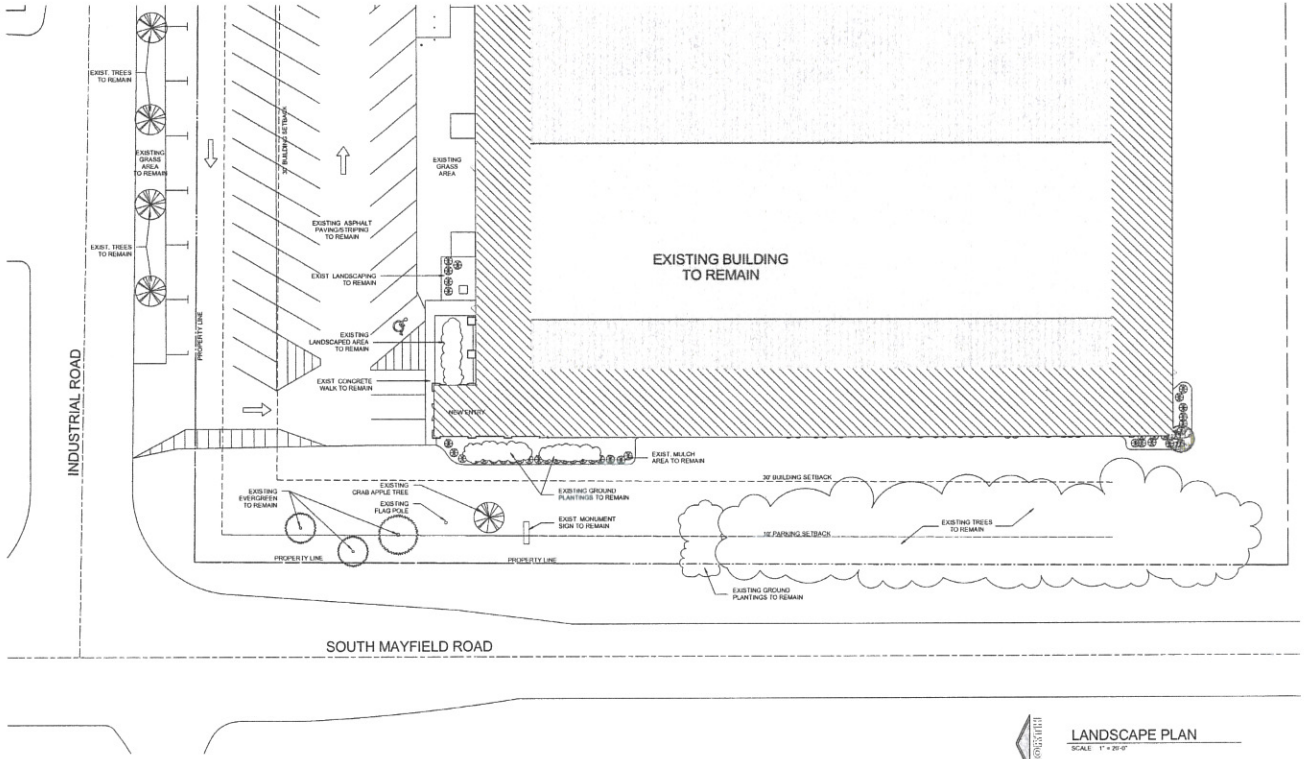


WEST ELEVATION
SCALE: 3/32" = 1'-0"






NORTH ELEVATION
SCALE: 3/32" = 1'-0"




LANDSCAPE PLAN
SCALE: 1" = 20'-0"

*PRELIMINARY DRAWING - NOT FOR CONSTRUCTION*

EXCEL ENGINEERING inc.
100 CAMELOT DRIVE
FOND DU LAC WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

Always a Better Plan

OWNER:
STROHWIG INDUSTRIES, INC.
3285 INDUSTRIAL ROAD
RICHFIELD, WI 53076

PROJECT:
PROPOSED OFFICE ALTERATION
3285 INDUSTRIAL ROAD
RICHFIELD, WI 53076

PRELIMINARY SHEET DATES:
MAY 18, 2015
MAY 19, 2015

JOB NUMBER:
1417760

SHEET
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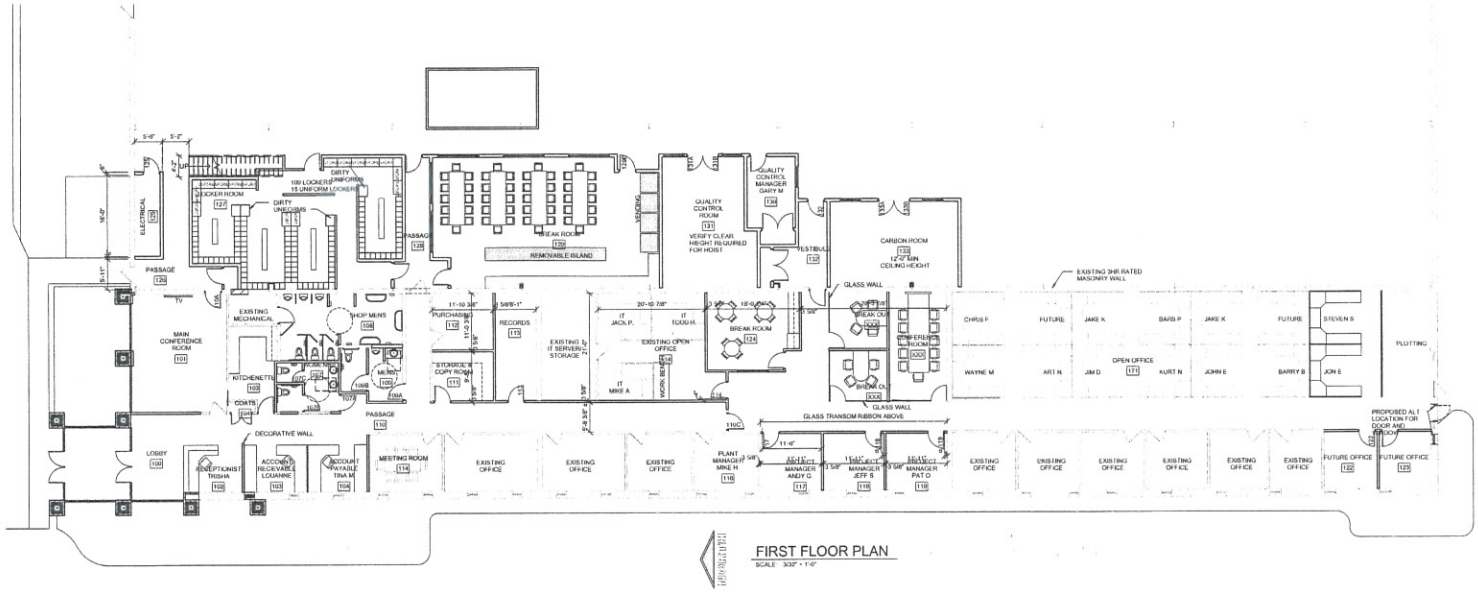
2011 © EXCEL ENGINEERING, INC.




FIRST FLOOR PLAN

SCALE 3/32" = 1'-0"

*PRELIMINARY DRAWING - NOT FOR CONSTRUCTION*

EXCEL ENGINEERING INC.

100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

Always a Better Plan

OWNER:
STROHWIG INDUSTRIES, INC.
3285 INDUSTRIAL ROAD
RICHFIELD, WI 53076

PROJECT:
PROPOSED OFFICE ALTERATION
3285 INDUSTRIAL ROAD
RICHFIELD, WI 53076

PRELIMINARY SHEET DATES:
DECEMBER 10, 2014
MAY 18, 2015
MAY 19, 2015

JOB NUMBER:
1417760

SHEET
OPT G

2011 © EXCEL ENGINEERING, INC.

# 5 d

# VILLAGE OF RICHFIELD

PLAN COMMISSION COMMUNICATION FORM

5d.

MEETING DATE: June 4, 2015

SUBJECT: B-3A, Historic Downtown Business District
DATE SUBMITTED: May 28, 2015
SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: NONE, DISCUSSION ONLY.*

*ISSUE SUMMARY:*

Staff reviewed the development standards for the B-3, General Business Zoning District while evaluating a variance application for a property in the district two months ago. While the standards generally make sense for a handful of the 113 properties with this classification, the vast majority of parcels along STH 175 in the "downtown Richfield hamlet" do not fit the dimensional standards, especially minimum lot size (see picture right). These parcels were created decades ago and are substantially smaller than the minimum lot size of two acres in the B-3, General Business District. In the opinion of Staff, the building setback standards are sized for a two acre parcel and therefore are very difficult to meet for any sort of "new" development.

Staff is concerned that these two standards (i.e., lot size and building setbacks) are inappropriately proportioned and may impede any potential for redevelopment and infill development in this area, which is encouraged in the Village's Comprehensive Plan.

Village Staff has prepared an ordinance for your consideration to create the **"B-3A Historic Downtown Business District"**. The minimum lot size has been adjusted to reflect those parcels existing in the above referenced area. However, after reviewing the proposed parcels, it is the contention of Staff that potentially we are including too many parcels into this new classification. Guidance from the Plan Commission would be greatly appreciated in this regard. One potential solution may be to make the "Historic Downtown Business District" applicable to those highlighted parcels along STH 175, not off of any the side streets as indicated. Again, your thoughtful consideration and suggestions of which parcels are to be included in this zoning district will be greatly appreciated.

As directed by the Plan Commission, a sliding scale has been used for side yard setbacks which was based on the width of the parcels, which range anywhere from ~30' to 217'. The setbacks are anywhere from 1' to 10'. It is possible if a policy decision by the Commission is to reduce the number of parcels involved in this district, this will need to be reevaluated again. The numbers that were drafted into the ordinance for your

# VILLAGE OF RICHFIELD
## PLAN COMMISSION COMMUNICATION FORM

MEETING DATE: June 4, 2015

SUBJECT: B-3A, Historic Downtown Business District
DATE SUBMITTED: May 28, 2015
SUBMITTED BY: Jim Healy, Village Administrator

consideration were to start the conversation about how this may end up looking when we are finished. Your guidance on our approach to setbacks, street yard, side yards, rear yard will also be greatly appreciated.

Lastly, Staff was of the assumption that the land use classifications which are listed as permitted principal uses in the B-3 zoning district were amenable. However, are some of those land uses feasible? Do they make sense in light of "what" we are trying to create for the downtown district? Staff would appreciate guidance from the Plan Commission on the types of "uses" to be included in this new zoning classification. While a list of potential businesses is not meant to be 'all inclusive' for the purposes of Staff interpreting the zoning code, they ought to give an objective direction as to the types of uses that are generally approved of.

*FUTURE IMPACT AND ANALYSIS:*

*REVIEWED BY:* Kathryn M Schmitt
*Village Deputy Treasurer*

Forward to Village Board: No
Additional Approvals Needed: No
Signatures Required: No

*ATTACHMENTS*:

1. O2015-05____, an Ordinance to create 70.199A, Historic Downtown Business District

*STAFF RECOMMENDATION:*

None, discussion only.

APPROVED FOR SUBMITTAL BY:

Brad Calder
Village Staff Member

Jim Healy
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

55'
84'
104'
78'
60'
88'
137'
60'
60'
60'
60'
60'
60'
60'
106'
89'
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36'
36'
50'
63'
63'
73'
120'
217'
127'
100'
100'
114'
117'
60'
60'
60'
60'
100'
120'
70'
88'
117.5'
123'
159'

**STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY**

**ORDINANCE 2015____-____**

---

**AN ORDINANCE TO CREATE SECTION 70.199A, A ZONING DISTRICT ENTITLED, B-3A, HISTORIC DOWNTOWN BUSINESS DISTRICT (HDD)**

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WHEREAS, the Village of Richfield recognizes the importance of having a vibrant business community; and

WHEREAS, it was determined that the standards listed in the B-3, General Business District would not allow the redevelopment of the majority of properties located north of STH 167 and south of Pleasant Hill Road along STH 175; and

WHEREAS, the Village Board believes that these new regulations being adopted would be consistent with the 2014 adopted Comprehensive Plan which talks about the importance of the STH 175 corridor for economic development; and

WHEREAS, the new regulations would allow Staff to better administrate the code in the future without the need and necessity of seeking variances for commercial development; and

NOW, THEREFORE, the Village Board of the Village of Richfield, Washington County Wisconsin DO HEREBY ORDAIN AS FOLLOWS:

**Section 1**. Section 70.199A of the Village of Richfield municipal code be created entitled "B-3A, Historic Downtown Business":

**§70.199 B-3A, Historic Downtown Business**

**A.** Intent. To establish, enhance, and preserve the unique character of the Village's historic downtown area along STH 175, north of STH 167 and south of Pleasant Hill Road. The District is intended to help act as a gateway to the community by enhancing the opportunities for commercial redevelopment, to establish and maintain small, neighborhood-scale mixed uses, all while encouraging high-quality design and architectural standards befitting of a higher density commercial zoning district.

**B.** Permitted Principal Uses. Permitted Principal Uses in the B-3A district are all principal uses permitted in the B-1, B-2, and B-3 Districts.

**C.** Permitted Accessory Uses. Permitted accessory uses in the B-3A district are as follows:

1. Garages for storage of vehicles used in conjunction with the operation of a business.
2. Residential uses existing on the effective date of the ordinance for which this Chapter is derived.
3. Off-street parking and loading areas.

**D.** Conditional Uses. Condition Uses in the B-3A district are all conditional uses allowed in the B-3 district.

**E.** Lot area and width in the B-3A district are as follows:

1. Consideration for minimum lot areas and width shall be limited to only those properties depicted in Exhibit A attached herein.

**F.** Building height and size. Building height and size in the B-3A district as are follows:

1. No building or parts of a building shall exceed 45 in height unless a modification concerning height is granted by the Plan Commission under subsection 70.161(F).
2. No individual store, shop or business establishment shall have a total floor area of less than 300 square feet.
3. The sum total of the floor area and all principal and accessory uses shall not exceed 60% of the total lot area.

**G.** Setbacks and yards. Setback and yards in the B-3A district are as follows:

1. A street yard setback of five (5) feet.
2. A side yard building setback shall be required as set forth in the following table:

| **Parcel Width in Feet** | **Minimum Side Yard Setback** |
|---|---|
| Less than 35' | 1' |
| 36-60' | 5' |
| 61'+ | 10' |

3. A rear yard setback of 10 feet.

**H.** Parking and loading space. Parking and loading requirements shall be those provisions enumerated in the B-3 district.

**I.** Minimum utility service. Minimum utility service in the B-3A district shall be electricity, and county approved wastewater treatment and disposal and water supply systems.

**J.** Special regulations. To encourage a business use environment in the B-3A district that is compatible with the residential character of the Village, building/zoning permits for permitted uses in the Historic Downtown Business District shall not be issued without prior review by and approval of the Village Plan Commission. Such review and approval shall be concerned with adjacent uses, general layout, building site and operation plans, ingress, egress, parking, loading and unload, drainage, and screening and landscape plans.

**Section 3.** This ordinance shall become effective upon passage and posting.

**Section 4**. Several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Adopted this _____ day of _____, 2015.

Attest:

_____
John Jeffords, Village President

_____
Jim Healy, Village Clerk/Administrator

**Exhibit 1: B-3A, Historic Downtown Business District parcels**