



# SITE PLAN/STORM WATER REVIEW, CONCEPT PLANS, & CERTIFIED SURVEY MAPS APPLICATION AND REVIEW PROCESS

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

**Overview:** Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision by the Plan Commission is final for Site Plan/Storm Water Reviews. The Plan Commission makes a recommendation to approve or deny Certified Survey Maps and Concept Plans and the final decision is made by the City Council at its regular meeting on the second Monday of that month.

**Application Deadline:** Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements for Certified Survey Maps;** applications for CSM or Concept Plan received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

**Submission Requirements:** The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

**Escrow Deposit:** Because these applications can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

## Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

## Timeline

application

Su	M	Tu	W	Th	F	Sa
				●		

action

Su	M	Tu	W	Th	F	Sa
		●				

RECEIVED

APR 4 2019

BY: \_\_\_\_\_

**Initial Review:** Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

**Formal Review:** Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

**Staff Report:** City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

**Plan Commission Meeting:** Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The applications that do not require a public hearing, will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action if applicable.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application for Certified Survey Map or Concept Plan; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application. The Plan Commission has the authority to approve or deny Site Plan/Storm Water Review applications.

**City Council:** At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

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

CITY ORDINANCE SECTION 117 & 121  
www.newrichmondwi.gov

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

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

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

**1. Property Owner Information:**

Company name: \_\_\_\_\_  
 Last name: Neumann First name: Roger J. & Laurie M. (Trust)  
 Address: \_\_\_\_\_ City/State/Zip: New Richmond, WI 54017  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: Immigration Centers of America  
 Last name: Ragsdale First name: Duane  
 Address: 7113 Three Chopt Road, Suite 210 City/State/Zip: Richmond, VA 23226  
 Phone number: 434.395.8114 Email address: dragsdale@ica-farmville.com

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

PID: 038-1138-10-002 Part of the SW 1/4 - NE 1/4 Section 34, T31N, R18W

**4. Zoning Designation: Z3 - City of New Richmond**

**5. Statement of Intent:** Briefly describe what will be done on or with the property: Subdivider is seeking to split the 35 acre parcel into a 20 acre site for a detention facility, with the remnant parcel being roughly 12 acres, with areas to the west and south set aside for road right-of-way purposes.



**6. Additional Required Information:**

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: Laurie M. Neuman Date: 4-4-2019

Applicant: [Signature] (as agent for ICA) Date: 4/4/2019

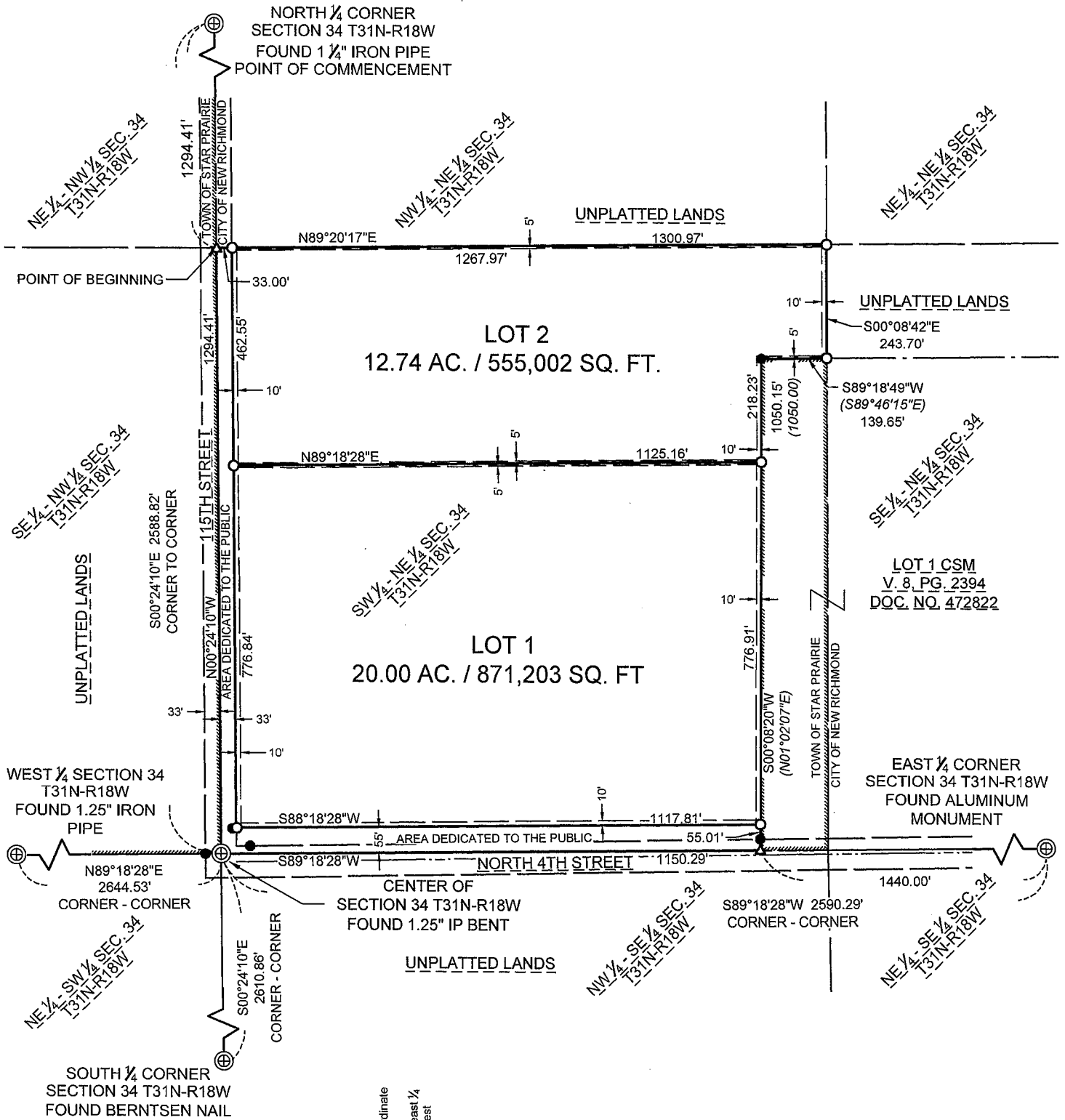
Fee Paid: \$150 + \$200 Date: 4/4/19 Receipt # 69149

Escrow Paid: \$1500 + 1500 Date: 4/4/19 Receipt # 69149

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

ST. CROIX COUNTY CERTIFIED SURVEY MAP  
 VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

A DIVISION OF PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, TOWNSHIP 31 NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.



**LEGEND**

- ⊕ FOUND PLSS MONUMENT AS NOTED
- EXISTING 1.25" OUTSIDE DIAMETER IRON PIPE
- SET 3/4" X 18" IRON REBAR WEIGHING 1.50 LBS. / LINEAR FOOT
- ▲ SET PK NAIL
- DRAINAGE AND UTILITY EASEMENTS
- ROAD CENTERLINE
- MUNICIPAL BOUNDARY

(100.00) RECORD BEARING OR DISTANCE  
 CSM CERTIFIED SURVEY MAP  
 SQ. FT. SQUARE FEET

Bearings are referenced to the Wisconsin Coordinate Reference System, St. Croix County Zone, NAD83(2011), with the West Line of the Northeast 1/4 of Section 34, Township 31 North Range 18 West measured to bear S00°24'10"E

0 150' 300'

SCALE: 1"=300'

**NOTES:**

- 1) FIELD WORK WAS COMPLETED APRIL 1, 2019
- 2) LOTS 1 AND 2 ARE CURRENTLY ZONED Z7 SPECIFIC USE / INDUSTRIAL. BUILDING SETBACKS FOR PARCEL:  
 PRINCIPLE FRONT SETBACK: 30 FEET  
 SECONDARY FRONT SETBACK: 25 FEET  
 SIDE SETBACK: 10 FEET  
 REAR SETBACK: 20 FEET
- 3) ROAD RIGHT OF WAY AREA DEDICATED TO THE PUBLIC EQUALS 104,181 SQ. FT./2.39 AC.

**AYRES ASSOCIATES**  
 3433 Oakwood Hills Parkway  
 Eau Claire, WI 54702  
 (715) 834-3161

Owner: Roger J. Neumann and Laurie M. Neumann, Trustees of the Roger J. and Laurie M. Neumann Living Trust,  
 Dated February 10, 2000  
 2183 Polk/St Croix Road  
 New Richmond, WI 54017

Subdivider: ICA Minnesota, LLC  
 7113 Three Chopt Road, Suite 210  
 Richmond, VA 23226

DATE: 04/04/2019  
 SHEET 1 OF 3

ST. CROIX COUNTY CERTIFIED SURVEY MAP  
VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

A DIVISION OF PART OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 34, TOWNSHIP 31 NORTH,  
RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Christopher R. Badtke, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped part of the Southwest Quarter of the Northeast Quarter of Section 34, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin and being more particularly described as follows:

Commencing at the North Quarter Corner of said Section 34;  
Thence South 00°24'10" East, along the West line of said Northwest Quarter, 1294.41 feet to the Northwest corner of said Southwest Quarter of the Northeast Quarter and the **Point of Beginning**;  
Thence North 89°20'17" East, along the North line of said Southwest Quarter of the Northeast Quarter, 1300.97 feet to the Northeast corner of said Southwest Quarter of the Northeast Quarter;  
Thence South 00°08'42" East, along the East line of said Southwest Quarter of the Northeast Quarter, 243.70 feet to the North line of Lot 1 of a Certified Survey Map recorded in Volume 8 on page 2394 as Document Number 472822;  
Thence South 89°18'49" West, along said North line, 139.65 feet to the Northwest corner of said Lot 1;  
Thence South 00°08'20" West, along the West line of said Lot 1, 1050.15 feet to the South line of said Southwest Quarter of the Northeast Quarter;  
Thence South 89°18'28" West, along said South line, 1150.29 feet to the Southwest corner of said Southwest Quarter of the Northeast Quarter;  
Thence North 00°24'10" West, along said West line of the Southwest Quarter of the Northeast Quarter, 1294.41 feet to the **Point of Beginning**.

Said parcel contains 1,530,385 square feet or 35.13 acres, more or less and is subject to restrictions, right of way, and easements of record.

That I have made such survey, land division and map by the direction of ICA Minnesota, LLC, subdivider of said land.

That such map is a correct representation of the exterior boundaries of the land surveyed and the division thereof.

That I have fully complied with the provisions of s. 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of New Richmond in surveying, dividing, dedicating, and mapping the same.

\_\_\_\_\_  
Christopher R. Badtke, PLS No. S-3150

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

OWNERS CERTIFICATE

Roger J. Neumann and Laurie M. Neumann, Trustees of the Roger J. and Laurie M. Neumann Living Trust, Dated February 10, 2000, as owner of the above described lands, does hereby certify that is has caused the land described on this map to be surveyed, divided, mapped, and dedicated as shown hereon.

In witness hereof, Roger J. Neumann and Laurie M. Neumann, Trustees, have caused these presents to be signed:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
ROGER J. NEUMANN, TRUSTEE

By: \_\_\_\_\_  
LAURIE M. NEUMANN, TRUSTEE

State of Wisconsin)  
ss )  
\_\_\_\_\_ County)SS

Personally care before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 the above named OWNERS, to me known to be the person who executed the above and foregoing instrument and acknowledged the same.

\_\_\_\_\_ Notary Public, \_\_\_\_\_, WI

My Commission Expires: \_\_\_\_\_ (SEAL)



ST. CROIX COUNTY CERTIFIED SURVEY MAP  
VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

A DIVISION OF PART OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 34, TOWNSHIP 31 NORTH,  
RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE:

Agstar Financial Services, FLCA, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, and mapping of the land described on this plat, and does hereby consent to the above certificate of Roger J. Neumann and Laurie M. Neumann, Trustees.

In witness whereof, the said Agstar Financial Services, FLCA has caused these presents to be signed by \_\_\_\_\_, its President, and countersigned by \_\_\_\_\_, its Secretary, at \_\_\_\_\_, Wisconsin, and its corporate seal to be hereunto affixed this \_\_\_\_ day of \_\_\_\_\_, 2019.

In the presence of:

\_\_\_\_\_ (corporate seal)

Corporate Name

\_\_\_\_\_  
President Secretary Date

State of Wisconsin)  
ss )  
\_\_\_\_\_ County)SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, \_\_\_\_\_, President, and \_\_\_\_\_, Secretary of the above named corporation, to me known to be such President and Secretary of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(notary seal) \_\_\_\_\_  
Notary Public, \_\_\_\_\_, Wisconsin  
My Commission Expires \_\_\_\_\_

CITY COUNCIL RESOLUTION

Resolved, that this Certified Survey Map in the City of New Richmond is hereby approved by the City Council of the City of New Richmond.

Date \_\_\_\_\_ Approved \_\_\_\_\_  
Fred Horne, Mayor

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

Date \_\_\_\_\_ City Clerk \_\_\_\_\_  
Tanya Batchelor, Mayor

COUNTY TREASURERS CERTIFICATE

STATE OF WISCONSIN)  
)SS  
ST. CROIX COUNTY)

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019 \_\_\_\_\_  
Denise Anderson, St. Croix County Treasurer

CITY TREASURERS CERTIFICATE

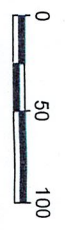
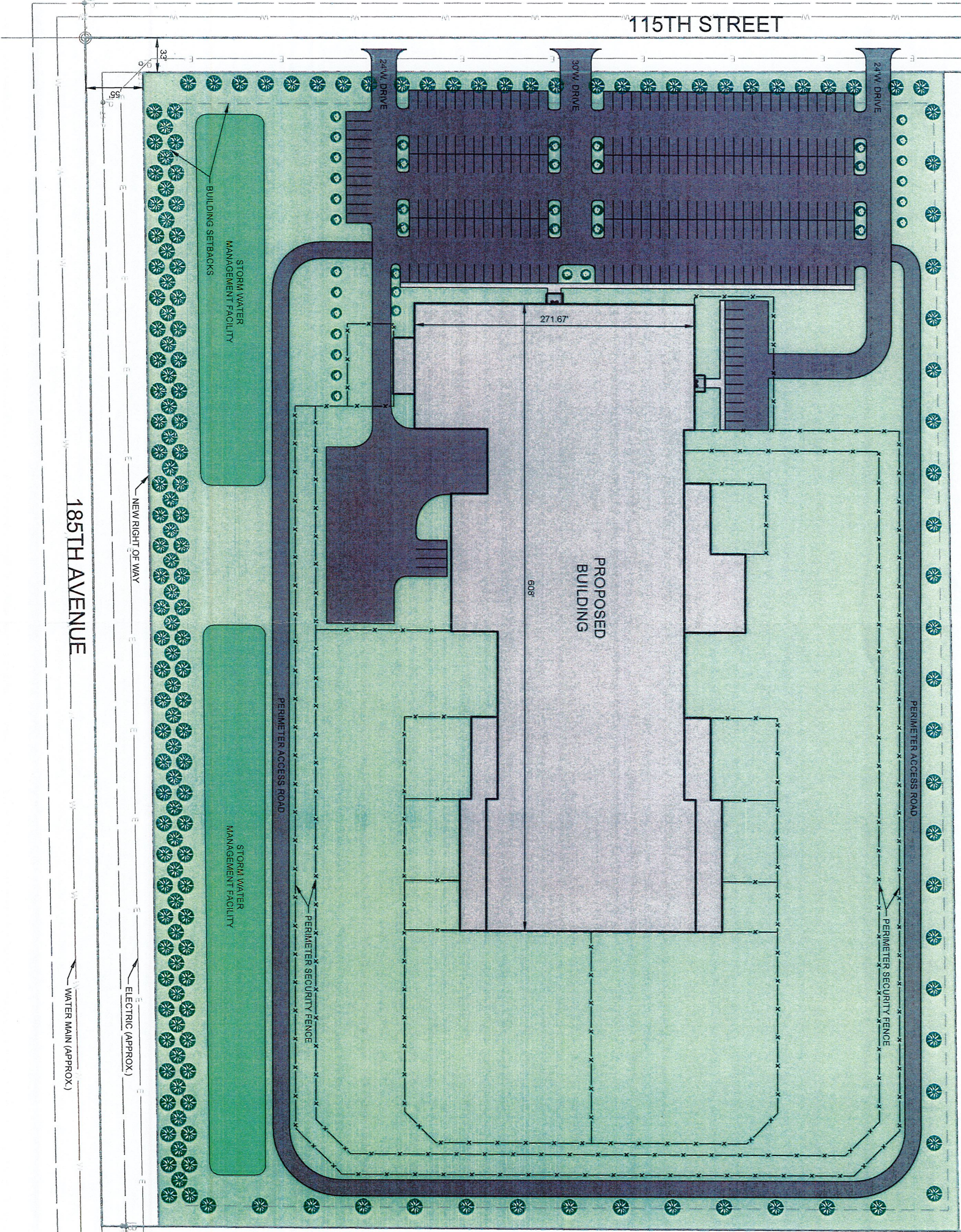
STATE OF WISCONSIN)  
)SS  
ST. CROIX COUNTY)

I, Beverly Langenback, City Treasurer, being the duly qualified and acting Treasurer of the City of New Richmond, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments on any of the land included in this Certified Survey Map.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019 \_\_\_\_\_  
Beverly Langenback, City of New Richmond, Treasurer



# ICA Facility Concept Plan New Richmond





April 5, 2019

**RECEIVED**  
APR 5 2019  
BY: \_\_\_\_\_

HAND DELIVERED

Tanya Batchelor, City Clerk  
City of New Richmond  
156 E. First Street  
New Richmond, WI 54017

**RE: Rezoning and Text Amendment Application - City of New Richmond**

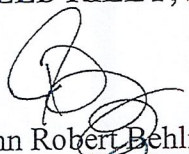
Dear Clerk Batchelor:

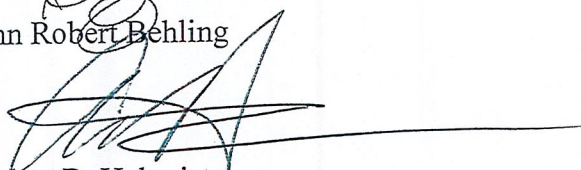
As local counsel to and on behalf of ICA, please find attached a Rezoning and Text Amendment Application to be included as a supplement to the already submitted Concept Plan and CSM Applications. The check for the application and escrow fees is also included.

After your review, please let us know if you have any questions or need any additional information and thank you in advance for your time and consideration. We look forward to collaborating with the City on this project.

Very truly yours,

**WELD RILEY, S.C.**

  
John Robert Behling

  
Anders B. Helquist

ABH/aaw  
Enclosures  
cc: John Hiller (via e-mail)

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# REZONING APPLICATION AND REVIEW PROCESS

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

**Overview:** Applications for Rezoning will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Plan Commission, which meets on the first Tuesday of each month. A recommendation from the Plan Commission will be forwarded to the City Council who will vote to approve or deny the request at its regular meeting on the second Monday of that month.

**Application Deadline:** Applications must be received by the *first Thursday of each month*; applications received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

**Submission Requirements:** The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

**Initial Review:** Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

**Formal Review:** Applications for Rezoning will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

**Staff Report:** City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this

## Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

## Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

**Notice of Public Hearing:** Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper two times, 14 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

**Plan Commission Meeting:** Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

**At the Public Hearing:** The Plan Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council, and provides the rationale for its recommendation. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

**City Council:** At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion, the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



## APPLICATION TO REZONE

City Ordinance Section 121-29  
www.newrichmondwi.gov

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

### APPLICATION FEE: \$250 ESCROW: \$500

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

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

#### 1. Property Owner Information:

Company name: \_\_\_\_\_  
Last name: Neumann First name: Roger J. & Laurie M. (Trust)  
Address: \_\_\_\_\_ City/State/Zip: New Richmond, WI 54017  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

#### 2. Applicant Information: (if different from above)

Company name: Immigration Centers of America  
Last name: Ragsdale First name: Duane  
Address: 7113 Three Chopt Road, Suite 210 City/State/Zip: Richmond, VA 23226  
Phone number: 434.395.8114 Email address: dragsdale@ica-farmville.com

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

PID: 038-1138-10-002 Part of the SW 1/4 - NE 1/4 Section 34, T31N, R18W

#### 4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

##### a. Zoning Map Change:

Existing Designation(s): Z-3

Proposed Designation(s): Z-8 (proposed new special use district)

#### 5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

- A mistake was made when the existing zoning text or map was approved.
- Circumstances have changed since the original zoning that now justifies a change.

**6. Additional Required Information:**

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.
- c. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- e. **Other Information:** In addition to the written narrative, a full size site plan, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: Laurie M. Neuman Date: 4-5-19

Applicant: [Signature] (as agent for ICA) Date: 4/5/19

Fee Paid: \$250 Date: 4/5/19 Receipt # 69160

Escrow Paid: \$500 Date: 4/5/19 Receipt # 69160

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

## Written Narrative

### Nature of Intended Use

ICA proposes to construct and operate a civil detention facility that would be located in the City of New Richmond, Wisconsin. It will house immigrants detained on behalf of the U.S. Immigration and Customs Enforcement Agency. It will be an approximately 500 bed facility and situated on a 20-acre site. The proposed concept plan was already submitted to the City and is reattached for the City's convenience.

It is anticipated that the proposed ICA civil detention facility would employ approximately 200 individuals.

### Existing Zoning

The proposed site is located in the zoning district designated as Z-3. An existing correctional facility abuts the proposed site in the Z-3 district. It is our understanding a new zoning district is desired for this type of use so other areas designated "Z-3" through the City will not be used for detention facilities or similar uses.

### Conditional Use under Zoning Amendment

ICA proposes a rezone to a new zoning district (through a text amendment) that could be classified as "Z-8 Special Use District." Within that district, ICA's proposed facility would fall within a conditional use classification, such as a "detention facility." We propose to work collaboratively with the City to clarify and develop a more specific definition of "detention facility" through the rezoning and text amendment process in order to both fulfill the City's desires regarding the zoning district's scope and allowing ICA's proposed use.

# ICA Facility Concept Plan

New Richmond

