CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF JULY 16, 2013

Meeting called to order by Chairman Meyer at 7:00 PM in the Council Chambers of City Hall Plaza.

PRESENT: Mayor Meyer**,** John Beck, Ken Wood, Ed Wagner, Karen Woodford, Dan Knoeck and Chris Jockheck
EXCUSED: None
ABSENT: None
ALSO PRESENT: City Administrator Barg; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Scott Larson, MACCI; and others.

PC13-43 Motion by Beck, second by Wood to recommend approval of the minutes of the June 18, 2013 Special Meeting and June 18, 2013 City Plan Commission meeting.
All 'Ayes' Motion Carried

PUBLIC HEARING – Rezoning request by Marshfield Municipal Airport to change the zoning from the "IP" (Industrial Park) district to the "CD" (Campus District) for one parcel located west of the Airpark and legally described as: Parcel Number 34, of Wood County Certified Survey Map Number 2294 in Volume 506, Page 246 being part of the NE ¼ - SE ¼, & the NW ¼ - SE ¼ of Section 19, Town 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin.
Review of Project Plan and Boundary for the creation of TID No. 9.
COMMENTS:
- None

PC13-44 Motion by Wagner, second by Jockheck to recommend approval of the rezoning request by Marshfield Municipal Airport to change the zoning from the "IP" (Industrial Park) district to the "CD" (Campus District) for one parcel located west of the Airpark and legally described as: Parcel Number 34, of Wood County Certified Survey Map Number 2294 in Volume 506, Page 246 being part of the NE ¼ - SE ¼, & the NW ¼ - SE ¼ of Section 19, Town 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin and request an ordinance be prepared for Common Council consideration.
All 'Ayes' Motion Carried

PUBLIC HEARING - Campus Master Plan request by Marshfield Municipal Airport to adopt a five year Master Campus Plan that describes the existing conditions and future planned developments located at 210, 320, 324, and 400 West 29th Street, which includes all parcels owned by the City of Marshfield under the Airports jurisdiction zoned "CD" Campus Development District.
COMMENTS:
- None

PC13-45 Motion by Beck, second by Wood to recommend approval of the Campus Master Plan request by Marshfield Municipal Airport to adopt a five year Master Campus Plan that describes the existing conditions and future planned developments located at 210, 320, 324, and 400 West 29th Street, which includes all parcels owned by the City of Marshfield under the Airport's jurisdiction zoned "CD" Campus Development District and request an ordinance be prepared for Common Council consideration.
All 'Ayes' Motion Carried

PUBLIC HEARING - Conditional Use Request by the University of Wisconsin – Marshfield/ Wood County for the expansion of a "Large Scale Indoor Institutional Use" to include a small new vestibule addition at the south entrance of the "Connector" building, located at 2000 West 5th Street, zoned "CD" Campus Development District.

COMMENTS:

- None

PC13-46 Motion by Jockheck, second by Wagner to recommend approval of the Conditional Use Request by the University of Wisconsin – Marshfield/Wood County for the expansion of a "Large Scale Indoor Institutional Use" to include a small new vestibule addition at the south entrance of the "Connector" building, located at 2000 West 5th Street, zoned "CD" Campus Development District subject to the following conditions:

1. The vestibule shall not exceed 120 square feet in area.
2. The exterior of the vestibule shall match the existing building to which it is being attached.
3. The addition must be completed within one year of approval by the Common Council.

All 'Ayes' Motion Carried

PUBLIC HEARING - Conditional Use Request by Amanda Robertson for a 4-Bed Adult Family Home with an exception to the City and Aldermanic District population limitations, located at 2404 Monique Lane, zoned "TR-6" Two Family Residential District.

COMMENTS:

- **None**

PC13-47 Motion by Wood, second by Woodford to recommend approval of the Conditional Use Request by Amanda Robertson for a 4-Bed Adult Family Home located at 2404 Monique Lane, zoned "TR-6" Two Family Residential District with an exception to the City and Aldermanic District population limitations, and waiving the screening requirements, subject to the following condition:

1. Staff and residents must park on-site.

PC13-48 Motion by Beck, second by Jockheck, to add a condition that the conditional use permit is for the current tenant only.

All 'Naye' Motion Fails

Vote on original motion PC13-47, All 'Ayes' Motion Carried

PUBLIC HEARING - Conditional Use Request by the Coffee Cabin for a reduction to the required throat length and drive-thru stacking length and a waiver of the landscape requirements, located at 103 West Kalsched Street (in the parking area in front of the Figi's Outlet store at 1306 North Central Avenue), zoned "CMU" Community Mixed Use Commercial District.

COMMENTS:

- **None**

PC13-49 Motion by Wood, second by Knoeck to recommend approval of the Conditional Use Request by the Coffee Cabin for a reduction to the required throat length and drive-thru stacking length and a waiver of the landscape requirements, located at 103 West Kalsched Street (in the parking area in front of the Figi's Outlet store at 1306 North Central Avenue), zoned "CMU" Community Mixed Use Commercial District subject to the following conditions:

1. Require a minimum of 80 feet of stacking length for each drive-thru lane, by moving the coffee cabin 10 feet further north.
2. Lines must be painted on the parking lot to show clear drive-thru lanes.
3. A throat length of 0 feet is allowed.
4. Site plan must be approved by staff and may not reduce the number of parking stalls below the minimum requirement for all uses on the site.
5. Sign plan/application must be submitted prior to any new free standing signage being allowed.

All 'Ayes' Motion Carried

Planner/Zoning Administrator Miller presented information on the Draft Sign Code, including the Downtown Design Corridor, meetings with the business community, and concerns with limitations on electronic message boards and prohibition of new billboards. It was suggested that the Plan Commission hold an open house with businesses and billboard companies to have a dialogue about proposed sign code changes.

Motion by Wagner, second by Beck that the meeting be adjourned at 8:36 PM.
All 'Ayes' Motion Carried

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION