



CITY OF MARSHFIELD
MEETING NOTICE

**PLAN COMMISSION
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, April 15, 2014
Council Chambers Lower Level, City Hall Plaza
7:00 p.m. or**

Immediately Following the Reorganization of the Common Council Meeting

1. Call to Order. – Chairman Meyer.
2. Roll Call. – Secretary Knoeck.
3. Approval of Minutes. – March 18, 2014 Meeting
4. **Rezoning request by PCO Real Estate Investment Company to change the zoning from “LI” Light Industrial to “CMU” Community Mixed Use District, located at 2505-2515 West Veterans Parkway.**
Presenter: Josh Miller – Planner/Zoning Administrator
Public Hearing Required
5. **Conditional Use Request by PCO Real Estate Investment Company for an exception to the hard surfacing requirements for off-street parking and traffic circulation areas, located at 2505-2515 West Veterans Parkway, currently zoned “LI” Light Industrial District, proposed to be rezoned to “CMU” Community Mixed Use District.**
Presenter: Josh Miller – Planner/Zoning Administrator
Public Hearing Required
6. **Conditional Use Request by Wood County to install a 156 foot Communication Tower and Antenna, exceeding the 150 foot maximum height, and allow a 288 square foot equipment shelter, located on the parcel west of 1600 North Chestnut Avenue (parcel 33-03211AF), zoned “CMU” Community Mixed Use Commercial District.**
Presenter: Josh Miller – Planner/Zoning Administrator
Public Hearing Required
7. **Conditional Use Request by Prairie Run Group to construct two – 4 unit townhouse style multiplex buildings as part of a group development, including an exception to the parking lot design standards, in the designated commercial area within the Prairie Run “PUD” Planned Unit Development, zoned “PD” Planned Development, located on the property just west of the Prairie Drive and Wildflower Drive intersection (parcel 33-0MM072).**
Presenter: Josh Miller – Planner/Zoning Administrator
Public Hearing Required
8. **Municipal Code Amendment Request by the City of Marshfield to amend Section 18-158 and 18-159 the City of Marshfield Municipal Code to increase the distance to which parties-of-interest are mailed a notice of a public hearing, define who can request a zoning amendment, and to specify when a map is needed in the notice.**
Jason Angell, Director of Planning and Economic Development
Public Hearing Required

**PLAN COMMISSION
(Page 2)**

- 9. Municipal Code Amendment Request by the City of Marshfield to amend Section 18-159 and 18-160 of the City of Marshfield Municipal Code to clarify the language for majority vote of the Common Council for a zoning amendment in the circumstance that there is protest petition or adverse recommendation by the Plan Commission.
Jason Angell, Director of Planning and Economic Development
Public Hearing Required

- 10. Municipal Code Amendment Request by the City of Marshfield to amend Section 18-26 through 18-32, 18-54, and 18-65 of the City of Marshfield Municipal Code, pertaining to Onsite Ancillary Uses. The amendment is being proposed to permit and define onsite ancillary uses for nonresidential and multifamily uses in **the "SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, and MR-24" residential zoning districts.**
Presenter: Josh Miller – Planner/Zoning Administrator
Public Hearing Required

- 11. Alternative Sign Request by Karen Mueller of Mueller Investment Properties, LLC., for a wall mounted sign with an exception to extend above the roofline and be mounted on the parapet on top of the roof, **located at 601 South Central Avenue, zoned "DMU" Downtown Mixed Us District.**
Presenter: Josh Miller – Planner/Zoning Administrator

- 12. Appointment of new Town of McMillan Joint Plan Commission Member.

- 13. Adjourn.

Posted this 10TH day of April, 2014 at 4:00 PM by Daniel G. Knoeck, Secretary, City Plan Commission

For additional information regarding items on the agenda, please contact Jason Angell, Director of Planning & Economic Development at 715.486.9139 or Josh Miller, Planner/Zoning Administrator at 715.486.2075.

NOTE

It is possible that members of and possibly a quorum 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.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424.

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF MARCH 18, 2014**

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

PRESENT: Mayor Meyer; Dan Knoeck, Ken Wood, John Beck; Ed Wagner and Chris Jockheck

ABSENT: None

ALSO PRESENT: Aldermen Earll, Feirer and Hendler; City Administrator Barg; Planning & Economic Development Director Angell; Planner/Zoning Administrator Miller; Planning Intern Schroeder; Fire Chief Haight; Jeff Gaier – Airport; Library Director Belongia; Police Lieutenant Larson; Pat Stuhr, Michelle Boernke, and Roxy Wetterau, UW Marshfield/Wood County; Trent Minor, Steve Kreuser, and Eric Engel, Wood County; Bill Penker; and others.

PC14-16 Motion by Wagner, second by Beck to recommend approval of the minutes of the February 18, 2014 City Plan Commission meeting.

Motion Carried

PUBLIC HEARING – Rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way.

COMMENTS: Chris Egger, 312 East 3rd Street, has a shared appreciation agreement with the current owner of the property. The school has contacted them regarding a stadium and track. They also have had contact with an apartment developer who is interested in 96 units on the property. He feels that it is important to rezone the land at this time.

PC14-17 Motion by Wagner, second by Beck to recommend approval of the rezoning request by Russ and Elliott Weiler to change the zoning from “TR-6” Two Family Residential District to “MR-12” Multi-Family Residential District, located North of East Emerald Street, between North Hume Avenue and North Anton Avenue right-of-way and direct staff to prepare an ordinance for Common Council consideration.

Motion Carried

PUBLIC HEARING - Conditional Use Amendment request by the Villas at Marshfield on behalf of University Foundation – UW-Marshfield/Wood County for the 24-unit student housing complex to amend the site plan, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District.

COMMENTS: None

PC14-18 Motion Beck, second by Wood to recommend approval of the Conditional Use Amendment request by the Villas at Marshfield on behalf of University Foundation – UW-Marshfield/Wood County for the 24-unit student housing complex to amend the site plan, with a larger building and an exception to the parking lot design standards, located at 2313 West 5th Street, zoned “CD” Campus Development District subject to the following conditions:

1. The 24 unit student housing complex, parking area and access drive may be constructed as presented.
2. The Landscape Plan is approved as presented including the placement of a 6-foot privacy fence along the Larch Avenue right-of-way (minimum 3 foot setback from the right-of-way) to the south edge of the stormwater pond.
3. The landscaping must be installed prior to the certificate of occupancy being issued.
4. The Site Plan is approved as presented including any minor changes to the site plan and the building may not be shifted more than 10 feet closer to the west, north, or east property lines than presented.
5. The parking lot design is approved as presented including an exception to allow 13 adjacent parking stalls between landscaped islands along the south parking row aisle and allow up to 103 parking stalls – exceeding the minimum required number of spaces by more than 25%.
6. Sidewalks and other minor site improvements may be installed at a later date without the need for an amendment to the Conditional Use Permit.

Motion Carried

PUBLIC HEARING – Conditional Use request by Wood County to install a 228 foot Communication Tower and Antenna, exceeding the 150 foot maximum height, with an exception to allow for a reduction to the required setback for the tower and allow a 288 square foot equipment shelter, located on the parcel west of 1600 North Chestnut Avenue, zoned “CMU” Community Mixed Use Commercial District.

COMMENTS: Jeff Gaier, Marshfield Airport Management, would like to go on record that they are opposed to any obstruction that exceeds the established height limitation for the City of Marshfield. The City has established a height limitation zone around the airport for the safe transition of airport traffic into and out of the city. A height limitation zone is required by the FAA and the State of Wisconsin for the city’s eligibility requirements for federal and state funding for airport projects. In 2007, a compliance inspection for eligibility requirements did find discrepancies that the airport has since addressed. The compliance inspector praised the City for a well-planned, updated GIS height limitation zone and the fact that the City did not grant variances to allow obstructions into the zone. He disagrees with the FAA's recent assessment of a non-hazard determination for the proposed tower. The FAA only has what is available on paper to determine how it would affect the airports existing approaches. The FAA cannot estimate the future impact that any obstruction may have on future approaches and certainly do not anticipate the current or future uses at the airport. In 2013 the FAA informed the airport of 5 obstructions that would change the minimums of the approaches at the airport if not addressed. Most of these were trees that were easily addressed. They also flagged two electric poles adjacent to the airport which required the installation of a red light to mark the hazard, since the poles could not be removed. They also flagged a tower south of the airport that the FAA had previously determined as a non-hazard in the 1990’s but determined it as a hazard now. We should also consider that the city has one of the best emergency medical helicopters in the state whose

helipad is in close proximity to the proposed tower. The helipad is not just used by Spirit transport but by other helicopters throughout the state and Minnesota. Marshfield has a beautifully maintained, modern airport. Protecting the airspace around the airport is a responsibility that airport management takes very seriously.

Steve Krueser, Emergency Management Director at Wood County along with Eric Engel, Communications Officer. The purpose of this tower is for emergency services, not just Wood County, but both Wood County and the City. IN 2018, frequencies will be splitting which means that ranges will be shorter than what it is now. The FAA takes everything under consideration, the runways, the planes, the helicopters, etc. The map he distributed shows the flight paths and the proposed tower location is right in the middle of the flight path. And looking at the elevations, the water tower is currently at 1477 feet. St Joseph Hospital is at 1494 feet and they are proposing to be at 1470 feet. Further north there are towers up to 1665 feet. Again, if you look at the flight path the runways, according the FAA guideline, none of the paths are in line with the runway. Part of the height requirement is not just for Wood County but also for the City of Marshfield Police and Fire Departments. They do have areas in the north end of Marshfield where they have a hard time with communication with portable radios.

PC14-19 Motion Wood, second by Jockheck to recommend approval of the Conditional Use request by Wood County to install a 228 foot Communication Tower and Antenna, exceeding the 150 foot maximum height, with an exception to allow for a reduction to the required setback for the tower and allow a 288 square foot equipment shelter, located on the parcel west of 1600 North Chestnut Avenue, zoned “CMU” Community Mixed Use Commercial District, subject to the following conditions:

1. The Applicant must receive a variance for any height exception to the Height Limitation Zoning Overlay district.
2. The Applicant must submit engineering documents of the structure showing that failure characteristics of the structure will not adversely impact abutting property owned by others.
3. The equipment shelter must be screened from residential uses with either a 6-foot solid fence or vegetative screen.
4. The tower may exceed the 150 foot height limitation, allowing a 228 foot tall tower.
5. Exceptions to the setback requirements are allowed from the center of the tower at the following proposed setbacks:
 - a. 133 foot setback to the east property line.
 - b. 395 foot setback to the north property line.
 - c. 185 foot setback from parcel number 33-03211AG

The Plan Commissions had many questions about the proposed tower, what other alternatives were considered and how their action will mesh with the Zoning Board of Appeals consideration coming up in April.

PC14-20 Motion by Beck, second by Jockheck to postpone action on Motion PC14-19 until the April 12, 2014 meeting.

Motion Carried

PC14-21 Motion by Beck, second by Wood to recommend approval of the request by Insite Inc. to allow Verizon Wireless a three month extension, until May 31, 2014, for their temporary shelter and antenna structure, located at 725 West Upham Street, zoned “SR-2” Single-Family Residential District, subject to the following conditions:

- The antenna and equipment vehicle must be removed no later than May 31, 2014.

Motion Carried

Angell presented 4 items of possible ordinance change or policy amendments related to new development for consideration by the Plan Commission. There was consensus that staff should prepare a code amendment to bring back to the Plan Commission at a future meeting.

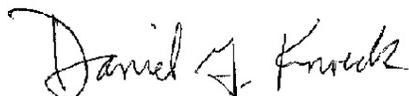
Barg provided a summary presentation of the proposed 2015 – 2019 CIP plan as prepared by the CIP Administrative Committee.

PC14-22 Motion by Jockheck, second by Wood to recommend approval of the proposed 2015 – 2019 CIP plan as prepared by the CIP Administrative Committee, and refer to the Common Council for consideration.

Motion Carried

Motion by Beck, second by Wagner that the meeting be adjourned at 8:35 PM.

Motion Carried



Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planning/Zoning Administrator
DATE: April 15, 2014

RE: Rezoning request by PCO Real Estate Investment Company to change the zoning from “LI” Light Industrial District to “CMU” Community Mixed Use District, located at 2505-2515 West Veterans Parkway.

Background

PCO Real Estate Investment Company is requesting to rezone one parcel located at 2505-2515 West Veterans Parkway from “LI” Light Industrial District to “CMU” Community Mixed Use District. The existing property is used for warehousing, light industrial, and has some vacant office space. The Applicant has an interested buyer that would use the property for the sale/repair of recreational vehicle, office space, storage space, and to sell/store/fill propane. The current tenants (light manufacturing and warehousing) would remain and would be considered grandfathered in for the use of their present space.

Analysis

Reviewing the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as General Commercial, which includes a wide variety of retail, lodging, office uses. The proposed use of the property is in harmony of the Comprehensive Plan.

Looking at the neighborhood context and the surrounding land uses this property should be rezoned to Community Mixed Use. Both adjacent properties with abutting side yards are zoned Commercial. The property to the north is currently occupied by Prosthetics Plus, a company that makes prosthetic limbs for people that have suffered an amputation. The property to the south is a vacant woodland parcel. The property directly abutting the rear yard is zoned “TR-6” Two-Family Residential. Residential properties normally do not directly adjoin industrial uses but often transition from commercial uses. There are still types of commercial uses that can be intense adjacent to residentially zoned properties, which are usually solved by requiring specific landscape requirements. For instance, in-vehicle sales and services such as fuel stations (propane) require an opacity of 0.5 between that type of use and residential used property. Currently, there is

adequate buffer between the subject property and the abutting uses.

The Community Mixed Use District will permit the Applicant/Owner to conduct in-vehicle sales or service, vehicle sales/service/repair, and have office space by right. The existing uses (light industrial and warehousing) would be grandfathered in at their present location and would be considered legal nonconforming. The limitation there is they would not be able to expand and if the use or intended use is discontinued for a period of 12 months, the use would no longer be allowed. The CMU district allows light industrial uses as a conditional use if there would be a need to expand the light industrial component for the existing tenant.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

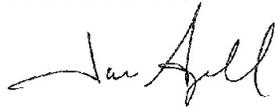
Recommendation

APPROVE the rezoning request by PCO Real Estate Investment Company to change the zoning from 'LI' Light Industrial District to 'CMU' Community Mixed Use District, located at 2505-2515 West Veterans Parkway with the understanding that the existing uses are allowed at their present use and area and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. Application
2. Rezoning Report
3. Location Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator



MARSHFIELD
The City in the Center

Revised 02/12/13

**Department of
Planning & Economic Development**

City of Marshfield
P.O. Box 727

630 South Central Avenue
Marshfield, WI 54449-0727
Telephone: 715-486-9139
Fax: 715-384-7631

Email: Josh.miller@ci.marshfield.wi.us

**Zoning Change
Application**

Fee: \$250.00 + \$10 per acre

Receipt No. 42244

Office use only

Date rec'd/ by: 3-21-14

Comp Plan Amend? Y N

Site Location: 2505-2515 W. VETERAN'S PARKWAY SEC 36-26-02

STREET ADDRESS TOWNSHIP, RANGE, SECTION

Applicant: PCO REAL ESTATE INVESTMENTS, LLC Ph: 715-387-2580 Fax: 715-387-1212

LOT	BLOCK	ADDITION OR SUBDIVISION	PROPERTY ID NUMBER
		PART OF N 1/2 OF SE 1/4 SEC 36-26-02	250-2602-364-9942

The Applicant is Owner Authorized Representative/Other (Describe)

Property Owner
(If different from Applicant)

Name: PCO REAL ESTATE INVESTMENTS, LLC Ph: 715-387-2580

Address: 1113 W. BRIARWOOD Fax: 715-387-1212

City: MARSHFIELD State: WI Zip Code: 54449

Lot Details

Frontage: SEE SURVEY Right-of-Way

Depth: Area:

Public Utilities:

Present Zoning: LI Present Land Use: LIGHT INDUSTRIAL AND STORAGE

Request Zoning: CMU

Proposed Land Use Changes: APPLICANT IS SELLING THE PROPERTY WHICH WILL BE USED FOR COMMERCIAL PURPOSES

A rezone of the subject property is necessary for the following reasons/change in circumstances:

Buyer of property will be operating recreation vehicle repair/sales business. Rezone shall also require conditional use permit. Buyer's rezone shall require exemption from CMU paving requirements. Rezone shall allow Buyer to sell, store, and fill propane on the property. Seller's current tenants must be grandfathered in the event Buyer does not close.

Documentation Submitted: Site Plan Proof of ownership Area Map

Survey Photographs Other

Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information.

I hereby apply for a zoning change, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this form is not in itself a zoning change but only an application for a zoning change and is valid only with procurement of applicable approvals.

Applicant Signature: [Signature] Date: 3/20/14



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Conditional Use Request by PCO Real Estate Investment Company for an exception to the hard surfacing requirements for off-street parking and traffic circulation areas, located at 2505-2515 West Veterans Parkway, currently zoned "LI" Light Industrial District, proposed to be rezoned to "CMU" Community Mixed Use District.

Background

The PCO Real Estate Investment Company has an interested buyer for the property, located at 2505-2515 West Veterans Parkway. The buyer is proposing to use the property for the repair, service, and sale of recreational vehicles (RVs), office space, storage space, and to sell/store/fill propane. Currently the property is zoned "LI" Light Industrial and is used for light industrial uses including warehousing and offices. Because the proposed principal use, vehicle repair/sales, is not permitted in the LI district, the Applicant is also requesting to rezone the property to "CMU" Community Mixed Use district. The change of zoning is reviewed by the Plan Commission as a separate item.

According to the Zoning Code, a change in land use that triggers an increase in parking requirements requires all additional required parking spaces and new parking areas to be hard surfaced within one year of occupancy. The Applicant is requesting an exception to this requirement.

Analysis

At its current state the property is required to have approximately 10 parking stall (not including clinic assembly area). The buyer is proposing to convert 1,250 square feet of area into additional offices and 4,200 square feet into vehicle repair, service, sales, and indoor display. The zoning code requires 1 parking space per 350 square feet of area for each of these uses. This would require the site to have a total of 22 parking stalls (not including the clinic assembly area). By code this change in land use would require the 12 additional parking stalls to be hard surfaced within one year of occupancy. Based on existing parking area, the property currently has an estimated 23 parking stalls. Because the Applicant does not have to extend the gravel parking area to accommodate the change in land uses, the Applicant is requesting an exception to the hard surfacing

requirement.

The zoning code also requires any new or expanded parking areas or traffic circulation areas to be paved. The buyer has possible future plans to replace the pedestrian door located in the back of the building with a full size garage door to be able to drive recreation vehicle out of the building. Currently, there is a small gravel path between the back parking lot and the rear entrance of the building. The Applicant would like to include in the approval of the conditional use that, they may widen this path between the building and the back parking lot to accommodate a recreation vehicle.

Conditional Use Decision Criteria of 18-161(6)(c):

(a) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Is in harmony with the recommendations of the Comprehensive Plan.

Yes. The subject property is identified in the Comprehensive Plan as General Commercial. Vehicle repair and sales are a commercial land use and the existing storage spaces will not increase.

2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.

There are residentially zoned properties located in the rear of the property, but there is large bufferyard and dense landscaping between the adjacent residential properties and the parking area and building.

3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

The existing parking lot has been gravel for decades and will only see a modest increase in use with the proposed rezoning. The existing parking area hasn't been problematic for the City at its current use and it doesn't appear that additional RV traffic will change that.

4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the

improvements, facilities, utilities or services provided by public agencies serving the subject property.

The property does not require any additional services.

5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

There will be no adverse impact to the City.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions, conditions, or modifications the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE a conditional use request by PCO Real Estate Investment Company for an exception to the hard surfacing requirements for off-street parking and traffic circulation areas, located at 2505-2515 West Veterans Parkway, currently zoned "LI" Light Industrial District, proposed to be rezoned to "CMU" Community Mixed Use District with the following conditions:

1. An exception shall be granted to allow the proposed land use changes without hard surfacing the additional required parking spaces.
2. An exception shall be granted to permit the expansion of the gravel path between the rear of the building to the back parking lot.
3. Any expansion of the parking area except described in 2 above must be hard surfaced.
4. The landscaping in the back, adjacent to residentially zoned properties, may not be reduced to less than the standards for the required bufferyard.
5. The propane area and gravel path in the rear of the development must be completed within 365 days of Common Council approval.
6. If any failure or washout situations occur regarding the gravel driveway, staff may require a review of the Conditional Use Permit, or may require improvements to be made to prevent future washouts from happening.

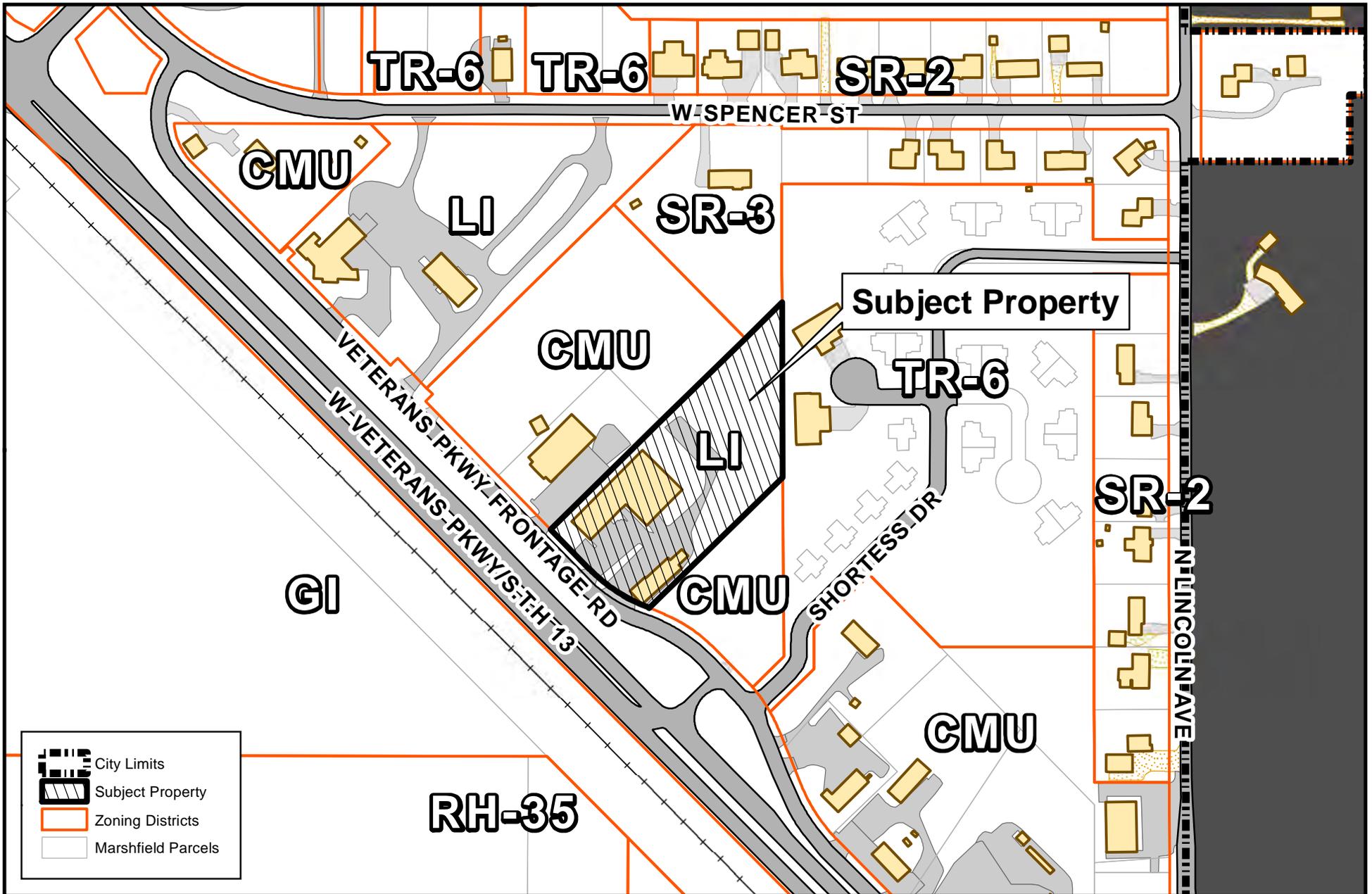
Attachments

1. Application
2. Site Plan
3. Photo

Concurrence:

A handwritten signature in black ink, appearing to read "Jason Angell". The signature is written in a cursive style with a long horizontal stroke at the end.

Jason Angell
Planning and Economic Development Director



Rezoning Request: "LI" to "CMU"
City of Marshfield - Plan Commission
Meeting Date: April 15, 2014

Map Not To Scale
 For Reference Only

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Conditional Use Request by Wood County to install a 156 foot Communication Tower, exceeding the 150 foot maximum height and allow a 288 square foot equipment shelter, located at 1600 North Chestnut Avenue (parcel number 33-03211AF), zoned "CMU" Community Mixed Use Commercial District.

Background

Last month the City Plan Commission tabled Wood Counties request to install a 228 foot communication tower with a 288 square foot equipment shelter, located west of 1600 North Chestnut Avenue (parcel number 33-03211AF), zoned 'CMU' Community Mixed Use District. By postponing the conditional use by a month, the request would have the opportunity to go the Airport Committee and the Zoning Board of Appeals for a variance to the height. Prior to these meetings taking place, the Applicant rescinded their request for a 228 foot tower and decided to propose a tower that would not encroach into the Height Limitation Zone Overlay (HLZO) district. The newly proposed tower including antenna is 156 feet tall, which is still taller than the maximum 150 foot tower allowance, but just under the 1399 feet Above Mean Sea Level (AMSL). The Applicant will no longer need a variance from the HLZO at a proposed elevation of 1398 feet AMSL.

Analysis

The Applicant is requesting an exception to allow the tower to exceed 150 feet in height. The proposed tower and attached antenna is 156 feet tall, 6 feet greater than allowed. The proposed use will be operating 24 hours a day, 7 days per week, and will be unmanned, except for an occasional visit. The new equipment building will be approximately 288 square feet. This equipment building will be located to the southeast of the proposed tower and be screened from residential properties to the south and to the west. In addition to the landscaping the mobile service facility will be enclosed by a chain link security fence. The tower will no longer include the antennas that were initially in the proposed conditional use, it will only contain the microwave antennas for data communication purposes.

The Applicant is proposing to combine the 4 abutting properties owned by Wood

County. In doing so, the Applicant will not have any setback issues and the subject property will no longer be land locked and an access drive off the Norwood Health building parking lot would be permitted.

The FAA reviewed the initial 228 foot tower and made a "Determination of No Hazard to Air Navigation." The new proposed tower is 72 feet less than the initial proposal tower, so it should also have no negative impact to Air Navigation.

Conditional Use Decision Criteria of 18-161(6)(c):

(a) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Is in harmony with the recommendations of the Comprehensive Plan.

Yes, the Future Land Use map identifies this area as institutional use which includes governmental utilities.

2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.

Because the tower is unmanned except for an occasional visit, after the tower is constructed it should not have an adverse impact on the neighborhood. Existing and proposed landscaping will supply adequate screening of the equipment shelter from adjacent residential properties.

3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

As far as land use is concerned the majority of the property will not change and will continue to be undeveloped.

4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

The existing property is currently not served by the utilities, but the proposed use does not require sewer and water and will not have an undue burden on any public agencies.

5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

Other than any concerns the height may have on the approach minimums, there will be no adverse impact to the City. At this point, the FAA is stating there is no hazard to air navigation at the present location and elevation.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions, conditions, or modifications the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE a conditional use request by Wood County to install a 156 foot Communication Tower with a 288 square foot equipment shelter, located at 1600 North Chestnut Avenue, zoned "CMU" Community Mixed Use Commercial District with the following conditions:

1. The site plan is approved as presented with a flexibility to allow the tower to be moved 10 feet in either direction of the proposed location.
2. The equipment shelter must be screened from residential uses with either a 6-foot solid fence or vegetative screen.
3. The tower and attached antenna may exceed the 150 foot height limitation, allowing up to a 156 foot tall tower.
4. If lighting is required, it must meet the FAA standards.
5. A Certified Survey Map must be completed and recorded to combine the abutting properties owned by Wood County, including: parcels 33-03211AF, 33-03211AG, 33-03211AD, and 33-03210B.
6. The tower must be constructed within 365 days of Common Council approval.

Attachments

1. Applicant Letter
2. Location Map
3. Site Plan
4. Photo of Shelter
5. Photos of Proposed Tower Structure

Concurrence:

A handwritten signature in black ink, appearing to read "Jason Angell". The signature is written in a cursive style with a long horizontal stroke at the end.

Jason Angell
Planning and Economic Development Director



Wood County

WISCONSIN

Emergency Management Office
County - MCPL Services

March 20, 2014

Josh Miller
City of Marshfield
Planning & Zoning Administrator
630 South Central Avenue
Marshfield WI 54449

Dear Josh:

As we discussed on the phone on 03/20/14, Wood County would like to amend the conditional use permit regarding the height of the tower. We would like to change the height of the requested tower from 228 feet to 156 feet. In addition, we would like to rescind our application for a variance.

Thank you for all of your help in this matter. If you should need anything else, please feel free to contact me.

Sincerely,

Steve Kreuser, Director
Wood County Emergency Management

SK/bln

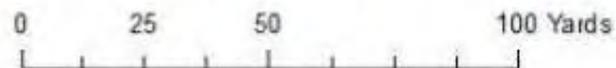
Norwood Communications Tower

Legend

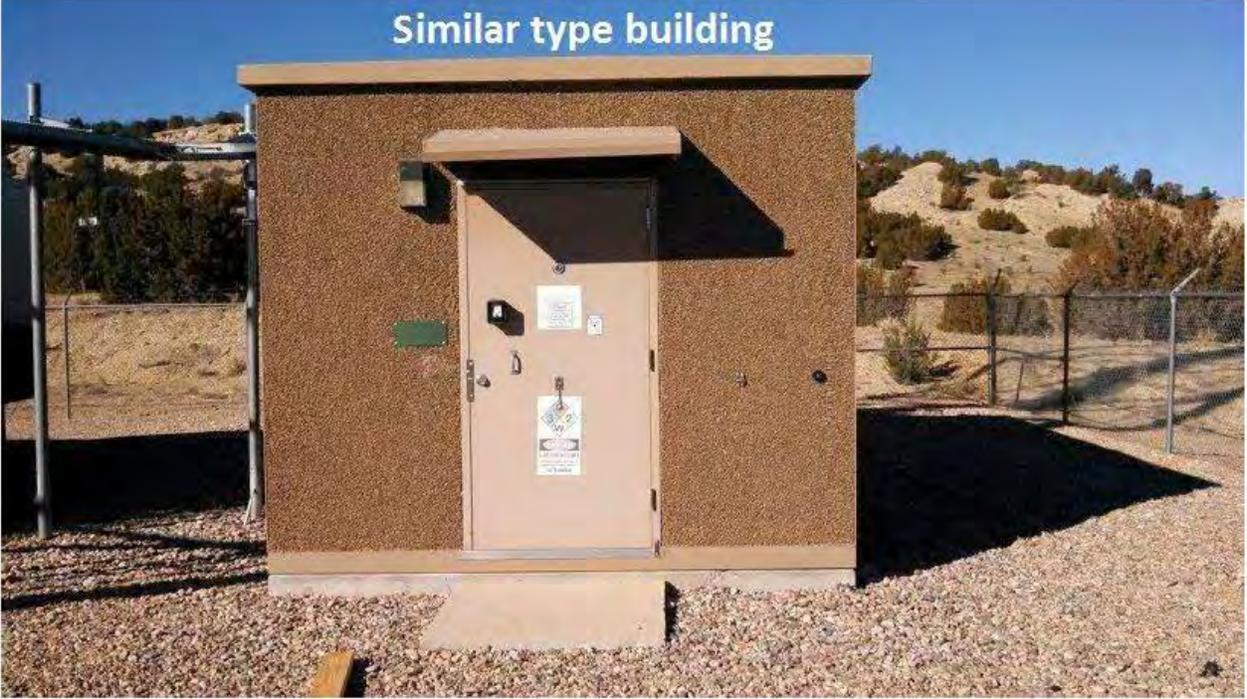
- Tower Center
- ▲ Landscaping
- Description**
- Equipment Building
- Proposed Access
- Tower Location
- Tower Site
- Streets & Roads**
- Code**
- County Trunk Highway
- Local Roads
- State Highway
- US Highway
- Parcel
- Lakes & Ponds

Legal Description
 Being part of the NW 1/4 NE 1/4 of Section 5, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, also being part of Lot 1 of Wood County Certified Survey Map No. 654.

Zoning: Community Mixed Use (CMU)



Similar type building







City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Conditional Use Request by Prairie Run Group to construct two – 4 unit townhouses style multiplex buildings as part of a group development, including an exception to the parking lot design standards, in the designated commercial area within the Prairie Run “PUD” Planned Unit Development, zoned “PD” Planned Development District, located on the property just west of the Prairie Run Drive and Wildflower Drive intersection (parcel 330-MM072).

Background

The Prairie Run Group created a “PUD” Planned Unit Development in 2006. The Prairie Run Subdivision is a mixture of different development types including condos, single family, multifamily, and commercial developments. Since 2006 the Applicant has received many approvals to amend the development plan in an effort to keep up with ever changing development needs. The latest amendment in 2012 approved the following changes:

- Multifamily developments will now be allowed in the commercial designated areas through a conditional use permit. A maximum of 28 total multifamily dwelling units are allowed in this district.
- Up to 41 condo units will be permitted in the condo and condo expansion area of Block 7 (area just north of the “commercial/multifamily” areas in the same block).
- The commercial building size restrictions were removed (no longer limited to 5,000 square feet).
- Conditional uses were specified for the commercial areas.
- Height restrictions and parking calculations were included for the commercial areas.
- Covenants now include landscape, lighting, and screening requirements for the commercial districts.

The Applicant is requesting a conditional use, as approved in 2012, to construct two – 4 unit townhouses style multiplex buildings in the commercial area, located on a corner lot, adjacent to the designated condo area, just west of the Prairie Run Drive and Wildflower Drive intersection.

Analysis

The commercial designated area in the Prairie Run PUD has similar restrictions as the official "CMU" Community Mixed Use Commercial District. According to the Zoning Code all proposed townhouses and/or multiplexes greater than 3 units per building, located within the "CMU" Community Mixed Use Commercial District must be approved by a conditional use. As previously stated, the Prairie Run PUD is permitted to also develop multifamily residential units within the commercial designated area, but must do so through a conditional use process.

The proposed development is two 4-unit townhouses style buildings. Each unit will have either a 1 or 2 stall garage that is located on the lowest floor. The primary living areas are located on the upper two stories. The main access and front door entrance will be located on the middle floor facing Prairie Run Drive. Each unit will have 2 to 3 bedrooms. These proposed rental units have a very unique design that will be targeted to younger families.

Site Plan.

The front stoop of the buildings sits about 25 feet from the Prairie Drive right-of-way and the north wall of the north building sits about 25 feet from Wildflower Drive. A pond separates the south building from the adjacent lot to the south and a 20+ foot bufferyard separates most of the parking area from the adjacent property to the west.

The buildings would be separated by 25 feet, which is what is required for the condo area.

The front elevation of the proposed building facing the street would be about 30 feet tall from grade and the back elevation would be about 39 feet when measured from grade.

Landscaping.

The required landscaping is based on the covenants outlined in the Planned Unit Development Specific Implementation Plan (PUD-SIP) which requires any combination of evergreen tree or shrub, shade tree, deciduous tree or shrub, when at full mature height, provides at least 75% screening of the parking lot from the adjacent property a minimum of 4'-0" high. The proposed landscaping does meet that requirement. In addition, there will be landscape plantings along the street frontages and along the foundation of the buildings.

Lighting.

There is only one proposed light pole for the parking area and that will be placed near the dumpster enclosure. The other lighting sources will be wall lighting. All light fixtures in the parking area will be full cutoff fixtures and no more than 0.5 foot candles will be measured at an adjacent property line per the lighting requirements of the Zoning Code.

Parking.

Generally, the minimum parking drive aisle width for parking areas is 24 feet. The Applicant is requesting an exception to allow a 20 foot wide drive aisle. Given the minimal number of tenants, the City Engineer doesn't have any issues with the proposed reduction. The Zoning Code also limits parking to 125% of the minimum required parking. The proposed development will have more than that as garage spaces are also counted towards the minimum required parking spaces. The Applicant is proposing 7 surface parking spaces and tuck under garages for all units. Four of the units will have two car garages and four units will have one stall garages.

Conditional Use Decision Criteria of 18-161(6)(c):

(a) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Is in harmony with the recommendations of the Comprehensive Plan.

The Comprehensive plan identifies this area as existing suburban residential, less than 5 units per acre. The proposed development, following the zoning classification is approximately 7.11 units per acre for this parcel. The original proposal showed 12 units for this area which would have put the density for the entire development at 4.99 dwelling unit per acres. With a reduction to 8 units, the density is approximately 4.84 dwelling units per acre. Factoring the entire development, this proposal would maintain the desired density in the Comprehensive Plan.

2. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.

The proposed use will not result in a negative impact of nearby properties. Increase in traffic will be minimal and all parking shall be provided onsite, with a landscape bufferyard in the rear yard between the condo area and the proposed development.

3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

The land use is designated for commercial development, but the Plan Commission approved the allowance of multifamily developments in the commercial area as a conditional use.

4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.

The existing property will not require any additional services.

5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

There will be no adverse impact to the City.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions, conditions, or modifications the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE a Conditional Use Permit request by Prairie Run Group to construct two – 4 unit townhouse style multiplex buildings in the designated commercial area within the Prairie Run Planned Unit Development, located on the property just west of Prairie Run Drive and Wildflower Drive intersection (parcel 33-0MM072) with the following conditions:

1. The property must be subdivided through a Certified Survey Map.
2. The townhouses may be constructed at the presented setbacks from the street.
3. The building footprint may be modified plus or minus 5% of the size shown on the proposed site plan, provided the minimum setbacks are met (building separation, street, and yard).
4. The buildings, parking area, and trash enclosure may be shifted to the west up to an additional 4 feet and south up to an additional 8 feet, provided the bufferyard not be reduced to less than 15 feet along the main drive aisle (excluding the south visitor parking area).
5. Landscaping plan is approved as presented.
6. Construction of the proposed development must be initiated within 2 years of Common Council approval.
7. An exception is allowed for the parking lot and drive aisle to be approved as presented with a 40 foot wide parking area and 20 foot wide drive aisle.
8. The development may exceed 25 percent over the minimum required stalls as presented.

Attachments

1. Application
2. Location Map
3. Site Plan
4. Elevations

Concurrence:



Jason Angell
Planning and Economic Development Director



MARSHFIELD
The City in the Center

Revised: 02/13/13

**Department of
Planning & Economic Development**

City of Marshfield
P.O. Box 727
630 South Central Avenue
Marshfield, WI 54449-0727
Telephone: 715-486-2075
Fax: 715-384-7631
Email: josh.miller@ci.marshfield.wi.us

**Conditional Use
Permit Application**

Fee: \$250.00

Office use only	
Date rec'd/ by	3-21-14
Fee Receipt No.	

Site Location:

STREET ADDRESS

Applicant: Ph: Fax:

Legal Description:

The Applicant is Owner Authorized Representative/Other (Describe)

Property Owner (if different from Applicant)	Name: <input type="text" value="Prairie Run Group"/>	Ph: <input type="text" value="715-397-8429"/>
	Address: <input type="text" value="PO Box 900"/>	Fax: <input type="text"/>
	City: <input type="text" value="Marshfield"/> State: <input type="text" value="WI"/> Zip: <input type="text" value="54449"/>	

Detail of Property & Request	Present Use(s) of Property: <input type="text" value="Vacant land, undeveloped"/>
	Proposed Use: <input type="text" value="Multi-Family"/>
	<input type="text"/>
Present Zoning: <input type="text" value="PUD-S"/> Proposed Hours & Days of Operation <input type="text" value="24/7"/>	

Conditional Use Narrative (please provide additional pages if necessary)

This site has been designated commercial use in the Planned Unit Development. After reviewing the existing site topography and with the advent of the rental shortage especially for young families close to major medical, we are looking to develop this site into a unique housing option for Marshfield residents. This site allows us to entertain building (2) 4-unit townhouse rentals. The garages on the lowest level along with storage with the primary living areas on the upper two levels. Each unit has main living areas and front entry on the mid-level abutting Prairie Drive with the bedrooms on the upper level.

We are requesting a conditional use be granted for Multi-Family in lieu of Commercial.

Documentation Submitted: Site Plan Survey Photographs Other

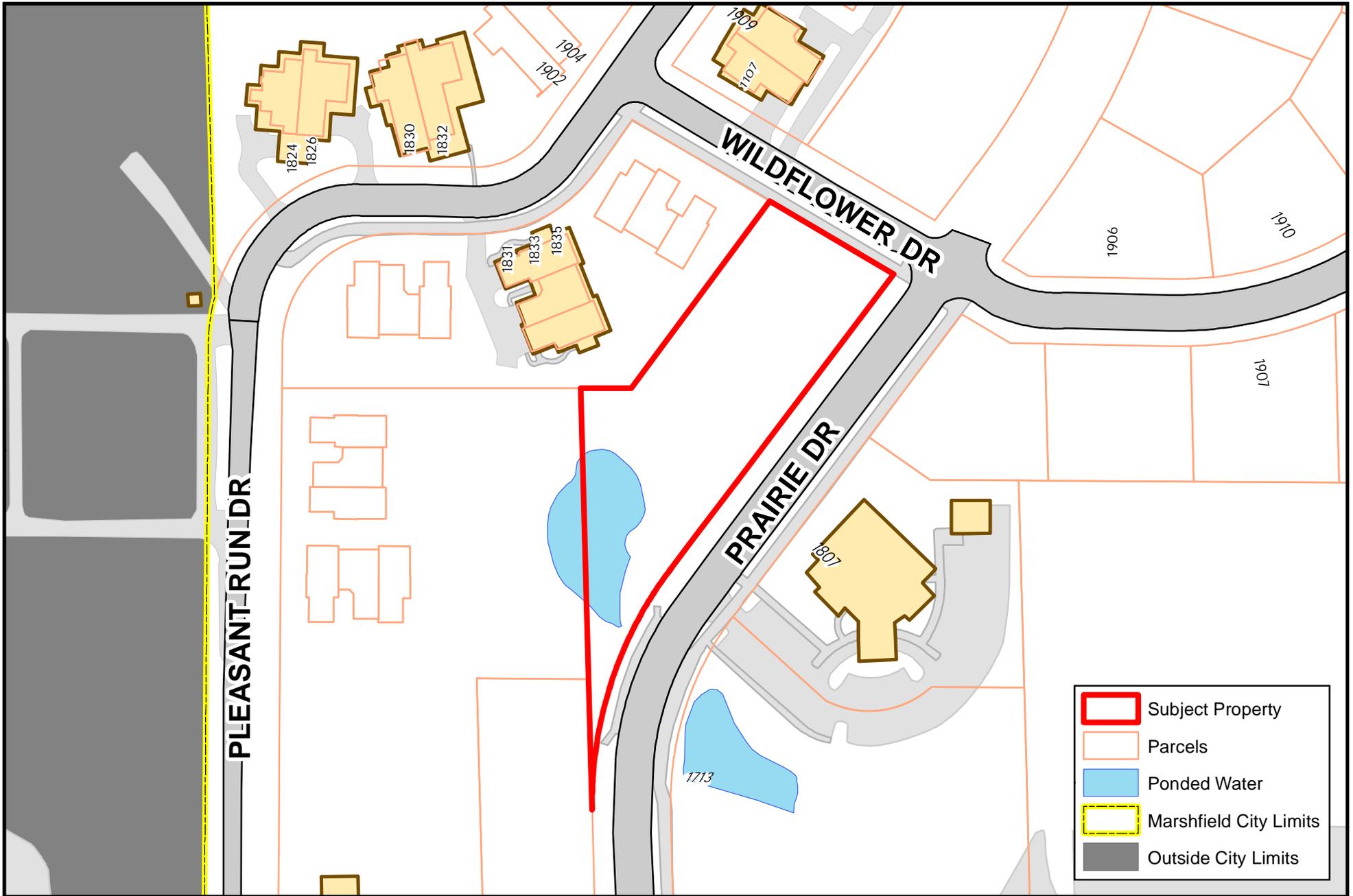
Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information. Fees: the required fee of \$250 shall be submitted with this application, and shall not be refunded should this application be denied.

I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions not expressly stated, prior to the meeting, in documentation or by staff, or deny in part or in whole this request; that I understand this form is not in itself a conditional use permit but only an application for one and is valid only with procurement of applicable approvals. The Common Council shall be the final approval authority for the conditional use.

Applicant Signature: Date:

Site Plan Must include the following information:

- Vicinity Map
- North arrow
- Scale
- Legal Description of the subject property
- Proposed conditional use(s) of subject property
- Lot layout, including all required setbacks
- Building types, with square footage
- Locations of existing and proposed streets, drives, alleys, easements rights-of-way, parking areas, vehicular and pedestrian access points, and sidewalks
- Landscaping buffers and other existing and proposed trees and landforms
- Location and details of existing and proposed signs
- Location and details of existing and proposed exterior lighting
- Other unique property features
- Boundaries included on this map should extend 100' beyond the subject property's boundaries and should include:
 - Existing zoning
 - Adjacent streets
 - Adjacent existing buildings



	Subject Property
	Parcels
	Ponded Water
	Marshfield City Limits
	Outside City Limits

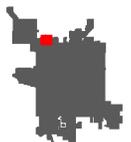


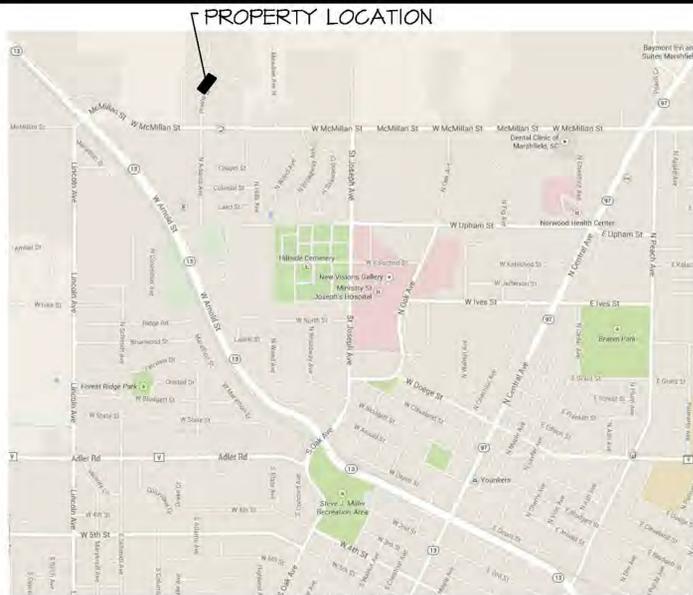
CUP - Two 4-Unit Townhouses Prairie Run
 City of Marshfield - Plan Commission
 Meeting Date: April 15, 2014

Map Not to Scale
 Reference Only



ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.





VICINITY MAP

CURRENT USE: VACANT LAND, UNDEVELOPED
 PROPOSED USE: MULTI-FAMILY
 CURRENT ZONING: FUD-S

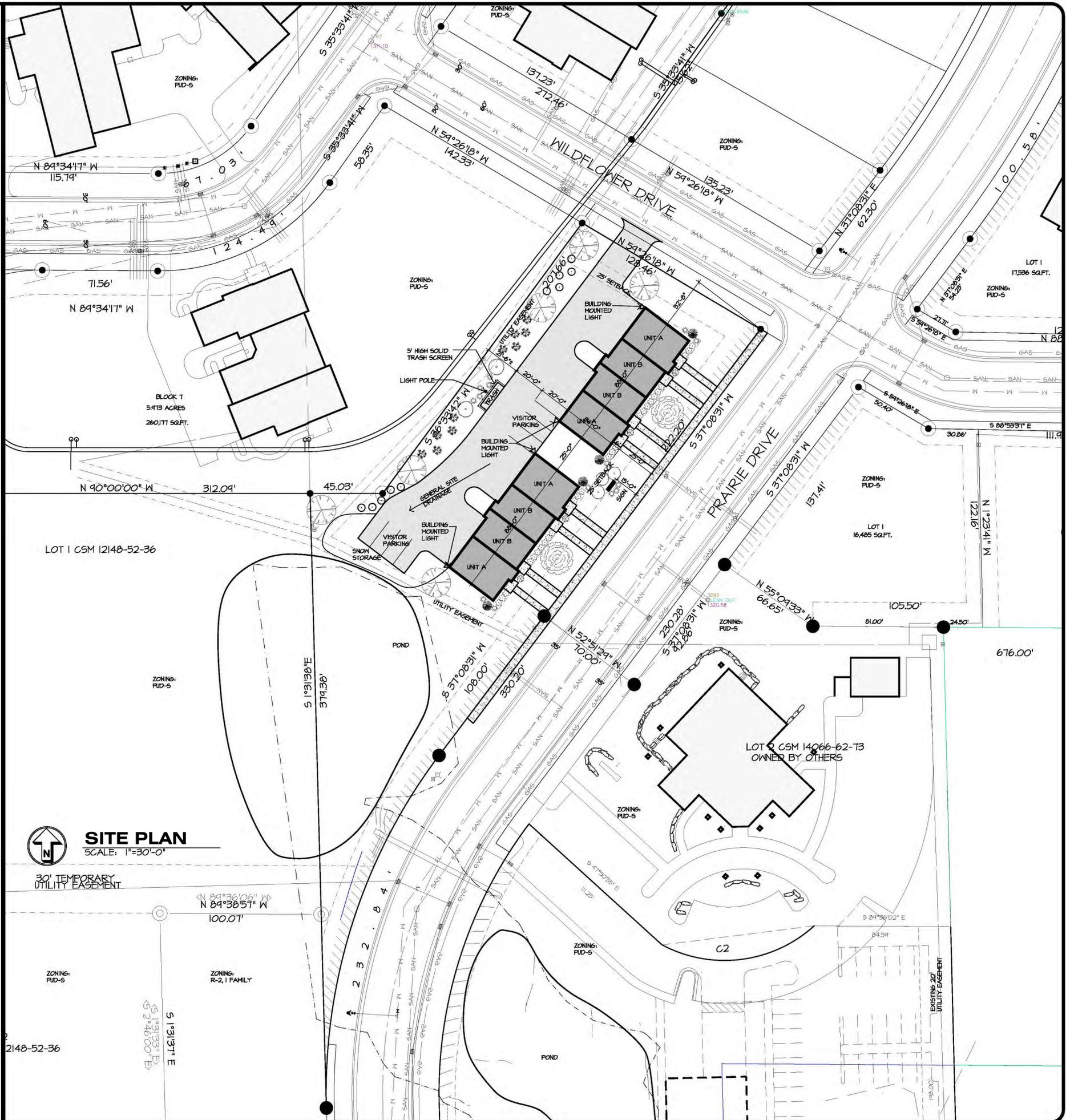
BUILDING TYPE: 4-UNIT TOWNHOUSE, WOOD FRAME
 BUILDING SIZE: 3,048 SQUARE FEET PER BUILDING
 (6,096 SQUARE FEET TOTAL)

UNIT SIZE: A) 832 S.F. PER FLOOR, (2) FLOORS + 2-CAR GARAGE IN BASEMENT
 B) 692 S.F. PER FLOOR, (2) FLOORS + SINGLE CAR GARAGE IN BASEMENT.

LEGAL DESCRIPTION: PART OF BLOCK 7 OF PRAIRIE RUN LOCATED IN THE SW 1/4 SE 1/4 OF SECTION 31, TOWNSHIP 26 NORTH, RANGE 3 EAST, CITY OF MARSHFIELD, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:
 BEGINNING AT THE NORTHEASTERLY CORNER OF SAID BLOCK 7; THENCE N 54°25'18" W ALONG THE SOUTH LINE OF WILDFLOWER DRIVE 128.46 FEET; THENCE S 36°33'42" W ALONG THE SOUTH LINE OF PRAIRIE RUN CONDOMINIUMS 207.66 FEET; THENCE N 90°00'00" W 45.03 FEET; THENCE S 1°31'38" E 319.38 FEET TO THE WEST LINE OF PRAIRIE DRIVE; THENCE 232.84 FEET ALONG THE WEST LINE OF PRAIRIE DRIVE AND ALONG THE ARC OF A CURVE CONCAVE TO THE SOUTHEAST WHOSE RADIUS IS 345.00 FEET, WHOSE CENTRAL ANGLE IS 38°40'08" AND WHOSE CHORD BEARS N 17°48'21" E 228.45 FEET; THENCE N 37°08'31" E ALONG THE WEST LINE OF PRAIRIE DRIVE 330.20 FEET TO THE POINT OF BEGINNING. CONTAINING 48,997 SQUARE FEET.

Plant List

Sym.	Variety	Code	QTY.	Scientific Name	Common Name	Condition
	Tree	AP	6	A. platanoides x A. truncatum 'satisfaction'	SATISFACTION MAPLE	1-1/2" caliper B/B
	Tree	BN	2	B. nigra	RIVER BIRCH	3 feet clump
	Tree	MS	2	Malus 'Spring Snow'	SPRING SNOW CRAB	1" caliper B/B
	Tree	MS	2	Malus sargentii	SARGENT CRAB	1" caliper B/B
	Evergreen	TO	10	Thuja occidentalis 'Woodwardii'	GLOBE ARBORVITAE	#2 Container
	Shrub	PL	10	Syring meyerj 'Pallbin'	DWARF KOREAN LILAC	#2 Container
	Shrub	CA	15	Cotoneaster apiculatus	CRANBERRY COTONEASTER	#2 Container
	Shrub	SN	4	Spiraea nipponica 'Snowmound'	SNOWMOUND SPIREA	#2 Container
	Shrub	SB	26	Spiraea x bumalda 'Froebelli'	FROEBEL SPIREA	#2 Container
	Shrub	EA	4	Euonymus alatus 'Compactus'	DWARF BURNING BUSH	#5 Container



SITE PLAN
 SCALE: 1"=30'-0"

REVISIONS	BY
04/01/2014	DLH5
04/09/2014	DLH5

PRAIRIE RUN 4-PLEX
DESIGN UNLIMITED
 DAN HELMIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449
 WWW.DESIGNUNLIMITED.COM
 (715) 384-3207 FAX (715) 384-9922

DRAWN BY	DLH5
CHECKED BY	DLH
DATE	3/21/2014
SCALE	AS NOTED
JOB NO.	
SHEET	SD-1

REVISIONS	BY



WEST ELEVATION
1/8" = 1'-0"



EAST ELEVATION (FROM PRAIRIE DR.)
1/8" = 1'-0"



TOP SIDE ELEVATION
1/8" = 1'-0"

PRAIRIE RUN 4-PLEX
DESIGN UNLIMITED
 DAN HELWIG, ARCHITECT, AIA, 1029 WEST McMILLAN STREET, MARSHFIELD, WI 54449
www.designunlimited.com
 (715) 384-3207 FAX (715) 384-9922



DRAWN BY
DLH5
 CHECKED BY
DLH
 DATE
03/21/2014
 SCALE
AS NOTED
 JOB NO.

SHEET
A-2



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Amendment to Section 18-158 and 18-159 of the City of Marshfield Municipal Code to clarify language pertaining to public hearings, increase the required notice distance for public hearings from 100 feet to 200 feet and to clarify language and define who can request a zoning amendment and when a map is needed in the notice.

Background

As discussed at last month's March Plan Commission Meeting, staff is recommending amending the zoning code to clarify language pertaining to public hearings and since we were amending this section, staff wanted to address a couple of other amendments in the zoning code.

Analysis

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the following:

1. Advances the purposes of this Chapter as outlined in Section 18-03.

The proposed amendment improves the notification of land use applications to surrounding properties and supports the purpose of protecting the health, safety, morals, comfort, convenience, and general welfare of the public.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.

This amendment clarifies the notification process to the general public which improves overall communication with the general public.
3. Advances the purposes of the specific Section in which the amendment is proposed to be located.

This amendment improves communication for notices to the general public which is the purpose of Section 18-158.

4. Is in harmony with the recommendations of the Comprehensive Plan.

In general, the Comprehensive Plan encourages public participation in reviewing new development. This amendment would likely lead to a greater level of public involvement as projects are proposed.

5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

The proposed amendment does not affect land use.

6. Addresses any of the following factors that may not be addressed in the current zoning text:
 - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
 - b. New methods of development or types of infrastructure.
 - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.

The proposed amendment addresses a modification of an existing procedure to improve communication with properties abutting a land use application that triggers a public hearing.

The following are the proposed ordinance amendments:

Section 18-158: Public Hearings

The first amendment relates to increasing the notice requirement for a public hearing to 200 feet within the City Limits and adds statutory language of what is required in the notice when an amendment has the effect of changing the allowable use of any property within the City. From an administrative standpoint, staff is planning on no longer including a map in the public hearing notice as it's not required by statute. In the future we will give the address or parcel number and state that a map will be available.

18-158(5):

"Notice of the public hearing shall be mailed to all parties-in-interest at least 10 days before the hearing. Parties-in-interest shall be defined as the petitioner; the Clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the petition; the owners of all lands included in the petition and all lands, within the City Limits lying within ~~400~~ 200 feet of lands included in the petition; and the owner or operator of an airport

lying within 3 miles of lands included in the petition. The failure to give any notice to any property owner shall not invalidate the action taken by any of the aforementioned bodies. If the proposed amendments have the effect of changing the allowable use of any property within the city, the notice shall include either a map showing the property affected by the amendment or a description of the property affected by the amendments and a statement that a map may be obtained from the City Clerk.”

The next amendment changes the term “zoning change” to a “zoning ordinance amendment” as that is the term that is used in the zoning code and so it isn’t confused with a zoning map amendment.

18-158(6):

“Except for hearings required for ~~a zoning change~~ a zoning ordinance amendment, such request for a hearing shall be presented to the City Clerk in writing and shall be accompanied by a map or description clearly identifying the property involved and by a fee in accordance with the City fee schedule, payable to the City, to defray the cost of notification and holding of a public hearing.”

The next amendment makes the language similar to a zoning map amendment.

Section 18-159: Zoning Ordinance Amendment

18-159(2):

“Initiation of Request for Amendment. Proceedings for amendment of this Chapter may be initiated by ~~one of the following 3 methods~~: an application by any member of the general public; a recommendation by the Plan Commission to the Common Council; or by action of the Common Council.”

The next amendment adds a section for when the zoning code can be amended and clarifies that amendments can be made to the zoning code due to errors, omissions, corrections, and clarification to the regulations.

18-159(4)(b)6:

- “6. Addresses any of the following factors that may not be addressed in the current zoning text:
- a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
 - b. New methods of development or types of infrastructure.
 - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.
 - d. Errors, omissions, corrections, and clarification of regulations.”

The next amendment fixes an incorrect reference.

18-159(4)(b)7:

“The Zoning Administrator shall prepare a written report addressing items ~~(2)a. through (2)f~~ listed in 4(b)1 - 6., above, and forward said report to the Plan Commission for the Commission’s review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of this Chapter or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.”

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE the proposed amendments clarify language pertaining to public hearing notifications, increase the distance to which parties-of-interest are notified for a public hearing to 200 feet, and clarify language pertaining to ordinance amendments.

Attachments

1. Map of Notice Distance

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

NOTICE OF PUBLIC HEARING

Distance of Notice

Number of Properties to be Notified:

>100' Radius: 20 Properties

>200' Radius: 31 Properties

>300' Radius: 49 Properties

>400' Radius: 68 Properties

>500' Radius: 94 Properties

0 50 100 200 300 400 500
Feet

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.

Pickle Pond
Park





City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Amendment to Section 18-159 and 18-160 of the City of Marshfield Municipal Code to clarify language for a zoning amendment when there is a protest petition or adverse recommendation by the Plan Commission.

Background

As discussed at last month's March Plan Commission Meeting, staff is recommending amending the zoning code to clarify language of the vote needed to approve an application when an official protest petition has been filed or in the case of an adverse recommendation by the Plan Commission.

Analysis

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the following:

1. Advances the purposes of this Chapter as outlined in Section 18-03.

The proposed amendment addresses an administrative procedure that likely won't have an impact on Section 18-03, but will be in line with the standards of the State Statutes.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.

This amendment clarifies the voting approval required by the Common Council in the event of a protest petition or adverse recommendation by the Plan Commission. Clarifying rules will only improve the administrative process.
3. Advances the purposes of the specific Section in which the amendment is proposed to be located.

This amendment clarifies the voting approval required by the Common Council in the event of a protest petition or adverse recommendation by the Plan Commission. Clarifying rules will only improve the administrative process.

4. Is in harmony with the recommendations of the Comprehensive Plan.

The Comprehensive Plan administrative process improvements are made to the Zoning Code.

5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

The proposed amendment does not affect land use.

6. Addresses any of the following factors that may not be addressed in the current zoning text:
 - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
 - b. New methods of development or types of infrastructure.
 - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.

The proposed amendment addresses a modification of an existing procedure in the event of a protest petition or adverse recommendation by the Plan Commission to put the voting requirements in line with State Statutes.

The following are the proposed ordinance amendments:

Section 18-159: Zoning Ordinance Amendment

The first amendment relates to adding language of needing $\frac{3}{4}$ vote of the Common Council voting to approve a proposed change where a protest petition has been filed or when there is an adverse recommendation by the Plan Commission for a zoning ordinance amendment. State Statutes only refer to amendments to existing ordinances and don't address an adverse recommendation by the Plan Commission, but it was included in the zoning map amendment section and staff thought it would be appropriate to include in the zoning ordinance amendment section.

18-159(7)(c):

"If the Common Council wishes to make significant changes in the proposed text amendment, as recommended by the Plan Commission, the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall

be followed prior to Common Council action. Any action to amend the provisions of proposed amendment requires a majority vote of the Common Council. The Common Council's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment. Any action to amend the Zoning Ordinance requires a majority vote of the Common Council, except that in case of adverse recommendation by the Plan Commission or of a protest against such change duly signed and acknowledged by the owners of 20% or more either of the areas of the land included in such proposed amendment, or by the owners of 20% or more of the area of the land immediately adjacent extending 100 feet therefrom, or by the owners of 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment."

The next amendment fixes an incorrect reference.

Section 18-160: Zoning Map Amendment

18-160(4)(c):

"The Zoning Administrator shall prepare a written report addressing items ~~4a. through 4d~~ in 4(b)4., above, and forward said report to the Plan Commission for the Commission's review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of this Chapter or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report."

The last amendment relates to clarifying language of needing $\frac{3}{4}$ vote of the Common Council voting on a proposed change where a protest petition has been filed or when there is an adverse recommendation by the Plan Commission for a zoning ordinance amendment. This language is included in both the ordinance and zoning map amendment sections and now matches the language in the State Statutes for a protest petition. Previously, if a protest petition was filed, the requirement for an application to pass an affirmative vote of $\frac{3}{4}$ vote of the entire Common Council, not just those present.

18-160(7)(c):

"If the Common Council wishes to make significant changes in the proposed amendment to the Official Zoning Map, as recommended by the Plan Commission, the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Common Council action. Any action to amend the Official Zoning Map requires a majority vote of the Common Council, except that in case of adverse recommendation by the

~~Plan Commission or of a protest against such change signed and acknowledged by the owners of 20 percent of the frontage proposed to be changed or the frontage immediately in the rear thereof or directly opposite thereto, such amendment shall not be passed, except by a 3/4 vote of all members of the Common Council. The Common Council's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment.~~ duly signed and acknowledged by the owners of 20% or more either of the areas of the land included in such proposed amendment, or by the owners of 20% or more of the area of the land immediately adjacent extending 100 feet therefrom, or by the owners of 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment."

Another option to amend the sections pertaining to the requirements for a vote in the event of a protest petition (Sections 18-159(7)(c) and 18-160(7)(c)) would be to reference the State Statute. That way if Statutes change, the City would not have to go back and make changes to the Zoning Code.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE the proposed amendments clarifying language of the vote needed to approve an application when an official protest petition has been filed or in the case of an adverse recommendation by the Plan Commission and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. None.

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Amendment to Section 18-26 through 18-32, 18-54, and 18-65 of the City of Marshfield Municipal Code pertaining to permitted Onsite Ancillary Uses. The amendment is being proposed to permit and define onsite ancillary uses for nonresidential and multifamily uses in the “SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, and MR-24” residential zoning districts.

Background

Recently staff was discussing with the Parks and Recreation Department about a possible concession stand in the Wildwood Park. As consulted, parks and institutional uses do not have their own zoning district and they fall within a district similar to the surrounding area. Wildwood Park is zoned “SR-3” Single Family Residential. Reviewing the ordinance, staff found that onsite ancillary uses such as a concession stand are not allowed in any of the residentially zoned districts. This would include schools that have small retail stores for the students or a bookshop in a church. In the new Zoning Code staff’s intention was to accommodate these types of situations, not prohibit them.

Staff is proposing an amendment to permit onsite ancillary uses within the residential zoned districts, when the principal use of the property is nonresidential or multifamily, such as a park or school. The ordinance amendment will allow onsite ancillary uses within the residential districts as a permitted by right accessory use, update the table of land uses and clarify the language of the land use – Onsite Ancillary Use.

Analysis

Section 18-159(4) requires that the Zoning Administrator evaluate whether the proposed amendment meets the following:

1. Advances the purposes of this Chapter as outlined in Section 18-03.

The proposed amendment will address an unintended omission that would

now allow ancillary uses that are secondary to primary uses such as concession stands at the zoo, small retail shop at a school, or office/amenity in an apartment complex. This amendment supports the purpose of protecting the health, safety, morals, comfort, convenience, and general welfare of the public in Section 18-03.

2. Advances the purposes of the general Article in which the amendment is proposed to be located.

Articles II and III currently limit ancillary uses unintentionally for institutional uses and multifamily development which was not the intent when the Zoning Code was rewritten.

3. Advances the purposes of the specific Section in which the amendment is proposed to be located.

In all residential sections of the Zoning Code, ancillary uses were unintentionally prohibited for institutional uses and multifamily development which was not the intent when the Zoning Code was rewritten.

4. Is in harmony with the recommendations of the Comprehensive Plan.

The Comprehensive Plan encourages the use of added amenities to improve the quality of life. Allowing these types of uses as proposed would allow improved services for institutional uses and amenities in multifamily complexes.

5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

Ancillary uses are minor in nature and would generally not have an adverse impact to surrounding land uses.

6. Addresses any of the following factors that may not be addressed in the current zoning text:
 - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
 - b. New methods of development or types of infrastructure.
 - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.

The proposed amendment addresses an omission of a use that was intended to be allowed with institutional and multifamily uses.

The following are the proposed ordinance amendments:

Section 18-65(18) shall be further defined and amended to read as follows:

- (18) Onsite Ancillary Use: Uses incidental to the principal uses, including the sale and display of merchandise or equipment outside of an enclosed building, indoor sales, concession stands, and light industrial activities.

Regulations:

- (a) Ancillary uses shall not exceed 25 percent of gross floor area of principal building(s) on the site.
- (b) Ancillary uses may be in detached structures when part of a group development or public park.
- (c) ~~Minimum required parking: Adequate parking, per the requirements of similar uses, shall be provided for customers. Said parking shall be in addition to that required for the principal land use.~~
- (d) Onsite Ancillary Uses in Residentially zoned districts. All onsite ancillary uses shall only be permitted in residentially zoned districts if the principal use of the property is multifamily or institutional and when the use is intended for those already on the premises.
 - a. Common examples for multifamily include indoor or outdoor gather spaces and on-site recreation facilities.
 - b. Common examples for institutional uses include concession stands, small indoor sales, and personal service space in parks, schools, churches, large community living arrangements, and similar institutional uses.

These uses would now be permitted by right in the SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, and MR-24 zoning district.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

APPROVE the proposed amendments to permit onsite ancillary nonresidential and multifamily uses within residentially zoned properties and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. None.

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: April 15, 2014

RE: Alternative Sign Request by Karen Mueller for exceptions to the height requirements for wall signs to allow two wall signs to be mounted on each side of the parapet that extends above the top of the roof line, located at 601 South Central Avenue, zoned "DMU" Downtown Mixed Use District.

Background

A Master Sign Plan was approved by the Plan Commission in December of 2006 for multi-tenant building located at 601 South Central Avenue. The plan included 4 wall signs for a total of 126 square foot of signage and the following conditions:

1. Individual tenant wall signs shall be limited to one per space, mounted on the cornice above storefront entrances, as shown on the plan – exception given to the style and location of sign for the Children Service Society.
2. Individual tenant wall signs shall not exceed 30 square feet in size.
3. Final review/approval of the plan by the Downtown Design Committee.

The Applicant is now requesting an alternative sign permit to allow two additional 60 square foot wall signs with the intention to identify the multi-tenant Mueller Investment Properties building. The proposed signs are to be located on the parapet, which is extends above the roof. The Mueller Investment Properties building is located within the "DMU" Downtown Mixed Use district, but just outside of the new Downtown Design Corridor that was created with the adoption of the new Sign Code, January 1, 2014.

Analysis

Section 24-03(21)(b) of the Municipal Sign Code restricts the height of all wall signs to not extend above (the) top of the roof or parapet line of the building to which it is attached. The proposed signs are proposed to be located on an existing parapet, which is located on the roof and above the top of the roof line. The Applicant is proposing two 60 square foot signs on each side of the parapet, one directed to East 6th Street and the other directed toward the customer

parking located south of the building. The parapet is approximately 1 foot thick, basically the thickness of a brick wall.

The proposed sign will be a channel letter sign that is externally illuminated by lighting from below the sign.

The Applicant also has possible future plans for an additional sign the purpose of building identification. This plan includes a non-illuminated sign located on the cornice of the north façade facing 6th street. This proposed sign would be able to be approved administratively, but since we are talking about a multi-tenant building that had a master sign plan at one time, staff feels Plan Commission review is warranted.

The sign code does allow for unique signs under the alternative sign criteria. Signs where an alternative sign permit is specifically required elsewhere in this chapter such as an off-premises, multiple freestanding signs on one lot, marquee, mural, or temporary sign, may not need to meet all of the above criteria for approval. These are unique signs and the Plan Commission may grant approval on a case by case basis. Because the sign consists of channel lettering, identifies the building rather than the commercial tenants, the parapet is a unique architectural feature, and the sign won't be internally lit, staff feels that the sign is unique and should be considered under the alternative sign criteria.

The alternative sign criteria also allows for exceptions when there are site difficulties. Below is the alternative sign criteria for site difficulties (Section 24-11(1)(b)):

- (b) Site difficulties. If there are unusual site factors, which preclude an allowed sign from being visible to the street immediately in front of the site, an adjustment may be granted to achieve visibility standards. This adjustment is not intended to be used to make signs visible to other streets, but to address site difficulties of visibility to the street on which the sign has direct frontage. Site difficulties may include the sign face being blocked due to topography of the site, elevation of street, setback of the existing development, existing development or landscaping on the site, or from abutting development or landscaping. This set of adjustment criteria is generally intended to allow greater flexibility in placement and dimension requirements of the sign. The adjustment may be approved if the following criteria are found to be met:
 1. There is no reasonable place on the site for an allowed sign without an adjustment to achieve visibility standards to the street immediately in front of the site.
 2. If the proposed sign extends into the five-foot setback requirement, the sign will not create a traffic or safety hazard.

3. Of potential adjustments to meet the visibility standard, the request is the most consistent with the surrounding development and sign patterns.
4. The adjustment is the minimum needed for a sign to meet the visibility standards.
5. Additional signage may not constitute an over proliferation of signs on a property or cause needless repetition or redundancy of signage.
6. The sign would not be located so as to have a negative impact on adjacent property.
7. The size and height adjustment is the minimal to adhere visibility standards.

Because the building is setback about 15 feet, a projecting sign wouldn't be very visible. The Applicant has looked into possible monument signs, but with limited space in front of the building (due to a private sidewalk), there wasn't enough room for the required landscaping. Additionally, the location would likely be causing a possible visibility obstruction for traffic on 6th Street. A wall sign might be feasible, but given the architecture of the building, it would either be somewhat hidden under the overhang, or it wouldn't be able to be externally illuminated, which is more desirable for signs in the Downtown Mixed Use District.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

Recommendation

Staff recommends approval of the alternative sign request by Karen Mueller to allow a wall sign to be mounted on the existing parapet that is located above the top of the roof line, with the following conditions:

1. The sign may be attached to the parapet located above the roof line and approved as presented.
2. The presented parapet sign shall not be internally illuminated, but may be externally illuminated.

Attachments

1. Application
2. Location Map
3. Sign Rendering

Concurrence:

A handwritten signature in black ink, appearing to read "Jason Angell". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Jason Angell
Planning and Economic Development Director



MARSHFIELD
The City in the Center
Revised: 1/02/14

Date: March 27th, 2014

Department of Planning & Economic Development

City of Marshfield
P.O. Box 727

630 South Central Avenue
Marshfield, WI 54449-0727
Telephone: 715-486-2075
Fax: 715-384-7631

Email: josh.miller@ci.marshfield.wi.us

Sign Permit Application

Received 3-27-14

- Standard-Face Change \$25.00
- Standard \$50.00
- Alternative \$250.00

Sign Location: 601 S Central, SE corner of 6th and Central **Business Name:** Mueller Investment Properties LLC

Business Contact Person: Karen Mueller

Mailing Address: PO Box 309 Marshfield WI 54449

Phone: 715 387 3310

Email: karen@muellercompanies.net

Sign Contractor: Stratford Signs Company

Contact Person: Dan Drexler

Mailing Address: PO Box 134 Stratford WI 54484

Phone: 715 687 3250

Email: _____

Sign Company UL File Number: _____

Electrical Signs (must be UL listed):

- New Electrical Installation
 - Extend Existing Electrical
 - No Alterations to Existing Electrical
- (Licensed Electrician/
Electrical Permit Needed)

Electrical Contractor: Mueller Electric of Central WI LLC

Address: PO Box 958

City: Marshfield

State: WI Zip Code: 54449 Ph: 715 387 0842

Office Use Only: Electrical Inspector Approval: _____ Date: _____

SIGN NO. 1 (if applying for additional new signs at the same location, please fill out Attachment A)

On-Building Sign **Freestanding Sign**

- Sub-type:** Awning/Canopy Billboard Changeable Copy Community Information
- Direction (off-premise) Direction (on-premise) EMC Fuel Home Occupation Highway
- Marquee Monument Multi-tenant Mural Off-Premise Post and Panel
- Projecting, sign setback: _____ Pylon Suspended Wall

Display message: Large letter M, Mueller, 601 S Central (see attached paper)

Sign Dimensions: Height (ft.): 6.8 Width (ft.): 8.75 Total New Sign Area (sq. ft.): 60sq

Sign Cost (material + installation): \$ _____ **Illumination:** No Yes If yes, Internal or External

If On-Building Sign:

Location of sign on facade (Direction/Street): North and South along Central Ave

If Freestanding Sign:

Setback from the nearest property line: 1 Overall Sign Height: 7 ft 3' Landscape Area: Yes No

Office Use Only: Use: Commercial-Office Suites Zoning District: DMU Permitted: Yes No

Adjacent to a Residential Zoning District: Yes No Which facades: Roof parapet - N and S

Downtown Design Corridor: Yes No Facade Area (sq. ft.): N: _____ E: _____ S: _____ W: _____

Total sq. ft.: 9,800 Corner lot: Yes No Lineal street frontage (ft.): N: 175.5' E: _____ S: _____ W: 56'

Permit No.(s): #1 _____	#2 _____	#3 _____
#4 _____	#5 _____	#6 _____
#7 _____	#8 _____	#9 _____
#10 _____	#11 _____	#12 _____

Total Permit Fee: \$ 250 Zoning Administrator Approval: _____ Date: _____

Alt. Permit

Existing Signs:

Type	Direction/Street	Size	Square Feet	Location/Message
		x		
		x		
		x		
		x		
		x		
		x		
		x		
		x		
		x		
Total Existing Sign Area				

Checklist:

Filing Fee:

Standard Permit - Face Change: \$25.00

Standard Permit: \$50.00

Alternative Permit: \$250.00

Photographs: Provide a picture of all existing signs on the premises

The following are required:

A. For wall or other building signs:

- Elevations, including dimensions, of building wall on which sign is proposed
- Location & dimensions of proposed and existing signs on the building elevation
- Dimensioned drawings of the proposed sign, including sign legend or message, lettering or font style, colors, lighting source, and materials
- Construction specifications and method of attachment
- Street adjoining the property

B. For freestanding signs:

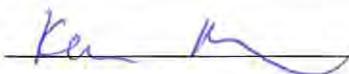
- Dimensioned drawings of proposed sign, including sign legend or message, lettering or font style, and colors;
- Construction specifications and method of attachment;
- Dimensions of Property, lot lines, and driveways
- Dimensions of Property, lot lines, and driveways
- Street adjoining the property
- Existing off-street parking, loading and circulation area
- Location of the proposed signs and existing freestanding signs, with setback dimensions

Applications for permits must be accompanied by accurately dimensioned drawings of the sign and support, including any message copy thereon. The drawing shall include calculation of the gross surface area of the sign (as required in the Sign Ordinance). Structural engineering of the sign and supporting structure may be required.

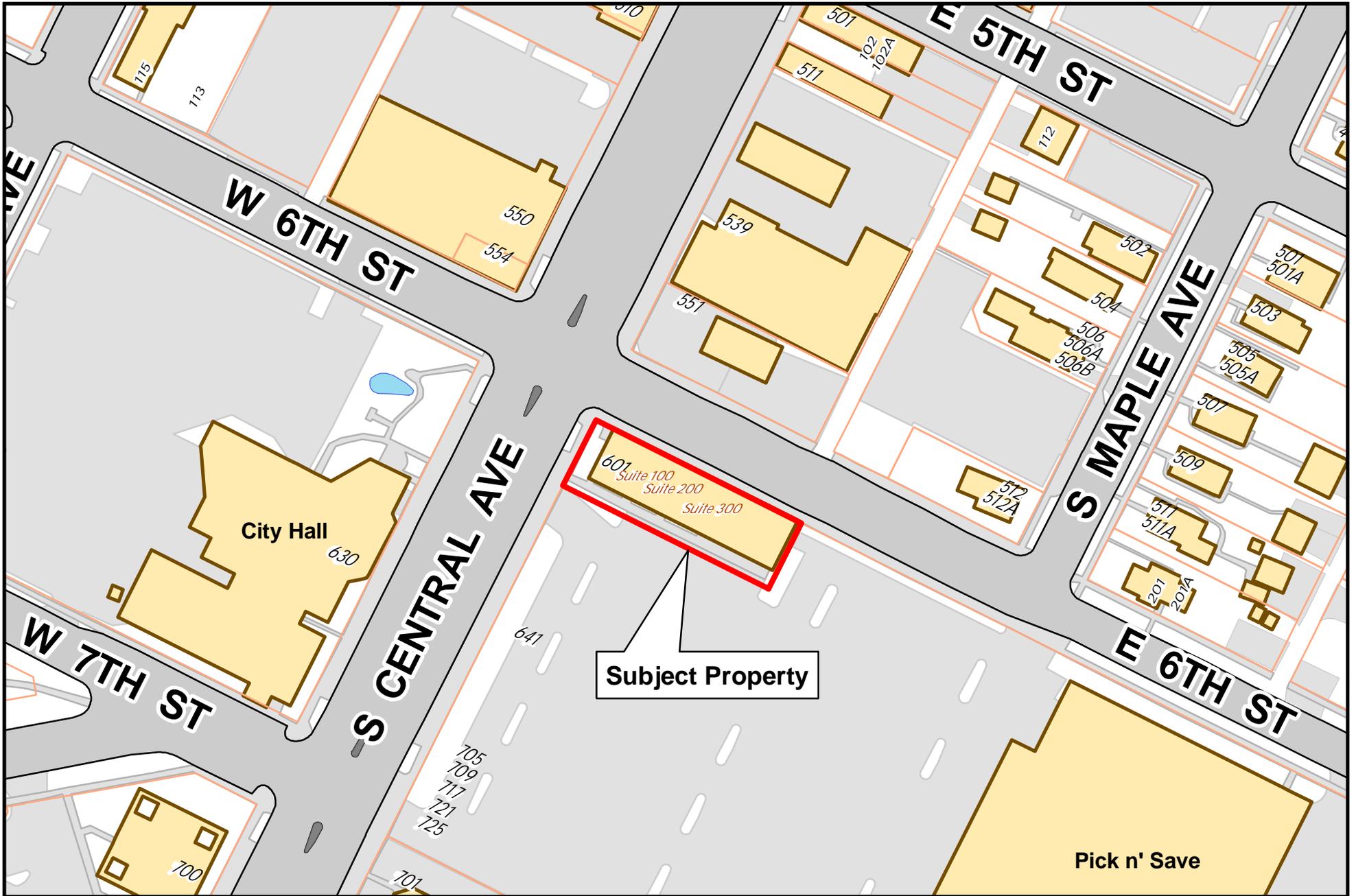
I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approval plan in the case of work which requires a review and approval of plans.

Applicant (print name): Karen Mueller

Applicant Signature:



Date: March 27 2014



Subject Property



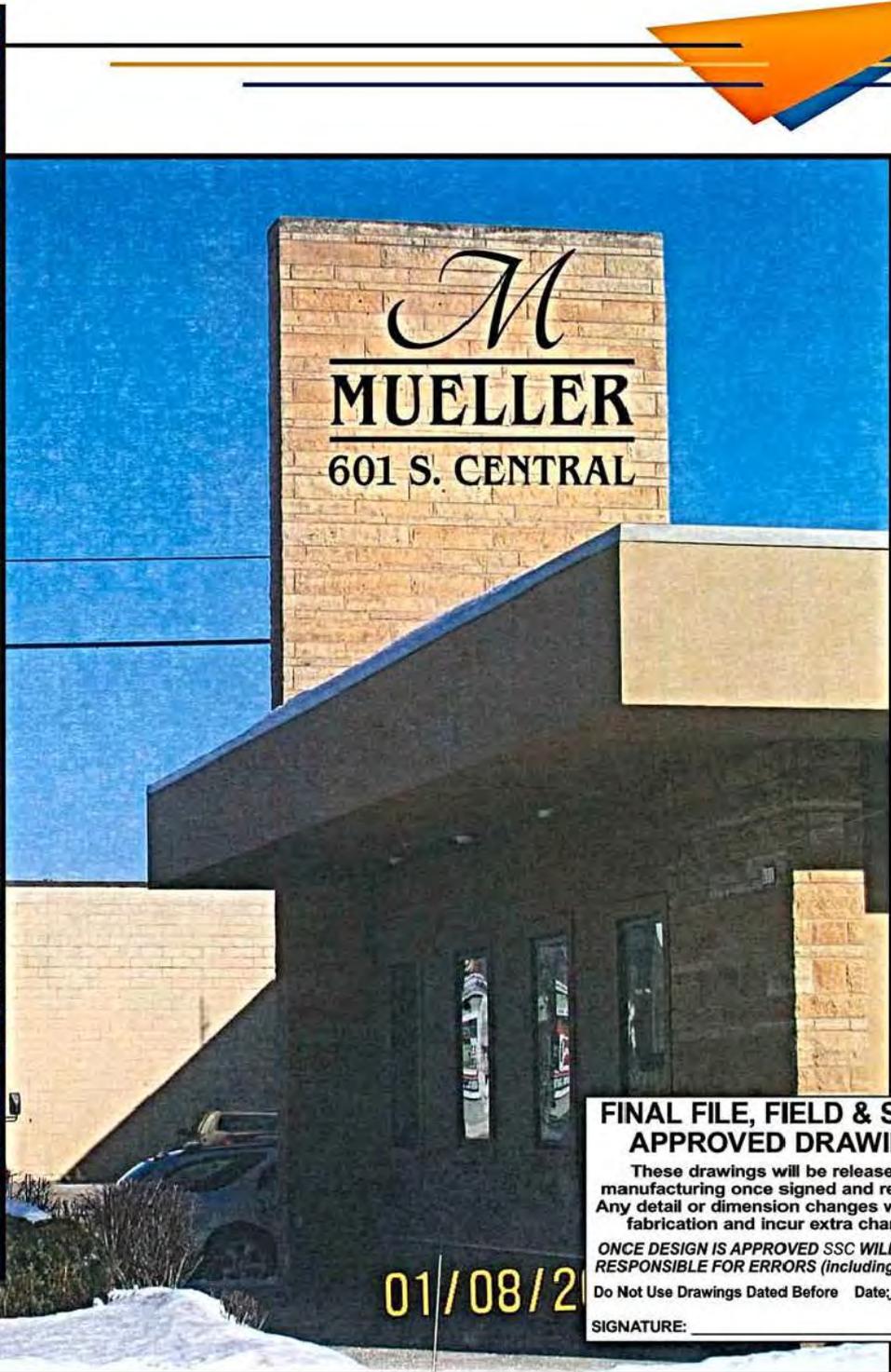
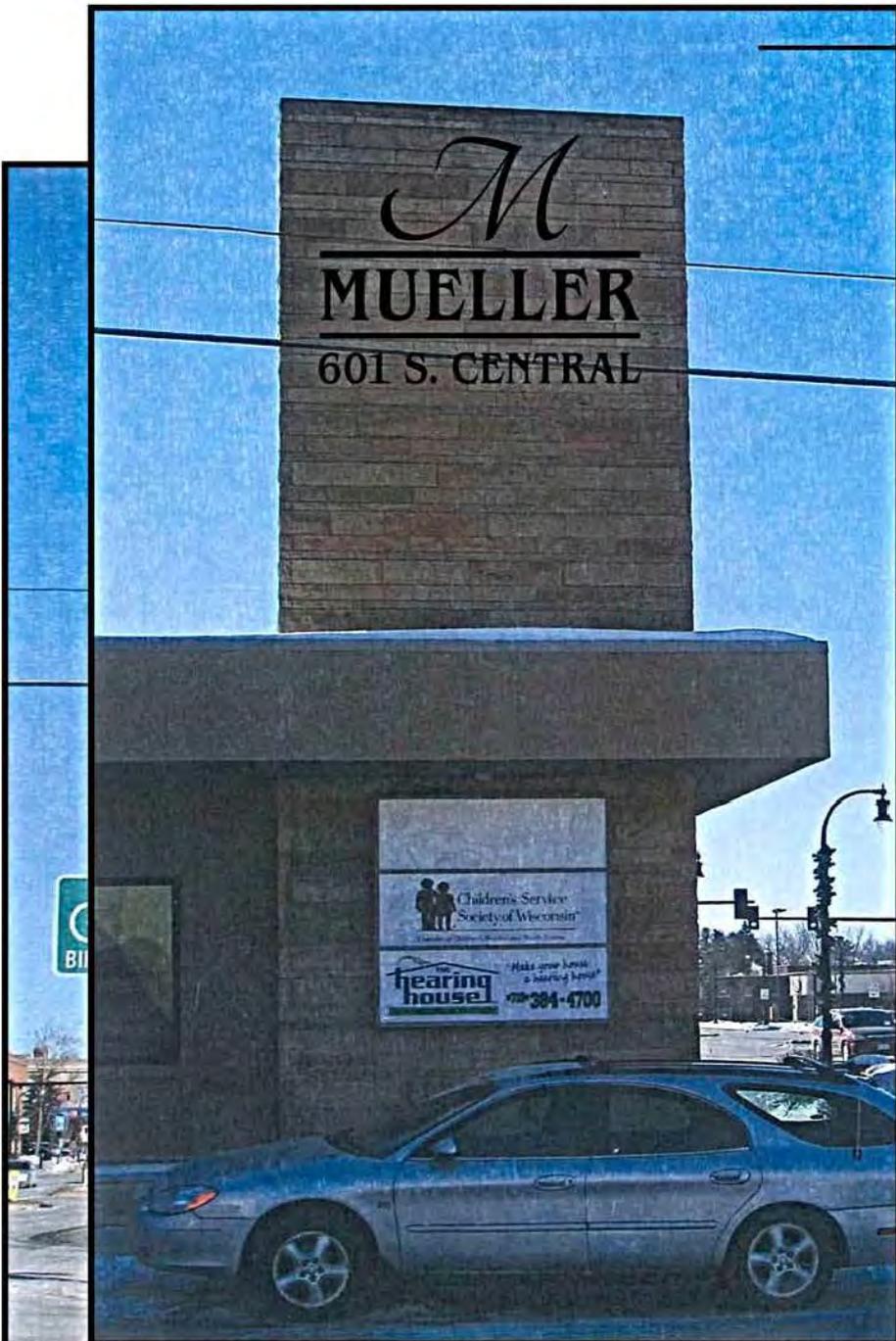
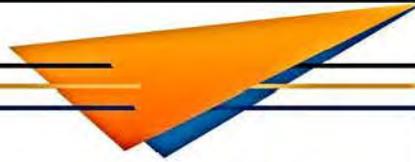
SGN - Roof Sign on the Mueller Building
 City of Marshfield - Plan Commission
 Meeting Date: April 15, 2014

Map Not to Scale
 Reference Only



ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.





FINAL FILE, FIELD & SHOP APPROVED DRAWING

These drawings will be released to manufacturing once signed and returned. Any detail or dimension changes will delay fabrication and incur extra charges.

ONCE DESIGN IS APPROVED SSC WILL NOT BE RESPONSIBLE FOR ERRORS (including spelling)

Do Not Use Drawings Dated Before Date: _____

SIGNATURE: _____

01/08/2



110 CONNOR ST • STRATFORD, WI 54484
CALL 715-687-3250 OR 888-264-4459 FAX-687-4657
www.stratfordsign.com

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IF ART IS NOT USED WITHIN 90 DAYS YOU WILL BE CHARGED FOR ART TIME.

Designed Exclusively For:

COLORS SHOWN ARE FOR REPRESENTATION ONLY. ACTUAL PAINT OR VINYL GRAPHICS MAY NOT MATCH INK COLORS ON LAYOUT.

CLIENT: _____

Date: _____

Sales Rep: JESSICA