

*CITY OF  
MARSHFIELD*

# DEVELOPMENT GUIDE

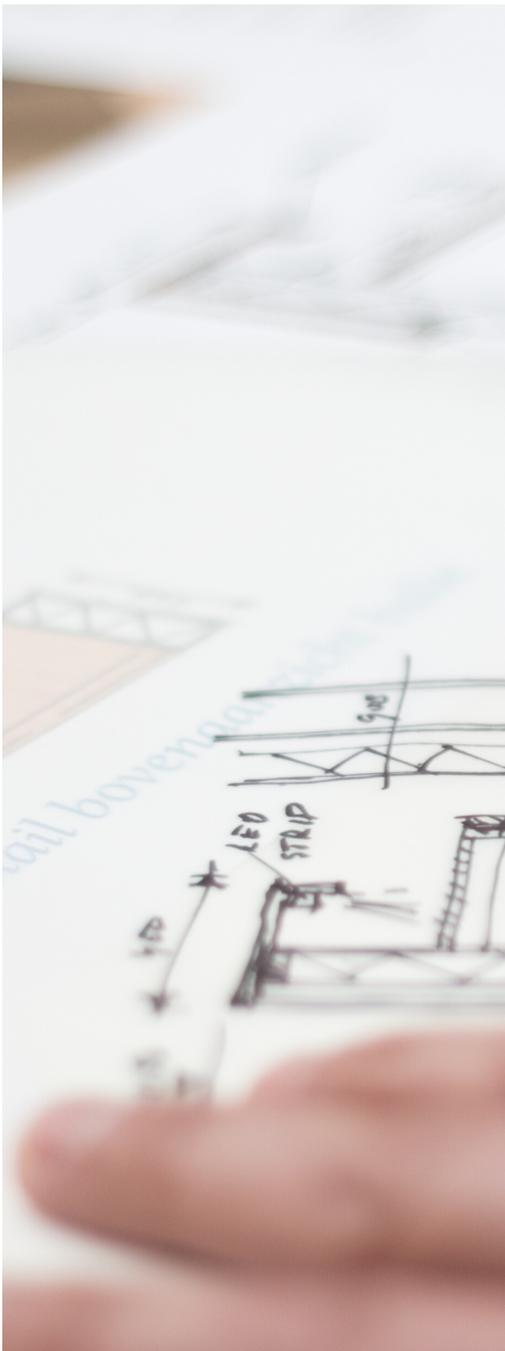
*UPDATED JANUARY 2020*



*PREPARED BY*  
Development Services  
Department



# DEVELOPMENT REVIEW PROCESS



This Development Guide outlines the development process for all who are interested in investing in Marshfield including developers, engineers, architects, and property owners.

Our development guide begins with a pre-development review meeting that allows developers to share their proposals with the Development Services staff. Essentially any construction project performed in the city of Marshfield will require some sort of review and approval from the Development Services Department. The department consists of residential and commercial building inspectors, zoning administrator, and planning and economic development staff members. You should contact the Department at 715-486-2016 to determine which staff member to discuss the project with first. Typically, for a new construction project, the zoning administrator is the first point of contact. Depending on the specific project, review and approval may be required by the Plan Commission or be reviewed by the Development Review Team (DRT).

Thank you for your interest to invest and develop in Marshfield and we look forward to helping you throughout the process.

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## Development Review Process

### *Information*

The development review process is handled by the Development Services Staff and the Development Review Team (DRT), when required. The DRT includes representatives from the following departments: Development Services, Public Works, Fire Department, and Marshfield Utilities Water and Electric. The Development Services Department is the primary contact throughout the review and approval process. Contact the Department at (715) 486-2016 to determine the reviews and approval necessary for your proposal and to submit a DRT application. For new developments or additions, the first contact will likely be the Associate Planner (zoning administrator).

An application, preliminary site plan and other submittal information is required for DRT review of a project. The application & materials serve as the basis for discussions between the developer, the Development Services Department, and other City representatives. The DRT review process is intended to provide the developer with an advisory review of the project without incurring major costs and to improve the overall efficiency of subsequent reviews for all involved.

Projects that may require review by the Development Review Team and additional special approvals, dependent upon the particular circumstances, are listed below:

- Group and Large Developments
- Conditional Uses
- Commercial Development
- Industrial Development
- Rezoning
- Residential (3 or more units)
- Annexation Request
- Change in use
- 25,000+ sq. ft. building
- Planned Unit Developments (PUD)
- Preliminary Subdivision Plats



The zoning administrator may require a DRT review for other projects not specifically mentioned above.

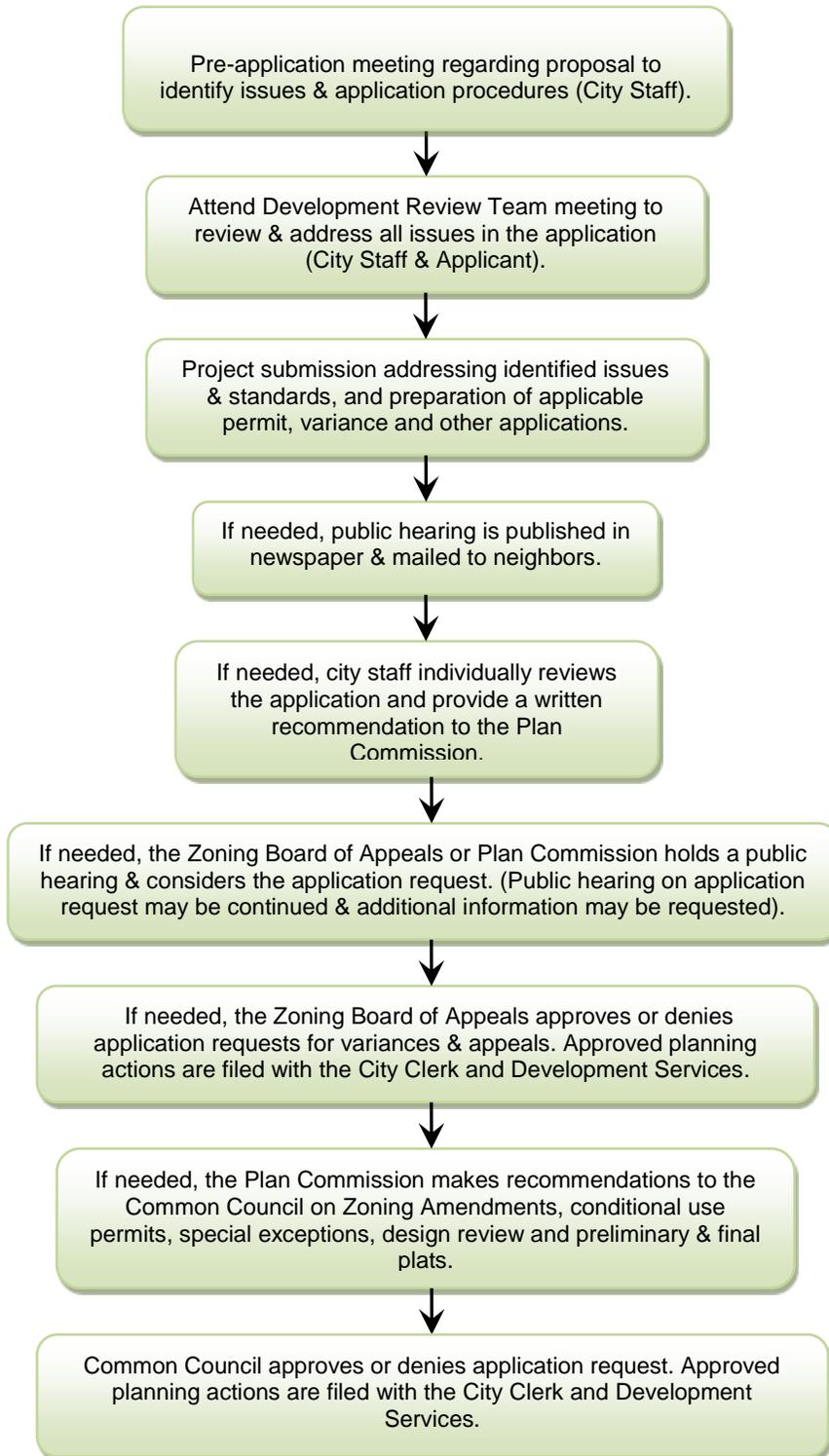
The development review process is intended to provide a single coordinated review process; however, certain projects may involve multiple step approval as summarized below and as further detailed on the process flowchart:

1. **Development Review Team (DRT)** meeting(s)

2. Application to the **Plan Commission** (if applicable)
3. **Common Council** approval (if applicable)
4. **Permits**

Detailed development requirements are contained within the Zoning (Chapter 18), Building (Chapter 15) and Subdivision (Chapter 19) Ordinances of the Municipal Code. The City of Marshfield Municipal Code is available on the City website at [http://ci.marshfield.wi.us/residents/municipal\\_code.php](http://ci.marshfield.wi.us/residents/municipal_code.php).

*Steps in the Development Review Process*



## Zoning Ordinance

Zoning review and approval is required for all development projects. The zoning administrator, also referred to as the associate planner, reviews projects for compliance with all applicable zoning regulations. Depending on how a property is zoned, the zoning administrator will issue a determination on the proposed use and identify review/permit processes.

A use determination will generally fall under 1 of 3 general categories:

1. **Permitted use** – Permitted as a “use by right” in a zoning district: apply for applicable development approvals/permits.
2. **Conditional use** – Permitted as a “conditional use” in a zoning district: apply for a conditional use permit.
3. **Prohibited use** – Prohibited under current zoning designation.

The zoning administrator also reviews design details of a proposed project to determine compliance with zoning regulations. The City of Marshfield Zoning Code (Chapter 18, Municipal Code) sets forth specific requirements for minimum building setbacks, maximum height and bulk of structures, minimum off-street parking requirements, and intensity to which land may be developed. The City of Marshfield Zoning Ordinance can be found online at <http://ci.marshfield.wi.us/Administration/Code/042019Chapter%2018.pdf>.

Zoning does not specify minimum construction standards; these are set forth in separate building codes. Zoning protects the rights of property owners while promoting the general welfare of the community. By dividing land into categories according to use, and setting regulations for these categories, a zoning ordinance can govern private land use and segregate incompatible uses.

It is important to contact the zoning administrator early in the process to ensure that the proposed development is meeting all requirements. Without meeting zoning requirements, the development may not be able to move forward in the approval process.

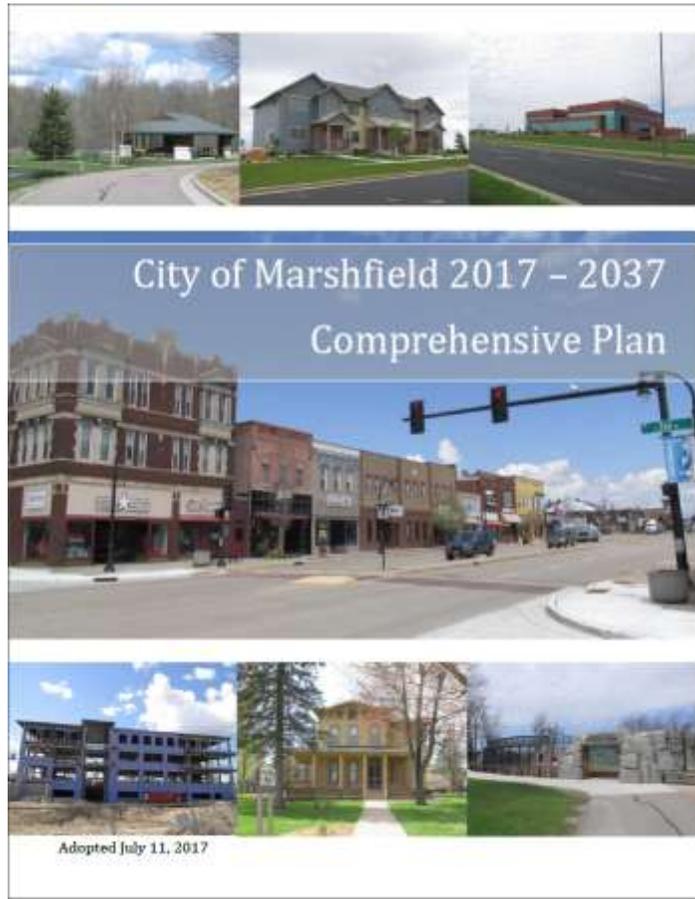
## Comprehensive Plan

Marshfield has created a comprehensive plan for the community based on a process of adoption involving input from community leadership and the public at every stage of the planning process. The intent is to provide a current report of the community's vision for the future of Marshfield. The vision will provide the framework to guide the community in identifying values, setting goals and objectives and policies for future development of the City over the next 20-year period.

In accordance with Wisconsin legislation, beginning on January 1, 2010, if a local governmental unit engages in official mapping, subdivision regulation, or zoning, those actions must be consistent with the community's comprehensive plan. This will make land use decisions much more predictable. Any requested alterations will require an amendment to the Comprehensive Plan.

Our current Comprehensive Plan was adopted July 11, 2017. The Marshfield Comprehensive Plan is a long-range policy document consisting of goals, objectives and policies prepared to meet the State's definition of a comprehensive plan as defined under Section 66.1001. The Marshfield Comprehensive Plan is a guide that elected officials and residents of Marshfield can use for directing growth and redevelopment in the community. The Plan and all relevant documentation can be found on the City's website

[http://ci.marshfield.wi.us/departments/development\\_services/comprehensive\\_plan.php](http://ci.marshfield.wi.us/departments/development_services/comprehensive_plan.php)



## **Variance Requests**

### *What is a Variance?*

A variance is "a relaxation of the terms of the Zoning Ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions of the applicant, a literal enforcement of the chapter would result in unnecessary and undue hardship" (Municipal Code, Section 18-12). Variances are often requested in order to build a structure at less than the required setback.

A variance request is heard by the Zoning Board of Appeals, which takes into account specific findings (i.e., facts and conditions) associated with the property and the request. These findings are:

1. There are unnecessary hardships present that are not self-created.
2. There are unique property limitations that limit the ability to observe the spirit of the ordinance.
3. The variance will not be contrary to or harm the public interest.

The Zoning Board of Appeals may additionally consider these factors in their decision.

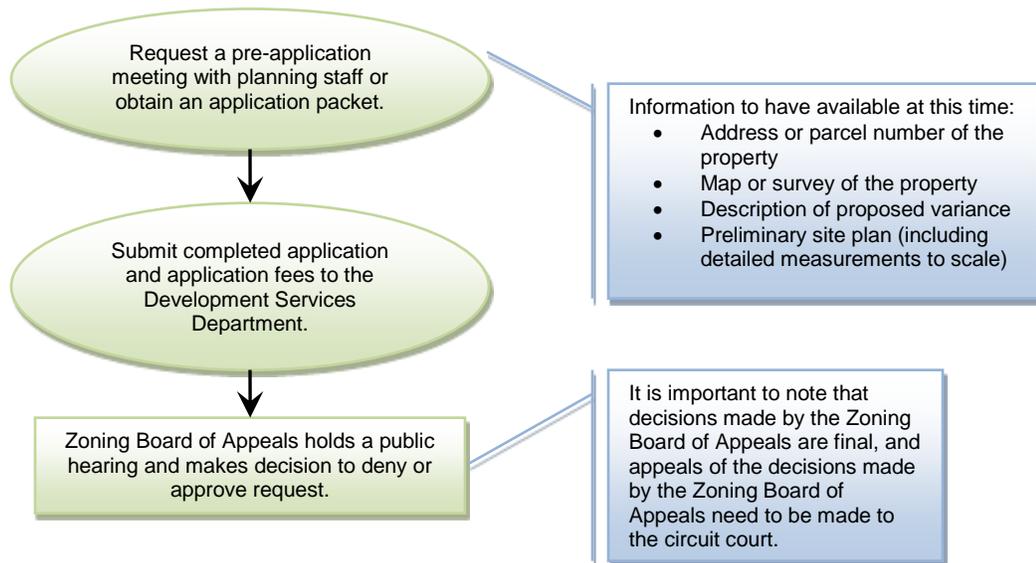
1. Exceptional Circumstances
2. Natural Causes
3. Preservation of Property Rights
4. Absence of Detriment
5. General Nature
6. Minimum Variance Required

Details of these findings are in Section 18-165 of the Municipal Code, which can be found on the Internet at the City's website.

### *What is an Appeal?*

This process is also used in regard to appeals where the applicant finds error in any order, requirement, interpretation, or decision made by city staff in the administration or enforcement of the zoning ordinance.

## Steps in the Variance Process



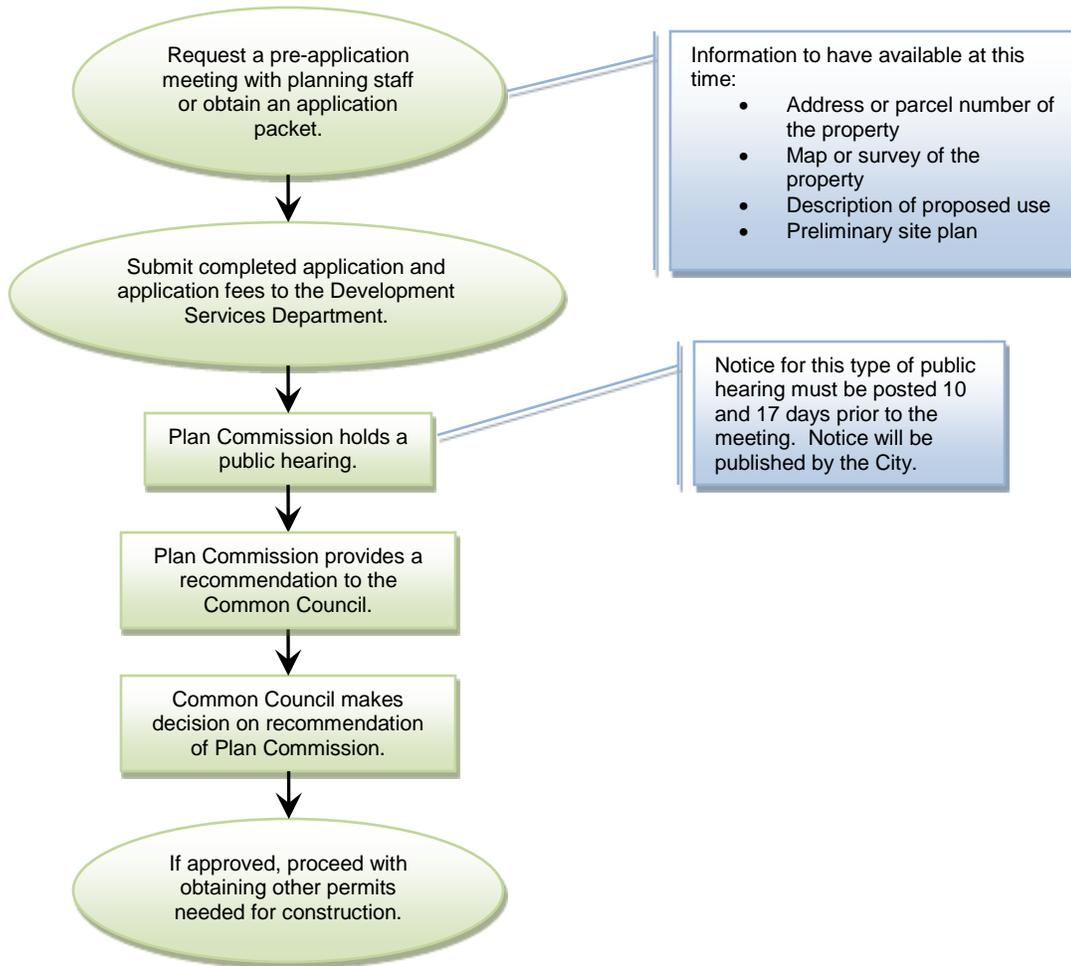
Note: Oval indicates developer, owner, or contractor responsibility.

Rectangle indicates City responsibility. Grey boxes indicate special items to take note of.

## Conditional Use Permits

A conditional use is a development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. Conditional uses are listed under each zoning district in the zoning ordinance. A Conditional Use Permit (CUP) is required for such uses of your property. A CUP is also required for requesting for special exceptions to standards for certain land uses and activities. It is important to note that the CUP generally runs with the land, and is not tied to the property owner. Thus, a new owner of a property may continue to use the property as authorized by a CUP, provided that the conditions of the CUP are met. The required application form is available from the Development Services Department (City Hall, 207 West 6<sup>th</sup> Street) and on the City website. Specifics of submittal requirements are included on the application form.

*Steps in the CUP Process*



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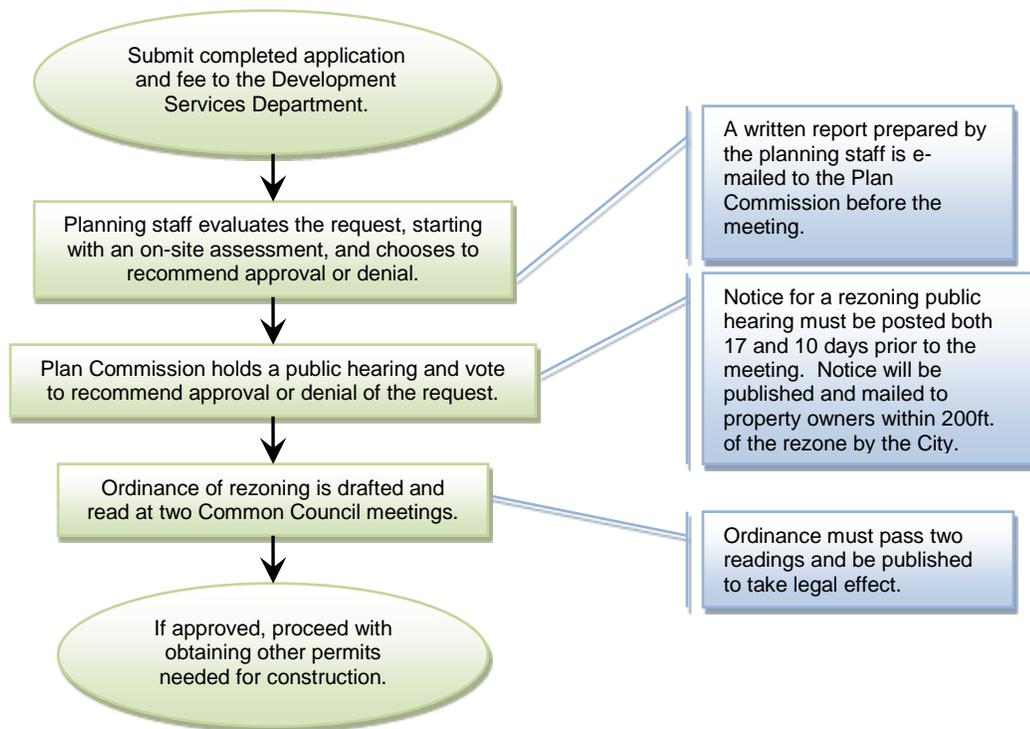
## Rezoning

When a property owner wants to use land in a way that is not permitted by the current zoning of his or her property, the owner may request a rezoning of the property to a classification which permits the desired use. The proposed rezoning request shall be consistent with the findings of the City's Comprehensive Plan and the Future Land Use Map. To inquire about rezoning your property, contact the Associate Planner.

Generally, rezoning may be justifiable under one of the following three circumstances:

1. When the requested rezoning is consistent with the Comprehensive Plan adopted by the Common Council.
2. When there was an error or oversight in the original zoning of the property.
3. When changes have occurred to conditions in the vicinity of the property which prevent the reasonable use of the property as currently zoned.

### *Steps in the Rezoning Process*



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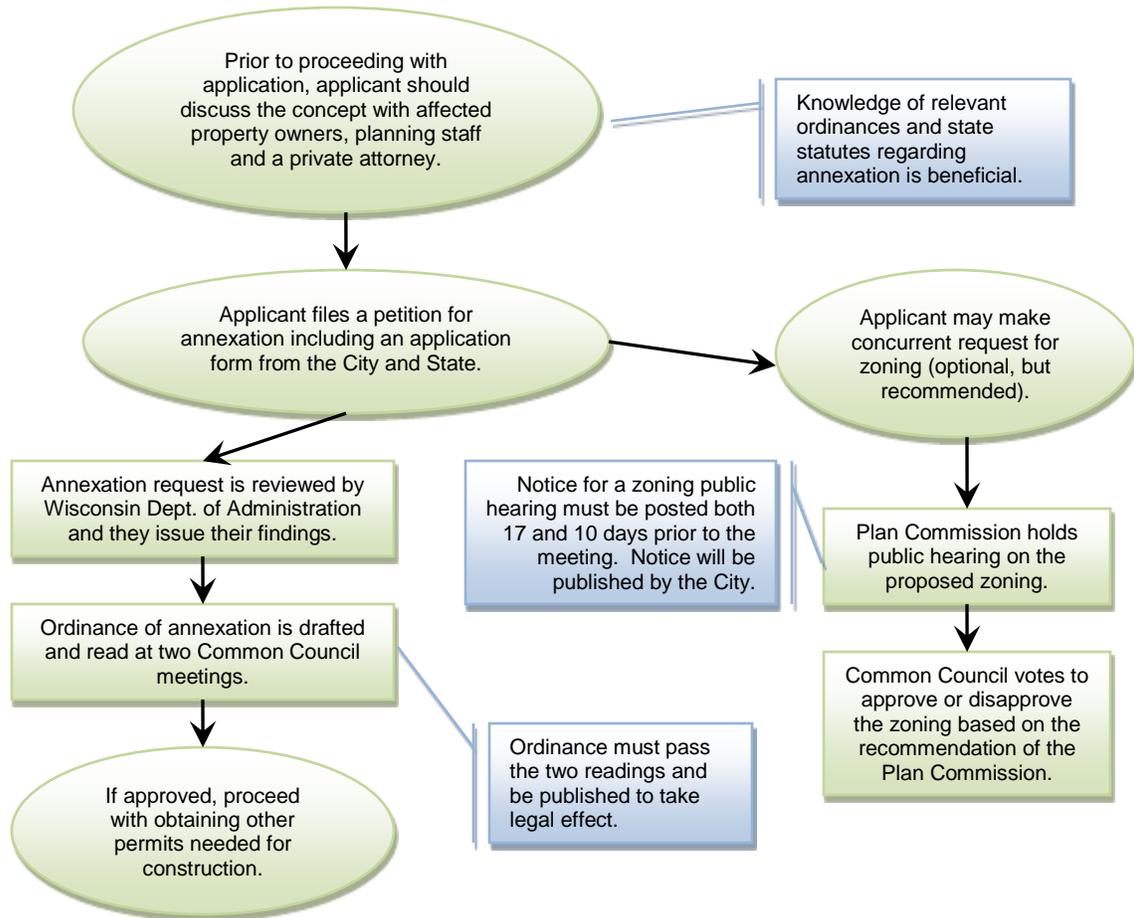
## **Annexation**

Annexation is the process by which land that is currently located in the unincorporated areas of Wood or Marathon counties, and which shares a common boundary line with a city, becomes part of an incorporated city, such as Marshfield. The process of becoming annexed into the City of Marshfield has several steps, including at least one public meeting. The fee for an annexation application is variable based on property characteristics as determined by City policy. The City policy can be found at: [http://ci.marshfield.wi.us/staff/chapter\\_7\\_development\\_services.php](http://ci.marshfield.wi.us/staff/chapter_7_development_services.php)

If located in a Cooperative Boundary Area, additional approvals may be needed and the City Planner will help guide the applicant through this process. The Wisconsin statutes authorize several different annexation methods. Those include:

1. Annexation by Unanimous Approval (most common)
2. Annexation by One-Half Approval
3. Annexation by Referendum
4. Annexation by City or Village Initiated Referendum
5. Annexation of Town Islands
6. Annexation of Territory Owned by a City or Village.

*Steps in the Annexation Process*



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 Dashed shapes indicate an optional, but concurrent process.

## **Sign Permits**

The Marshfield Sign Code, Chapter 24 of the Municipal Code, is a regulatory document adopted by the City that is designed to govern the use, approval, construction, change, replacement, location and design of signs and related informational tools within the City. The sign code is not intended to and does not restrict, limit or control the content or message of signs.

A permit is required to display any new sign or to alter or change the sign face of an existing sign. Applications for permits are available through the Development Services Department and on the City's website. Contact the associate planner for questions.

## **Historic Districts**

The City of Marshfield has a Historic Preservation Committee that promotes preservation through the Marshfield Municipal Register of Historical Places. This register contains a listing of property that has historical significance based on architectural standards, the significance of a former resident, or the designer or builder. Once a property is listed, changes to the exterior must be approved by the Historic Preservation Committee through a Certificate of Appropriateness. Through this process the Committee will help you choose improvements that are in keeping with the historic nature of your property. The Committee does not have to approve changes to the interior of any historic properties.

An application to be listed in the register may be completed and submitted to the Development Services Department. To make improvements to the exterior of a historical property, a Certificate of Appropriateness may be obtained through approval of the Historical Preservation Committee. Properties listed in the Marshfield Municipal Register are not necessarily listed in state and national registers. State and national registers list many local properties, and may provide tax incentives for the properties listed. The national register can be found online at <http://www.cr.nps.gov/nr/>, and the state register can be found online at <http://www.wisconsinhistory.org/hp/register/>. Local historic district information can be found online at [http://ci.marshfield.wi.us/businesses/historic\\_preservation/index.php](http://ci.marshfield.wi.us/businesses/historic_preservation/index.php).

## **Building Permits**

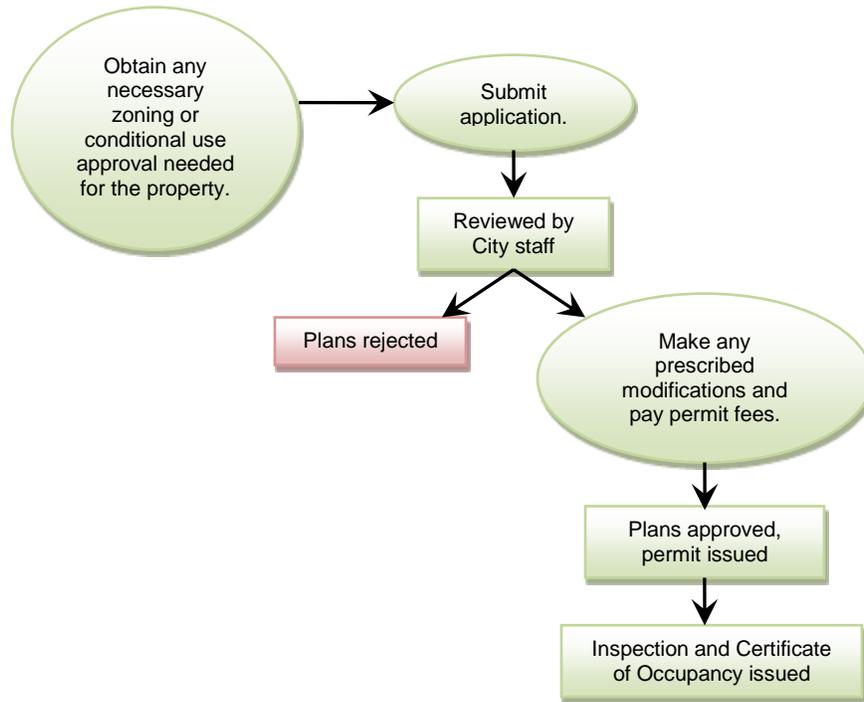
### *General Information*

Building permits for both residential and non-residential work are required for all new structures, demolitions, additions, and most alterations. A residential building permit is also required for fences, decks, detached garages and accessory buildings. Regardless of what type of building permit is required, the applicant should check with all zoning regulations that may or may not be applicable to the location, height, and size of the project. A building permit is generally not required for minor repairs which would not change the use, area, structural strength, fire rating, room arrangement, light or ventilation, access to or the manipulation of a required exit from.

Depending on the type of project and the limitations of what the City of Marshfield is allowed to review, plans may be required to be submitted by the Wisconsin Department of Safety and Professional Services. Those limitations pertaining to non-residential buildings can be found in SPS 361.60(5) and the requirements for new one- and two-family residences can be found in SPS 320.09.

Separate permits may also be required for plumbing, heating and electrical systems whenever changes are being made to a building. Depending on the scope of the work to be performed, rough-ins for building, heating, and plumbing are required prior to being concealed. A final inspection is required prior to occupancy of the building or the space of an alteration. For questions regarding building permits or inspections, please contact the Development Services Department at 715-486-2016 (City Hall, 207 West 6<sup>th</sup> Street) for more information.

## Steps in the Building Permit Process



Note: Oval indicates developer, owner, or contractor responsibility.  
Rectangle indicates City responsibility. Dashed oval indicates preliminary steps.

## Site Plan Requirements

Site plans shall include the following minimum information (as applicable to project):

### General Site and Plan Information:

- Name, Address, and Phone number of engineer, architect, or builder
- Date of plan preparation and revision dates
- North arrow
- Written and graphic scale
- Property information (address, lot number, and/or parcel ID.)
- Legal description of the subject property
- Adjoining streets and alleys
- Size of lot and lot line dimensions
- Driveway locations, dimensions and setbacks (existing and proposed)
- Easements on property
- Location of nearest manholes and water, storm, and sanitary sewer mains
- Existing and proposed buildings (dimensions and sq. ft.)
- Setbacks of buildings
- Fire lanes, water mains and hydrants

- Storm sewer (storm water management)

General Grading Information:

- Existing and proposed contours
- Finished floor elevations
- Erosion control plan

Additional Zoning Information:

- Existing and proposed use
- Existing zoning district(s) and proposed zoning district(s), if different
- Projected number of residents, employees, and/or daily customers
- Projected number of dwelling units and density
- Off-street parking and loading plan including layout and dimensions of parking spaces, handicapped parking, driveways, drive aisles and loading spaces
- Parking lot and driveway setbacks
- On-site circulation pattern (diagram to indicate ingress/egress and movement of vehicles, goods, people, vehicle stacking.)
- Dumpster location with screening information
- Lease agreements for parking (if applicable)
- Total square footage of parking lot surface
- Landscape plan (species specific with schedule of plantings and calculation of total landscaped area)
- Proposed sign location

The zoning administrator and/or building inspector may require additional information depending on the specific project.

*Plumbing Inspection and Permits*

In planning a development, be familiar with the plumbing requirements and contact the plumbing inspector (inspector II) before beginning any work. The City of Marshfield requires a fee be paid before connecting to any municipal water or sewer main. This fee will support plumbing renewal and inspection. It is also important to note that, all water pipes or lines laid underground should be type K copper tubing, or Class 52, cement lined, polywrapped, ductile iron from the city water main to the curb stop. If a business will be located within a development that may discharge a wastewater requiring monitoring, a monitoring manhole will be required to be installed.

For more information regarding plumbing requirements in the City of Marshfield, contact the plumbing inspector (inspector II) in the Development Services Department at (715) 486-2017 (City Hall, 207 West 6<sup>th</sup> Street). Before starting any digging, contact the Digger's Hotline at 1-800-242-8511 for location of any underground utilities.

## *Electrical Requirements and Permits*

A complete wiring plan including any exterior site wiring including utility installations, such as electrical, phone, and cable, is required for each site plan. Also included in the wiring plan would be proposed exterior lighting and signs. The interior plan needs to be complete including receptacles, lighting layout and luminaire (fixture) switching. Information also needs to show compliance with the State of Wisconsin SPS 63 Lighting Energy Code. Submittal sheets need to have "luminaire (fixture) schedules". Information regarding the size and type of the electrical service is needed along with the location of all electrical equipment. Contact the electrical inspector (inspector I) in the Development Services Department at (715) 486-2018 (City Hall, 207 West 6<sup>th</sup> Street) for more information.

### **Moving Permit**

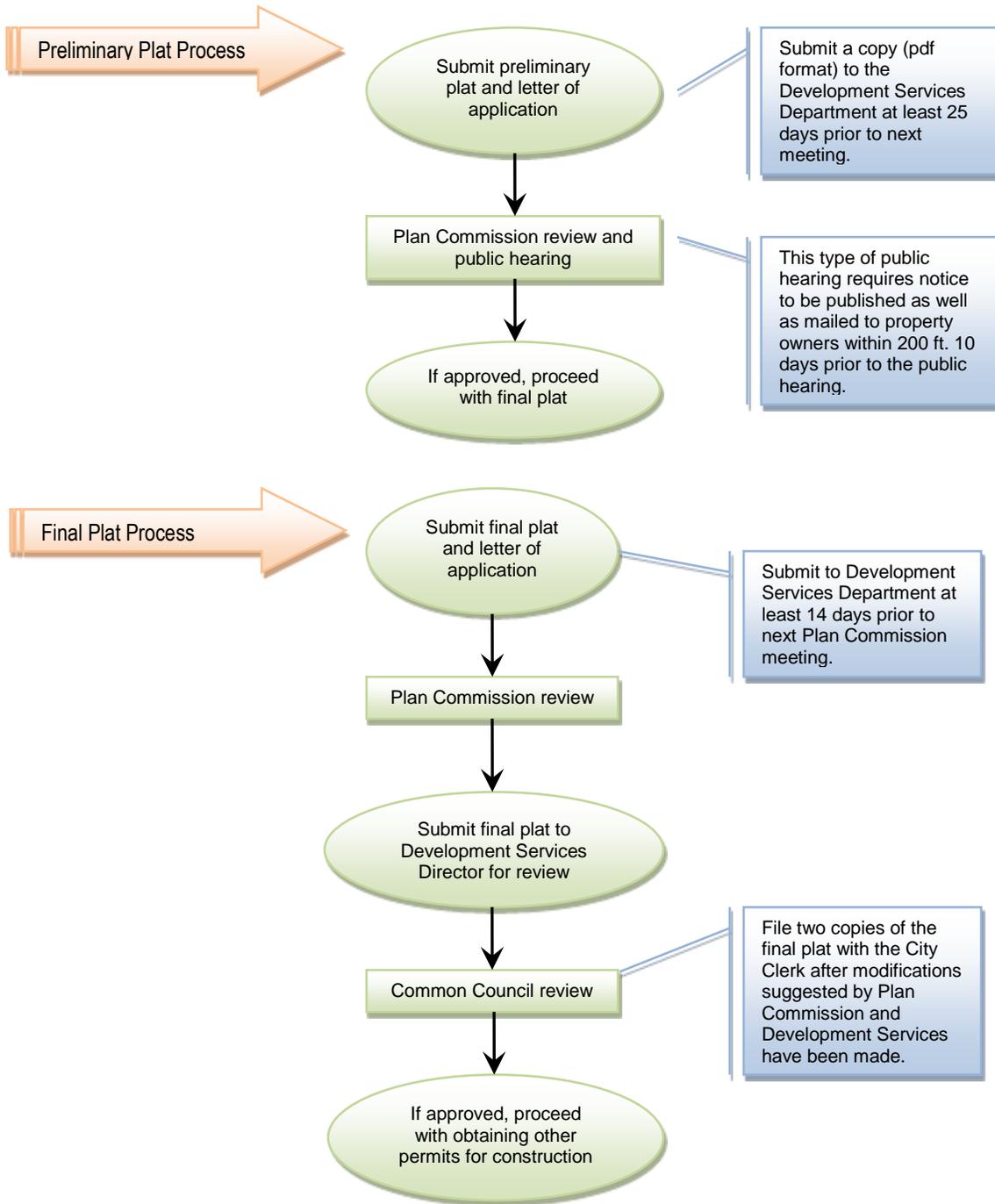
Generally, any structure being moved from one location to another location requires a moving permit. The Building Inspector I shall be notified of plans of moving a structure. In addition to a moving permit, the Common Council may need to give approval and hold a public hearing prior to the movement of the building. For more information on this section, please see Section 15-05 of the City Municipal Code.

### **Land Division**

The City of Marshfield has enacted a subdivision ordinance to regulate the platting of land within its corporate limits and extraterritorial plat approval jurisdiction area. The jurisdictional limits are all lands in the corporate limits of Marshfield and within a three-mile radius of its corporate limits. These regulations apply to all major and minor subdivisions and all replats. Land divisions involving less than five parcels where there is transfer of land because of inheritance or court order; leases, mortgages, or easements of less than ten years; or sale or exchange of land between adjoining owners that does not create a lot size smaller than the minimum allowed, are not subject to subdivision regulations.

A major subdivision is a land division that creates five or more parcels of 1.5 acres or less in an area in a period of five years or less. A minor subdivision is generally smaller than a major subdivision in the number of parcels created. A replat is a land division that would change the boundaries of a recorded subdivision. Please, see the subdivision ordinance (Chapter 19 of the Municipal Code available on the City website) for specific definitions of land division actions and plat requirements. General design standards may also be found in the subdivision ordinance, and have been put into place to ensure efficient and safe development. Depending on the specific project, dedication of parkland may be required or a fee in lieu may be accepted. For more information on this, please contact the City Planner or see Section 19-80 of the City Municipal Code.

*Steps in the Subdivision Process*



Note: Oval indicates developer, owner, or contractor responsibility.  
 Rectangle indicates City responsibility. Grey boxes indicate special items to take note of.

## **Lot Line Adjustments**

Lot line adjustments (lot splits, lot combines, or lot line adjustments) require a plat or survey to be prepared and reviewed by the Zoning Administrator for compliance with applicable zoning regulations. Typically, these adjustments are recorded through a certified survey map (CSM) and are reviewed by various City departments to determine that there are no issues with the adjustment. The cost of a certified survey map review is \$80 and should be sent into the Public Works Department. A certified survey map does not require Plan Commission and/or Common Council unless otherwise stated. The owner or applicant shall be responsible for recording the deed or other appropriate instrument with attached plat or survey as an exhibit to the deed with the County Registry.

## **Shoreland, Floodplain, and Wetland Zoning**

The City of Marshfield complies with the State of Wisconsin Shoreland, Floodplain, and Wetland Zoning Ordinance. This shall apply to all lands within the corporate City limits, except where annexed lands have greater restrictions put in place by Wood or Marathon Counties. In this case the shoreland, floodplain and wetland zoning with the greatest restriction will remain in effect. Information on the Wisconsin Shoreland, Floodplain, and Wetland Zoning Ordinance is available through the Associate Planner or the Wisconsin Department of Natural Resources. For more information, see Chapter 20 of the Municipal Code for Shoreland/Wetland Ordinance and Chapter 26 of the Municipal Code for Floodplain Ordinance.

## **Planned Unit Developments**

A Planned Unit Development (PUD) is intended to encourage more efficient use of land and provide more amenities by allowing, under certain circumstances, a more flexible means of land development and redevelopment than is otherwise permissible under the lot-by-lot restrictions of the other standard zoning districts.

Planned unit development provisions are intended for application to large and/or unique sites where a flexible approach to zoning regulations would facilitate more efficient use of the site and protection of natural resources achieved through clustering development and other innovative site planning and design techniques.

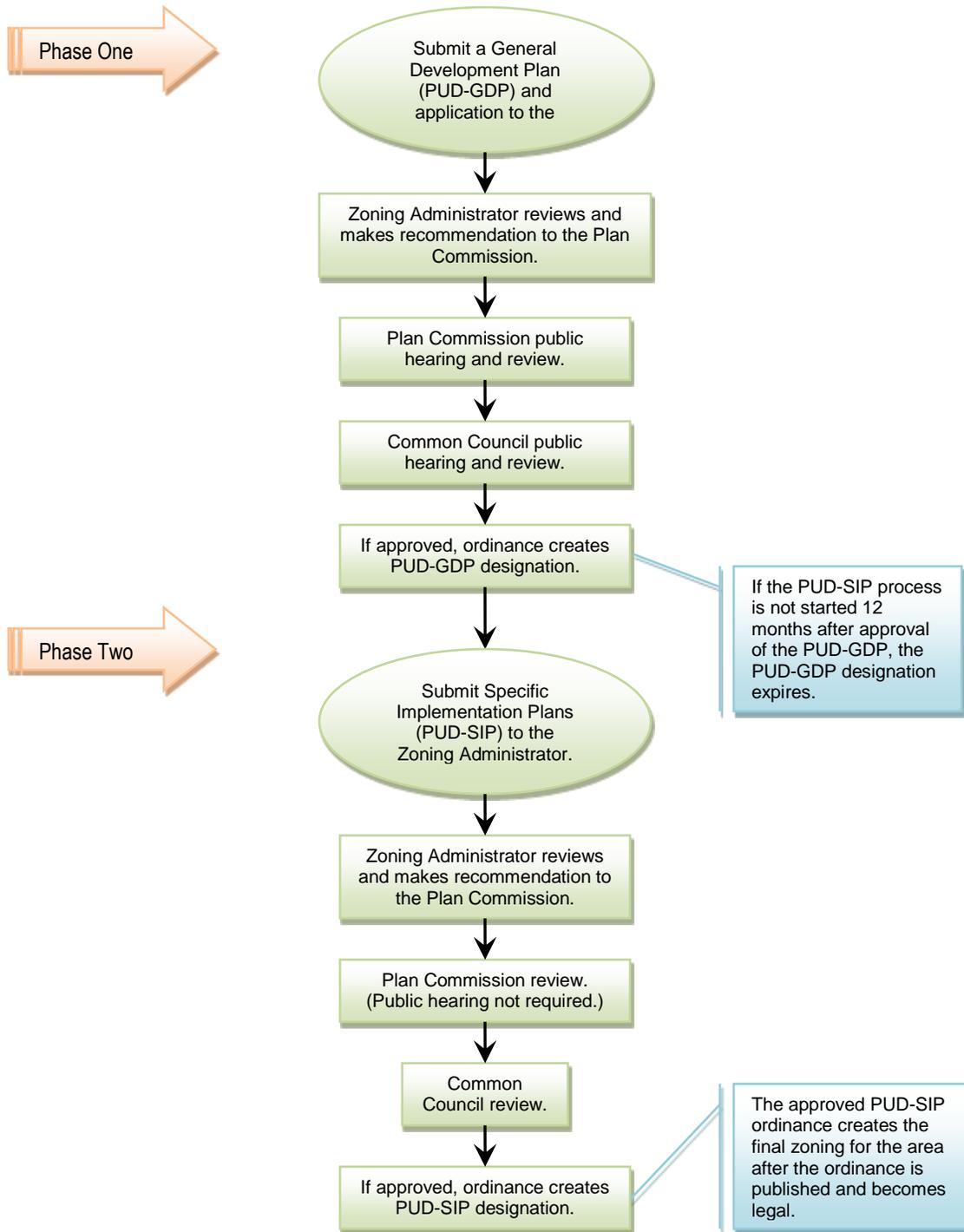
Typically, PUDs enable development of portions of a site at either higher densities or with less restrictive lot provisions in exchange for preserving other portions of the site in open space or providing above-normal site amenities.

Condominium projects with jointly owned common spaces and/or commonly owned structural walls, roofs, or other structural elements must be approved as PUDs if, as a

result of a condominium division of the land, the lot requirements of the district in which the development is located cannot otherwise be met. This requirement would apply to townhouses where the resulting lot size would be less than otherwise required.

City staff highly recommends scheduling an initial concept plan meeting prior to submission of a General Development Plan. City staff will be able to provide guidance about the process and inform the applicant on any challenges that may be presented for the development.

Steps in the PUD Process

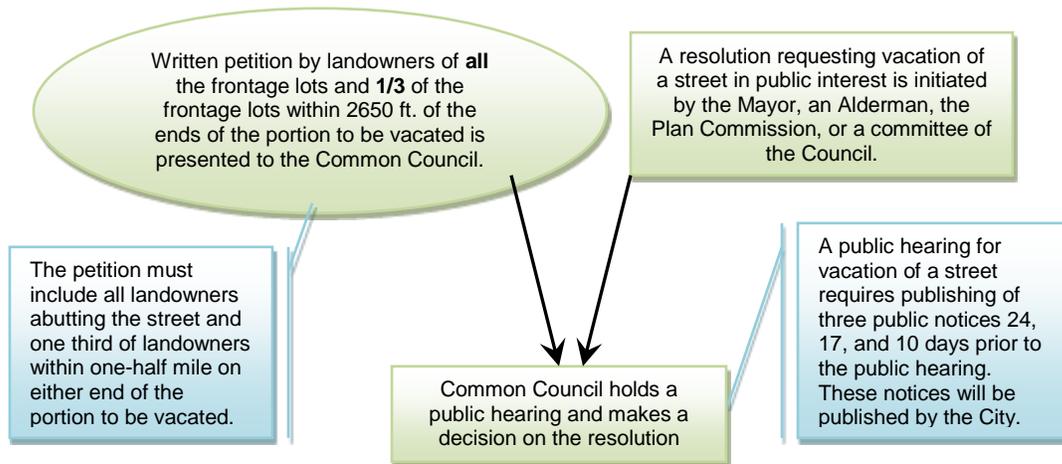


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## Street Vacation

The City of Marshfield or a landowner within the City may initiate a street vacation. The processes are similar in both cases. Street vacations involve providing adequate public notice, and no street may be vacated less than 45 days from when the process begins.

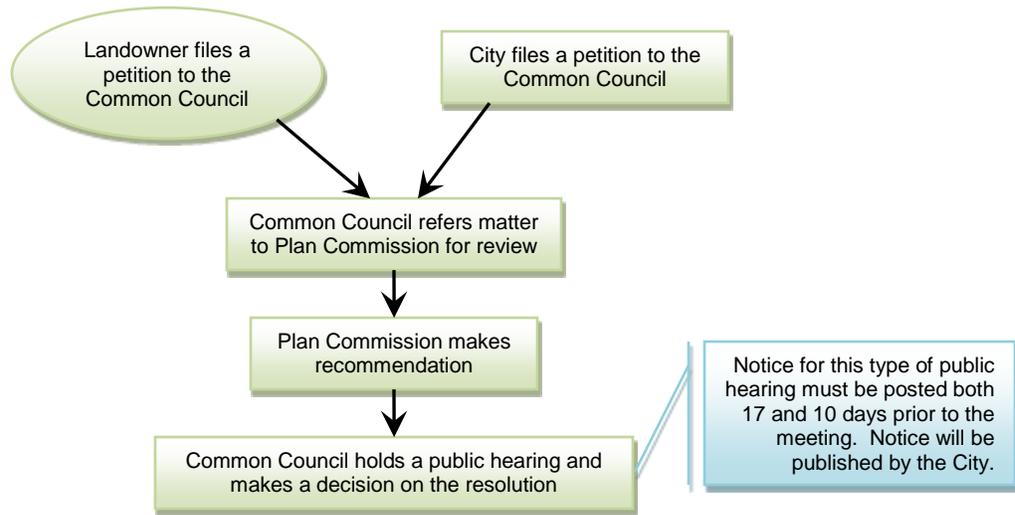
### *Steps in the Street Vacation Process*



## Changes or Additions to Master Street Plan

Changing, deleting or adding streets to the City's Master Street Plan follows a similar procedure as that of street vacation. The procedure is relatively simple, but must meet all legal requirements. For questions concerning this process contact the Director of Public Works at (715) 387-8424.

### *Steps in the Master Street Plan Change Process*



### **Erosion Control and Stormwater Management**

Federal law requires that construction sites with one acre or more of land disturbance requires a storm water permit to address erosion control and storm water management. If the project is a transportation construction project, the permit can be obtained through the Wisconsin DNR. If the project is of a public building or place of employment, the permit can be obtained through the Wisconsin Department of Commerce. Further information regarding storm water runoff can be obtained from the Wisconsin DNR.

Minimizing the amount of impervious areas (hard surface material that does not allow rainwater to pass through it) when designing your development provides greater opportunity for stormwater to naturally infiltrate back into the ground and reduces maintenance costs. Planning your construction to reduce the amount of erosion also helps prevent excess runoff of stormwater and debris into city sewer systems. Erosion can be controlled by planning to leave as much natural vegetation as possible, or taking manual steps to prevent erosion such as applying rip-rap or temporary bulkhead structures. For questions regarding erosion control and stormwater management within the City of Marshfield, contact the City Engineer at (715) 387-8424.

### **Sources of Financing for Development**

**Tax Increment Districts** or **Tax Increment Financing (TIF) Districts** are an economic tool approved by the State of Wisconsin. TIF funds originate from the tax money generated from an improvement or development that is greater than the tax generated by the site before the improvement or development. This tax increment money is then allocated to the city for its use in making street, water, and sewer improvements in the District during the life of the District. At the end of the TIF term, all of the taxes will

again be paid to the regular taxing bodies but at a much higher assessed valuation than would have been possible without the TIF. For more information regarding TIF Districts contact the Development Services Department by calling (715) 486-2016.

The **Small Business Administration (SBA)** is a good resource for small businesses and provides support and training in many areas. They also provide financial assistance through grants and loans. For more information about the SBA visit their website at <http://www.sba.gov>.

**Main Street Marshfield** is an organization that exists to enhance economic stability and a sense of identity in the community and encourage a downtown center of activity. They offer a Reinvestment Loan Program as well as a Sign and Façade Grant. For more information contact Main Street Marshfield by calling (715) 387-3299.

**Marshfield Economic Development Funds** may be available for land and site development. For more information contact Marshfield Chamber of Commerce and Industry by calling (715) 384-3454.

The **Wood County Revolving Loan Fund Program** offers businesses low interest loans to help them locate, expand or retain jobs in Wood County. For more information contact the Revolving Loan Fund Administrator, Wood County Planning and Zoning Office by calling (715) 421-8568.

The **North Central Wisconsin Regional Planning Commission-Regional Revolving Loan Fund** offers gap funding for area businesses. The loan sizes range from \$10,000 to \$150,000 with a low interest rate. For more information contact the North Central Wisconsin RPC at (715) 261-6565.

### **Technical Support**

Marshfield Area Chamber of Commerce and Industry (MACCI), provides leadership and support for the economic advancement of the community. They provide technical support assistance for new, existing or expanding businesses including new business start up assistance, locating available land or buildings, detailed demographic information, access to local, state and national loans and grants, and referrals and networking opportunities. MACCI is located at 700 S. Central Ave. and can be contacted by calling (715) 384-3454 or through their website at <http://marshfieldchamber.com>.

## **Glossary**

Annexation – Annexation is the process by which land that is currently located in the unincorporated areas sharing a common boundary with an incorporated city becomes part of that city.

Appeal – An appeal is a method of challenging a decision if one finds error in any order, requirement, or decision made by city staff in the enforcement of the zoning ordinance.

Certificate of Occupancy – A document issued by the building inspector stating the use of the building, the maximum load, and the maximum number of persons that may be accommodated on each floor of the building to be used for public purposes.

Comprehensive Plan – A comprehensive plan is a document created by a community designed to guide future community planning by providing a rational basis for local land use decisions.

Conditional Use – A conditional use is development which would not be generally appropriate within a district but might be allowed in certain locations within the district if specific requirements are met.

Easement – An acquired legal right for the specific use of land owned by others.

Historic District – A property or group of properties that has historical significance based on architectural standards, the significance of a former resident, or the designer or builder.

Master Street Plan – The official map showing the location and extent of all platted and existing streets, highways, parkways, railroad rights-of-way, public transit facilities, waterways, parks and playgrounds within the corporate limits of the City of Marshfield.

Planned Unit Development (PUD) – A development allowing more flexible uses than traditional zoning to encourage combining compatible uses under certain circumstances.

Plat – The drawing required for developments detailing all requirements as outlined in the Subdivision Ordinance.

Replat – The process of changing, or the map or plat the changes, the boundaries of a recorded plat.

Rezoning – The process by which a property may have its zoning changed because of circumstances that justify the change.

Setback – The minimum required distance between a building and a street or lot line.

Site Plan – The documents and maps detailing dimensional and other characteristics of the development site.

Subdivision – A portion of land divided into smaller parcels for real-estate development.

Variance – A relaxation of the zoning ordinance to accommodate unreasonable burden placed on the landowner by the zoning ordinance because of unique characteristics of the property.

Tax Increment Finance District (TIF) - an economic tool approved by the State of Wisconsin to encourage economic growth in underdeveloped areas.

Wisconsin Shoreland, Wetland, and Floodplain Zoning Ordinance – A zoning ordinance enacted by the State to provide universal protection for the state’s valuable water resources.

Zoning – A tool used to regulate land use by dividing uses into categories and setting regulations for these categories. A zoning ordinance is the legal description of these regulations and consists of the official text of the document and an official map delineating the boundaries of the zoning districts.

### **City Groups That May Review Your Project**

Common Council – The Common Council consists of the Mayor and Alderpersons, and has management authority over the city. The Common Council conducts all government powers allowed to the city.

Plan Commission – The Plan Commission consists of seven members appointed by the Mayor. The Director of Public Works serves as secretary for the Commission. The Plan Commission reviews developments, rezoning, conditional uses, and other planning-related activities within the city, and makes recommendations to the Common Council.

Zoning Board of Appeals – The Board of Appeals consists of five members appointed by the Mayor, serving staggered three-year terms. The Board of Appeals hears and decides all variance requests and appeals to decisions of Zoning Administrator and Building Inspector. This board holds quasi-judicial powers, and decisions made by this board may be appealed through circuit court.

Development Review Team (DRT) – The Development Review Team consists of representatives from the Development Services Department, Public Works Department,

Fire Department, and Marshfield Utilities. This team reviews and provides insight for large development projects.

Historic Preservation Committee – The Historic Preservation Committee consists of seven members. The members include one individual with a building design background, one individual with a historical background, three citizen members, a member of the Plan Commission, and an alderperson. The Committee promotes historic preservation by collecting historic community information, identifying historic properties, and preserving the character of historic properties.

Industrial Park Authority (IPA) – The Industrial Park Authority consists of five members. The Mayor, Director of Public Works, an Alderperson, and two qualified citizens serve to manage and supervise all city-owned industrial park districts. The Development Services Department serves as an advisor to the IPA.

Board of Public Works – The Board of Public Works is composed of five Alderpersons. This committee of the Common Council oversees all public works and keeps the streets, alleys, sewers and public places in repair.

## City Office Directory

|  |          |
|--|----------|
| Administration                           | 387-6597 |
| Airport                                  | 387-2211 |
| Assessor                                 | 384-3856 |
| Cemetery                                 | 486-2098 |
| City Attorney                            | 387-1155 |
| City Clerk                               | 384-3636 |
| Development Services                     | 486-2016 |
| Engineering Division                     | 387-8424 |
| Finance Department (Accounts Payable)    | 387-3033 |
| Finance Department (Cashier)             | 384-2992 |
| Finance Department (Ambulance Billing)   | 384-4600 |
| Fire and Rescue Department Business Line | 486-2094 |
| Information Technology                   | 384-2031 |
| Library                                  | 387-8494 |
| Marshfield Utilities                     | 387-1195 |
| Mayor                                    | 384-2919 |
| Municipal Court                          | 384-6903 |
| Non-Emergency Police and Fire Dispatch   | 387-4394 |
| Parks & Recreation                       | 384-4642 |
| Police Department Business Line          | 384-3113 |
| Public Works                             | 387-8424 |
| Street Division                          | 486-2081 |
| Wastewater Utility                       | 486-2007 |

## Community Associates

|  |          |
|--|----------|
| Marshfield Area Chamber of Commerce and Industry | 384-3454 |
| Main Street Marshfield Inc.                      | 387-3299 |
| Community Development Authority                  | 387-0528 |

**Site Consideration Overview:**

| <b>If your property needs a:</b>  | <b>Approvals that may be required:</b>  | <b>Approximate time required:</b> | <b>Review boards, commissions, or staff:</b>  |
|-----------------------------------|---|-----------------------------------|---|
| Change of building use            | <ul style="list-style-type: none"> <li>• Conditional Use Permit</li> <li>• Zoning Change</li> <li>• Change of Use Permit</li> </ul> | 45-60 days                        | <ul style="list-style-type: none"> <li>• Plan Commission</li> <li>• Common Council</li> </ul>                       |
| Interior building remodeling      | <ul style="list-style-type: none"> <li>• Building Permit</li> </ul>   | 3-7 days                          | <ul style="list-style-type: none"> <li>• City staff</li> </ul>  |
| Exterior building remodeling      | <ul style="list-style-type: none"> <li>• Building Permit</li> </ul>   | 15-30 days                        | <ul style="list-style-type: none"> <li>• City Staff</li> </ul>  |
| Demolition                        | <ul style="list-style-type: none"> <li>• Demolition Permit</li> </ul>   | 5 days                            | <ul style="list-style-type: none"> <li>• City Staff</li> </ul>  |
| New building                      | <ul style="list-style-type: none"> <li>• Building Permit</li> <li>• Conditional Use Permit</li> </ul>                               | 15-30 days                        | <ul style="list-style-type: none"> <li>• City Staff</li> <li>• Plan Commission</li> <li>• Common Council</li> </ul> |
| Signs                             | <ul style="list-style-type: none"> <li>• Sign Permit</li> </ul>   | 10 days                           | <ul style="list-style-type: none"> <li>• City Staff</li> </ul>  |
| Land division (major subdivision) | <ul style="list-style-type: none"> <li>• Subdivision Plat Approval</li> </ul>   | 45-60 days                        | <ul style="list-style-type: none"> <li>• Plan Commission</li> <li>• Common Council</li> </ul>                       |
| Land division (minor subdivision) | <ul style="list-style-type: none"> <li>• CSM Approval</li> </ul>  | 15-30 days                        | <ul style="list-style-type: none"> <li>• City Staff</li> </ul>  |
| Structure moved                   | <ul style="list-style-type: none"> <li>• Moving Permit</li> </ul>   | 30-45 days                        | <ul style="list-style-type: none"> <li>• City Staff</li> <li>• Common Council</li> </ul>                            |
| Street changes                    | <ul style="list-style-type: none"> <li>• Street Vacation Resolution</li> <li>• Master Street Plan Resolution</li> </ul>             | 90 days                           | <ul style="list-style-type: none"> <li>• Plan Commission</li> <li>• Common Council</li> </ul>                       |

**Permit and License Fees**

The fee schedule can be found on the Development Services Department website. This fee schedule may be subject to change. Call the Development Services administrative associate at 715-486-2016 if you have any questions regarding the fee schedule.