



CITY OF MARSHFIELD

MEETING NOTICE

**JOINT PLAN COMMISSION FOR THE
CITY OF MARSHFIELD-TOWN OF MCMILLAN
COOPERATIVE BOUNDARY PLAN
Friday, January 22, 2016
Conference Room 108, First Floor, City Hall Plaza
10:00 a.m.**

Agenda

1. Call to Order – Secretary, Josh Miller.
2. Election of Chairman.
3. Approval of Minutes – August 21, 2014.
4. Citizen Comments.
5. Discussion regarding neighborhood concerns with runoff and drainage along County Road E.
6. Update on the Draft Marathon County Zoning Code.
7. Discuss Checklist for Subdivisions in the Town of McMillan.
8. Update on Comprehensive Planning efforts.
9. Set Next Meeting & Agenda.
10. Adjourn.

Posted this 18th day of January by 5:00 PM by Josh Miller, City Planner.

 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 Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715) 384-3636.

CITY OF MARSHFIELD/TOWN OF MCMILLAN JOINT PLAN COMMISSION MINUTES
OF AUGUST 21, 2014 MEETING

Meeting called to order at 10:02 AM by Chairperson Lee in Conference Room 108 of City Hall Plaza.

PRESENT: Dave Swenson, Doug Lee, John Beck, Laura Mazzini, and Alderman Ed Wagner.

ABSENT: Michael Stockheimer

ALSO PRESENT: Alderman Gordy Earll; Jason Angell, Planning and Economic Development Director; Dan Knoeck, Public Works Director; George Asher, Town of McMillan resident; Gary Imhoff, Town of McMillan resident; Carolyn Optiz, Town of McMillan Chairperson; and, Josh Miller, City Planner.

Moved up agenda item “Discussion regarding neighborhood concerns with runoff and drainage along County Road E.”

Discussion regarding neighborhood concerns with runoff and drainage along County Road E.

- Town residents that live on Zyg expressed a concern with stormwater runoff they feel is coming off the Hilltop Park Apartments including property damage and road damage. Happened 4 times in one year. Pictures form a storm event this past June. They don’t feel the retention pond at the apartment complex is working properly.
- Knoeck mentioned that the former Someplace Else businesses expanded their parking area and added the outbuilding and that may be part of the problem. George Asher felt that the water goes along the lot line and carries east rather than go north to Zyg Street.
- They felt that the water was coming from Hilltop and going to their front yards, flooding the ditches.
- Pictures were given to Knoeck.
- City will review the plans and check if the ponds were built properly and are working properly.

Approval of Minutes – April 25, 2014.

JPC 14-04 Motion by Swenson, second by Wagner to approve the minutes of the April 25, 2013.

Motion Carried

Review the Scope of Authority and Responsibility for the County, Town, and Joint Plan Commission.

- Miller went through the process of reviewing CSM’s. The process is working well so far and staff will continue to monitor the process moving forward and let the Commission know if any changes are needed in reviewing major subdivisions and building permits.

Discussion about Town of McMillan rezoning.

- Lee explained that the Town reviews parcels every 2 years to make sure the land use and zoning coincide. It was a large scale rezoning. None affected land use or real estate taxes. Most common was going from Exclusive At to Transitional Ag.
- Section 28 went to Transitional Ag – accounts for about 400 acres.
- Transitional Ag is the first step towards developing the property.
- This was not part of the Ag Enterprise area which protects prime farmland.

Updates on County Road E and bike trail.

- The County is redoing County Road E from Ash Street to Sugarbush.
- They are currently working on repaving of County Road C from County Road E to Spencer. There is a blacktop plan being established off of Galvin.
- The work on County Road E is scheduled to start in the spring of 2015.
- Marathon County will do wide-paved shoulders along County Road E from Ash to Coachlight. County Highway Department is putting in application for Environmental Impact Fund to go all the way up Sugarbush with the wide shoulders.
- Some easements are in place for the bike trail, but they are still working on other easements.

Set Next Meeting & Agenda

- Next meeting subject to the call of the Chair or in a couple of months or sooner if we have to.
- Update on Zyg Street stormwater runoff.

Motion by Swenson, second by Beck to adjourn at 10.49 AM.

Motion Carried

Submitted by, Josh Miller
City Planner



City of Marshfield Memorandum

TO: Joint Plan Commission for the City of Marshfield-Town of McMillan
Cooperative Boundary Plan
FROM: Josh Miller, City Planner
DATE: January 22, 2016

RE: Joint Plan Commission Memo

Discussion regarding neighborhood concerns with runoff and drainage along County Road E.

City Engineer, Tom Turchi, will be in attendance to give an update on the stormwater issues from the Hilltop Apartment site.

Update on the Draft Marathon County Zoning Code.

John Bujalski will provide a brief update on the Marathon County Zoning Code revisions.

Discuss Checklist for Subdivisions in the Town of McMillan.

The Town of McMillan has put together a checklist for those subdividing land. Since this is the most common request we have that affects the Joint Planning Area, we thought it would be a good idea for the Joint Plan Commission to review the checklist (attached).

Update on Comprehensive Planning efforts.

The City of Marshfield is in the early stages of updating the City's Comprehensive Plan. The Town of McMillan has also recently updated their data tables in their Comprehensive Plan. Marathon County also has a draft of its latest updated plan on their website. Staff wanted to take some time to discuss some of those area planning efforts.

TOWN OF MCMILLAN SUBDIVISIONS

PURPOSE AND INTERPRETATION

OFFICAL NAME

The official name of these Regulations shall be “Subdivision Regulations of the Town of McMillan, State of Wisconsin “and shall be referred to herein as “these Regulations “.

PURPOSE

These Regulations are adopted to secure and provide for:

- A. The proper arrangement of streets or highways in relation to existing or proposed streets and highways and the thoroughfare Plan.
- B. Adequate and convenient open spaces for traffic, utilities, access of fire-fighting and public safety apparatus, recreation, light and air and the avoidance of congestion of the population.
- C. The orderly, efficient and appropriate development of land.
- D. The orderly and efficient provision of community facilities at the minimum cost and maximum convenience.
- E. Safe and convenient vehicular and pedestrian movement.
- F. The accurate surveying of land, preparing and recording of plats.
- G. The equitable handling of all subdivision plats providing uniform procedures and standards for observance by both the Township and sub divider.

AUTHORITY

The authority for the preparation, adoption and implementation of these Regulations is derived from State of Wisconsin Statute Chapter 236, which permits the adoption of uniform rules and regulations governing subdivision of land.

INTERPRETATION

The provisions of the Regulations shall be construed to be minimum requirements.

ADMINISTRATION

The Plan Commission shall administer these Regulations, except where specific authority is given to other officials as set forth in these Regulations.

CLASSIFICATION AND DETERMINATION OF SUBDIVISION TYPE

There are two basic types of subdivision:

- A. Minor Subdivision.** The Plan Commission may determine that a proposed subdivision of land is a minor subdivision if the proposed division of a parcel of land is along an existing public road, does not involve the opening, widening or extension of any road and does not involve more than Five (5) lots.
- B. Major Subdivision.** Any subdivision that does not meet the requirements of a Minor subdivision.

MINOR SUBDIVISIONS

- A. The sub divider must present to the Plan Commission the following:**
 - 1. Legal Description.** A legal description, of the parcel or parcels sought to be transferred, on a conveyance of the parcel or parcels.
 - 2. Survey.** Two (2) copies of a private survey by a registered surveyor of the parcel or parcels sought to be transferred.
 - 3. Pins must be set at all corners.**
 - 4. Public right-of-way acreage must be stated separately from the net acreage.**
 - 5. The surveyor must certify an actual field survey and state conditions and location of monuments already in place.**
 - 6. Sub-lots and secondary out-lots must comply with zoning requirements.**
 - 7. Minor subdivision fees. (see fee schedule)**
- B. Within 30 working days after submission of a minor subdivision or within a mutually agreed upon extension, the Plan Commission shall either approve or disapprove the application for transfer without plat.**
- C. The Plan Commission shall advise the Town Board within 10 days after approval or disapproval of their action on the application.**

MAJOR SUBDIVISIONS

Major Subdivisions shall follow the same guidelines as minor subdivisions with the following requirements:

- A. The submitter shall supply the Plan Commission with ten copies of the preliminary plan and discussion material to review prior to setting a date for a public hearing.**
- B. A construction agreement shall be negotiated with the township through the Town Chairman coordinating financial assurances for road construction, delivery routing, load limits and inspection fees. All other unforeseen hardships and matters are at the Town boards discretion.**
- C. Preliminary Plat Procedure.**
 - 1. Submission of Preliminary Plat. The preliminary plat application must include the following information:**
 - a. Surveyor of record.**
 - b. Proposed name of subdivision.**
 - c. Names, addresses and telephone numbers of owners, sub divider and registered surveyor or professional engineer.**
 - d. Boundary line survey.**
 - e. Easements.**
 - f. Roads on and adjacent to subdivision.**
 - g. Utilities on and adjacent to subdivision.**
 - h. Subsurface conditions on subdivision.**
 - i. Watercourses and areas subject to flooding.**
 - j. Marshes and/or wetlands.**
 - l. Zoning District.**

CONSTRUCTION REQUIREMENTS

No subdivision shall be approved until a bond or an irrevocable letter of credit is presented to the town board to guarantee the faithful performance of the construction of any and all new roads in the subdivision. The following construction standards shall be the responsibility of the sub divider:

- A. All fees relating to construction inspections.**
- B. The time line road surfacing agreement has been approved by the Town Board and signed by the town chairman.**
- C. Approval of any egress and ingress to county and/or state highways.**
- D. Lot width at road entry shall be 66'0'.**
- E. Maintenance of any and all retention or detention ponds shall be the responsibility of the sub-divider.**

FEES FOR PROCESSING SUBDIVISION APPLICATIONS

- FOR ALL SUBDIVISIONS, THERE SHALL BE A FILING FEE OF \$200.00 PLUS \$25.00 PER LOT FOR EACH LOT PROPOSED.**
- A \$300 SITE PLAN REVIEW FEE SHALL BE REQUIRED FOR ANY SUBDIVISION WHEREIN SITE PLANS ARE SUBMITTED OR ARE PART OF THE APPLICATION PROCEDURE.**
- A FEE OF \$_____ SHALL BE REQUIRED FOR EACH SITE INSPECTION BY THE TOWN OF MCMILLAN ENGINEER.**
- A FEE OF \$300.00 SHALL BE REQUIRED FOR ANY SUBDIVISION THAT INCLUDES RERESTRICT COVENANTS.**

