



**CITY OF MARSHFIELD**  
**MEETING NOTICE**

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**JOINT PLAN COMMISSION FOR THE  
CITY OF MARSHFIELD-TOWN OF MCMILLAN  
COOPERATIVE BOUNDARY PLAN  
Friday, January 13, 2017  
Conference Room 108, First Floor, City Hall Plaza  
10:00 a.m.**

Agenda

1. Call to Order – Chairperson, Penker.
2. Approval of Minutes – November 11, 2016.
3. Citizen Comments.
4. Discussion to address transportation concerns including intersections on State Highway 97 and the bicycle and pedestrian situation in the Joint Planning Area.
5. Review of the Town of McMillan's subdivision checklist.
6. Update of Hansen Subdivision (corner of Tammy Lane and Mann Street).
7. Update on comprehensive planning efforts.
8. Update on the Town of McMillan and County Zoning.
9. Set Next Meeting & Agenda.
10. Adjourn.

Posted this 6<sup>th</sup> day of January, 2017 by 5:00 PM by Josh Miller, City Planner.

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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.

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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 NOVEMBER 11, 2016 MEETING**

Meeting called to order at 11:00 AM by Secretary Miller in Conference Room 108 of City Hall Plaza.

**PRESENT:** John Bujalski, Michael Stockheimer, John Kaprelian, and Alderman Ed Wagner.

**ABSENT:** Bill Penker (excused): and Dave Swenson (excused)

**ALSO PRESENT:** Alderman Gordy Earll; Carolyn Opitz, Town of McMillan Chairperson; Tom Turchi, City Engineer; Paul Mancl, Town of McMillan resident; Steve Barg, City Administrator; and, Josh Miller, City Planner.

**Approval of Minutes – June 3, 2016.**

**JPC 16-07** Motion by Bujalski, second by Stockheimer to approve the minutes of June 3, 2016.

**Motion Carried**

**Citizen Comments.**

- None.

Miller stated that if there were no objections, agenda items would be moved so Tom Turchi could address topics while he was present.

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

- Turchi provided an update. The stormwater is now rerouted back to the pond at Hilltop. He has not seen about the ditch restoration. He will keep on them for that. He is also working on a stormwater drainage plan for Zyg.

**Discussing on Addressing Transportation Concerns including the Bicycle and Pedestrian Situation in the Joint Planning Area Transportation Plan.**

- Turchi said the crash rate from 2010-2016 is 0.79 crashes per year, but he can't calculate the intersection rating without the updated traffic counts. The DOT would need to be contacted about it.
- Bujalski said that people are still breaking the law and not following the sign and there is no enforcement.
- Opitz said the DOT made the intersection more dangerous than it was before. She has been talking to Jack Keefer with the DOT. The Town has concerns about Staadt and Galvin intersections at State Highway 97. We have to tell the DOT what information we want before talking to the state representatives.
  - Safety is the number one priority.
  - Lower the speed and/or add a round about?
- Wagner said that all the intersections that were a concern on Highway 10 east of Appleton were addressed with roundabouts. Wagner would be in favor of a roundabout.
- Bujalski said that Staadt has an issue with topography, but feels a roundabout at Galvin is necessary.

- Wagner asked if we know what the plans are for State Highway 97. There have been a lot of articles on the accidents, including fatal accidents that have taken place on the stretch between Stratford and Marshfield.
- Bujalski mentioned if they are planning on bringing State Highway 80 through to Galvin, we may have more support to get a roundabout.
- Opitz asked what we need from the DOT to go to the representatives in the legislature.
- Bujalski said we need to get information from the experts. We need traffic counts and accident history. Maybe take a video of people passing on the right. That is information that can be taken to the representatives.
- Kaprelian suggested Opitz tell the DOT that our idea is to add roundabout, but maybe there are other ideas.

### **Discussion about the Town of McMillan and County Zoning.**

- Bujalski said the Town has had two public hearings so far and will probably have a third. If the Town does not go with the County Zoning and they adopt their own, they always have the option to go back to County Zoning.
- If they opt out, they would adopt their own ordinance, but would likely take portions of the County code that pertains to the Township.
- Wagner asked if there would be a gap from opting out and where the Town would have no zoning. Bujalski said they would have something in place right away.
- Miller asked that if there are changes to the zoning that impact the Joint Planning Area to bring that back to the Joint Plan Commission as a courtesy.

### **Discussion about Town of McMillan Capital Improvements Plan and Mann Street repairs.**

- Opitz said they are starting the work today from St. Joseph Ave to State Highway 13. Then the Town is entertaining the option for a larger grant to complete work from County Road E to St. Joseph Ave.
- She reported that the Town has a very basic CIP plan in place right now, but won't adopt it until the first of the year. The decision that was made is there are people that have petitioned the Town to get the road blacktopped. They made the decision to not bring any new blacktop until they bring the existing blacktop up to good conditions.
- The Town has not raised the mill rate in several years. May have to raise it, but hoping not to if they can get enough done with the budget they get or get more state aid/grants.
- The traffic count on Mann was closer to 4,800 based on their own counts.
- Regarding the repairs on Mann, there are several areas where they will totally dig it out and replace it.
- Knoeck asked what the grant program was. Opitz said the LRIP and the TRIP (using for Mann). And the one grant program they would be going for is TRID. Knoeck mentioned the other grant out there is the STP funds.

### **Discussion of Hansen Subdivision (corner of Tammy Lane and Mann Street).**

- John Bujalski said the Town has a signed maintenance agreement. He also has the latest Certified Survey Map, which he believed was recorded. Opitz didn't think the Town ever approved the last Certified Survey Map. Miller added that the City did not either. The main concern is the private drive needs to be brought to Town standards and dedicated to the public. The Town will look into which map has been approved.

## **Update on Comprehensive Planning efforts.**

- Miller gave an update on the timeline for updating the City's Comprehensive Plan.
- The Town is updating the demographic data in the plan. Hoping to make the plan available on the Town's website once the changes are approved.

## **Set Next Meeting & Agenda**

- Next meeting is tentatively scheduled for Friday, January 13, 2017 at 10:00 am in the 1<sup>st</sup> Floor Conference Room.
- The agenda should include minutes from November 11, 2016, update on the Comprehensive Plan, future roads, bicycle, and pedestrian considerations for the Transportation Plan, update on Tammy Lane, intersections on State Highway 97, subdivision checklist from the Town, and other items that may arise.

Meeting adjourned at 11:14 AM.

Respectfully submitted,



Josh Miller  
City Planner



# City of Marshfield Memorandum

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TO: Joint Plan Commission for the City of Marshfield-Town of McMillan  
Cooperative Boundary Plan  
FROM: Josh Miller, City Planner  
DATE: January 13, 2017

RE: Joint Plan Commission Memo

**Discussion to address transportation concerns including intersections on State Highway 97 and the bicycle and pedestrian situation in the Joint Planning Area.**

It was suggested at the June meeting that prior to updating the Joint Planning Area Transportation Plan, the perceived concerns from the Commission should be discussed. The November meeting primarily focused on intersections along State Highway 97. Town Chairperson Carolyn Opitz has been communicating with the Wisconsin Department of Transportation about possible improvements that should be considered. Chairperson Opitz will be updating the Commission on discussions she's had to date.

Additionally, the Commission has expressed a desire to look at the current situation for pedestrian and bicycle accommodations. These topics were not covered in November. Included in the packet is an aerial photo of the Joint Planning Area as well as the City's Bicycle Transportation Plan. These issues will be discussed as they relate to the Joint Planning Area Transportation Plan the meeting.

**Town of McMillan's subdivision checklist.**

Last January, the Commission made some recommendations regarding the Town of McMillan's Subdivision Checklist. Suggestions from the Commission included the following:

- Add definitions.
- Include the Cooperative Boundary Area.

Included in the packet is the revised checklist. A reference was included about the 3 mile extraterritorial plat review area for the City of Marshfield. Additionally, egress and ingress approval to Township roads was included under "Construction Requirements." Staff wanted to bring this back to discuss what, if any definitions should be recommended to be included and see if there are any additional recommended changes to the checklist.

### **Update on Hansen Subdivision (corner of Tammy Lane and Mann Street).**

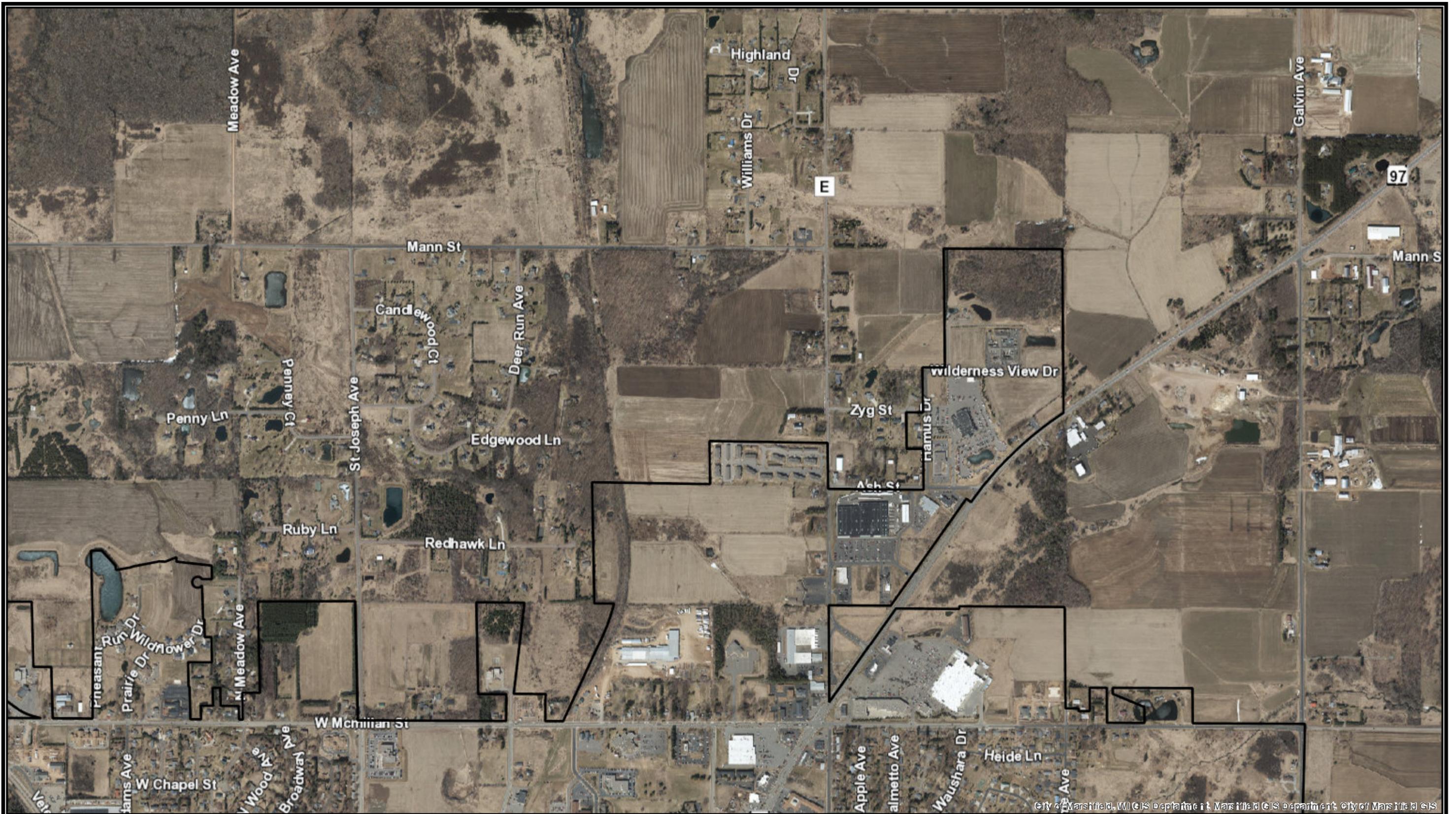
At the last meeting, there was some confusion as to what had been approved regarding the Hansen Certified Survey Map (CSM). The Town was going to look at their records to see what CSM, if any, had been approved. Chairperson Opitz will be bringing copies of the minutes to the meeting where the CSM was reviewed. The Redetzke and Hansen surveys are included in the packet.

### **Update on comprehensive planning efforts.**

In January, the City will be working on and reviewing the Intergovernmental Cooperation chapter in their Comprehensive Plan Update. Although the Comprehensive Plan for the Joint Planning Area was approved in 2013, staff thought it would be a good time to discuss any issues or opportunities that should be incorporated into the Comprehensive Plan. The 2013 Future Land Use Map is included in the packet.

### **Discussion about the Town of McMillan and County Zoning.**

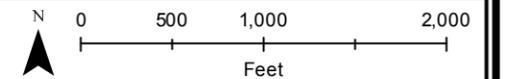
The Town of McMillan has an opportunity to opt out of County Zoning. Staff wanted to discuss what impact, if any, that may have on the Joint Planning Area. The Town has not made a formal decision yet.



# Marshfield GIS Map

Author: Marshfield GIS Department

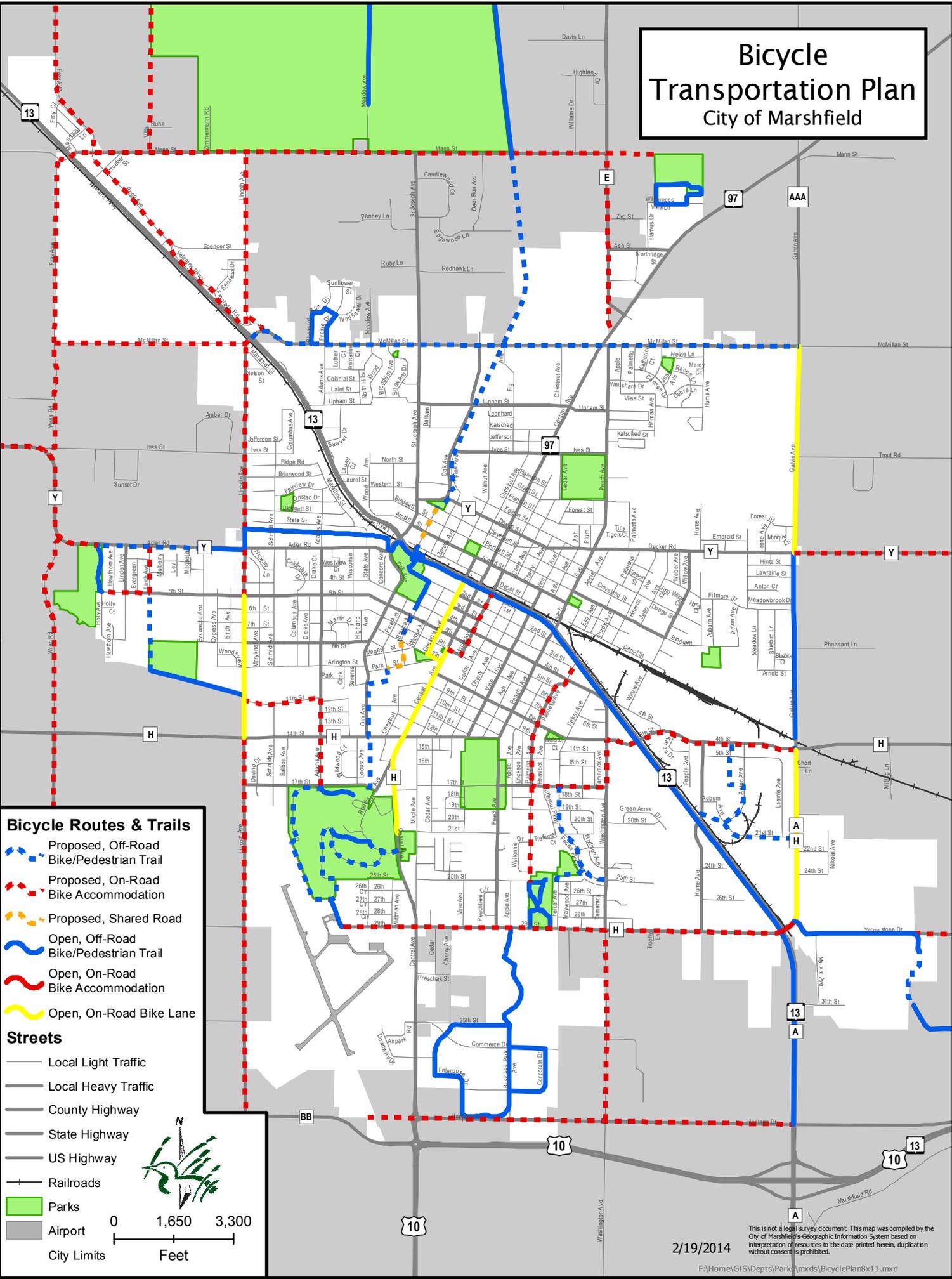
Printed: 11/4/2016



This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein.  
Sources: City of Marshfield GIS Department

# Bicycle Transportation Plan

## City of Marshfield

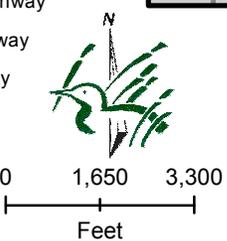


### Bicycle Routes & Trails

- Proposed, Off-Road Bike/Pedestrian Trail
- Proposed, On-Road Bike Accommodation
- Proposed, Shared Road
- Open, Off-Road Bike/Pedestrian Trail
- Open, On-Road Bike Accommodation
- Open, On-Road Bike Lane

### Streets

- Local Light Traffic
- Local Heavy Traffic
- County Highway
- State Highway
- US Highway
- Railroads
- Parks
- Airport



This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System based on interpretation of resources to the date printed herein, duplication without consent is prohibited.

2/19/2014

# TOWN OF MCMILLAN SUBDIVISIONS

## PURPOSE AND INTERPRETATION

### OFFICIAL 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 subdivider.

### 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 Town Plan Commission with ten copies of the preliminary plan and discussion material to review prior to setting a date for a public hearing. If the sub-division falls within the extraterritorial limit, an additional set of documents will be required for the joint township/city of Marshfield plan commission.**
- 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.**
    - m. Review of extraterritorial zoning within Three (3) miles of the city of Marshfield.**

## **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 township, 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.**



# CERTIFIED SURVEY MAP

MARATHON COUNTY NO. \_\_\_\_\_ VOL. \_\_\_\_\_ PAGE \_\_\_\_\_

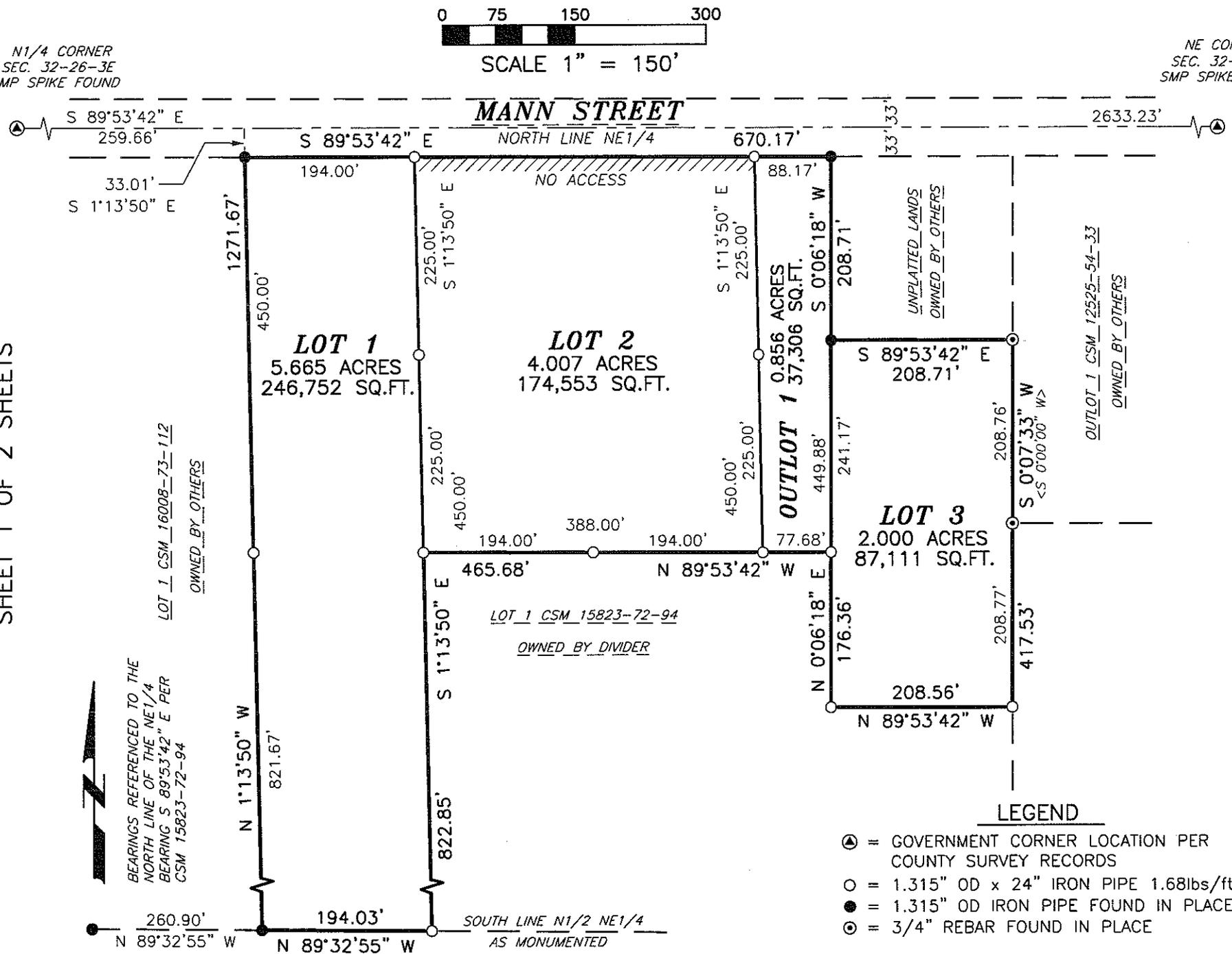
PART OF LOT 1 OF CSM 15823--72--94, LOCATED IN THE NW1/4 NE1/4, SECTION 32, TOWNSHIP 26 NORTH, RANGE 3 EAST, TOWN OF MCMILLAN, MARATHON COUNTY, WISCONSIN.

<p style="text-align: center;"><b>VREELAND ASSOCIATES, INC.</b> 6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 OR TOLL FREE (866) 693-3979 FAX (715) 241-9826 tim@vreelandassociates.us</p>	<p style="text-align: center;">PREPARED FOR: <b>JOHN WILLIAMS &amp; JEFF REDETZKE</b></p>
<p>FILE #: B-554 RADETZKE CSM DRAFTED BY: TIMOTHY G. VREELAND DRAWN BY: TIMOTHY G. VREELAND</p>	

SHEET 1 OF 2 SHEETS

N1/4 CORNER  
SEC. 32-26-3E  
SMP SPIKE FOUND

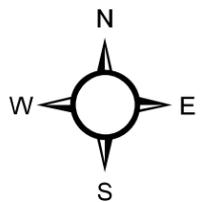
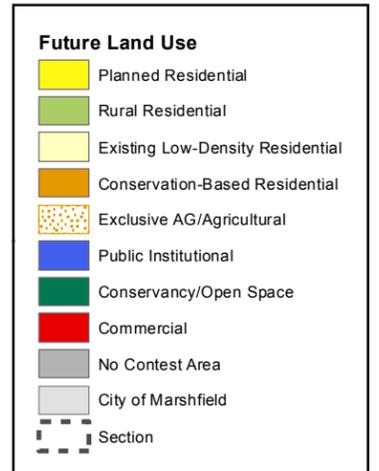
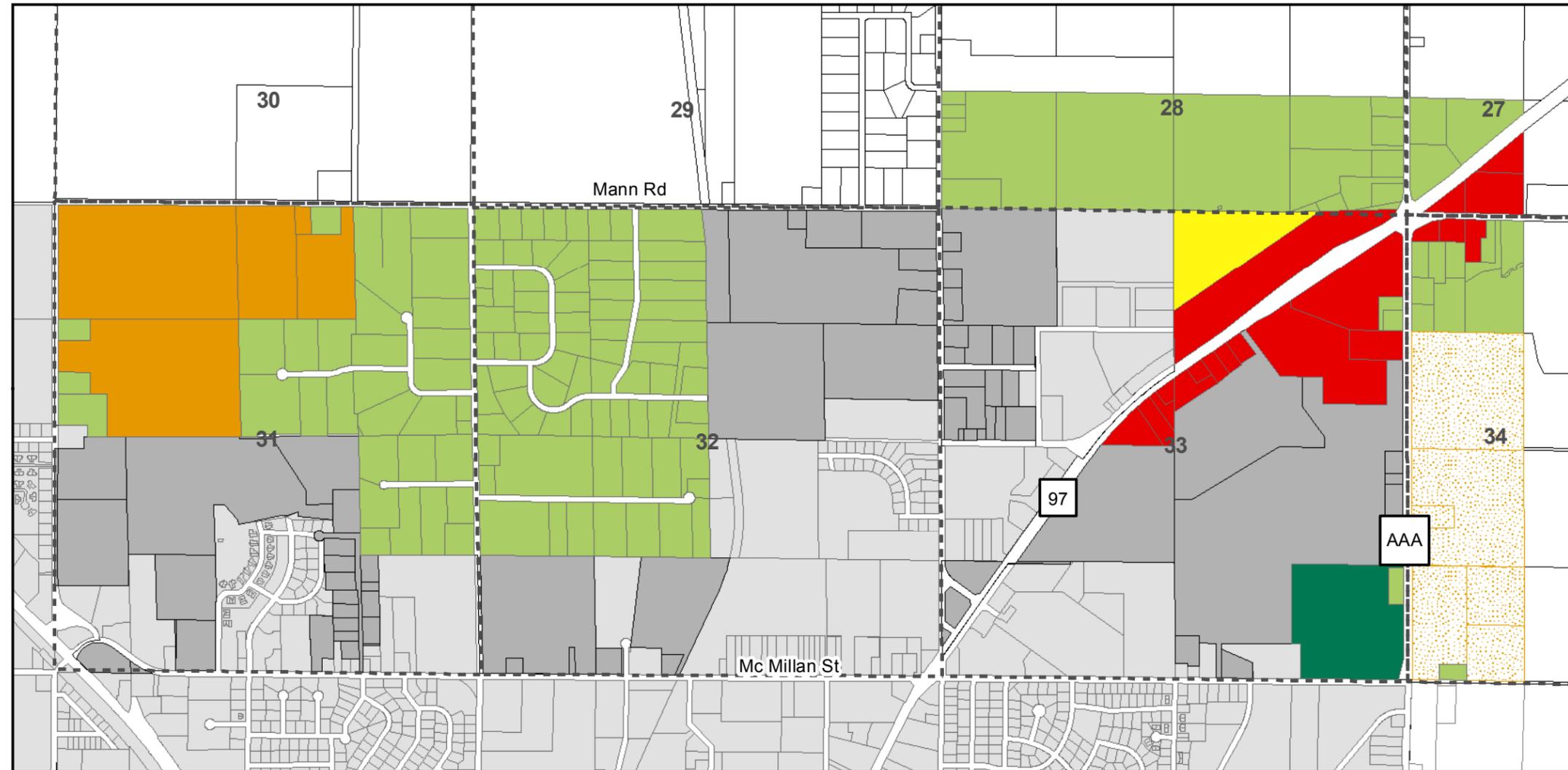
NE CORNER  
SEC. 32-26-3E  
SMP SPIKE FOUND



BEARINGS REFERENCED TO THE  
NORTH LINE OF THE NE1/4  
BEARING S 89°53'42" E PER  
CSM 15823-72-94



# Cooperative Planning Area - Future Land Use



Note: This Future Land Use Plan map was developed to show generalized location of land use.

June 11, 2013

## PLANNED RESIDENTIAL

**Policies & Recommendations:** Preserve the character of adjacent residential neighborhoods. Encourage future residential development that is sensitive to surrounding land uses & the natural environment.

- Development density : 1.5 du/ac . Densities greater than 1.5 du/ac may be permitted as transitional uses abutting commercial or industrial development.
- Clustered units or other planned low-density housing shall be incorporated into areas adjoining existing residential.
- Buffers and open space shall be provided when proposed development adjoins existing rural residential lots .
- Infill development shall be compatible in scale and housing type with the surrounding area.
- **Recommended Zoning: PR, RP**

## RURAL RESIDENTIAL

**Policies & Recommendations:** Protect the rural or semi-rural character of the area by limiting the density of development.

- Development density: 1 dwelling unit per two acres (.5 du/ac).
- The predominant development pattern shall be single-family detached homes.
- **Recommended Zoning: AR, AE**

## EXISTING LOW-DENSITY RESIDENTIAL

Existing single-family lots on the north side of W. McMillan Street developed at 1-acre in size or less.

- **Existing Zoning : RS 1/40**

## CONSERVATION-BASED RESIDENTIAL

**Policies & Recommendations:** Conserve open space and protect natural resources through implementation of conservation subdivision design .

- Development density (.5 – 1 du/ac).
- Protect scenic views of adjacent McMillan Marsh.
- Preserve sensitive environmental features.
- Provide a natural buffer from McMillan Marsh along Mann Rd.
- **Recommended Zoning: AE, AR**

## EXCLUSIVE AGRICULTURAL/ AGRICULTURAL

**Policies & Recommendations:** Preserve productive agricultural lands and farms by preventing land use conflicts between incompatible land uses.

- Adhere to 1 home per 35-acre density policy for residential development on Exclusive Ag. zoned land;
- Guide the placement of homes, driveways, and other uses to less productive soils and edges of agricultural fields.
- **Recommended Zoning: A-3, A-2, A-1**

## PUBLIC INSTITUTIONAL

**Policies & Recommendations:** Preserve area for future public institutional use.

- Buffers and open space shall be provided when proposed development adjoins existing residential lots.
- **Recommended Zoning: I**

## CONSERVANCY – OPEN SPACE

**Policies & Recommendations:** Preserve the municipal well field site and protect the ground recharge area from adverse development activities.

- Implement Wellhead Protection Zoning Ordinances .
- **Recommended Zoning: C, CV**

## COMMERCIAL

**Policies & Recommendations:**

- New commercial development should occur in clusters; avoid strip commercial.
- Direct future commercial development to the STH 97 corridor.
- Encourage “infill” commercial development.
- It is recognized that mining activities will continue as well as some of the smaller industrial uses.
- It is also recognized that some light industrial uses may appropriately locate in certain commercial areas.
- Natural vegetation, landscaping, and buffering should be added where existing industrial uses are redeveloped bordering residential areas.

**Recommended Zoning: C-1, B-3, M-1**