

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF JUNE 21, 2016**

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

**PRESENT:** Mayor Meyer, Ed Wagner, John Kaprelian, Joe Gustafson & Ken Wood

**EXCUSED:** Bill Penker

**ABSENT:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; Development Services Director Angell; City Planner Miller; Zoning Administrator Schroeder; the media and others.

**PC16-25** Motion by Wood, second by Gustafson to recommend approval of the minutes of the May 17, 2016 City Plan Commission meeting.

**Motion Carried**

**Citizen Comments: None**

**PUBLIC HEARING** - Conditional Use Request by Kim Christianson to allow the construction of a large accessory building exceeding the footprint of the principal single family dwelling unit, zoned "SR-6" Single Family Residential, located at 200 North Pine Avenue (Parcel 33-00699).

**COMMENTS:** Kim Christianson, 200 North Pine Avenue agrees with the recommendations and would like the 24 x 42 foot garage. She did request a provision be added to allow a temporary accessory building to remain for one year after the existing garage is removed. They would probably pour the concrete this summer and build the garage next summer.

**PC16-26** Motion by Gustafson, second by Kaprelian to recommend approval of the Conditional Use Request by Kim Christianson, based on the information presented and the Conditional Use criteria being met, to allow the construction of a large accessory building exceeding the footprint of the principal single family dwelling unit, zoned "SR-6" Single Family Residential, located at 200 North Pine Avenue (Parcel 33-00699), subject to the following conditions:

1. Total accessory structure footprint area is limited to 1,008 square feet.
2. Construction of the garage must commence within two years of approval.
3. The garage must be constructed of similar building materials and visual appearance as the principal structure located on premise.
4. Any expansion to the driveway must be hard-surfaced within one year of the completion of the garage.
5. Final approval shall be contingent on the approval of a building permit.
6. Minor site changes and building details may be administratively approved as long as the changes do not result in development becoming non-compliant with this conditional use permit or other zoning code requirements.
7. A temporary accessory building would be allowed to remain on the property for up to one year after the existing garage is removed.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by the University Commission: UW-Marshfield/Wood County to allow the building addition of a Large Scale Indoor Institutional Use, including a parking lot addition and an outdoor courtyard area, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 2000 West 5<sup>th</sup> Street (Parcel 33-05037).

**COMMENTS: None**

**PC16-27** Motion by Wagner, second by Gustafson to recommend approval of the Conditional Use Request by the University Commission: UW-Marshfield/Wood County, based on the information presented and the Condition Use criteria being met, to allow the building addition of a Large Scale Indoor Institutional Use, including a parking lot addition and an outdoor courtyard area, within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 2000 West 5<sup>th</sup> Street (Parcel 33-05037), subject to the following conditions:

1. The site plan, landscape plan and lighting plan for the STEM building is approved as presented, allowing minor site changes and building details to be approved administratively.
2. Any new driveway or parking areas must be hard-surfaced prior to the issuance of a certificate of occupancy.
3. All required landscaping must be installed prior to the issuance of a certificate of occupancy.
4. Final approval shall be contingent on the approval of a building permit.
5. If parking problems are identified as part of normal day to day operations of the facility, the conditional Use Permit may be reviewed by the Plan Commission to determine if any additional on-site parking will be required.
6. The monument sign may be moved to the circle drive entrance, provided the location for the sign meets all other sign code requirements for a monument sign.
7. A draft Campus Master Plan for UW-Marshfield Wood County, meeting the requirements of the Zoning Code, must be submitted to the City within one year of Common Council approval of the Conditional Use Permit.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by the Marshfield School District to allow the exterior addition of a Large Scale Indoor Institutional Use for an outdoor learning center adjacent to Washington Elementary School within property zoned “SR-4” Single Family Residential, located at 1112 West 11<sup>th</sup> Street (Parcel 33-03362A).

**COMMENTS: None**

**PC16-28** Motion by Gustafson, second by Wood to recommend approval of the Conditional Use Request by the Marshfield School District, based on the information presented and the Conditional Use criteria being met, to allow the exterior addition of a Large Scale Indoor Institutional Use for an outdoor learning center adjacent to Washington Elementary School within property zoned “SR-4” Single Family Residential, located at 1112 West 11<sup>th</sup> Street (Parcel 33-03362A), subject to the following conditions:

1. The site plan for the outdoor learning area is approved, allowing minor modifications to be approved administratively.
2. Applicant is responsible for applying for any necessary building or fence permits.
3. Any exterior lighting proposed for the project must meet the standards set forth in Section 18-104 of the Zoning Code.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by the Central Wisconsin State Fair to allow the construction of a new accessory building which includes will include temporary stables for horses within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 311-315 East 17<sup>th</sup> Street (Parcel 33-03462).

**COMMENTS:** Andy Keogh, 1715 North Apple Avenue, member of the Fair Board provided some background. This project along with the stage will be funded by a bequest from the estate of Russel Wenzel. The barn and the stage will take up all of the funds provided and there are no funds for hard surfacing as recommended by staff. They support the recommendation of staff but can't meet it. Perhaps if they were given more time, they could work something out.

**PC16-29** Motion by Gustafson, second by Wood to recommend approval of the Conditional Use Request by the Central Wisconsin State Fair, based on the information presented and the Conditional Use criteria being met, to allow the construction of a new accessory building which includes will include temporary stables for horses within property zoned “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan, located at 311-315 East 17<sup>th</sup> Street (Parcel 33-03462), subject to the following conditions:

1. The previous condition for Resolution 2016-22 (CWSF Stage) requiring a draft Campus Master Plan to be submitted to the City by April 26, 2017 is still in effect.
2. Minor changes to the site plan may be administratively approved.
3. Parcels 33-03462 and 33-03462AB must be combined through a recorded Certified Survey Map to reduce the nonconformity of the existing hockey building prior to the issuance of a building permit.
4. Within one year of the Certificate of Occupancy:
  - a. A bufferyard with a minimum opacity of 0.5 by the combination of either vegetative screening or solid fencing must be installed along the west property line abutting the residential zoned dwelling units off of South Cedar Avenue from East 17<sup>th</sup> Street right-of-way to the existing horse barn.
  - b. A minimum of 96 landscape points must be installed along East 17<sup>th</sup> Street.
5. Within five years of the Certificate of Occupancy:
  - a. The existing gravel area south of the proposed building from the west property line to the existing hockey building must be hard surfaced and marked indicating parking stalls. This parking area shall have a minimum setback of 3 feet from the west property line and 10 feet from the street right-of-way along East 17<sup>th</sup> Street. Parking landscaping including landscape islands shall be exempted for this paved area.

**Wagner Abstained, Motion Carried**

**PUBLIC HEARING** - Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-12 and 18-65(7) amending the definitions of an accessory building, referencing the Wisconsin Uniform Dwelling Code to determine the separation requirements between a detached accessory building and a dwelling unit, and to clarify the setback requirements for a garage on a corner lot.

**COMMENTS: None**

**PC16-30** Motion by Wood, second by Kaprelian to recommend approval of the Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-12 and 18-65(7) amending the definitions of an accessory building, referencing the Wisconsin Uniform Dwelling Code to determine the separation requirements between a detached accessory building and a dwelling unit, and to clarify the setback requirements for a garage on a corner lot, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-156(7), amending the required votes by the Zoning Board of Appeals to reverse any order, requirements, decision, or determination for a requested appeal from four concurring votes to a majority vote of members present.

**COMMENTS: None**

**PC16-31** Motion by Wagner, second by Wood to recommend approval of the Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-156(7), amending the required votes by the Zoning Board of Appeals to reverse any order, requirements, decision, or determination for a requested appeal from four concurring votes to a majority vote of members present, and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

Zoning Administrator Schroeder discussed Highway Sign Regulations and presented several options for possible code amendments. Many communities do establish a highway corridor and then allow for individual sign variances as the approval process. We use an Alternate Sign Permit process rather than a variance process. This discussion will continue at the next Plan Commission meeting.

**Items for Future Agendas: None**

**Staff Updates:**

- City Planner Miller gave an update on the Comprehensive Plan process. The results of the Community Survey will be presented to the Common Council on Tuesday, June 28<sup>th</sup> at 6:30 PM. The Plan Commission is invited to attend.

There being no objections, Mayor Meyer adjourned the meeting at 8:18 PM

**Daniel G. Knoeck, Secretary**  
**CITY PLAN COMMISSION**