



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**PLAN COMMISSION**  
**City of Marshfield, Wisconsin**  
**Tuesday, February 16, 2016**  
**Council Chambers Lower Level, City Hall Plaza**  
**7:00 p.m.**

1. Call to Order. – Chairman Meyer.
2. Roll Call. – Secretary Knoeck.
3. Approval of Minutes. – January 19, 2016 Meeting.
4. Citizen Comments.
5. Conditional Use Request by Gregory Collins representing WHPC-Laurel Gardens-Marshfield, LLC, to officially allow the lot combination of two 20-unit apartment complexes as one group development located at 620-622 Laurel Court (Parcel 33-02099), zoned "MR-24" Multifamily Residential.  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**
6. Conditional Use Request by Peter Schau representing Verizon Wireless, to allow the installation and use of a temporary communications tower with temporary exceptions to the required setbacks, located at Grant Park, 704-706 West Doege Street, zoned "SR-6" Single Family Residential allowing Marshfield Utilities to conduct the required maintenance to the existing water tower.  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**
7. Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-37, 18-54, and 18-58, allowing "Outdoor Commercial Entertainment" uses as a permitted use in the Downtown Mixed Use (DMU) district and amending the land use regulations for the "Outdoor Commercial Entertainment" use. The proposed amendment would increase the bufferyard when abutting residentially zoned property, require the approval of the Board of Public Works for activities on city-owned property (including right-of-way), and reduce the parking requirement.  
Presenter: Josh Miller, City Planner  
**Public Hearing Required**
8. Discussion of bicycle routes for transportation purposes.  
Presenter: Josh Miller, City Planner
9. Summary of 2015 Development-Related Activity and Plan Commission Actions  
Presenter: Sam Schroeder, Zoning Administrator
10. Discussion of Agricultural Uses on Residentially-zoned Properties.  
Presenter: Steve Barg, City Administrator
11. Items for Future Agendas.
12. Staff Updates.
  - a. Comprehensive Plan Update.

**PLAN COMMISSION  
(Page 2)**

13. Adjourn.

**Posted this 11<sup>th</sup> day of February, 2016 at 4:00 PM by Dan Knoeck, Secretary, City Plan Commission**

*For additional information regarding items on the agenda, please contact Jason Angell, Director of Development Services at 715.486.9139 or Josh Miller, City Planner at 715.486.2075.*

*NOTE*

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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 Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424.*  
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**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF JANUARY 19, 2016**

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

**PRESENT:** Ed Wagner, Bill Penker, Ken Wood, Joe Gustafson, Josh Witt & Laura Mazzini

**EXCUSED:** Mayor Meyer

**ABSENT:** None

**ALSO PRESENT:** Aldermen Earll and Jockheck; City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; City Engineer Turchi; Wastewater Superintendent Warp; the media and others.

**PC16-01** Motion by Penker, second by Wood to recommend approval of the minutes of the December 14, 2015 City Plan Commission meeting.

**Motion Carried**

**Citizen Comments: None**

Jim Lundberg, Point of Beginning, the civil engineer on the project presented on overview of the Marshfield Clinic's proposed hospital project, located to the northeast of the current East Wing building. Paul Rode, Planner for the Clinic, further defined the site improvements, including the parking ramp, ambulance entrance and site circulation. The building is approximately 600,000 square feet with one level below grade and 7 levels above grade. He also reviewed exterior renderings of the building and building floor plans. Steve Gentilini, Dunham Associates, reviewed the plans for the Central Utility Plant.

**PUBLIC HEARING** - Conditional Use Request by Marshfield Clinic to allow the construction of a new Large Scale Indoor Institutional Hospital building, a Central Utility Plant, and an on-site Parking Ramp all within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located to the northeast of the existing Marshfield Clinic East Wing building at 1001 North Oak Avenue (Parcel Nos. 33-03233, 33-03237, 33-03231C, 33-03239D, 33-03239A, 33-03239B, 33-03239C, 33-03241, and 33-03241AA).

**COMMENTS:**

- Tim Feeley, an attorney representing St Joseph Hospital and Ministry Health Care, asked Zoning Administrator Schroeder how far the new hospital would be from St Joseph Hospital and Schroeder responded about 1,000 feet. On behalf of his clients, he did submit a letter to the Plan Commission laying out their objection to the project. They have focused on the Plan Commission's obligation to promote the health and general welfare of the community. Their objections tie directly to the ordinance that says you have an obligation to make sure those two things are promoted with respect to approval or denial of a project. They have focused on the aspect of public need. Although Wisconsin is not a public need state with respect to hospitals, there is legislation that states that when you consider public need, health and safety, that one of the criteria you should consider is the close proximity of businesses and how that may affect public need. They propose that the community and this area is significantly growing and this community will not be able to support two hospitals in that close proximity with all of the services that a hospital has to provide to be a hospital. In addition, the issue of where are the employees going to come from? The hospital is already under capacity and has voluntarily lost a number of employees that have sought to relocate due to the uncertainty of what is going to happen. In light of the fact that this will be a

duplication of services that the community will not be able to support, that is an important consideration that this commission should consider with respect to the public need analysis. The only other issue he would speak to is the reference in the Clinic's application to expiring leases at the hospital as justification for this project. He stated that there are very few leases in place between St Joseph Hospital and the Clinic and none are in jeopardy of going away.

- Dan Kirschnik, attorney with Marshfield Clinic, wanted to mention that recent newspaper articles have indicated that Ministry's strategic initiatives have evolved to transitioning tertiary care from Marshfield to Weston. So to him when we talk about general welfare, we are talking about service being diminished here in Marshfield and the Clinic is stepping up with this plan. They are enhancing services and job creation to create a state of the art hospital providing exceptional care.

**PC16-02** Motion by Gustafson, second by Witt to recommend approval of the Conditional Use Request by Marshfield Clinic to allow the construction of a new Large Scale Indoor Institutional Hospital building, a Central Utility Plant, and an on-site Parking Ramp all within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located to the northeast of the existing Marshfield Clinic East Wing building at 1001 North Oak Avenue (Parcel Nos. 33-03233, 33-03237, 33-03231C, 33-03239D, 33-03239A, 33-03239B, 33-03239C, 33-03241, and 33-03241AA), subject to the following conditions:

1. The proposed developments may be constructed as presented. Minor site changes may be administratively approved provided the following are met:
  - a. All structures shall be setback a minimum of 35' from the northern property boundaries, 70' from North Walnut Avenue ROW, 50' from any southern property line, and 50' from North Oak Avenue ROW.
  - b. No pavement may be any closer than 10' to any property line excluding access points.
2. The proposed Hospital and any appurtenance to the Hospital may not exceed the maximum height elevation of 1,399' AMSL excluding a Mobile Aeronautical Vehicle temporarily parked on the Helipad.
3. All 9 properties including parcels 33-03233, 33-03237, 33-03231C, 33-03239D, 33-03239A, 33-03239B, 33-03239C, 33-03241, and 33-03241AA, must be combined prior to any building permits being issued.
4. All six residential homes along North Walnut Avenue must be removed within one year of a resolution being approved by the Common Council.
5. A draft of a Campus Master Plan for the Marshfield Clinic Medical Campus following Section 18-166 must be submitted to the City for review within one year of a resolution being approved by the Common Council. A final Campus Master Plan must be adopted prior to the City issuing a certificate of occupancy for the Hospital.
6. A complete Landscape and Lighting plan must be reviewed by the City within one year of a resolution being approved by the Common Council. Lighting and Landscaping must meet the minimum requirements of "CMU" Community Mixed Use district as stated in Article VIII and Section 18-104.
7. The Parking Ramp Structure is exempt from meeting the requirements for landscape islands under Section 18-33(3)(d).
8. The east entrance into the Parking Ramp Structure must be marked for Staff and emergency use only.
9. The Ambulance entry off of North Walnut Avenue must be marked for Ambulance, emergency and service use only.
10. The Service entry off of North Walnut Avenue must be marked for emergency and service use only.

11. The proposed future Hyperbaric Expansion may be approved administratively provided the footprint does not increase from what is shown on the site plan.
12. The conditional use permit is valid until June of 2019, one year after expected completion. At which time if the project is not complete the applicant must return to the Plan Commission for review of the project.

**Wagner, Penker, Gustafson, Witt & Mazzini voted ‘Aye’, Wood voted ‘No’ Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by Marshfield Clinic to allow the construction of an off-site parking area and enclosed shelter, including exceptions to the landscape and proximity requirements, to accommodate the proposed expansions by the Marshfield Clinic within property zoned “CD” Campus Development prior to the adoption of a Campus Master Plan, located off of West McMillan Street to the East of Security Health (Parcel No. 33-03224).

**COMMENTS:** Attorney Feeley noted same objections as the previous public hearing.

**PC16-02** Motion by Mazzini, second by Gustafson to recommend approval of the Conditional Use Request by Marshfield Clinic to allow the construction of an off-site parking area and enclosed shelter, including exceptions to the landscape and proximity requirements, to accommodate the proposed expansions by the Marshfield Clinic within property zoned “CD” Campus Development prior to the adoption of a Campus Master Plan, located off of West McMillan Street to the East of Security Health (Parcel No. 33-03224), subject to the following conditions:

1. The proposed off-site parking lot and shelter structures, including landscaping and lighting, may be constructed as presented, subject to the conditions listed, with minor modifications to the setbacks, shelter location and size, lighting plan, and landscape plan that may be approved administratively.
2. A separate left and right-turn lane shall be constructed for the northbound traffic leaving the parking lot.
3. A left-turn lane for McMillan’s west bound traffic with 150-feet of storage (not including taper) shall be reviewed and implemented if the City Engineer determines it to be feasible.
4. The southernmost row of parking may not contain more than 12 parking stalls in a row without a landscape peninsula.
5. Exterior landscaped peninsulas shall include landscaping.
6. Any minimum required street frontage landscaping that is not allowed along McMillan Street due to an easement, must be dispersed along the perimeter of the parking area.
7. Any signage proposed for the site must match the Marshfield Clinic Master Sign Plan.
8. The project, including landscaping and traffic improvements, must be complete within two years of the approved resolution by the Common Council.

**Motion Carried**

Commissioners Wood and Penker both volunteered to serve on the CIP Administrative Committee. The chair called for a vote by written ballot and Wood was elected.

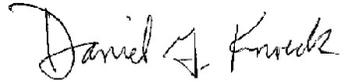
**Items for Future Agendas:** None

**Staff Updates:**

- Miller gave an update on the Comprehensive Plan Update process and the success recent kickoff meeting.

Motion by Wood, second Witt that the meeting be adjourned at 8:27 PM.

**Motion Carried**

A handwritten signature in black ink that reads "Daniel G. Knoeck". The signature is written in a cursive style with a large initial 'D'.

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



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: February 16, 2016

RE: Conditional Use Request by Gregory Collins representing WHPC-Laurel Gardens-Marshfield LLC, to officially allow the lot combination of two 20-unit apartment complexes as one group development located at 620-622 Laurel Court (Parcel 33-02099), zoned "MR-24" Multifamily Residential.

## **Background**

The Laurel Garden Apartments located at 620-622 Laurel Court and 617 Laurel Court includes three 20-unit apartment complexes that were all constructed in the early 1970's. As many investors do, prior to purchasing, the Applicant researched these properties to make sure it is in conformance and to identify any unknowns before purchasing. During this research process the Applicant had a survey done to identify site details including property boundaries, easements, structure locations, and other site improvements.

After the survey was completed, the Applicant requested a Zoning Verification Letter from the City to make sure the properties were in compliance with the Zoning Code. As pointed out by the Applicant and the survey submitted, there are multiple nonconforming situations regarding this existing development.

During the time of construction the apartment complexes with the addresses 620 and 622 Laurel Court were constructed on separate properties, however the lot line splitting these two properties was unofficially dissolved and the two properties were filed under the same parcel ID number. To resolve any illegal nonconforming situations the Applicant is requesting a conditional use permit to officially allow the combination of these two lots as a group development with each complex having 20 units.

## **Analysis**

In the attached zoning request letter list the existing non-conforming situations with the property and ways these can possible be brought into compliance. The following is a summary of this list.

- Minimum lot size – under the zoning code at the time of construction, these properties may not have met the minimum lot size requirement, however, they do meet the current minimum lot size under the "MR-24" zoning district. It is unclear specifically what date the property dedicated the north 30' of property as City right-of-way.
- Minimum Setback – after receiving a copy of the survey completed by the Applicant it was made clear that the existing development at 620 Laurel Court did

not meet the required 25' front setback at the time of construction or the minimum 25' front setback under the current code. A public hearing was held last Tuesday, February 9, 2016 for an 8 foot variance request to allow the existing building to remain as constructed in 1971. The Zoning Board of Appeals approved this variance request.

- Intrusion into unopened right-of-way – reviewing our historical aerial photographs, sometime between 1979 and 1997 the parking lot along the north side of the property was expanded into the City's unopened right-of-way. Other steps will need to be taken to bring this into compliance, including options such as vacating the right-of-way, removing the expanded portion of the parking area, or requesting a temporary easement into the right-of-way. The Applicant is currently working with the City Engineer Department to bring this into issue into compliance. If necessary it will be brought before the Board of Public Works for the appropriate action.
- Separate Lots – also pointed out in the survey was that the two lots that are occupied by 620 and 622 Laurel Court apartment complexes, were never officially combined. At the time of construction the lot line separating the two properties was unofficially dissolved and they were filed under the same parcel ID number. A parcel ID is a unique name specific to a property. As far as we know, this is the only instance within the City of Marshfield that two properties have the same ID number.

Because there are multiple principal structures and there are more than 9 residential units on single lot, this development, if allowed to be combined, would be considered a group development. Described under Section 18-114(5) of the Municipal Zoning Code, all new group development require a conditional use permit. In addition all apartment complexes with 9 or more units under the "MR-24" zoning district require approval through conditional use permit.

### **Conditional Use Criteria**

The following information is based on the specific requirements outlined in Section 18-161(6) Conditional Use Review Criteria for Plan Commission consideration

#### *Conditional Use Review Criteria of 18-161(6)(c)*

(c) *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.*

Allowing this conditional use permit will allow the new owner to maintain and refurbish the existing housing stock.

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.*

Allowing this development to continue as is will not 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.

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

There will be no change in land use or land use intensity on this property.

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 development is already adequately serviced by and will not impose an undue burden on services provided by 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.*

The public benefit of allowing these existing apartment complexes to remain should outweigh any adverse impacts.

### **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**

Based on the information presented and the conditional use criteria being met, staff recommends approval of a Conditional Use Request by Gregory Collins representing WHPC-Laurel Gardens-Marshfield LLC, to officially allow the lot combination of two 20-unit apartment complexes as one group development located at 620-622 Laure Court (Parcel 33-02099), zoned "MR-24" Multifamily Residential with the following conditions:

1. A Certified Survey Map must be officially recorded combining Lot 1 and Lot 4 of Wood County Certified Survey Map No. 197, David Land Co. Inc. First Certified Survey as parcel 33-02099.
2. The Laurel Garden apartment complexes at 620 and 622 Laure Court shall be classified as a group development and must adhere to the regulations established under Section 18-114 of the City Zoning Code.

### **Attachments**

1. Application and Attachments
2. Location Map
3. Zoning Verification Letter

Concurrence:



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Jason Angell  
Director of Development Services



**Development Services Department**  
 City of Marshfield  
 630 South Central Avenue  
 6th Floor, Suite 602  
 Marshfield, WI 54449  
 Ph: 715-486-2077 Fax: 715-384-7631  
 Email: Sam.Schroeder@ci.marshfield.wi.us

**Conditional Use Permit Application**  
 Fee: \$250.00

Today's Date: January 20, 2016

**OFFICE USE ONLY**

Date Received: <i>1/21/16</i>	Fee Receipt Number: <i>56560</i>	Zoning District: <i>MR-24</i>	Parcel #: <i>33-02099</i>
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**SITE INFORMATION**

Site Address: 620-622 Laurel Court, Marshfield, Wisconsin	Present Land Use: Multifamily housing
Legal Description: Lots 1 and 4 of Wood County Certified Survey Map No. 197 (David Land Co., Inc. First Certified Survey) as recorded in Volume 1 of Survey Maps, Page 197, City of Marshfield, Wood County, Wisconsin.	

**APPLICANT INFORMATION**

Applicant Name: Gregory C. Collins	Phone #: 608-257-5661	Email Address: gcollins@axley.com
Address, City, State, Zip: 2 East Mifflin Street, Suite 200, Madison, WI 53703		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): <b>Attorney for Owner</b>		

**OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)**

Owner Name: WHPC-Laurel Gardens-Marshfield, LLC	Owner Phone #: 608-663-6390	Owner Email Address: doconnell@astarusa.com
Owner Address, City, State, Zip: 2 East Mifflin Street, Suite 801, Madison, WI 53703		

**DETAIL OF CONDITIONAL USE REQUEST**

Proposed Land Use: Currently multifamily housing. Use will not change.	Proposed # of Employees: N/A	Proposed Hours of Operation: N/A
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: 2	Number of Units: 40
		Density (units per acre): 23.61
Narrative of Conditional Use Request: The two apartment buildings were constructed in approximately 1971. When the latest zoning code was adopted (January 1, 2013), 620-622 Laurel Court did not meet the minimum lot size requirements. However, under the current zoning code the minimum lot size is met. The current zoning code requires new apartments with 9 or more units obtain a conditional use permit. So that the apartments are in compliance with the current zoning code, the Owner requests a conditional use permit be issued.		
Future Plans/Modifications: None	Time Needed to Finish Request: As soon as possible	

**CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)**

<input type="checkbox"/> Setback Requirements - Article II: Establishment of Zoning Districts
<input type="checkbox"/> Parking Requirements - Article III: Land Use Regulations
<input type="checkbox"/> Lighting, Storage, and Parking Standards - Article VII: Design and Performance Standards
<input type="checkbox"/> Landscape Requirements - Article VIII: Landscape Requirements

**DOCUMENTATION SUBMITTED**

Site Plan  Landscape Plan  Lighting 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. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted.

Applicant Signature: \_\_\_\_\_

Date: January 20, 2016

## **ATTACHMENT TO CONDITIONAL USE PERMIT APPLICATION**

At the time the two buildings were constructed on Lots 1 and 4 of Wood County Certified Survey Map 197 in 1971, the City's records showed that the lots were combined as Parcel No. 33-0-2099. However, there is nothing recorded at the Woods County Register of Deeds that combines these two lots legally into a single lot. To the extent the lots must legally be combined into a single lot, the applicant requests that the combining of the lots into a single lot be a condition contained in the conditional use permit.



VICINITY MAP  
NOT TO SCALE

# ALTA/ACSM LAND TITLE SURVEY

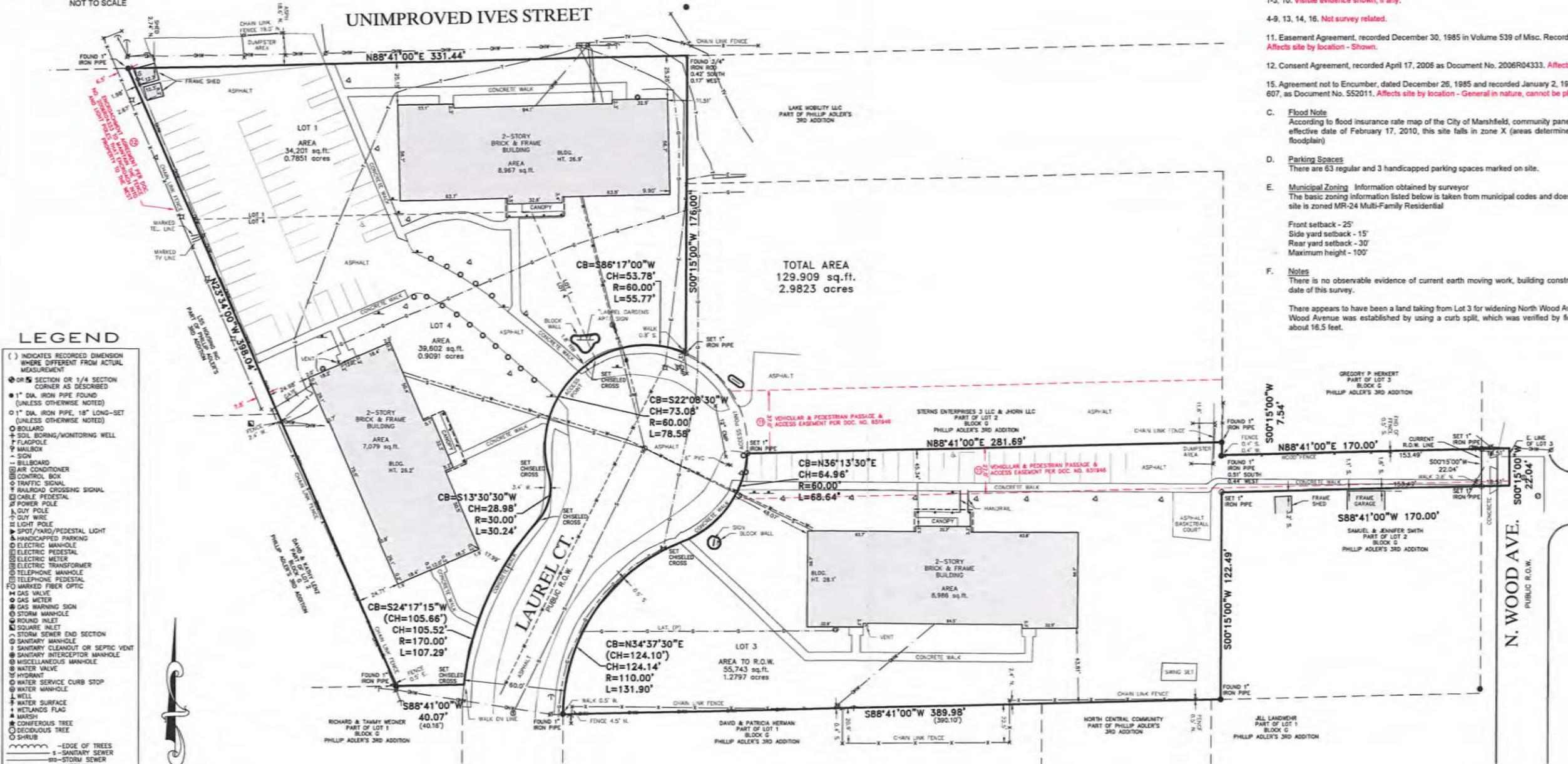
Known as 617, 620 & 622 Laurel Court, in the City of Marshfield, Wood County, Wisconsin.

LOTS 1, 3 AND 4 OF WOOD COUNTY CERTIFIED SURVEY MAP NO. 197 (DAVID LAND CO. INC. FIRST CERTIFIED SURVEY) AS RECORDED IN VOLUME 1 OF SURVEY MAPS, PAGE 197, BEING PART OF LOTS 1, 2 AND 3 OF BLOCK "G" PHILIP ADLER'S THIRD ADDITION TO THE CITY OF MARSHFIELD, WOOD COUNTY, WISCONSIN.

Prepared for: WHPC - Laurel Gardens

Survey No. 166633-BMJ

- A. Basis of Bearings**  
Bearings are based on the South line of Ives Street, which is assumed to bear North 88°41'00" East.
- B. Title Commitment**  
This survey was prepared based on First American Title Insurance Company title commitment number NCS-761824-MAD, effective date of November 10, 2015, which lists the following easements and/or restrictions from schedule B-4I:
- 1-3, 10. **Visible evidence shown, if any.**
- 4-9, 13, 14, 16. **Not survey related.**
11. Easement Agreement, recorded December 30, 1985 in Volume 539 of Misc. Records, Page 589, as Document No. 651948. **Affects site by location - Shown.**
12. Consent Agreement, recorded April 17, 2006 as Document No. 2006R04333. **Affects site by location - Shown.**
15. Agreement not to Encumber, dated December 25, 1985 and recorded January 2, 1986, in Volume 539 of Misc. records, Page 607, as Document No. 552011. **Affects site by location - General in nature, cannot be plotted.**
- C. Flood Note**  
According to flood insurance rate map of the City of Marshfield, community panel number 55141C0045G & 55141C0040G, effective date of February 17, 2010, this site falls in zone X (areas determined to be outside the 0.2% annual chance floodplain)
- D. Parking Spaces**  
There are 63 regular and 3 handicapped parking spaces marked on site.
- E. Municipal Zoning** Information obtained by surveyor  
The basic zoning information listed below is taken from municipal codes and does not reflect all regulations that may apply - site is zoned MR-24 Multi-Family Residential  
Front setback - 25'  
Side yard setback - 15'  
Rear yard setback - 30'  
Maximum height - 100'
- F. Notes**  
There is no observable evidence of current earth moving work, building construction or building additions as of the field date of this survey.  
There appears to have been a land taking from Lot 3 for widening North Wood Avenue. The West right-of-way line for North Wood Avenue was established by using a curb split, which was verified by field monumentation. The taking measures about 16.5 feet.



## LEGEND

- ( ) INDICATES RECORDED DIMENSION WHERE DIFFERENT FROM ACTUAL MEASUREMENT
- OR 1/4 SECTION CORNER AS DESCRIBED
- 1" DIA. IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- 18" LONG-SET IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- BOLLARD
- SOIL BORING/MONITORING WELL
- FLAGPOLE
- MAILBOX
- SIGN
- BILLBOARD
- AIR CONDITIONER
- CONTROL BOX
- TRAFFIC SIGNAL
- RAILROAD CROSSING SIGNAL
- CABLE PEDESTAL
- POWER POLE
- GUY POLE
- GUY WIRE
- LIGHT POLE
- SPOT/PAVO/PEDESTAL LIGHT
- HANDICAPPED PARKING
- ELECTRIC MANHOLE
- ELECTRIC PEDESTAL
- ELECTRIC METER
- ELECTRIC TRANSFORMER
- TELEPHONE MANHOLE
- TELEPHONE PEDESTAL
- MARKED FIBER OPTIC
- GAS VALVE
- GAS METER
- GAS WARNING SIGN
- STORM MANHOLE
- ROUND INLET
- SQUARE INLET
- STORM SEWER END SECTION
- SANITARY MANHOLE
- SANITARY CLEANOUT OR SEPTIC VENT
- SANITARY INTERCEPTOR MANHOLE
- MISCELLANEOUS MANHOLE
- WATER VALVE
- HYDRANT
- WATER SERVICE CURB STOP
- WATER MANHOLE
- WELL
- WATER SURFACE
- WETLANDS FLAG
- MARSH
- CONIFEROUS TREE
- DECIDUOUS TREE
- SHRUB
- EDGE OF TREES
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- MARKED GAS MAIN
- MARKED ELECTRIC
- OVERHEAD WIRES
- BUREAU ELEC. SERV.
- MARKED TELEPHONE
- MARKED CABLE TV LINE
- MARKED FIBER OPTIC
- INDICATES EXISTING CONTOUR ELEVATION
- INDICATES EXISTING SPOT ELEVATION

DIGGERS HOTLINE 2015-45-09828

THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO.

(P) INDICATES PIPE SIZES PER RECORDED PLANS. OTHER PIPE SIZES ARE ESTIMATED. NO PIPE SIZES SHOULD BE RELIED UPON WITHOUT FURTHER VERIFICATION.



To: Wisconsin Housing Preservation Corp., WCE-II Limited Partnership, an Illinois limited partnership, and First American Title Insurance Company.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS and includes items 1, 2, 3, 4, 6(b), 7(a), 7(b)(1), 7(c), 8, 9, 10(b), 11(b), 13, 16, 20(a) and 20(b), of Table A thereof. The field work was completed on December 9, 2015.

Date of Plat or Map: December 9, 2015

Stephan G. Southwell  
Professional Land Surveyor  
Registration Number 1939  
steve.southwell@rasmithnational.com

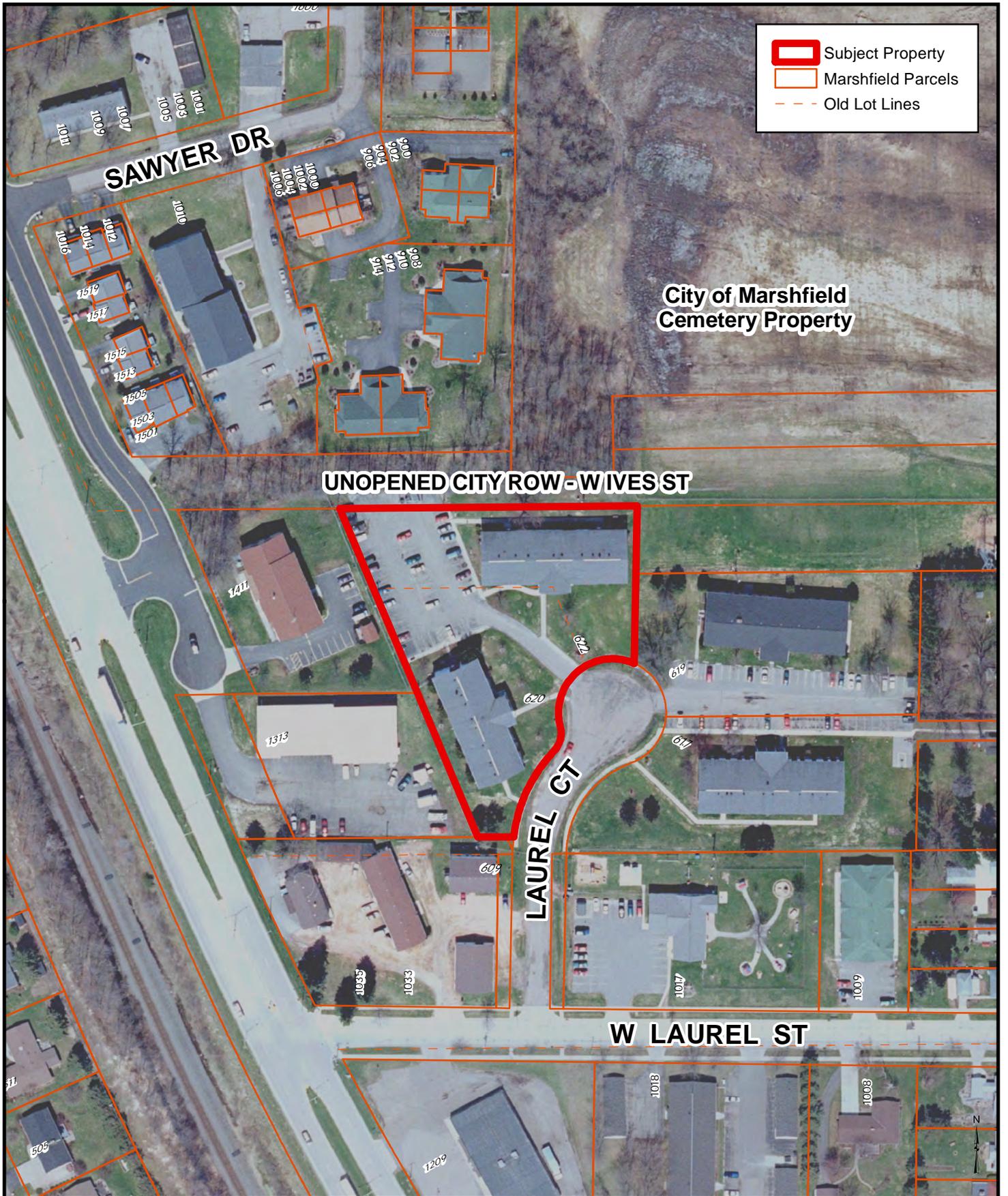


**R.A. Smith National, Inc.**

Beyond Surveying  
and Engineering

16745 W. Blumound Road, Bensenville, IL 60015-5528  
262-591-0022 Fax 262-591-5123 www.rasmithnational.com  
Appleton, WI Irvine, CA  
S: 5166633.Dwg-AS11D38.dwg | 626-622 W LAUREL CT

R.A. Smith National, Inc.



Subject Property  
 Marshfield Parcels  
 Old Lot Lines

**City of Marshfield  
Cemetery Property**

**UNOPENED CITY ROW - WIVES ST**

**LAUREL CT**

**W LAUREL ST**



**CUP: Laurel Garden Apartment - 620 and 622 Laurel Ct**  
**City of Marshfield - Plan Commission**  
**Meeting Date: February 16, 2016**

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

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TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: February 16, 2016

RE: Conditional Use Request by Peter Schau representing Verizon Wireless, to allow the installation and use of a temporary communications tower with temporary exceptions to the required setbacks, located at Grant Park, 704-706 West Doege Street, zoned "SR-6" Single Family Residential allowing Marshfield Utilities to conduct the required maintenance to the existing water tower.

## **Background**

Verizon Wireless currently operates a mobile service facility where its tower mounted antennas and equipment are installed on the stem (below the bulb) of the Marshfield Utilities Grant Park water tower located at 601 West Doege Street. In order for Marshfield Utilities to conduct the repainting of the water tower, all existing communications equipment must be removed by May 1, 2015 to allow the project to continue as scheduled, tentatively starting June 1, 2016.

In order for Verizon Wireless to continue to provide service from the site during the maintenance project, the Applicant is proposing an on-site temporary mobile service facility. Although temporary, the Municipal Code requires a conditional use permit for a communications tower in the "SR-6" Single Residential Family Zoning District.

## **Analysis**

The Applicants request is to deploy a Tower on Wheels (TOW) to host its antennas and equipment during the Marshfield Utilities maintenance project. This TOW is a trailer mounted temporary support structure with an expandable mast that is anchored by three temporary guy lines. This structure will reach heights of 70 feet to maintain the same centerline as its current antennas and equipment located on the water tower. After the antenna and other appurtenances are mounted on the TOW, the total structure height will be approximately 75 feet above ground level (AGL). This TOW will be located near and powered by their existing on-site equipment shelter (building furthest to the east on the property). The TOW and guy wires will also be completely enclosed by a temporary chain link security fence.

Section 18-62(4)(c)3. states that communications tower guyed wires shall comply with the setback requirements for a principal structure of the underlying zoning district in which the tower is located. Two of the three guy wires are proposed to be within the required setback requirements for the underlying zoning district, "SR-6". This includes a

19 foot setback for the northeast guy wire toward West Doege Street which is classified as a Primary Arterial and a 3 foot setback for the southeast guy wire toward the unopen North Oak Avenue right-of-way that divides the park in half. The west guy wire has a proposed setback of 35 feet which is not within the required setback of the underlying zoning district. Section 18-62(4)(m) however does allow for exceptions to the required setback and height requirements through the issuance of a conditional use permit.

Below is a tentative schedule that Marshfield Utilities has established for the repainting maintenance project for the water tower. The applicant is proposing to have permanent antennas reinstalled on the refurbished water tower within 3 months of the completion of the project.

Removal Date for Carriers	May 1, 2016
Repainting Project Start Date	June 1, 2016
Substantial Completion Date	June 24, 2016
Reinstallation of Carriers	October 1, 2016 (3 months)

**Conditional Use Criteria**

The following information is based on the specific requirements outlined in Section 18-161(6) Conditional Use Review Criteria for Plan Commission consideration

*Conditional Use Review Criteria of 18-161(6)(c)*

(c) *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 proposed request is a temporary use to allow the Marshfield Utilities to maintain existing services for the City of Marshfield.

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.*

With a 75' tall tower and 3 guy wires all surrounded by temporary chain link fencing, this request will have visual effects on the character of the neighborhood; however, the proposed use is temporary and is needed for the maintenance of a public infrastructure.

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

With an additional structure in the park and the use of temporary cranes during the maintenance project, there will be a change in the intensity of the property. Currently this is a very passive property and park but over the next several months this will be a temporary construction site.

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 proposed temporary tower will extend temporary service from their existing equipment shelter on site and will not impose a burden on public 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.*

Allowing this temporary tower will allow the Applicant to maintain existing service for their customers while at the same time allow Marshfield Utilities to conduct their needed maintenance to expand the life of the Grant Park water tower.

### **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**

Based on the information presented and the conditional use criteria being met, staff recommends approval of a Conditional Use Request by Peter Schau representing Verizon Wireless, to allow the installation and use of a temporary communications tower with temporary exceptions to the required setbacks, located at Grant Park, 704-706 West Doege Street, zoned "SR-6" Single Family Residential allowing Marshfield Utilities to conduct the required maintenance to the existing water tower with the following conditions/exceptions:

1. The temporary mobile service support structure may be installed as present allowing minor site changes to be administratively approved.
2. The site must return to the previous approved state within 3 months of completion of the Marshfield Utilities maintenance project to the existing water tower including the following:
  - a. All temporary equipment including the Tower on Wheels, guy wires, and chain link fencing must be removed from the property.
  - b. The existing vinyl fence and landscaping surrounding the existing equipment building must be reinstalled.
  - c. Any disturbed portion of the site must be graded and seeded to its original state including but not limited to any ruts, holes, and grass that may be killed.

**Attachments**

1. Application and Attachments
2. Location Map

Concurrence:



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Jason Angell  
Director of Development Services



**MARSHFIELD**  
The City in the Center

Revised: 1/1/16

**Development Services Department**  
City of Marshfield  
630 South Central Avenue  
6th Floor, Suite 602  
Marshfield, WI 54449  
Ph: 715-486-2077 Fax: 715-384-7631  
Email: Sam.Schroeder@ci.marshfield.wi.us

**Conditional Use  
Permit Application**  
Fee: \$250.00

Today's Date: January 21, 2016

**OFFICE USE ONLY**

Date Received: <i>1/22/16</i>	Fee Receipt Number: <i>56569</i>	Zoning District: S-R 6	Parcel #: 3300357
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**SITE INFORMATION**

Site Address: 706 W. Doege Street	Present Land Use: Municipal Water Tank, Park
Legal Description: A Part of of Block 13 (Lots 17-21), 4th Addition to the Village Plat of Marshfield	

**APPLICANT INFORMATION**

Applicant Name: Peter Schau, Agent for Verizon Wireless	Phone #: 773-919-5112	Email Address: pschau@ton80realtyservices.com
Address, City, State, Zip: Ton 80 Realty Services, Inc., P.O. Box 578790, Chicago, IL 60657		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): Agent for Verizon Wireless, Tenant to City of Marshfield		

**OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)**

Owner Name: City of Marshfield, by Marshfield Utility Commission	Owner Phone #: (715) 387-1195	Owner Email Address: wasser@marshfieldutilities.org
Owner Address, City, State, Zip: 2000 South Central Avenue, Marshfield, WI 54449		

**DETAIL OF CONDITIONAL USE REQUEST**

Proposed Land Use: Temporary Mobile Service Support Structure	Proposed # of Employees: 0	Proposed Hours of Operation: 24/7/365
<input type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings: N/A	Density (units per acre): N/A
Narrative of Conditional Use Request: The installation and operation of a temporary mobile service support structure for use by Verizon Wireless as needed to host its antennas and other tower mounted equipment during the upcoming water tank (which currently hosts this equipment) refurbishment project upon the property by the City of Marshfield.	Number of Units: N/A	
Future Plans/Modifications:	Time Needed to Finish Request:	

**CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)**

<input type="checkbox"/> Setback Requirements - Article II: Establishment of Zoning Districts
<input type="checkbox"/> Parking Requirements - Article III: Land Use Regulations
<input type="checkbox"/> Lighting, Storage, and Parking Standards - Article VII: Design and Performance Standards
<input type="checkbox"/> Landscape Requirements - Article VIII: Landscape Requirements

**DOCUMENTATION SUBMITTED**

<input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Survey <input type="checkbox"/> Photographs <input type="checkbox"/> 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. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted.

Applicant Signature: *Pete Schau*, on behalf of Verizon Wireless

Date: January 21, 2016



**Via: Federal Express**

January 21, 2016

Mr. Sam Schroeder  
Zoning Administrator  
City of Marshfield  
630 South Central Avenue, Suite 602  
Marshfield, WI 54449

**Re: Conditional Use Permit Application Form / Temporary Mobile Service Support Structure /  
706 W. Doege Street, Marshfield, WI 54449.  
Parcel ID # 3300357**

Mr. Schroeder:

On behalf of our client Verizon Wireless, enclosed please find a completed and signed City of Marshfield Conditional Use Application form, one copy of the project site plan and elevation drawing, and a check in the amount of \$250.00 made payable to the City of Marshfield for the applicable application fees.

As denoted in the application form, below please find the applicant contact information:

Applicant(s):

**Verizon Wireless**  
Carrie Lindenberg  
Engr III-Real Estate/Regulatory  
1515 Woodfield Road  
Schaumburg, IL 60173  
Phone: (847) 706-2399

Contact Individual:

Peter Schau  
Ton 80 Realty Services, Inc.  
P.O. Box 578790  
Chicago, IL 60657  
Phone: (773) 919-5112

**Project Description**

Verizon Wireless currently operates a mobile service facility where its tower mounted antennas and equipment are installed upon the stem of a City of Marshfield spheroid water tank located 706 W. Doege Street. Verizon Wireless has been notified by the City of Marshfield that it will need all existing communications equipment removed from this water tank prior to its upcoming repainting project scheduled to begin on May 1<sup>st</sup> of this year. In that regard, the enclosed application is for the placement of a temporary mobile service support structure upon the property by Verizon Wireless, so that it may continue to provide service from the site during this project. Verizon Wireless would continue to utilize their ground based equipment locations as they currently exist, and would simply extend temporary coax and cable from these equipment locations to a temporary tower structure as shown on the enclosed plan.

Verizon Wireless would look to deploy a Tower on Wheels ("TOW") to host its antennas and equipment during the project. The Verizon Wireless TOW is a trailer mounted temporary support structure with an extendable mast that is anchored by three (3) temporary guy lines as depicted in the enclosed project site



plan and elevation drawings. Verizon Wireless will extend the temporary mast to a height of 70' so that it can maintain the same centerline its antennas and equipment currently enjoy upon the existing water tank. With appurtenances, the overall height of the temporary structure would be approximately 75' agl.

The TOW would be deployed to the site without the need for excavation for subterranean foundations, or any other substantial ground disturbance which could result in a permanent alteration or damage to the underlying surfaces, or conflict with any underground utilities/infrastructure located within the area. Also, prior to preparing this application the enclosed project drawings were reviewed by the City of Marshfield Utilities staff, and their outside engineering representatives whom will be managing the repainting project, both of whom were approving of the proposed designs. Upon the completion of the project by the City, Verizon Wireless would reinstall its equipment upon the water tank in its existing locations, and once it is again operational, then remove the TOW from the property.

I believe that the enclosed information satisfies the City of Marshfield application requirements, and I will be looking forward to the public hearing on this request. Of course, I will be in attendance to answer any questions of the Planning Commission or public of the proposed use of the site.

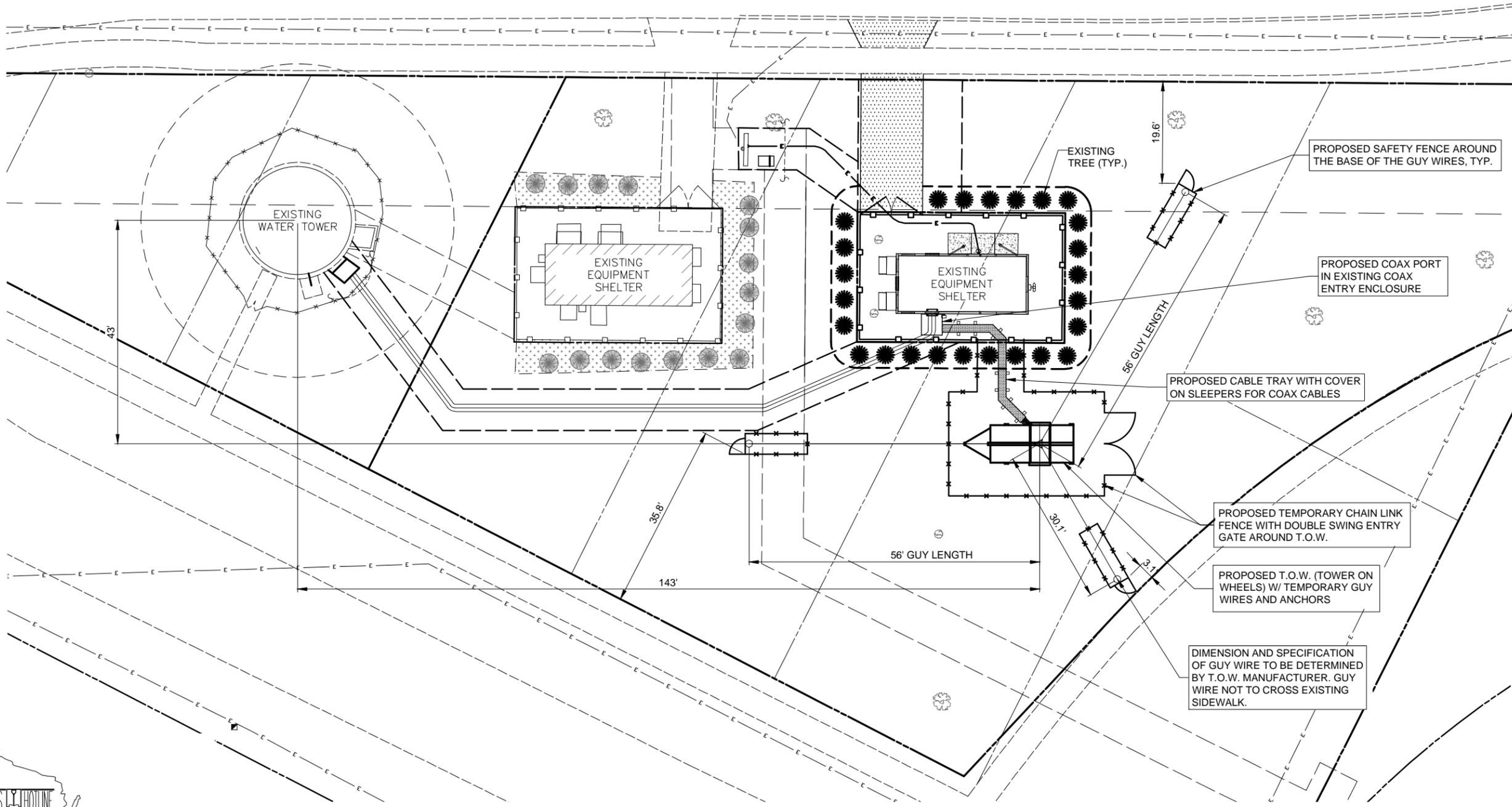
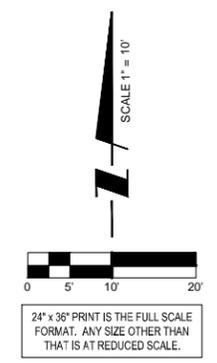
If you should you have any additional information needs or questions regarding the application, please contact me directly at (773) 919-5112.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Schau".

Peter Schau  
Ton 80 Realty Services, Inc.,  
on behalf of Verizon Wireless

*Enclosures as described*



NO.	DESCRIPTION	DATE	BY
1.	ISSUED FOR REVIEW	12/16/15	JJR
2.	UPDATE WITH ECR	01/05/16	JJR
3.	UPDATE WITH GUY WIRE FENCE DIMENSIONS	01/22/16	JJR
	REVISED WITH GUYED WIRE DIMENSION	01/25/16	JJR

LOC. # 270682  
**MARSHFIELD CLINIC**

706 W. DOEGE ST.  
MARSHFIELD, WI 54449

DRAWN BY: JJR  
CHECKED BY: WAB  
DATE: 12/16/15  
PROJECT #: 33-2098

SHEET TITLE  
**ENLARGED SITE PLAN**

SHEET NUMBER  
**C-1**

**POWER INFORMATION:**  
PRIMARY POWER: EXISTING,  
FROM EXISTING SHELTER

**FIBER INFORMATION:**  
FIBER: EXISTING, FROM  
EXISTING SHELTER



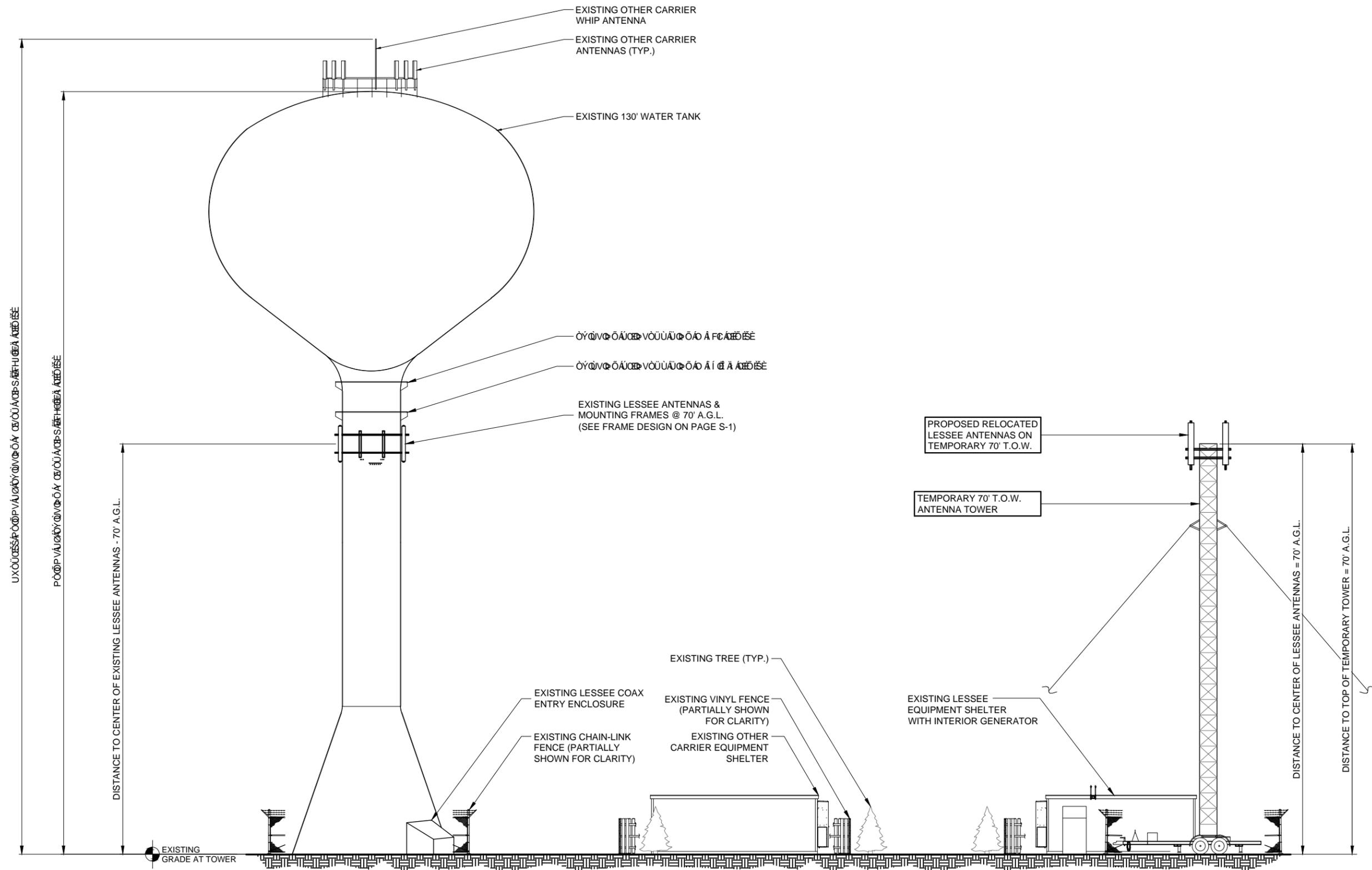
OTHER UTILITIES NOT INCLUDED IN DIGGERS HOTLINE AND LOCAL UTILITY DISTRICTS AND COMPANIES SHALL ALSO BE NOTIFIED

**1 SITE PLAN**  
SCALE: 1" = 10'



SCALE: 1/8" = 1'

24" x 36" PRINT IS THE FULL SCALE FORMAT. ANY SIZE OTHER THAN THAT IS AT REDUCED SCALE.



1 SITE ELEVATION  
SCALE: 1/8" = 1'-0"

VERIZON WIRELESS  
PERSONAL  
COMMUNICATIONS LP  
*d/b/a Verizon Wireless*



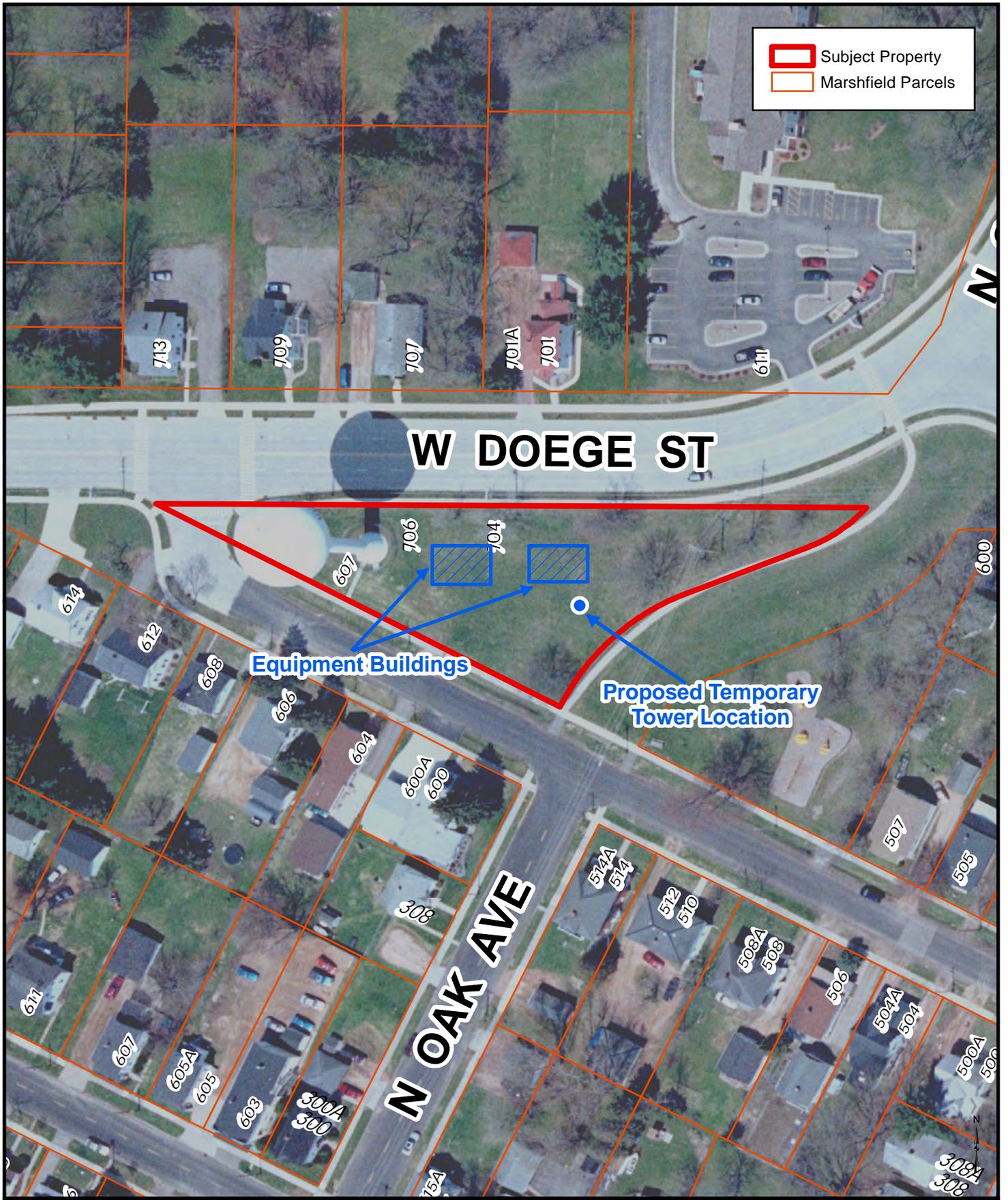
REVISIONS	
NO.	DESCRIPTION
1.	ISSUED FOR REVIEW
2.	UPDATE WITH ECR
3.	UPDATE WITH GUY WIRE FENCE DIMENSIONS
	REVISED WITH GUYED WIRE DIMENSION

LOC. # 270682  
**MARSHFIELD CLINIC**  
706 W. DOEGE ST.  
MARSHFIELD, WI 54449

DRAWN BY:	JJR
CHECKED BY:	WAB
DATE:	12/16/15
PROJECT #:	33-2098

SHEET TITLE  
SITE ELEVATION

SHEET NUMBER  
**ANT-1**



Subject Property  
 Marshfield Parcels

**W DOEGE ST**

**N OAK AVE**

**Equipment Buildings**

**Proposed Temporary Tower Location**



**CUP: Verizon Wireless - Temp. Tower - 704 W Doege St**

**City of Marshfield - Plan Commission**

**Meeting Date: February 16, 2016**

Map Not To Scale  
For Reference Only

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# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, City Planner  
DATE: February 16, 2016

RE: Municipal Code Amendment Request by the City of Marshfield to amend Chapter 18, General Zoning Ordinance, Sections 18-37, 18-54, and 18-58, allowing “Outdoor Commercial Entertainment” uses as a permitted use in the Downtown Mixed Use (DMU) district and amending the land use regulations for the “Outdoor Commercial Entertainment” use.

## **Background**

Under the current code, an “Outdoor Commercial Entertainment” use is a conditional use in the Downtown Mixed Use District. Examples of such land uses include outdoor eating and drinking areas, outdoor food vendors and related seating used longer than 30 days, outdoor assembly areas, volleyball courts, horse shoes, and outdoor swimming pools associated with a lodging facility. The code amendment would be to allow such uses in the Downtown Mixed Use District by right and modify the regulations to be more accommodating to such uses while increasing the bufferyard when next to residentially zoned property.

## **Analysis**

The Downtown Master Plan provides strategies and recommendations for the downtown. One of the strategies in the Downtown Master Plan is to use innovative approaches such as recessed facades, balconies, rooftop terraces, and temporary platforms to convert on-street parking to create space for outdoor dining. One of the recommendations in the plan is to identify regulatory barriers and other conflicts that may hamper the ability of building owners to create outdoor space using the approaches that are promoted. Currently, the zoning code does limit the opportunity for property owners to provide outdoor dining areas by requiring a conditional use permit for outdoor commercial entertainment uses and requiring a significant amount of parking for a seasonal use (one stall for every three seats).

The Main Street Board reviewed the proposal to allow Outdoor Commercial Entertainment as a permitted use in the Downtown Mixed Use District and they did not have any concerns.

Below are some of the primary reasons that allowing Outdoor Commercial Entertainment uses as a permitted use would be a logical amendment to the zoning code:

- The vision in the Downtown Master plan includes making downtown Marshfield a more welcoming, attractive and vibrant place to live, work, shop, learn and play. To add vibrancy to the downtown, you need to have people visibly utilizing the downtown. Removing barriers to outdoor dining places would aid in achieving that vision.
- Downtown Marshfield lacks outdoor dining spaces.
- Although outdoor commercial entertainment does have the potential to become a nuisance, the downtown is already generally noisier, very few properties zoned DMU adjoin residentially zoned properties, and people living in the downtown are likely use to additional noise.
- Any outdoor dining that takes place in the public right-of-way will already require a review by the Board of Public Works.
- Any establishment wishing to serve alcohol in a new outdoor dining area must modify their liquor license and must receive approval from the Judiciary and Licensing Committee.
- Staff is working on a policy that will address conditions the Board of Public Works and the Judiciary and Licensing Committee could place on outdoor dining areas that are either in the public right-of-way or that serve alcohol.
- The City already has an ordinance in place prohibiting excessive noise from 10:00 pm to 7:00 am (Chapter 10).

In addition to permitting the use in the Downtown Mixed Use District (DMU), staff is proposing the following changes:

- Require a 0.50 opacity bufferyard for the borders of property adjoining residentially zoned properties (currently the opacity for the bufferyard is 0.20).
- Require that the Board of Public Works and Common Council must approve any such use in the public right-of-way or on public property.
- The parking requirement would be removed for the DMU District and reduced to 1 stall for every 5 persons at the maximum capacity of the outdoor area when located outside of the DMU district. Currently, the requirement is 1 stall for every 3 persons.
- Outdoor Commercial Entertainment uses may not take up required parking spaces.
- Special events are permitted and would be excluded from this land use.

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 Comprehensive Plan recommends that we follow specific land use

recommendations in the Downtown Master Plan when making any changes to the use of the downtown mixed use district. One of the recommendations in the Downtown Master Plan states that regulatory barriers and other conflicts that may hamper the ability of building owners to create outdoor space using the approaches that are promoted should be identified.

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

The intent of the DMU district is to permit both large and small scale “downtown” commercial development at an intensity which provides significant incentives for infill development, redevelopment, and the continued economic viability of existing development. The district is also intended to retain the existing “Main Street” characteristics of the core blocks on Central Avenue. The proposed changes encourage businesses to consider expanding the business to include the adjacent outdoor space with fewer limitations or restrictions.

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

The entire section is dedicated to addressing accessory land uses. Improving clarification in this section and expanding the regulations to all districts advances the purpose of this section. These changes are based on recommendations identified in the Downtown Master Plan.

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

The Comprehensive Plan recommends that we follow specific land use recommendations in the Downtown Master Plan when making any changes to the use of the downtown mixed use district.

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

The Downtown Mixed Use District is intended to have development at a greater density and intensity. Businesses can utilize the existing space around them with an opportunity to expand their businesses without a significant cost. Outdoor Commercial Entertainment uses are generally compatible with a busy and vibrant downtown.

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.

There seems to be an increasing demand for outdoor space as well as a desire to increase the vibrancy of the downtown. The proposed amendment would reduce some of the regulatory barriers to developing and utilizing the outdoor space in fulfilling that demand.

### **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 the Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Sections 18-37, 18-54, and 18-58, allowing Outdoor Commercial Entertainment uses as permitted uses in the Downtown Mixed Use District, increase the bufferyard when abutting residentially zoned property, require the approval of the Board of Public Works for activities on city-owned property (including right-of-way), and reduce the parking requirement as presented and direct staff to prepare an ordinance for Common Council consideration.

### **Attachments**

1. Map of DMU District
2. Draft Redline Ordinance Language

Concurrence:



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Jason Angell  
Director of Development Services



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Steve Barg  
City Administrator



**MCA: Outdoor Dining - "DMU" Downtown Mixed Use District**  
**City of Marshfield**  
**Meeting Date: February 16, 2016**

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## Section 18-37: (DMU) Downtown Mixed Use Zoning District

(2) Principal Uses Permitted by Right. Refer to Article III for detailed definitions and requirements for each of the following land uses.

- (a) Mixed Use Dwelling Unit(s)
- (b) Community Garden
- (c) Small Scale Indoor Institutional
- (d) Large Scale Indoor Institutional
- (e) Outdoor Open Space Institutional
- (f) Passive Outdoor Recreation
- (g) Active Outdoor Recreation
- (h) Essential Services
- (i) Small Scale Public Services and Utilities
- (j) Outdoor Display
- (k) Indoor Commercial Entertainment
- (l) Office
- (m) Personal or Professional Service
- (n) Artisan Studio
- (o) Indoor Sales or Service
- (p) Indoor Maintenance Service
- (q) Communication Antenna

(r) Outdoor Commercial Entertainment

(3) Principal Uses Permitted as Conditional Use. Refer to Article III for detailed definitions and requirements for each of the following land uses.

- (a) Townhouse (3-8 units per building)
- (b) Multiplex (3-8 units per building)
- (c) Apartment (3-24+ units per building)
- (d) Market Garden
- (e) Intensive Outdoor Recreation
- (f) Institutional Residential
- (g) Community Living Arrangement (1-16+ Residents)

~~(h) Outdoor Commercial Entertainment~~

~~(i)(h)~~ In-Vehicle Sales or Service

~~(j)(i)~~ Bed and Breakfast

~~(k)(j)~~ Commercial Indoor Lodging

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- ~~(h)~~(k) Boarding House
- ~~(m)~~(l) Tourist House
- ~~(n)~~(m) Group Daycare Center
- ~~(o)~~(n) Indoor Sales or Service
- ~~(p)~~(o) Light Industrial
- ~~(q)~~(p) Communication Tower
- ~~(r)~~(q) Transit Center
- ~~(s)~~(r) Off-Site Parking

### Section 18-54: Table of Land Uses

The Table of Land Uses on the following pages is provided as a convenience for the Zoning Administrator and the general public. Where there are conflicts between the text of this Chapter and any the Table of Land Uses, the text shall prevail.

	Rural Holding (RH-35)	Single Family Residential – 2 (SR-2)	Single Family Residential – 3 (SR-3)	Single Family Residential – 4 (SR-4)	Single Family Residential – 6 (SR-6)	Two Family Residential – 6 (TR-6)	Multi-Family Residential – 12 (MR-12)	Multi-Family Residential – 24 (MR-24)	Mobile Home – Residential – 8 (MH-8)	Neighborhood Mixed Use (NIMU)	Community Mixed Use (CMU)	Urban Mixed Use (UMU)	Downtown Mixed Use (DMU)	Industrial Park (IP)	Light Industrial (LI)	General Industrial (GI)	Research and Development (RD)	Campus Development (CD) Central Area	Campus Development (CD) Peripheral Area		
																					<b>Land Uses Permitted:</b> Refer to the detailed definitions and requirements listed for each land use on the following pages.  P: By Right C: By Conditional Use Permit
																					<b>Commercial Land Uses</b>
										P	P	P	P	P	P	P	P	P/C	P/C		(1) Office
										P	P	P	P	P	P	P	P	P/C	P/C		(2) Personal or Professional Service
C										P	P	P	P	P	P	P	P	P/C	P/C		(3) Artisan Studio
										P	P	P	P		P	C		P/C	P/C		(4) Indoor Sales or Service
										C	P	P	P			C		P/C	P/C		(5) Outdoor Display
										P	P	P	P					P/C	P/C		(6) Indoor Commercial Entertainment
										C	C	C	<del>P</del>					P/C	P/C		(7) Outdoor Commercial Entertainment

Rural Holding (RH-35)	Single Family Residential – 2 (SR-2)	Single Family Residential – 3 (SR-3)	Single Family Residential – 4 (SR-4)	Single Family Residential – 6 (SR-6)	Two Family Residential – 6 (TR-6)	Multi-Family Residential – 12 (MR-12)	Multi-Family Residential – 24 (MR-24)	Mobile Home – Residential – 8 (MH-8)	Neighborhood Mixed Use (NMU)	Community Mixed Use (CMU)	Urban Mixed Use (UMU)	Downtown Mixed Use (DMU)	Industrial Park (IP)	Light Industrial (LI)	General Industrial (GI)	Research and Development (RD)	Campus Development (CD) Central Area	Campus Development (CD) Peripheral Area	Land Uses Permitted: Refer to the detailed definitions and requirements listed for each land use on the following pages.  P: By Right C: By Conditional Use Permit
C									C	C	C	C				C	P/ C	P/ C	(8) Intensive Outdoor Recreation
									C	P	C	C					P/ C	P/ C	(9) In-Vehicle Sales or Service
C						C	C		C	P	C	C					P/ C	P/ C	(10) Bed and Breakfast
									C	P	C	C					P/ C	P/ C	(11) Commercial Indoor Lodging

### Section 18-58: Commercial Land Uses

(7) Outdoor Commercial Entertainment: Land uses which provide entertainment services partially or wholly outside of an enclosed building. Such activities often have the potential to be associated with nuisances related to noise, lighting, dust, trash, and late operating hours. Examples of such land uses include outdoor eating and drinking areas, outdoor food vendors and related seating used longer than 30 days, outdoor assembly areas, volleyball courts, horse shoes, and outdoor swimming pools associated with a lodging facility.

Regulations:

- (a) New customer entrances shall be located as far as possible from residentially zoned property.
- (b) Facility shall provide bufferyard with minimum opacity of 0.~~20~~50 along all borders of the property abutting residentially zoned property.
- (c) Minimum parking for food vendor trailers is one space per 20 square feet of gross floor area of the trailer.
- (d) Outdoor Commercial Entertainment activities proposed in a public right of way or on City owned property are permitted, but must receive Common Council Board of Public Works and Common Council approval for such use, ~~in addition to any required conditional use permit.~~

(e) Minimum required parking: One space for every ~~3~~5 persons at the maximum capacity of the ~~establishment~~ outdoor area when located outside the DMU District.

(f) Outdoor Commercial Entertainment uses may not take up required parking spaces.

~~(e)~~(g) Special events are permitted and would be excluded from this land use.





# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, City Planner  
DATE: February 16, 2016

RE: Discussion of Bicycle Routes for Transportation Purposes.

## **Background**

The City of Marshfield has an extensive multimodal transportation system. This includes the streets, sidewalks, bicycle lanes, and off-road trails. While most of this system is geared towards the automobile and/or recreational purposes, the general intent of the multimodal system is to accommodate all forms of travel for transportation purposes. The item up for discussion is how the City can develop a bicycle route system with the focus being on transportation, and see if there is a desire to develop such a system.

## **Analysis**

At times there seems to be some confusion as to what a bicycle route means. A bicycle route is the path a bicyclist would take to get from point A to point B. It can be a combination of facilities such as bike lanes or connecting trails, but ultimately, it's the route that would be taken regardless of the facility the bicyclist is riding on. An off-road trail is a pathway that allows bicyclists to ride while being separated from vehicular traffic. An example of this would be the bike path along Veterans Parkway. Even on an off-road trail, there are still potential points of conflict with vehicular traffic at intersections. An on-road accommodation can consist of a bike lane, or shared road. In a shared road situation, a bicyclist is not separated from traffic, but the following rules apply:

- Bicyclist should keep at least 3 feet from themselves and the curb or parked vehicle.
- Any passing vehicle should also allow at least 3 feet of clearance between themselves and the bicyclist.
- If the lane is narrow, the bicyclist should ride in the center of the lane of traffic.

There are other rules of the road for bicyclists, but the above rules give you an idea of the space needed to accommodate bicycles on a roadway. Ideally, when

developing a bicycle route system for transportation purposes the City would want to utilize and connect the existing bicycle facilities where feasible. Currently, the infrastructure is somewhat fragmented. While this may be fine for some recreational purposes, it makes it challenging for someone wanting to commute.

There are a lot of components to such a system and it would take a lot of planning and public input. Below are some brief paragraphs with some background on a couple issues, followed by some questions or points that would have to be addressed if the City moves forward in developing a bicycle route system for transportation purposes.

Before any routes would be identified, the intended purpose and end user would want to be defined.

- Are bicycle routes needed?
  - Would people use them and know what they are for?
- If bicycle routes are needed, should the focus be for recreational purposes or commuter purposes?
  - Who would be the anticipated user of the bicycle routes?
- What are we trying to connect that is not connected by the current system in place?

Identifying the routes is probably the most challenging part that involves a significant planning effort. Safety, connectivity, and route efficiency are three important factors when looking at the routes themselves. The items below identify specific considerations when identifying adequate routes for a bicycle transportation system.

- Criteria for identifying appropriate routes
  - What would the criteria be for a bicycle routes?
    - Type of road (arterial, collector, local)
    - Condition of road (look at PASER)
    - Width of road
    - On-street parking versus bike lanes versus shared accommodations
    - Traffic volume
    - Figure out who the route is designed for (experienced rider/children/family)
    - Identify how to address gaps in the facilities
    - Truck routes
    - Traffic generators (schools, Clinic/Hospital, places of employment, shopping, parks)
    - What is the safest and most direct route to get from point A to point B?
    - Where would we start with the routes (start small with a main corridor and prioritize)?

- Public involvement
  - At what stage would we get the public involved in identifying bicycle routes?
  - What would be the most effective form of public involvement (review of the entire system or looking at each route individually that serves them)?
  - Would we reach out to the bicycle clubs in the area (Friends of the Trail, Sports Den, Marshfield Clinic, etc.)?

Signing the routes would make sense, however there is always a cost associated with adding signs. The initial cost could possibly be covered by a grant, but the City would be responsible for the ongoing maintenance of the signs (and possibly the initial cost if no grants are available). Wausau has developed an extensive bicycle routes system with a rather identifiable signage system. Marshfield could probably borrow from their concepts, but it would also be important to include Wood County in the development as they are currently working on their own bicycle route system.

- Signage
  - Would the routes need to be signed?
  - How many signs would we need?
  - Who will be responsible for maintaining the signage and street markings?
  - What would the cost be to maintain the signs?
  - What would the cost be and who will pay for the signs initially?
  - How will the routes be numbered?
  - Who will decide on the sign design?
  - How could we tie the signage in with Wood County's bicycle route signs (currently in progress)?

Staff is not aware of any specific approval process outlined for this type of project. It makes sense to have the Plan Commission involved at some level, but what other entities should be involved in the planning and approval process?

- Approval process
  - What committee/board should be approving the routes and signs?
    - Board of Public Works
    - Parks, Recreation, and Forestry
  - If approved, how do we educate the public on how to utilize the routes?

### **Recommendation**

For discussion purposes only.

**Attachments**

1. Bicycle Transportation Plan

Concurrence:

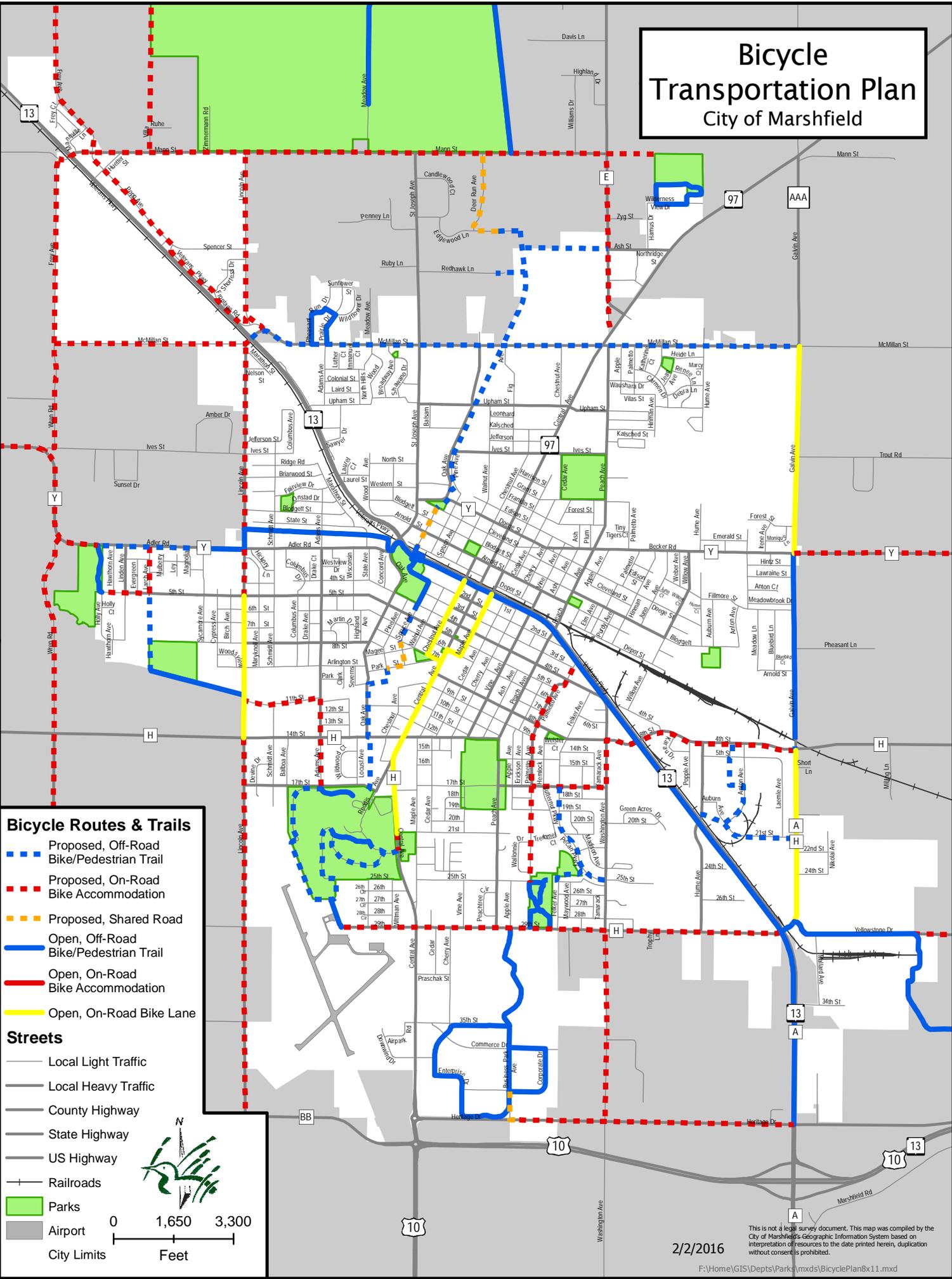


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Jason Angell  
Director of Development Services

# Bicycle Transportation Plan

## City of Marshfield

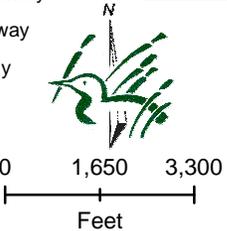


### Bicycle Routes & Trails

- - - 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



2/2/2016

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, duplication without consent is prohibited.

F:\Home\GIS\Depts\Parks\mxds\BicyclePlan8x11.mxd



City of  
Marshfield  
Memorandum

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TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: February 16, 2016

RE: Summary of 2015 Plan Commission Actions &  
Summary of 2015 Development-Related Activities

**Background**

Attached are the summaries of the 2015 Plan Commission actions as well as the 2015 Development-Related activities.

**Attachments**

1. Summary of 2015 Plan Commission Actions
2. 2008-2015 Comparison
3. Summary of 2015 Development-Related Activities

Concurrence:

A handwritten signature in black ink, appearing to read "Jason Angell".

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Jason Angell  
Director of Development Services

Summary of 2015 Plan Commission Actions

KEY	Application	Reviewed by Plan Commission	Approved by Plan Commission	Approved by Common Council
CUP	Conditional Use Permits	22	21	20
RZN	Rezoning Requests	8	8	8
ANX	Annexation Requests	2	2	2
MCA	Municipal Code Amendments	11	10	9
MSCA	Municipal Sign Code Amendments	0	0	0
SGNM	Master Sign Plans/Amendments	1	1	1
SGNA	Alternative Sign Permits	2	2	2
SDV	Subdivisions	0	0	0
PUD	Planned Unit Development	0	0	0
COA	Certificates of Appropriateness	0	0	0
MISC	Miscellaneous	12	12	12
	<b>Total</b>	<b>58</b>	<b>56</b>	<b>54</b>

CUP	Applicant	Address	PC Action	CC Action	Notes
	John Simonson	304 and 308 W 27th St	1	1	1 Large Accessory (RES2015-08)
	Zimmerman Arch. Studio	105 S Maple Ave	1	1	1 Library approval and exceptions (RES2015-16)
	Mid-State Tech College	2600 S Maple Ave	1	1	1 Structure Expansion in CD (RES2015-23)
	MAPS	210 W 29th St	1	1	1 Animal Boarding and outdoor run at Airport (RES2015-24)
	Villas - Amendment	2313 W 5th St	1	1	1 Move Volleyball Court from Original approval
	Villas - Amendment	2313 W 5th St	0	0	0 Reduce Landscaping from original CUP
	Randell Kruger	412 W Park St	1	1	1 Large Accessory (RES2015-27)
	Bernadine Kempf	3023 W Vet. Pkwy & 3024 Popp	1	1	1 Large Accessory (RES2015-28)
	Duane Schutz - Nutz Deep	809 S Central Ave	1	0	0 Rescind CUP - CC sent back to PC
	Cornerstone Church	1417 W McMillan St	1	1	1 Exceptions to landscaping (RES2015-29)
	Duane Schutz - Nutz Deep	809 S Central Ave	1	1	1 Reaffirm 5/19/15 PC descision (RES2015-30)
	Arlon Haessly	333 S Central Ave	1	1	1 Exception to minimum parking in DT (RES2015-35)
	John Peters	305 S Maple and 200 E 2nd St	1	1	1 Fence Exception - Setback and Vision (RES2015-36)
	Rogers Cinema	451-453 S Central Ave	1	1	1 Fence Exception - Setback and Vision (RES2015-37)
	Chad Breitzke	1102 W Arlington St	1	1	1 Conditional Home Occ. Firearm Sale (RES2015-40)
	Dan and Cindy Burns	1515 W 5th St	1	1	1 Large Accessory (RES2015-41)
	Hannah Shiltz	1301 W Doege St	1	1	1 4 Bed ADF (RES2015-46)
	Tanya Esser	406 W Leonard St	1	1	1 Garage Height Exception (RES2015-47)
	Marshfield Clinic	1001 N Oak Ave	1	1	1 Addition in CD prior to CMP (RES2015-48)
	Marshfield Clinic	1100 N Walnut Ave	1	1	1 Temporary Contractors Office (RES2015-49)
	Marshfield Clinic	510 N St. Joseph	1	1	1 Addition in CD prior to CMP (RES2015-62)
	Marshfield Clinic	1000 N Oak Ave	1	1	1 Use expansion in CD prior to CMP (RES2015-63)
22	<b>Total Applications Approved</b>		<b>21</b>	<b>20</b>	

Summary of 2015 Plan Commission Actions

RZN	Applicant	Address	PC Action	CC Action	Notes
	Bernadine Kempf	2024 Popp Ave	1	1	SR-2 to SR-4 allow to be combined (ORD1302)
	Jamie Teatz	310 E Cleveland St	1	1	SR-6 tp TR-6 correction to City Wide (ORD1304)
	Marshfield Clinic	913 N Pine (606 W Ives)	1	1	SR-4 to CD (Campus) (ORD1305)
	Linda Fenske M&M Rentals	511 and 513 S Peach Ave	1	1	SR-6 to TR-6 Correct Zoning (ORD1313)
	Marawood	1308 W McMillan St	1	1	SR-4 to CMU (ORD1314)
	Marshfield Clinic	1004 to 1114 N Walnut Ave	1	1	SR-4 to CD (Campus) (ORD1315)
	City of Marshfield	NE corner of Galvin & Yellowstone	1	1	RH-35 to GI (ORD1326)
	Dennis Boucher	West 1316 N Hume Ave	1	1	TR-6 to MR12 (ORD1326)
8	Total Applications Approved		8	8	

ANX	Applicant	Address	PC Action	CC Action	Notes
	Cameron Detach and Attachment		1	1	ORD 1306
	Draxler Enterprises	E HWY 13 and N of Heritage Dr	1	1	ORD1317
2	Total Applications Approved		2	2	

MCA	Subject	Sections	PC Action	CC Action	Notes
	Wellhead Protection	18-94	1	1	Compliance w/ DNR Regulations
	Group/Large Dev. - CUP procedure	18-12, 18-114, and 18-161	1	1	Clarify Regulations and allow more Admin Approvals
	Jesse Kilty - Animal Boarding	18-36	1	0	Allow Animal Boarding as Use in "UMU"
	Jesse Kilty - Animal Boarding	18-35	0	0	Allow Animal Boarding as Use in "CMU"
	Historic Preservation Comm.	18-141(2)(b)	1	1	Clarify powers and Duties of committee
	CMP Amendment	Airport	1	1	Addressing when FAA approval is needed (ORD1309)
	Setback Averaging	18-72	1	1	clarify language how to average (ORD1310)
	Minor&Conditional Home Occupat	18-25 to 18-33, 18-54, and 18-65	1	1	Clarification of home occupations (ORD1311)
	Land Uses CD	18-42 and 18-54	1	1	Land Uses - CMP or CUP (ORD1316)
	Mobile Service Facilities	18-26 to 18-33, 18-54, and 18-62	1	1	comply w/ State (ORD1323)
	City of Marshfield	Ch18, Ch19, and Ch24	1	1	Reference to Fee Schedule (ORD1324)
11	Total Applications Approved		10	9	

MSCA	Subject	Sections	PC Action	CC Action	Notes
0	Total Applications Approved		0	0	

SGNM	Applicant	Address	PC Action	CC Action	Notes
	St. Vincent De Paul	149 and 157-169 N Central Ave	1	1	MSGN Plan w/ Exceptions
1	Total Applications Approved		1	1	

Summary of 2015 Plan Commission Actions

SGNA	Applicant	Address	PC Action	CC Action	Notes
	Pathos Properties	1613-1637 N Central Ave	1	1	Second Freestanding Sign @ Festival Foods Property
	Rogers Cinema	451-453 S Central Ave	1	1	Mural Sign
2	Total Applications Approved		2	2	

SDV	Subdivisions		0	0	0
0	Total Applications Approved		0	0	0

PUD	Planned Unit Development		0	0	0
0	Total Applications Approved		0	0	0

COA	Applicant	Address	PC Action	CC Action	Notes
0	Total Applications Approved		0	0	0

MISC	Subject	Sections	PC Action	CC Action	Notes
	ROW Vacation	100 Block Alley and E 1st St	1	1	For Library Site
	Downtown Master Plan	Res PC2015-01	1	1	Adopt 2015 DT Master Plan
	Public Library Design		1	1	Location and Design for new Library
	CIP	2016-2020 CIP	1	1	Capital Improvement Plan
	ROW Vacation	Parts of Yellowstone & Galvin	1	1	vacate unopened ROW and align ROW w/ Infrastructure
	Appoint Commissioner to HPC		1	1	Wood as Commissioner to HPC
	Future Airport Projects	petition WDOT and BOA	1	1	petition state for future projects
	Comp Plan	Public Participation	1	1	Approve public participation plan
	Creation of TID 10	RES PC2015-02	1	1	approve project plan and boundary of TID 10
	Adoption of Fee Schedule	RES 2015-56	1	1	
	Appoint Town McMillan JPC Member		1	1	Penker as PC Member to Town of McMillan JPC
	Comp Plan	Amend Participation Plan	1	1	RES2015-64
12	Total Applications Approved		12	12	

<u>APPLICATIONS</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Conditional Use Permits:	9	8	11	10	11	20	21	22
Rezoning Requests:	3	4	4	4	5	6 <sup>6</sup>	7	8
Annexations:	2	2	0	0	3	1	0	2
Zoning Ordinance Review / Amendments:	4	7	4	5	5	4	13	11
Sign Ordinance Review / Amendments:	2	0	2	0	1	1 <sup>7</sup>	0	0
Sign Permits:	7	4	12	29	24	12	8	3
Subdivisions:	3	2	1	1	0	0	0	0
Other:	7 <sup>1</sup>	4 <sup>2</sup>	19 <sup>3</sup>	10 <sup>4</sup>	12 <sup>5</sup>	3 <sup>8</sup>	11 <sup>9</sup>	12 <sup>10</sup>
Totals	37	31	53	59	61	47	60	58

<sup>1</sup>Design Review, Vacation of rights-of-way, TID Boundary, CBRF Task Force

<sup>2</sup>Design Review, Vacation of rights-of-way, Sewer Service Area Amendments  
Comprehensive Plan Amendment Procedures, Historic Landmark Designation

<sup>3</sup> Certificates of Appropriateness, Sewer Service Area Plan, Airport Plan,  
Downtown Design Guidelines, Local Historic Designation, TID #7

<sup>4</sup>Certificates of Appropriateness, TID Amendments, Historic Designation, Historic  
Preservation Policy Changes

<sup>5</sup>Street Vacations, Certificates of Appropriateness, Planned Unit Development,  
Memo of Understanding, Professional Services Agreement

<sup>6</sup>Includes Airport Campus Master Plan

<sup>7</sup>Repeal and Re-enact Sign Code

<sup>8</sup> CIP, TID Creation, Certificate of Appropriateness

<sup>9</sup>Temp Antenna Use, CIP, Vacation of rights-of-way, Garage Sale Disc, CORP Plan,  
Temp Crane Disc

<sup>10</sup>ROW Vacation, DT Master Plan, CIP, Comp Plan, TID 10, Fee Schedule

**2015 ANNUAL REPORT  
BUILDING SERVICES DIVISION**

DIVISION PERSONNEL

Richard Pokorny - Building Services Supervisor  
Tom Ott - Plumbing Inspector  
Pat Kilty - Electrical Inspector/Assistant Building Inspector  
Cheryl Uthmeier - Administrative Assistant  
Jeff Molter - Maintenance Technician

The following is a summary of permit activity:

Type of Permit	No. of Permits	Estimate of Value
New CBRF (20 beds or more)	0	\$0
New Single Family Homes	11	\$1,930,985
New Two Family Homes	1	\$100,000
New Multiple Family Buildings (20 Units)	3	\$1,502,120
Manufactured (HUD) Home in Subdivision	0	\$0
New Non Residential Buildings	5	\$2,613,600
New Municipal Buildings	1	\$4,631,389
New Residential Garages & Sheds	45	\$241,096
Fences	37	\$73,791
Residential Repair/Alteration/Remodel/Decks	200	\$1,640,084
Residential Additions	10	\$360,076
Non-Residential Repair/Alteration/Remodel	94	\$6,216,079
Non-Residential Additions	18	\$8,272,614
Municipal Repair/Alteration/Remodel	1	\$148,500
Municipal Additions	0	\$0
Residential Heating, Vent., & AC	87	\$410,184
Non-Residential Heating, Vent., & AC	51	\$5,806,365
Residential Razing of Buildings	10	*NE
Non-Residential Razing of Buildings	6	*NE
Residential Moving of Buildings	0	*NE
Non-Residential Moving of Buildings	0	*NE
Sign Permits	87	*NE
Foundation	8	*NE
<b>Total Building Permits:</b>	<b>675</b>	<b>\$33,946,883</b>
Electrical Permits (Residential)	260	*NE
Electrical Permits (Non-Residential)	202	*NE
Plumbing Permits	153	*NE
<b>Grand total of all permits:</b>	<b>1290</b>	
Total building permit fees	\$78,683.28	
Total plumbing permit fees	\$13,187.00	
Total electrical permit fees	\$49,198.66	
<b>Grand total of fees:</b>	<b>\$141,068.94</b>	

\*NE = No Estimate

(not verified by audit or Finance Department)

**Large jobs for which permits were issued:**

- WD Gross Enterprises LLC – 1620 N Central Ave – addition (13,250 sq.ft.)
- Mid State Technical College – 2600 W 5<sup>th</sup> St – addition (1,200 sq.ft.)
- Tim Halbrook Builders Inc – 1806 & 1810 N Hume Ave – new apartment buildings (2 buildings, 8 units per building, total 16 units, 14,742 sq.ft. each building)
- Counter Form – 2001 E 29<sup>th</sup> St – addition (2,636 sq.ft.)
- Marshfield Clinic – 1001 N Oak Ave – remodel 2<sup>nd</sup> floor (17,777 sq.ft.)
- Marshfield Clinic – 1001 N Oak Ave – remodel 4<sup>th</sup> floor (28,223 sq.ft.)
- Cattails Properties LLC – 1818, 1820, 1822, 1824 Prairie Dr – 4 Unit Townhouse (9,736 sq.ft.)
- Roehl Hanger – 314 W 29<sup>th</sup> St – new airplane hangar building (6,620 sq.ft.)
- Ministry St Joseph's Hospital – 611 N St Joseph Ave – MRI truck dock (870 sq.ft.)
- Marshfield Public Library – 105 S Maple Ave – new building (34,136 sq.ft.)
- Quality Tank – 2113 S Nikolai Ave – addition (4,576 sq.ft.)
- Marshfield Clinic – 1001 N Oak Ave – addition/remodel radiation/oncology (4,575 sq.ft.)
- Silvercote – 2215 E Yellowstone St – new building (49,500 sq.ft.)

**Electrical Inspector Report**

Permits Issued:

1. Residential 260
2. Non-Residential 202

Permit Fees:

1. Residential \$12,479.99
2. Non-Residential \$36,718.67

**Plumbing Inspector Report**

Permits Issued: 153

Permit Fees:

Plumbing Permit Fees	\$13,187.00
Water Tap Fees	\$324.00
Wastewater Sewer Fees	\$3,445.00

See Appendix 'A' for Monthly Building Permit Summary

See Appendix 'B' for Five Year Permit Comparison (2011-2015 pages 1 & 2)

See Appendix 'C' for Ten Year Permit Comparison

See Appendix 'D' for Names & Addresses of New Residential One & Two Family Homes