



CITY OF MARSHFIELD

MEETING NOTICE

PLAN COMMISSION

City of Marshfield, Wisconsin

Tuesday, June 16, 2015

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. – May 19, 2015 Meeting
4. Citizen Comments.
5. Rezoning Request by Jamie Teatz to change the zoning from "SR-6" Single Family Residential to "TR-6" Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code.
Presenter: Sam Schroeder, Zoning Administrator
Public Hearing Required
6. Rezoning Request by Marshfield Clinic to change the zoning from "SR-4" Single Family Residential to "CD" Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development.
Presenter: Sam Schroeder, Zoning Administrator
Public Hearing Required
7. Conditional Use Request by Cornerstone Church to reduce the landscape requirements including landscape islands and the east bufferyard, located at 1417 West McMillan Street, zoned "CMU" Community Mixed Use.
Presenter: Josh Miller, City Planner
Public Hearing Required
8. Request to review and possibly rescind the Conditional Use Permit that was granted to allow off-site parking, for Duane Schutz, on behalf of Nutz Deep II, for property located at 809 South Central Avenue, zoned "DMU" Downtown Mixed Use district.
Presenter: Jason Angell, Director of Planning and Economic Development
9. Marshfield Airport request to petition the Wisconsin Department of Transportation, Bureau of Aeronautics for future projects.
Presenter: Jeff Gaier, Marshfield Municipal Airport
10. Review and recommend Public Participation Plan of the Comprehensive Plan Update.
Presenter: Josh Miller, City Planner
11. Items for Future Agendas.
12. Staff Updates.
13. Adjourn.

**PLAN COMMISSION
(Page 2)**

Posted this 10TH day of June, 2015 at 4:00 PM by Daniel G. Knoeck, Secretary, City Plan Commission

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

NOTE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424.

**CITY PLAN COMMISSION
MARSHFIELD, WISCONSIN
MINUTES OF MAY 19, 2015**

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

PRESENT: Mayor Meyer – arrived at 7:25 PM, Ed Wagner, Laura Mazzini, Joe Gustafson; Josh Witt; Bill Penker & Ken Wood

EXCUSED: None

ABSENT: None

ALSO PRESENT: City Administrator Barg, Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; the media; and others.

PC15-22 Motion by Wood, second by Penker to recommend approval of the minutes of the April 21, 2015 City Plan Commission meeting.

Motion Carried

Commissioner Mazzini nominated Commissioner Wagner for Vice-Chairman of the City Plan Commission.

Commissioner Penker nominated Commissioner Mazzini for Vice-Chairman of the City Plan Commission.

There being no other nominations for Vice Chair, the Secretary declared nominations to be closed. By vote of written ballot, Commissioner Wagner was elected as Vice-Chairman of the City Plan Commission

Citizen Comments: None

Conditional Use Request by Jesse Kilty to allow an animal boarding facility with an outdoor kennel area at 402-404 East 4th Street and 403 South Cherry Avenue, zoned “UMU” Urban Mixed Use. (**APPLICATION WITHDRAWN BY APPLICANT**)

PUBLIC HEARING - Conditional Use Request by Randell Kruger to allow the total area of “Residential Accessory Buildings” to exceed the maximum accessory structure allowance of 1,200 square feet located at 412 West Park Street, zoned “SR-3” Single Family Residential.

COMMENTS: None

PC15-23 Motion by Wood, second by Penker to recommend approval of the Conditional Use Request by Randell Kruger to allow the total area of “Residential Accessory Buildings” to exceed the maximum accessory structure allowance of 1,200 square feet located at 412 West Park Street, zoned “SR-3” Single Family Residential, contingent upon the following:

1. The architecture carport feature that is attached to the house will not be calculated as part of the maximum residential accessory structure allowance of 1,200 square feet.
2. The proposed detached garage may be constructed as presented.

Motion Carried

PUBLIC HEARING - Conditional Use Request by Bernadine Kempf to allow the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 3023 West Veterans Parkway and 3024 Popp Avenue, zoned “SR-3” and “SR-2” Single Family Residential.

COMMENTS: None

PC15-24 Motion by Penker, second by Gustafson to recommend approval of the Conditional Use Request by Bernadine Kempf to allow the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 3023 West Veterans Parkway and 3024 Popp Avenue, zoned “SR-3” and “SR-2” Single Family Residential, contingent upon the following:

1. The presented preliminary Certified Survey Map must be completed and recorded to combine the south half of 3024 Popp Avenue with 3023 West Veterans Parkway and the north half of 3024 Popp Avenue with 3028 Popp Avenue.
2. An ordinance approving the rezoning of the south half of 3024 Popp Avenue from “SR-2” to “SR-4” Single Family Residential must be approved prior to the final approval of a resolution officially approving this conditional use permit.

Motion Carried

PUBLIC HEARING - Rezoning Request by Bernadine Kempf to change the zoning from “SR-2” Single Family Residential to “SR-4” Single Family Residential located at 3024 Popp Avenue to allow this property to be combined with the adjacent property to the west, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential.

COMMENTS: None

PC15-25 Motion by Penker, second by Gustafson to recommend approval of the rezoning request by Bernadine Kempf to change the zoning from “SR-2” Single Family Residential to “SR-4” Single Family Residential located at 3024 Popp Avenue to allow this property to be combined with the adjacent property to the west, 3023 West Veterans Parkway, zoned “SR-4” Single Family Residential and request an ordinance be drafted for Common Council consideration.

Motion Carried

PUBLIC HEARING - Conditional Use Request to review and possibly rescind the Conditional Use Permit that was granted to allow off-site parking, for Duane Schutz, on behalf of Nutz Deep II, for property located at 809 South Central Avenue, zoned “DMU” Downtown Mixed Use district.

COMMENTS: None

Phil Hiller, 401 n Anton, - frustrated most that City has not enforced the agreement that was in place. Also concerned that 51 stalls are not enough for this establishment at peak times. He knows this because his parking lot is packed. He has done some calculations of his own based on peak occupancy and 51 stalls is nowhere near enough. The CUP included stipulations that were not enforceable. He had an agreement drafted by an attorney to address the CUP condition. Mr Schutz refused to sign. Hiller is frustrated that since nothing can be done, the easiest thing is to rescind it. He knows that his parking lot will be used regardless because it is more convenient. Feels the PC should do some homework to create some sort of teeth to uphold the conditions that

are placed on the CUP. Concerned that city is setting a precedence that allows people to get approval with conditions but then they can do what ever they want.

Mayor Meyer arrived at 7:25 PM and assumed the chair.

Duane Schuetz – Nutz Deep II – feel with the money he is spending on his parking lot, putting signs up, paving the lot feels he is addressing the situation. He has made an effort to clean up the lot in the morning. He has added some liability insurance to cover damage in the Hiller lot.

PC15-26 Motion by Wagner, second by Wood to recommend approval of the Conditional Use Request to rescind the Conditional Use Permit that was granted to allow off-site parking, for Duane Schutz, on behalf of Nutz Deep II, for property located at 809 South Central Avenue, zoned “DMU” Downtown Mixed Use district, to become effective after the lot has been paved.

Motion Carried

PUBLIC HEARING - Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-35 to allow the principal “animal boarding” use to be permitted by a conditional use permit in the “CMU” Community Mixed Use district and to amend Section 18-54, updating the table of land uses.

COMMENTS: None

PC15-27 Motion by Penker, second by Wood to recommend denying the Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-35 to allow the principal “animal boarding” use to be permitted by a conditional use permit in the “CMU” Community Mixed Use district because of the outdoor exercise areas and the potential noise pollution that are generally associated with these uses would still have the potential to be close to residentially zoned properties.

Motion Carried

PUBLIC HEARING - Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records.

COMMENTS: None

PC15-28 Motion by Wagner, second by Witt to recommend approval of the Municipal Code Amendment to amend Chapter 18, General Zoning Ordinance, Section 18-141(2)(b) under Article IX Historical Preservation, to clarify the powers and duties of the Historic Preservation Committee to collect and store historic data and records and request an ordinance be drafted for Common Council consideration

Motion Carried

PC15-29 Motion by Wood, second by Mazzini to recommend approval of Resolution 2015-22, vacating and discontinuing portions of relocated Yellowstone Drive and Galvin Avenue right-of-way, located in the SW ¼ of the SW ¼ of Section 15; the SE ¼ of the SE ¼ of Section 16; the NE ¼ of the NE ¼ of Section 21; and the NW ¼ of the NW ¼ of Section 22, all located in Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, and refer to the Common Council for consideration.

Motion Carried

City Planner Miller reviewed and updated the Plan Commission on the Design Concepts and public input process for the 2nd Street Corridor.

Mayor Meyer nominated Commissioner Wood to the Historic Preservation Committee.

PC15-30 Motion by Wagner, second by Penker to recommend the appointment of Commissioner Wood to the Historic Preservation Committee.

Motion Carried

Items for Future Agendas: None

Staff Updates: None

There being no objections, Chairman Meyer adjourned the meeting at 8:09 PM.

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

TO: Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: June 16, 2015

RE: Rezoning request by Jamie Teatz to change the zoning from “SR-6” Single Family Residential to “TR-6” Two Family Residential located at 310 East Cleveland Street to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code.

Background

Recently the Applicant inquired about adding additional garage space onto his existing duplex at 310 East Cleveland Street. Mr. Teatz was surprised to find that the City wide rezoning that took place on January 1, 2013 made his duplex a legal nonconforming use. Although grandfathered and legal, the structure could not be enlarged or expanded without an exception being granted because of the new zoning class restrictions in the 2013 adopted Zoning Code.

Previously this property was zoned “R-5” Medium low density single- and two-family residential. This district allowed single family uses as well as all types of two family residential uses. The property was rezoned to “SR-6” Single Family residential, which allows single family uses and limited two family residential uses to a “two flat”. The new zoning district did not permit “duplex” style two family homes like the previous zoning district, which made this property nonconforming.

A “Duplex” is described as a dwelling unit type that consists of two separate residences, each having a private individual access and no shared internal access. Duplexes are attached side-by-side located on one lot, each with a ground floor and roof.

A “Two Flat” is described as a dwelling unit type that consists of a single structure with two separate residences each having a private individual access and no shared internal access other than a common hallway. Two Flats are attached units within a 2 story structure with one unit above the other, possibly with a shared front porch. Most two flats are older homes that were converted into an upstairs/downstairs apartment.

Analysis

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this area is identified as “Existing City Residential” and is primarily zoned “SR-6” with residential uses ranging from single family dwelling units to two family dwelling units.

Because there are similar existing side-by-side duplex uses properly rezoned during the City wide rezoning to “TR-6” which are also surrounded by “SR-6”, it is staff’s belief that this property was improperly zoned and it was not the intent of the rezoning to stop an undesirable land use pattern from spreading.

Based on the neighborhood context, the surrounding land uses, and similar rezoned properties during the City wide rezoning it is reasonable to consider a rezoning of this property to “TR-6.”

The Zoning Code requires a review of any zoning map amendment with the following criteria:

1. Advances the purposes of this Chapter as outlined in Section 18-03 and the applicable rules of Wisconsin Department of Administration (WisDNR) and the Federal Emergency Management Agency (FEMA).

The request meets does not adversely affect the purpose and intent of Section 18-03 of implementing the goals and objectives of the Comprehensive Plan.

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

The comprehensive plan identifies this property as “existing city residential”. The proposed rezoning has no changes to the use or density of the property.

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

The use of the land will not change.

4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
 - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.
 - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes),

making the subject property more appropriate for a different zoning district.

- d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions 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 rezoning request by Jamie Teatz to change the zoning from "SR-6" Single Family Residential to "TR-6" Two Family Residential to correct the zoning district, allowing the existing duplex property to conform to the Zoning Code, located at 310 East Cleveland Street and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. Application
2. Rezoning Report
3. Location Map
4. Reference Map – Properly Zoned Properties

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator



MARSHFIELD
The City in the Center

Revised: 11/13/14

Department of Planning & Economic Development

City of Marshfield
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449-0727

Ph: 715-486-2077 Fax: 715-384-7631

Email: Sam.Schroeder@ci.marshfield.wi.us

**Zoning Map
Amendment
Application**

Fee: \$250.00 + \$10.00 per acre

Today's Date: 5/26/15

OFFICE USE ONLY

Date Received: <u>5/26/15</u>	Fee Receipt Number:	Zoning District: <u>SR-6</u>	Parcel #: <u>33-00522</u>
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SITE INFORMATION

Site Address: 310 E Cleveland	Lot #: <u>8 & 9</u>	Block #: <u>27</u>	Subdivision:
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Section: <u>8</u>	Township: <u>25N</u>	Range: <u>3E</u>	Present Land Use: Duplex - Two Family
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Legal Description:	<u>All of lots 8 & 9 in Block 27 of the Fourth Addition to the Village Plat of Marshfield, being part of the NW 1/4 of the NE 1/4 of Section 8, Township 25N, Range 3E, City of Marshfield, Wood County, WI</u>
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APPLICANT INFORMATION

Applicant Name: Jamie R Teatz	Phone #: 715-305-1999	Email Address: jteatz26@gmail.com
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Address, City, State, Zip:
310 E Cleveland St, Marshfield, WI

The Applicant is the Owner Authorized Representative/Other (Describe):

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)

Owner Name: Same	Owner Phone #:	Owner Email Address:
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Owner Address, City, State, Zip:

LOT DETAILS

Street Frontage (Name and Distance):
88' N Cherry Ave and 157' on E Cleveland Ave

Depth:	Area: 13,816
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Public Utilities Available: Sanitary Water Storm Electric Other:

DETAIL OF ZONING CHANGE REQUEST

Requested Zoning District: TR-6 Two Residential	Proposed Land Use: Same - Duplex
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Reason for Request:	<p>The rezoning is to fix a mistake that was made during the city wide rezoning that took place in 2013 with the adoption of the current Zoning Code. The previous zoning district was R-5 which allowed two-family residential uses.</p> <p>The owner is looking to add an addition on the house, but must be rezoned to TR-6 to do so. Currently the property is nonconforming with a duplex in the SR-6 zoning district.</p>
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DOCUMENTATION SUBMITTED

Site Plan Proof of Ownership Area Map 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.

I hereby apply for a zoning change, 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 Building Codes; that I understand this form is not in itself a zoning map amendment but only an application for a zoning map amendment and is valid only with procurement of applicable approvals.

Applicant Signature:

Date:

5-26-15



City of Marshfield Planning Commission Rezoning Report

Agenda Date: 06/16/15
Applicant: Jamie Teatz
Owner(s): James R Teatz & Angela L Burr

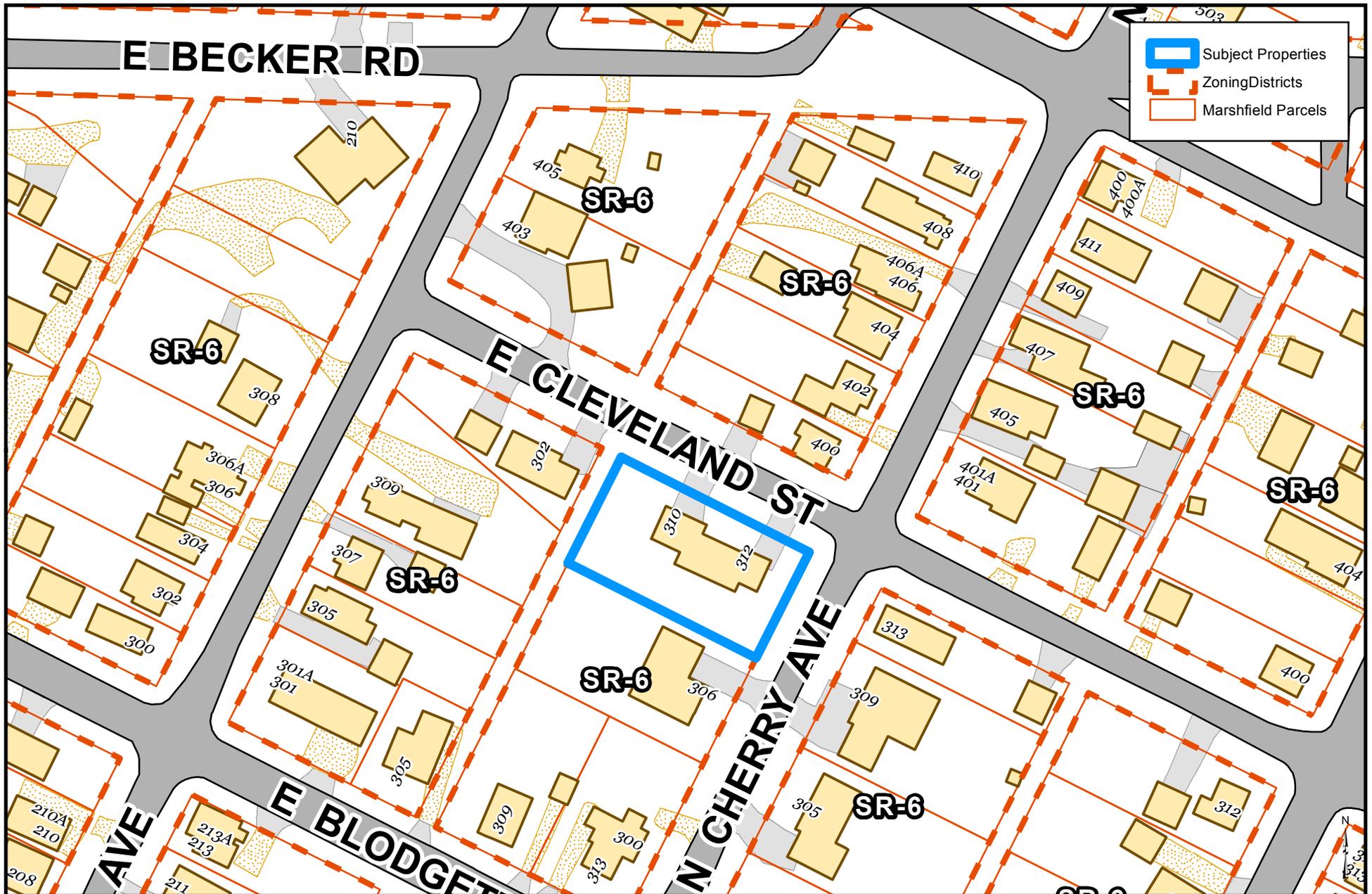
Parcel Number: 33-00522
Jurisdiction: Aldermanic District 9
Location: 310-312 East Cleveland Street
Approx. Size of Tract: 13,816 Square Feet – 0.32 Acres
Land Use Plan: Existing City Residential (6-10 units per acre)
Accessibility: East Cleveland Street
Utilities: Yes

Present Zoning: “SR-6” Single Family Residential District
Zoning Requested: “TR-6” Single Family Residential
Existing Land Use: Two Family Residential - Duplex
Proposed use: No Change – Two Family Residential - Duplex
Extension of Zone: No

History of Zoning: The property was previously zoned “R-5” Medium low density single- and two-family district. It was then rezoned to “SR-6” Single Family Residential as part of the City-wide rezoning took place on January 1, 2013.

Surrounding Land Use and Zoning: North: “SR-6” Single Family Residential District – Single Family.
East: “SR-6” Single Family Residential District – Single Family.
South: “SR-6” Single Family Residential District – Single Family.
West: “SR-6” Single Family Residential District – Single Family.

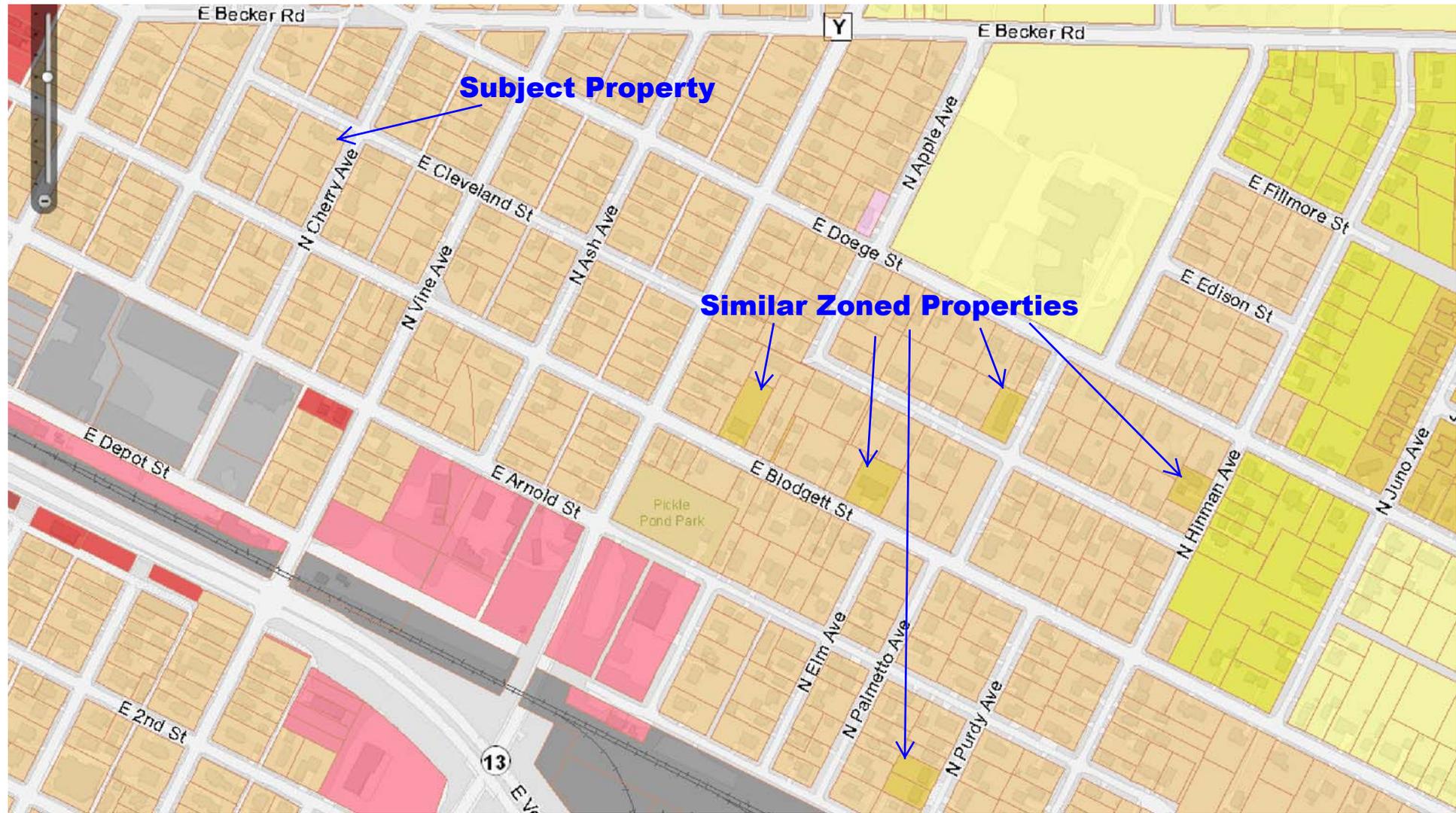
Neighborhood Context: This area is primarily existing single family residential.



Rezoning Request: 310 East Cleveland Street
City of Marshfield - Plan Commission
Meeting Date: June 16, 2015

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 GIS Access

Intranet Mapping Application

Printed: Jun 09, 2015





City of Marshfield Memorandum

TO: Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: June 16, 2015

RE: Rezoning request by Marshfield Clinic to change the zoning from “SR-4” Single Family Residential to “CD” Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development.

Background

Marshfield Clinic is proposing to rezone one parcel located at 913 North Pine Avenue from “SR-4” Single Family Residential to “CD” Campus Development to allow this property to be part of the Marshfield Clinic Campus for future development. At a later date this property will likely receive a West Ives Street address, because Pine Avenue is located within private property and all access and utilities will be provided off of West Ives Street. Previously this property did have a single family dwelling unit that the Clinic has torn down since 2008. The abutting property to the east is also zoned “SR-4” single family residential, but was recently purchased by Ministry Health Care Inc. Not long after Ministry purchased the property they too razed the previously existing single family dwelling unit.

In addition to the residentially zoned property to the east, there is an unidentified “gap” to the south that is also zoned “SR-4”. This piece of land technically does not have any ownership, but the lot lines will likely be adjusted in the future and will need to come back to Plan Commission to have it rezoned to be included as part of the campus and to ensure no slit zoned parcels.

Marshfield Clinic does have preliminary ideas to develop a building on this lot in the near future. The exact use of that facility remains to be finalized, but will most likely have to come back to Plan Commission in future months as a conditional use permit to allow new development within the “CD” Campus Development zoning prior to the adoption of a Campus Master Plan.

Analysis

According to the 2007 City of Marshfield 20 year Comprehensive Plan, this specific area is identified as “Existing City Residential.” Although the

Comprehensive Plan has identified this area as existing city residential, the residential dwelling unit no longer exists and it is abutting land uses identified on the future land use map as institutional.

Based on the neighborhood context, the surrounding land uses, similar properties, and future growth patterns it is reasonable to consider a rezoning of this property and adjacent properties in the future from single family residential to “CD” Campus Development.

The Zoning Code requires a review of any zoning map amendment with the following criteria:

1. Advances the purposes of this Chapter as outlined in Section 18-03 and the applicable rules of Wisconsin Department of Administration (WisDNR) and the Federal Emergency Management Agency (FEMA).

The request meets does not adversely affect the purpose and intent of Section 18-03 of implementing the goals and objectives of the Comprehensive Plan.

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

The Future Land Use Map identifies this area as “existing city residential”, but the property abuts land uses that are identified in the Future Land Use Map as Institutional and the proposed pattern on the map is supposed to be generalized.

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

The proposed rezoning would allow some sort of institutional development, but is consistent with the Comprehensive Plan and the future growth pattern of the campus.

4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
 - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.
 - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
 - d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

The Marshfield Clinic owns many residential properties surrounding their campus. It is likely that the Clinic will continue to grow and request to rezone and develop these peripheral lots.

Plan Commission Options

The Plan Commission can make the following recommendations:

1. Approval of the request with any exceptions or conditions 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 rezoning request by Marshfield Clinic to change the zoning from "SR-4" Single Family Residential to "CD" Campus Development located at 913 North Pine Avenue to allow this property to be part of the Marshfield Clinic Campus Development and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. Application
2. Rezoning Report
3. Location Map

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator



MARSHFIELD
The City in the Center

Revised: 11/13/14

Department of Planning & Economic Development

City of Marshfield
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449-0727

Ph: 715-486-2077 Fax: 715-384-7631

Email: Sam.Schroeder@ci.marshfield.wi.us

**Zoning Map
Amendment
Application**

Fee: \$250.00 + \$10.00 per acre

Today's Date: 5-1-2015

OFFICE USE ONLY

Date Received: 5/13/15	Fee Receipt Number: 51472	Zoning District: SA-4	Parcel #: 33-03042A
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SITE INFORMATION

Site Address: 913 N Pine Ave		Lot #: 3303062A	Block #: 3	Subdivision: Clinic/Hospital 022
Section: 05	Township: 25N	Range: 3E	Present Land Use: Vac Res Lot 400	
Legal Description:	C-MFLD SCHMIDT'S ADD PRT OF BLK 3, COM 100' W OF NE COR FOR POB, S 147', W TO RR R/W, NLY ALG SD R/W TO NLN SD BLK, E TO POB, EXC N 30' FOR ST BLK 3			

APPLICANT INFORMATION

Applicant Name: Marshfield Clinic	Phone #: 715-389-5134	Email Address: larson.mitchell@marshfieldclinic.org
Address, City, State, Zip: 1000 N Oak Ave., Marshfield, WI, 54449		
The Applicant is the <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative/Other (Describe): Remodeling/Construction Manager		

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)

Owner Name:	Owner Phone #:	Owner Email Address:
Owner Address, City, State, Zip:		

LOT DETAILS

Street Frontage (Name and Distance): Pine Avenue-117'	
Depth: 199.0	Area: 23,283 sq. ft., .535 acre
Public Utilities Available: <input type="checkbox"/> Sanitary <input type="checkbox"/> Water <input type="checkbox"/> Storm <input type="checkbox"/> Electric <input type="checkbox"/> Other:	

DETAIL OF ZONING CHANGE REQUEST

Requested Zoning District: Campus Development	Proposed Land Use: Remodeling/Construction Offices and Shop
Reason for Request:	Offices and shop are currently located within the main clinic. Clinic would like to develop that space as patient seeing area and need to relocate Remodeling/Construction function. The lot at 913 N Pine Ave. is the most desirable location.

DOCUMENTATION SUBMITTED

Site Plan Proof of Ownership Area Map 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.

I hereby apply for a zoning change, 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 Building Codes; that I understand this form is not in itself a zoning map amendment but only an application for a zoning map amendment and is valid only with procurement of applicable approvals.

Applicant Signature:

Mitch Larson

Date:

5-13-15

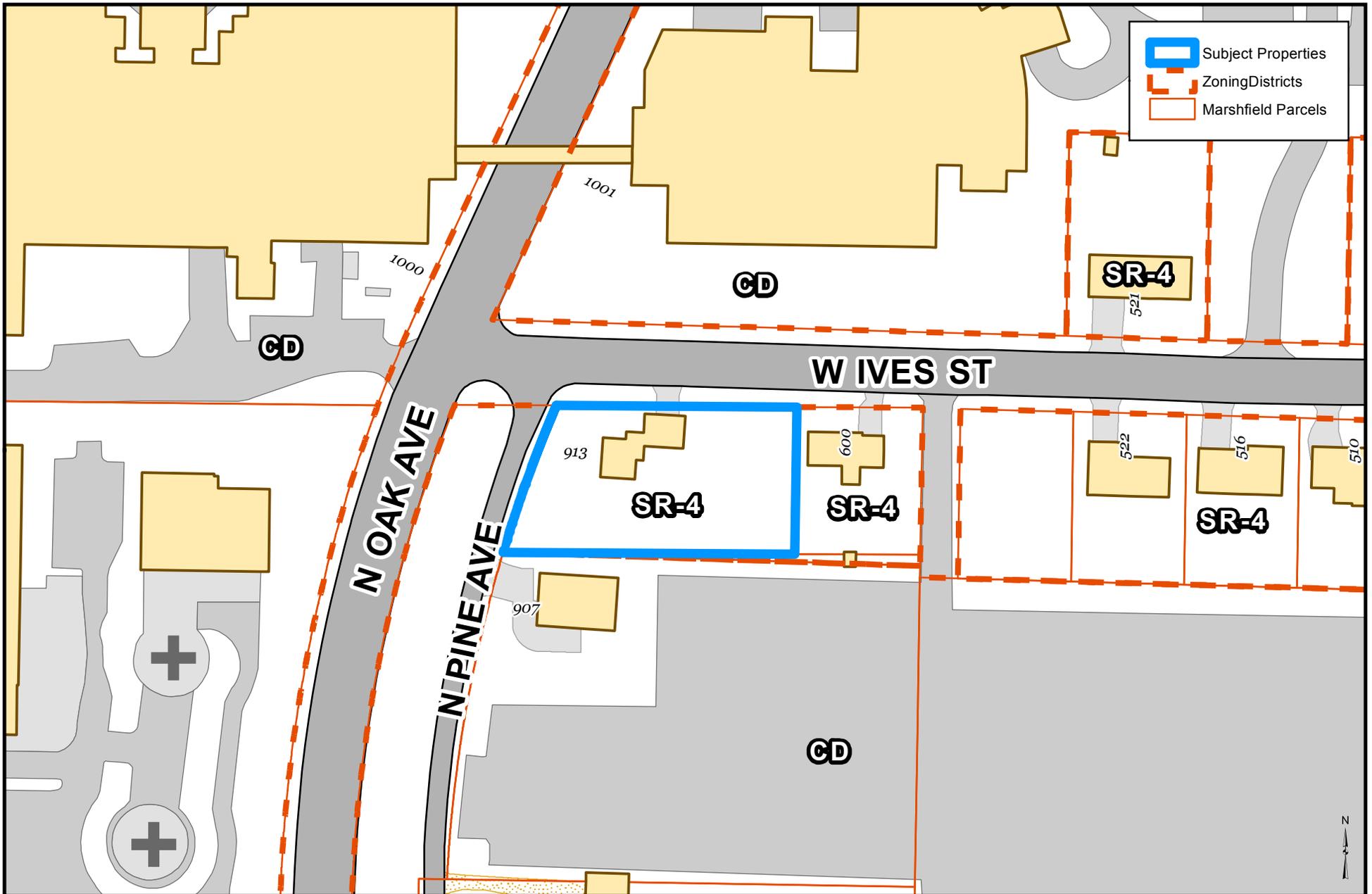


City of Marshfield Planning Commission Rezoning Report

Agenda Date: 06/16/15
Applicant: Marshfield Clinic – Mitch Larson
Owner(s): Marshfield Clinic

Parcel Number: 33-03062A
Jurisdiction: Aldermanic District 1
Location: 913 North Pine Avenue
Approx. Size of Tract: 23,283 Square Feet – 0.54 Acres
Land Use Plan: Existing City Residential (6-10 units per acre)
Accessibility: West Ives Street
Utilities: Yes

Present Zoning: “SR-4” Single Family Residential District
Zoning Requested: “CD” Campus Development District
Existing Land Use: Vacant
Proposed use: Part of the Marshfield Clinic Campus – Potentially office space
Extension of Zone: Yes
History of Zoning: The property was previously zoned “R-4” Low density single- and two-family district. It was then rezoned to “SR-4” Single Family Residential as part of the City-wide rezoning took place on January 1, 2013.
Surrounding Land Use and Zoning: North: “CD” Campus Development
East: “SR-4” Single Family Residential
South: “SR-4” Single Family Residential (Gap) and “CD” Campus Development
West: “CD” Campus Development
Neighborhood Context: This area is primarily part of the Marshfield Clinic Campus and could be looked at as the primary entrance into the Campus off of Central Avenue. The Marshfield Clinic East wing is located directly to the north, the Helipad is located directly to the west, and a large Clinic parking area is located to the south.



Rezoning Request: 913 North Pine Avenue
City of Marshfield - Plan Commission
Meeting Date: June 16, 2015

Map Not To Scale
 For Reference Only

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City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: June 16, 2015

RE: Conditional Use Request by Cornerstone Church to allow a reduction to the landscape requirements for a new parking lot expansion, specifically, requesting to not install the landscape islands or the landscaping for the east bufferyard, located at 1417 West McMillan Street, zoned "CMU" Community Mixed Use.

Background

Last fall, Cornerstone Community Church expanded their parking lot to the east of the existing paved lot. At that time, gravel was placed down so it could settle before paving it this summer. The municipal code requires that all new parking areas are paved within a year and any expansion of parking over 1,200 square feet in the Community Mixed Use (CMU) district requires the installation of landscaping. The Applicant is requesting an exception so they do not have to install the landscape islands within the parking rows or plant the required vegetation for the bufferyard to the east.

Analysis

Based on the proposed parking configuration, the parking lot addition would have angle parking on both sides for traffic traveling north. The proposal would add 20 stalls along the west side of the new drive aisle and 37 stall along the east side. The municipal code requires landscape islands for every 12 parking stalls in a row. Therefore, the Applicant would need one landscape island on the west row of parking and two landscape islands along the east row.

The Applicant is requesting an exception to not have to install the landscape islands as a landscape island along the west row of parking would not match the adjacent row of parking that is already paved and look out of place. In addition, they feel landscape islands in general make plowing more challenging.

Removing the landscape would create a sea of asphalt look for the parking lot. It would also allow up to 37 parking stalls in a row. The code requires a landscape island for every 12 stalls in a row (24 for double row). The new landscape regulations were put in place to incorporate landscaping in and around parking areas and staff would not recommend waiving this requirement.

In addition to the exception for the landscape islands, the Applicant is requesting an exception to not have to install landscaping in the bufferyard to the east. The property to the east is zoned SR-2 Single Family Residential. The subject property is zoned Community Mixed Use (CMU). The municipal code requires a bufferyard of 0.5 opacity when new development in the CMU district abuts property zoned SR-2. The number of landscape points for a 0.5 opacity bufferyard is 160 points/ 100 linear feet of development. The new parking area abuts the adjacent property for approximately 200 feet along the east property line. Therefore, the bufferyard requirement is 320 points, half of which are required to be coniferous. To provide an example of how much landscaping is required, coniferous and deciduous trees are worth 40 points. That would breakdown to at least 4 coniferous trees such as a pine or fir and 4 deciduous trees such as oak or maple.

The property directly to the east is owned by Andrew and Cheryl Hanson, and they have requested that the Applicant does not plant any additional trees as a bufferyard. They have even signed an agreement to that effect and they will allow the existing trees on their property to be counted as the required bufferyard. They have 5 large and 1 medium deciduous trees and 1 coniferous tree (520 points). Existing trees are counted as double towards the landscape requirement, so the neighboring property exceeds the total points needed for the required bufferyard. However, the municipal code requires at least half of the points of 0.5 opacity bufferyard or greater are required to be coniferous. The neighbor's property only has 80 points worth of coniferous trees (one existing tree) and therefore that aspect of the requirement would still not be met if the Plan Commission decides to grant that exception.

The municipal code provides three options when it comes to addressing landscape bufferyard requirements. The first option is to meet the standards listed in the code. The second is to sign an agreement with the neighbor where they will provide the required bufferyard on their property or waive the need for the landscaping, and have that agreement recorded with the County. The final option is to request an exception through the Conditional Use Permit process. The Applicant does have a signed agreement with the neighbor to allow for the neighbor's existing trees to act as the bufferyard. The agreement is not recorded with Marathon County Register of Deeds and the provided landscaping is not meeting the requirement that 50% of the points must be coniferous. Therefore, the Applicant is requesting the exception through the conditional use process. Overall, staff does not see an issue with granting the exception since the neighbors do not want the additional bufferyard landscaping, the neighbor's landscaping far exceeds the minimum required total points, and they have a signed agreement that both parties are satisfied with the existing bufferyard.

The Applicant will also be required to submit a landscape plan that meets the parking area (excluding any exception granted for the landscape islands) and street frontage landscaping requirements.

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 Conditional Use Amendment Request by Cornerstone Community Church, to grant an exception to the bufferyard landscaping requirements along the east property line, located at 1417 West McMillan Street, zoned "CMU" Community Mixed Use District, with the following conditions:

- For the new parking addition, landscape islands must meet the requirements in Section 18-133(3)(d) that parking spaces must be broken up by a landscape island/peninsula at the rate of one island/peninsula for each linear row of 12 parking spaces for single-row.
- A landscape plan must be submitted that meets the minimum landscape points for the parking area and street frontage.
- Landscaping must be installed by December 12, 2015 (within one year of the original permit dated 12/12/2014).

Attachments

1. Application
2. Location Map
3. Site Plan
4. Proposed Landscape Plan
5. Agreement
6. Photos

Concurrence:



Jason Angell
Planning and Economic Development Director



MARSHFIELD
The City in the Center

Revised: 11/13/14

Department of Planning & Economic Development

City of Marshfield
630 South Central Avenue
6th Floor, Suite 602
Marshfield, WI 54449-0727

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: _____

OFFICE USE ONLY

Date Received:	Fee Receipt Number:	Zoning District:	Parcel #:
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SITE INFORMATION

Site Address: 1417 W McMillan St	Present Land Use: Commercial, Church
Legal Description: C-MFLD S31 T26N R3E PRT OF THE SE SW, LOT 1, MCCSM #12106 (V51 P194) & ALSO COM SE COR SD LOT 1, N 551.6', E 198.04', S 300', W 123', S TO NLN McMILLAN ST, NWLY 76.52' TO POB.	

APPLICANT INFORMATION

Applicant Name: Cornerstone Community Church	Phone #: 715 384-6800	Email Address: office@cornerstonemarshfield.com
Address, City, State, Zip: 1417 W McMillan St Marshfield, WI 54449		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): David Clouse (Member)		

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)

Owner Name:	Owner Phone #:	Owner Email Address:
Owner Address, City, State, Zip:		

DETAIL OF CONDITIONAL USE REQUEST

Proposed Land Use: Parking Lot Expansion	Proposed # of Employees: N/A	Proposed Hours of Operation: Daily-Variou Times
<input type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings:	Density (units per acre): N/A
Narrative of Conditional Use Request: Please see attached narrative.		Number of Units: 57
Future Plans/Modifications: None		Time Needed to Finish Request: N/A

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 checked="" type="checkbox"/> Landscape Requirements - Article VIII: Landscape Requirements

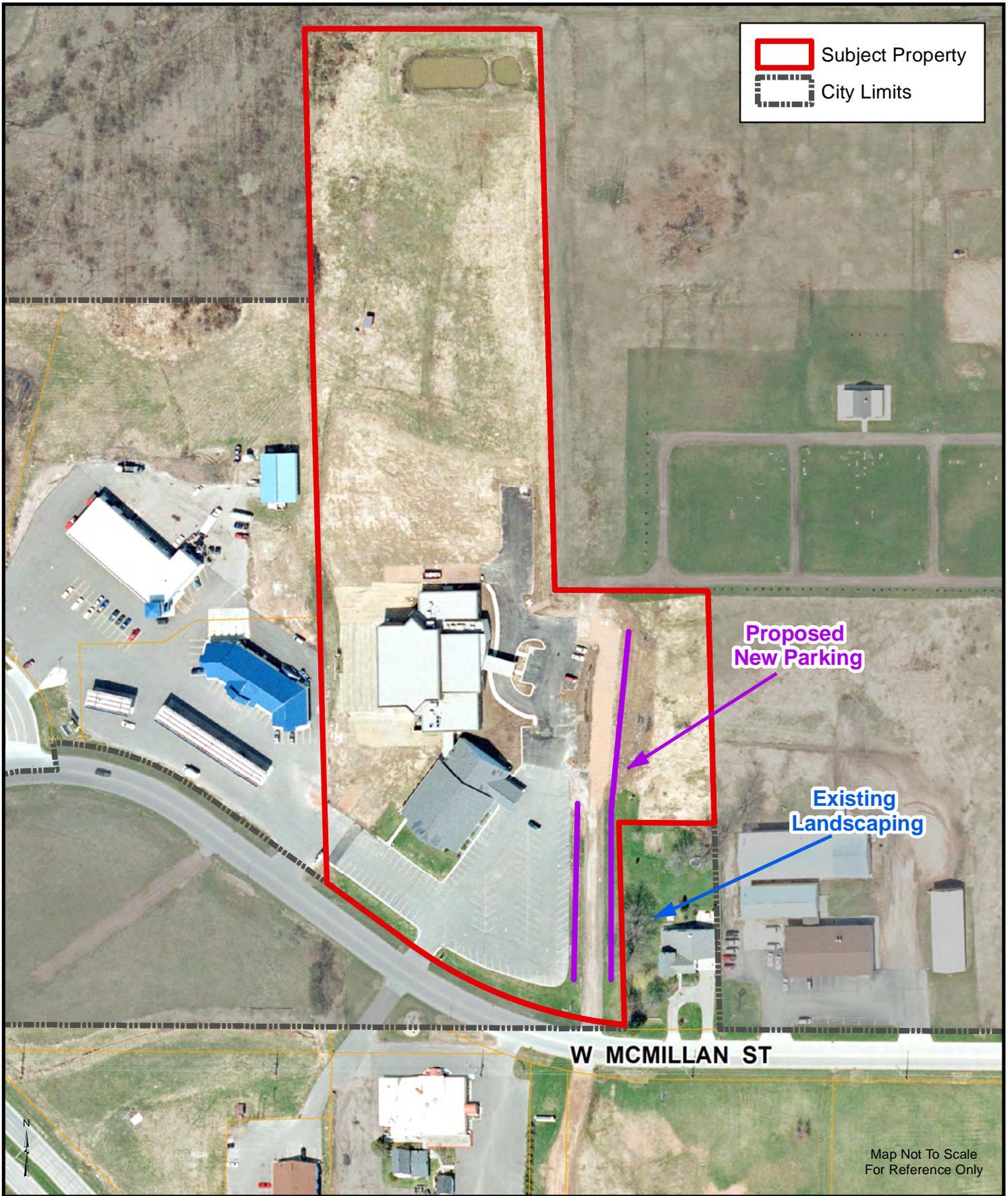
DOCUMENTATION SUBMITTED

<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Landscape Plan <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Survey <input checked="" type="checkbox"/> Photographs <input checked="" type="checkbox"/> Other: CCC-Hanson's Written Agreement

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: David Clouse Date: 05/22/2015



 Subject Property
 City Limits

Proposed
New Parking

Existing
Landscaping

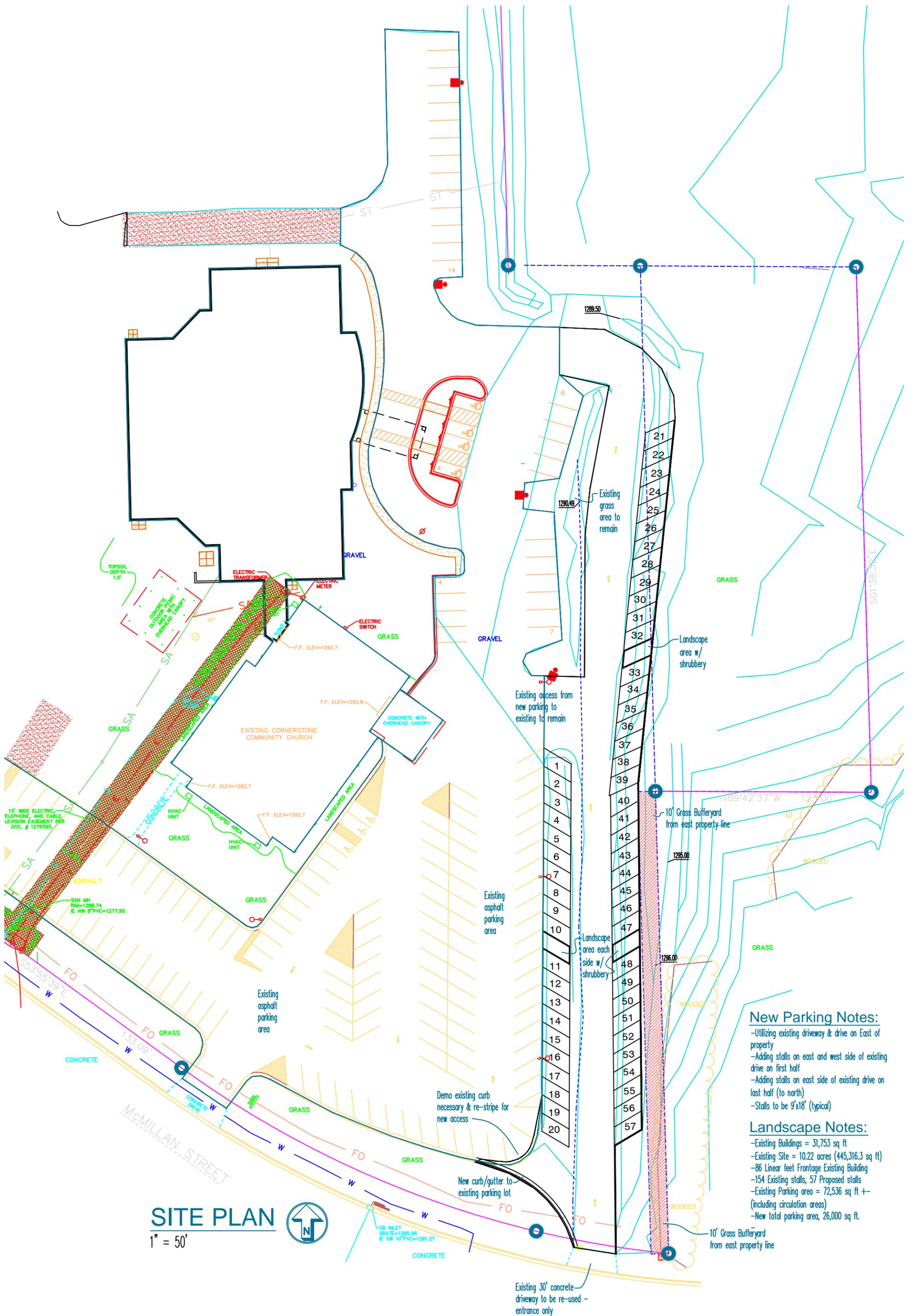
W MCMILLAN ST

Map Not To Scale
For Reference Only



CUP: Cornerstone Church
City of Marshfield
Meeting Date: June 16, 2015

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.



SITE PLAN

1" = 50'



New Parking Notes:

- Utilizing existing driveway & drive on East of property
- Adding stalls on east and west side of existing drive on first half
- Adding stalls on east side of existing drive on last half (to north)
- Stalls to be 9'x18' (typical)

Landscape Notes:

- Existing Buildings = 31,753 sq ft
- Existing Site = 10.22 acres (445,316.3 sq ft)
- 86 Linear feet Frontage Existing Building
- 154 Existing stalls, 57 Proposed stalls
- Existing Parking area = 72,536 sq ft +- (including circulation areas)
- New total parking area, 26,000 sq ft.

10' Grass Bufferyard from east property line

Existing 30' concrete driveway to be re-used - entrance only

Demo existing curb necessary & re-stripe for new access

New curb/gutter to existing parking lot

Existing asphalt parking area

Existing asphalt parking area

Landscape area each side w/ shrubbery

10' Grass Bufferyard from east property line

Landscape area w/ shrubbery

Existing grass area to remain

Existing access from new parking to existing to remain

EXISTING CORNERSTONE COMMUNITY CHURCH

TOPSOIL DEPTH 1.0'

CONCRETE DRIVEWAY WITH OVERHEAD CANOPY

ELECTRIC TRANSFORMER

ELECTRIC METER

ELECTRIC SWITCH

CONCRETE WITH OVERHEAD CANOPY

HVAC UNIT

HVAC UNIT

ASPHALT

CONCRETE DRIVE

McMILLAN STREET

OD INLET GRATE=1295.96 IE SW 10" PVC=1291.27

SAN MH RIM=1288.74 IE NW 8" PVC=1277.90

133.09

553'55"39"E

15' WIDE ELECTRIC, TELEPHONE, AND CABLE LEVISON EASEMENT PER DOC. # 1278595

10'

GRASS

GRASS

ST

ST

ST

CONCRETE

GRASS

GRASS

GRASS

GRASS

GRASS

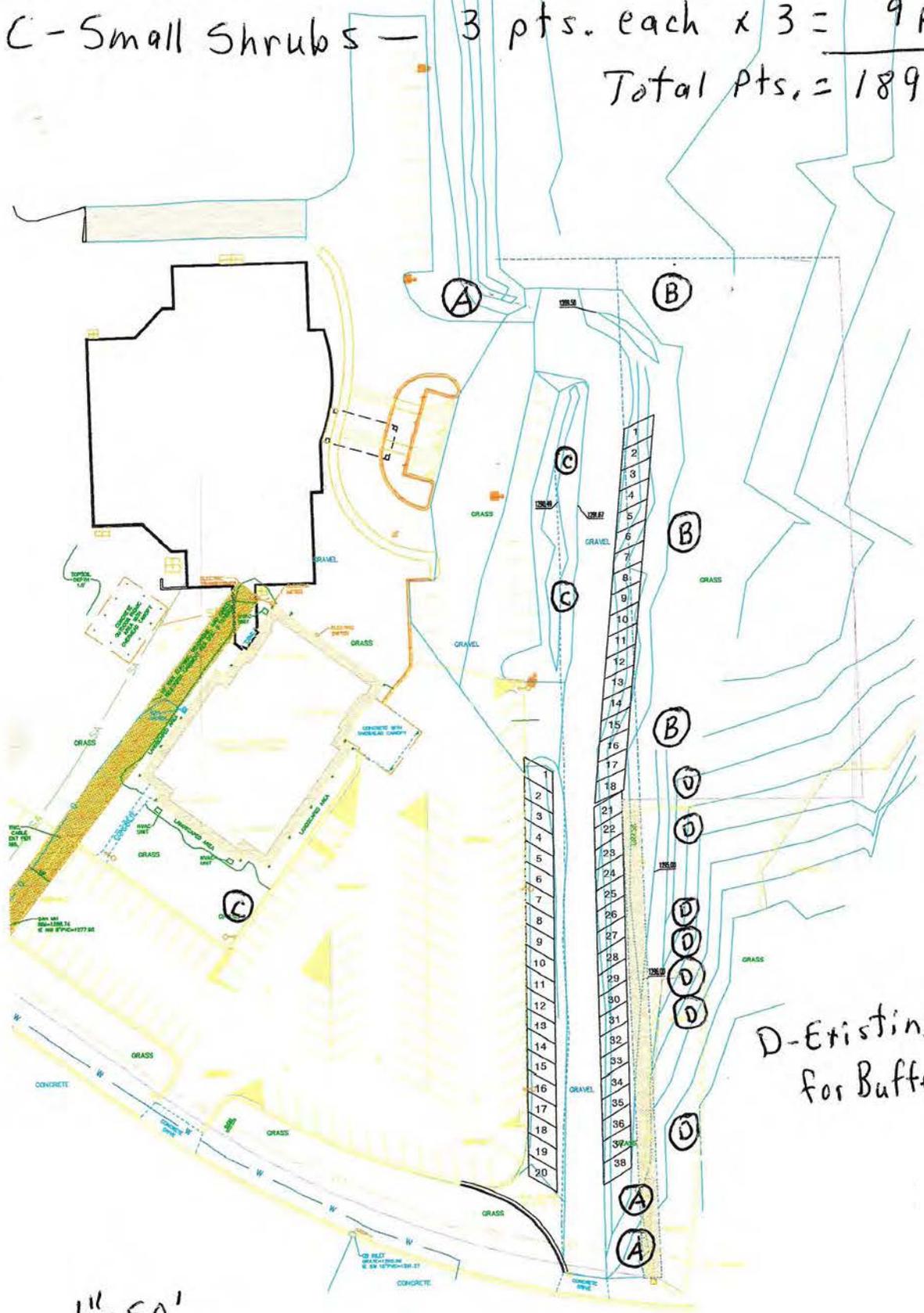
GRASS

GRASS

GRASS

WOODED

A - Flowering Crabapple - 20 pts. each $\times 3 = 60$ pts.
 B - Large Coniferous - 40 pts. each $\times 3 = 120$ pts.
 C - Small Shrubs - 3 pts. each $\times 3 = 9$ pts.
 Total Pts. = 189



D - Existing Trees for Bufferyard.

1" = 50'

May 06, 2015

This written agreement addresses the new parking lot expansion for Cornerstone Community Church, and covers the City of Marshfield, WI landscape and zoning requirements listed below.

This written agreement is between Cornerstone Community Church, 1417 W McMillan St. Marshfield, WI 54449, and Andrew & Cheryl Hanson, 1309 W McMillan St. Marshfield, WI 54449.

Section 18 of the City of Marshfield, WI Municipal Zoning Code is in reference to the bufferyard requirement outlined in 18-136 Subsection #5, and covers the landscape requirements with an abutting property owner. Section #5 establishes the option of a written agreement between two adjoining property owners which shall waive the landscape and bufferyard requirements covered in the Marshfield Municipal Zoning Code.

Andrew and Cheryl Hanson's abutting property has five large trees and two smaller trees adjacent to the Cornerstone Community Church parking lot, and these trees meet the zoning bufferyard requirements outlined in the Marshfield Municipal Zoning Code. Cornerstone Community Church and Andrew and Cheryl Hanson have discussed and are in agreement that the trees on the property at 1309 W McMillan St. Marshfield, WI satisfy the Marshfield Municipal Zoning Code requirement.

Copies of this signed agreement are provided to Cornerstone Community Church and Andrew and Cheryl Hanson, as well as the City of Marshfield zoning office and the Register of Deeds in Marathon County, WI.

Cornerstone Community Church
1417 W McMillan St.
Marshfield, WI 54449

Andrew and Cheryl Hanson
1309 W McMillan St.
Marshfield, WI 54449

David Clouse

David Clouse

Date: 5-7-2015

Andrew Hanson

Andrew Hanson

Date: 5/7/2015

Bruce Naugle

Bruce Naugle

Date: 5/7/15

Cheryl Hanson

Cheryl Hanson

Date: 5/7/15





City of Marshfield Memorandum

TO: Plan Commission
FROM: Jason Angell, Director of Planning & Economic Development
DATE: June 16, 2015

RE: RECONSIDER - Review of Conditional Use Permit request by Duane Schutz, on behalf of Nutz Deep II, to amend the Conditional Use Permit to address off-site parking requirements, located at 809 South Central Avenue, zoned "DMU" Downtown Mixed Use.

Background

At their May 19, 2015 meeting, the Plan Commission conducted a public hearing for the request by Duane Schutz (owner of Nutz Deep II) to rescind the Conditional Use Permit that was granted to his business in 2013 for an exception to the on-site parking requirements. After carefully considering the merits of the request and receiving public comment, the Plan Commission determined that the Applicant is now able to comply with the on-site parking requirements and thus unanimously voted to approve the rescinding of the Conditional Use Permit.

The Plan Commission's recommendation to rescind the Conditional Use Permit was placed on the May 26, 2015 City Council agenda for final action. It was at this meeting that the Council pulled the item from the Consent Agenda and voted 7-3 to refer the item back to Plan Commission for further consideration. No additional explanation or direction was provided by the Council.

Analysis

The Common Council has requested the Plan Commission reconsider their previous recommendation to rescind the 2013 Conditional Use Permit for an exception to the on-site parking requirements. With no other direction provided by the Council, the Plan Commission should consider the information that was presented at the May 19, 2015 meeting (attached) and determine if any new information should be presented and considered before making a recommendation back to the Common Council.

Since the May 26th Council meeting, staff has reviewed all applicable sections of the municipal code, various adopted plans, visited the site and talked with the applicant and other interested parties. It is staff's determination that all applicable information related to the request was indeed considered and presented to the Plan Commission during the May 19th public hearing. Although the business in question generates more traffic than what the municipal code requires, the Applicant has clearly demonstrated that they can provide the minimum number of on-site parking stalls required by code. Seeing as the original Conditional Use Permit that was granted in 2013 was based upon the

Applicant's inability to meet the minimum parking requirement, the Plan Commission should only consider this particular item in evaluating the Conditional Use Permit. Once the Applicant demonstrated the ability to meet the code requirements, the Conditional Use Permit was no longer applicable.

After the Council redirected this item back to Plan Commission, staff did go back and review various documents and found that the request by the Applicant complies and/or is in-line with the following adopted City documents:

- Municipal Code Section 18-103
- 2013 Marshfield Economic Development Action Plan
- 2006 Downtown Master Plan (in place at the time original CUP was granted)
- 2015 Downtown Master Plan
- 2007 Comprehensive Plan

Furthermore, staff finds that the request not only complies but helps to advance the intent of the Downtown Mixed Use Zoning District (Municipal Code Section 18-37):

"Intent. This district is intended 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."

Plan Commission Options

The Plan Commission may 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 Commission.
3. Table the request for further study.

Staff Recommendation

Staff recommends the Plan Commission reaffirm their recommendation to rescind the original Conditional Use Permit and direct staff to prepare a resolution for Common Council consideration.

Attachments

1. May 19, 2015 Staff Report
2. Location Map
3. Parking Layout



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: May 19, 2015

RE: Review of Conditional Use Review Request by Duane Schutz, on behalf of Nutz Deep II, to amend the Conditional Use Permit to address off-site parking requirements, located at 809 South Central Avenue, zoned "DMU" Downtown Mixed Use.

Background

In 2013, Duane Schutz, owner of Nutz Deep II, applied for and received a Conditional Use Permit (CUP) for an exception to the parking standards to place an addition on the back of the building. The CUP was granted with a number of conditions, including requiring an agreement with a neighbor (Hiller's Hardware Store) to provide the overflow parking. The Applicant now purchased the three adjacent properties to the south (817 and 823 South Central Avenue and a vacant parcel) and is requesting to either review of the conditions so he can provide the parking on his own property, without needing the agreement with Hiller's Hardware Store, or to rescind the existing Conditional Use Permit as he can meet the minimum parking requirement. There is currently no agreement in place and one of the conditions for the previous Conditional Use Permit stated that if the agreement is not renewed, the Plan Commission shall review the Conditional Use Permit.

Analysis

With the addition onto the building, Nutz Deep II would be required to have 35 parking stalls on-site. They currently provide 15 hard-surfaced stalls. The remainder of the parking lot is gravel, but based on the parking lot layout, they will be able to meet that requirement. The building space and parking requirement breakdown is as follows:

809 South Central Avenue

- 4,374 square feet of restaurant space = 29 stalls (1 stall per 150 square feet).
- 4 apartment units = 4 stalls (1 stall per apartment unit).
- Basement is comprised of office space and unfinished storage space which would require 1 more parking stall for a total of 34 required parking stalls needed.

817 South Central Avenue

- 5,208 square feet of office/retail space next door = 15 stalls (1 stall per 350 square feet).
- 3,720 square feet of warehouse/storage = 2 stalls (1 stall per 2,000 square feet).
- Total required parking is 17 stalls needed.

Total required parking for both buildings collectively would be 51 stalls. The zoning code does allow a reduction to the parking for joint and cooperative parking (shared parking facilities with different uses) and for joint but alternative uses (when there is a mix of night and daytime uses sharing a parking facility). Staff did not factor in a reduction at this time as the peak demand likely exceeds 51 stalls. The zoning code also states that where said parking needs of any land use exceed the minimum requirements of this Chapter, additional parking spaces sufficient to meet the average maximum weekly peak-hour parking space demand shall be provided by said land use. However, exceptions have generally been granted to properties within the Downtown Mixed Use District as allowed by the Zoning Code.

In addition to the on-site parking, there are still approximately 62 on-street parking stalls within a block of the front entrance of the tavern, 30 parking stalls along both sides of 8th Street and 32 designated parking stalls along both sides of South Central Avenue. Section 18-103(14)(a)(c) and (f) gives the Plan Commission the right to waive the parking requirements as needed through the issuance of a Conditional Use Permit in the Downtown Mixed Use District.

Because of the popularity of the business, customers often park on the street and in the Hiller's Hardware Store parking lot. The Applicant had a rental agreement with Hiller's Hardware Store across 8th Street to allow for overflow parking when needed. This agreement was a year to year basis, but has since lapsed.

The properties have been combined and the detached garage that once existed in the middle of the parking lot has been torn down. The Applicant is proposing to pave the existing gravel parking area and stripe it to get a total of 54 parking stalls. Although this includes parking for the adjacent building, the proposed parking layout would be an increase of 39 available onsite parking stalls.

The drive aisle is just less than 23 feet wide. The typical drive aisle is required to be a minimum of 24 feet wide. Because the parking lot is existing and can accommodate two rows of parking, staff would consider the existing dimensions to be grandfathered. In addition, many of the parking stalls will be striped wider to accommodate the narrower drive aisle. The City Engineer has reviewed this layout and has no issue with the proposed parking configuration but did recommend having 10 foot wide stalls where the aisle is narrow. The wider stalls will account for the shorter turning radius in the aisle and will make parking easier for the customers. Currently, those stalls range in width from 9-9.5 feet. Widening them would result in the loss of two stalls, but that would still leave at least 51 stalls, meeting the minimum requirement.

Staff has also talked to the Applicant about putting up signage, directing people that parking is available for Nutz Deep II, and he plans on doing that once the lot is paved.

Conditional Use Decision Criteria of 18-161(6)(c):

(a) 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.

Yes, the comprehensive plan promotes providing rear parking and on- and off-street shared parking areas.

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.

The new parking area should reduce the parking demand on the street and in the nearby Hiller's Hardware Parking lot.

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

The parking lot will be hard surfaced and with the available indoor storage, the back area will be cleaned up as they can park the trailers inside.

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 building will not require any additional 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.

If the conditions are met the public benefit will outweigh all possible negative impacts to the neighborhood.

Since the minimum number or required parking stalls can be met, staff does not feel it is necessary to require a Conditional Use Permit.

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 request to rescind the original Conditional Use Permit.

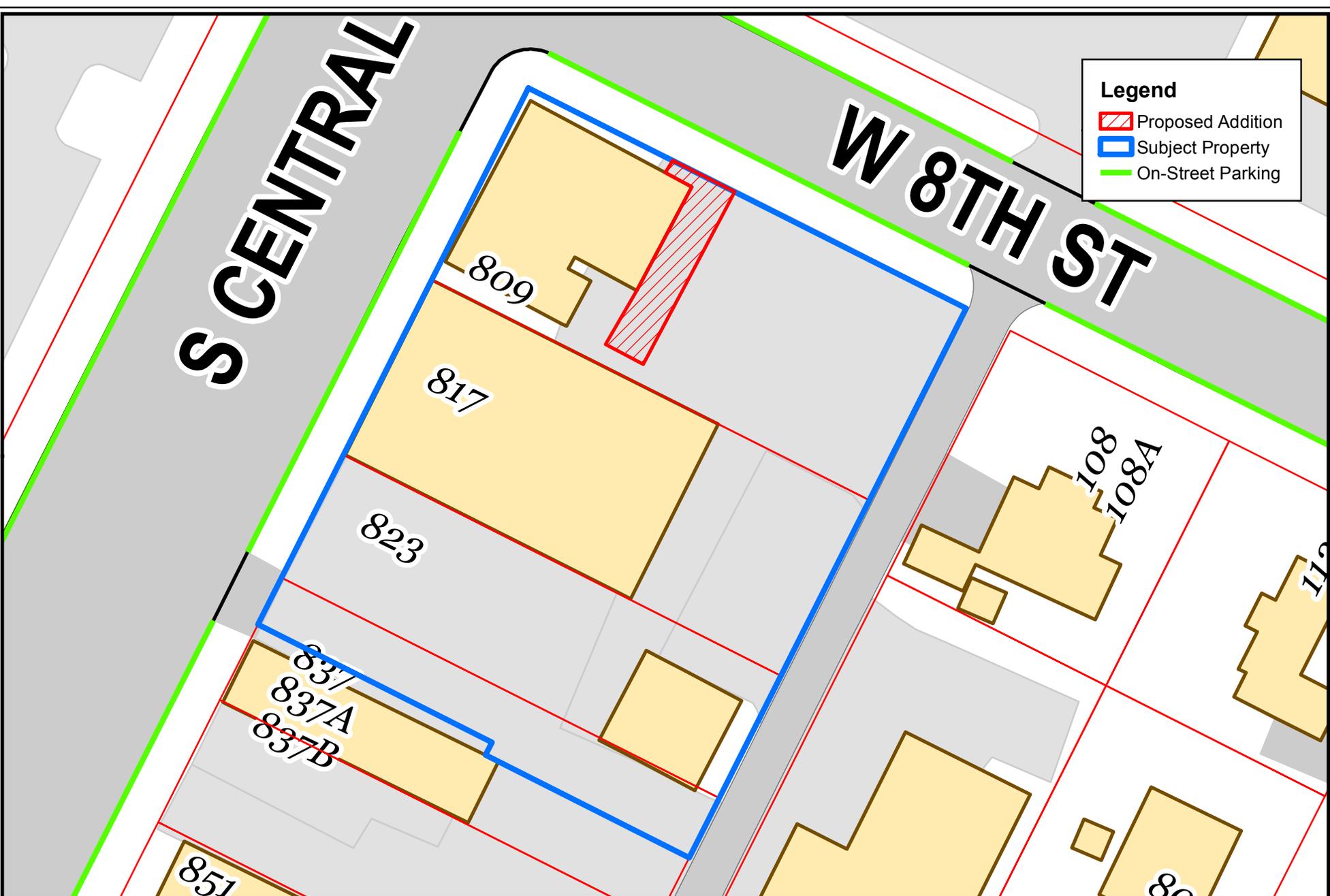
Attachments

1. Location Map
2. Parking Layout (concept for maximizing parking – actual layout may differ)

Concurrence:



Jason Angell
Planning and Economic Development Director

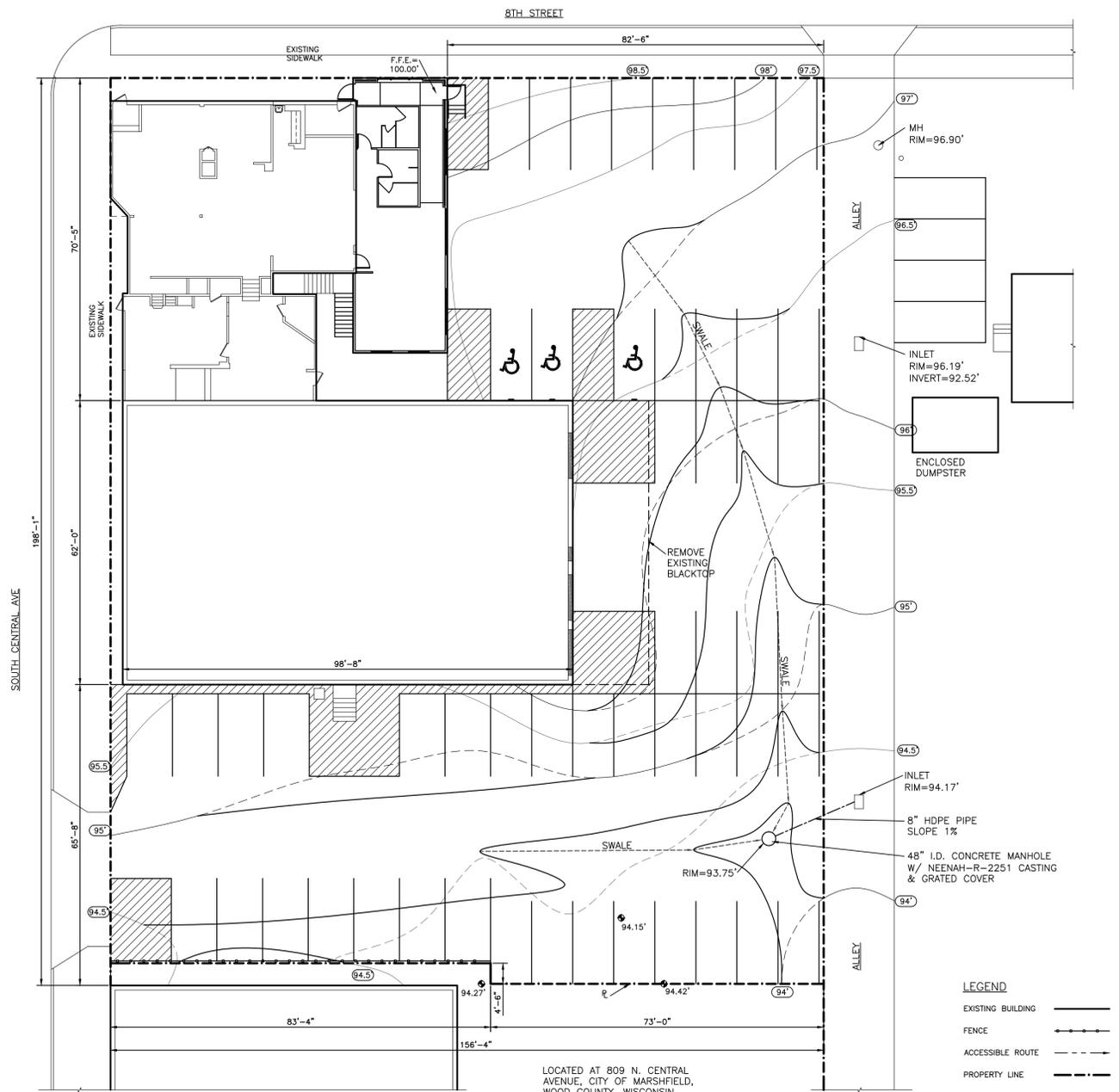


CUP - Nutz Deep II - 809 S Central Ave
City of Marshfield - Plan Commission
Meeting Date: August 19, 2014

Map Not to Scale
 Reference Only



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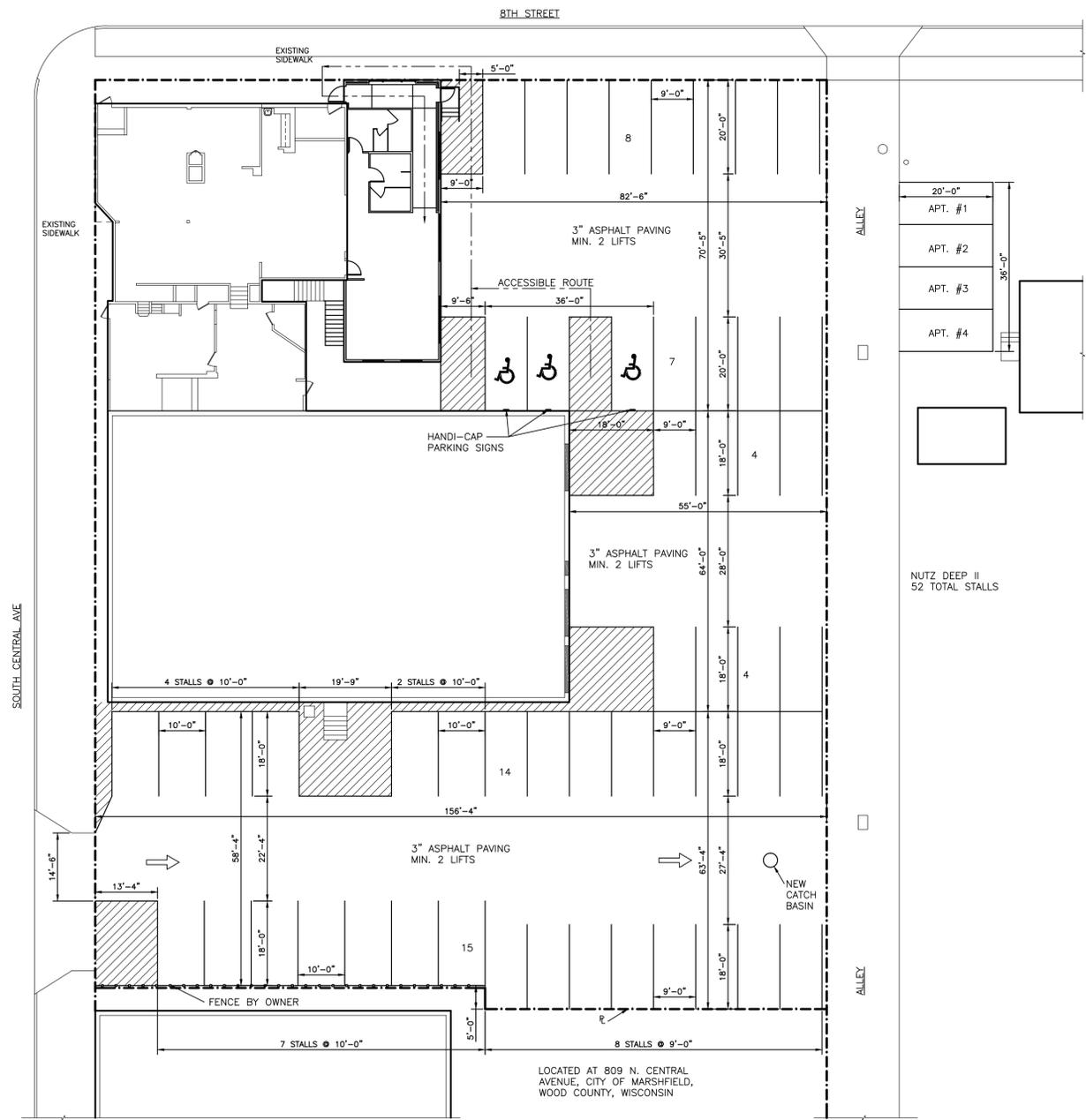
1 SITE/GRADING PLAN

SCALE: 1/16"=1'-0"



LEGEND

- EXISTING BUILDING
- FENCE
- ACCESSIBLE ROUTE
- PROPERTY LINE
- SWALE LINE
- PARKING LINES
- EXISTING CONTOURS
- REMOVED CONTOURS
- PROPOSED CONTOURS



2 PARKING STRIPING PLAN

SCALE: 1/16"=1'-0"



NOTES

- ALTHOUGH DILIGENT EFFORTS HAVE BEEN MADE IN THE PREPARATION AND CHECKING OF THESE PLANS FOR ACCURACY, ALL CONTRACTORS SHALL CHECK, VERIFY AND BE RESPONSIBLE FOR ALL DETAILS AND DIMENSIONS
- ALL CONTRACTORS SHALL EXAMINE THE SITE AND EXISTING CONDITIONS OF THE PROPOSED WORK
- ALL CONTRACTORS SHALL REVIEW ALL PLAN PAGES FOR WORK IN THEIR CONTRACT
- ALL WORK ON THIS PROJECT IS TO BE GOVERNED BY THE LATEST EDITION OF THE CODES APPLICABLE TO THE LOCAL ORDINANCES
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ACCEPTED BUILDING PRACTICES AND INDUSTRY STANDARDS
- VERIFY AND USE ONLY WRITTEN DIMENSIONS, DO NOT SCALE OR MEASURE DIMENSIONS DIRECTLY FROM PRINT
- ALL CONTRACTORS MUST BE RESPONSIBLE FOR ALL AND ANY DAMAGE TO "EXISTING" STRUCTURE CAUSED EITHER DIRECTLY OR INDIRECTLY BY THEIR TRADES
- VERIFY ANY UNCERTAIN ITEMS WITH OWNER, BUILDER, AND/OR ENGINEER
- ENGINEER WILL NOT BE RESPONSIBLE FOR EXISTING OR PREEXISTING SOIL OR STRUCTURAL CONDITIONS
- THE ENGINEER WILL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK AND HE SHALL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS
- CONTRACTOR SHALL REVIEW ALL SHOP DRAWINGS PRIOR TO SUBMITTAL TO ENGINEER



SCALE AS SHOWN ONLY APPLIES IF ON 24"x36" PAPER

**NUTZ DEEP II
PARKING ADDITION
MARSHFIELD, WISCONSIN**

SCALE: AS NOTED	PRELIMINARY	DRAWN BY: JPM
DATE: 5-14-2015		

PARKING LOT LAYOUT

1 OF 1

P.O. BOX 189
647 NEWITT ST.
NELLSVILLE, WI 54456

RE RATSCH ENGINEERING COMPANY, LTD.

PHONE: (715) 743-2240
FAX: (715) 743-4488
WWW.RATSCHENGINEERING.COM



Duffy's Aircraft Sales & Leasing Inc.

Duffy Al Robert Jeffrey

400 West 29th Street
Marshfield, WI 54449
Phone 715-387-2211 Fax 715-384-5251
jeff@duffysaircraft.com
www.duffysaircraft.com



MEMO

TO: Planning Commission

Date: May 19th, 2015

From: Jeffrey Gaier - Airport

Regarding: Petitioning The Bureau of Aeronautics

400 West 29th Street
Marshfield, WI 54449
T 715-387-2211
F 715-384-5251
jeff@duffysaircraft.com
www.duffysaircraft.com

The Marshfield Municipal Airport every few years petitions the Wisconsin Department of Transportation, Bureau of Aeronautics for potential projects that the Airport would like to seek federal and state aid. These projects are projects to maintain the airport as well as help improve the economic development of the airport.

As part of the process, we are asked to bring the list of projects before the Planning Commission for their review as well as the airports. On Feb 19th, 2015 the following projects were approved by the airport committee for petitioning the Bureau of Aeronautics.

- ✈ Rehabilitate Medium Intensity Approach Lights (MALSR);
- ✈ Conduct wildlife site visit;
- ✈ Construct perimeter fence;
- ✈ Reconstruct & construct north hangar taxiways;
- ✈ Remove old terminal building & adjacent ramp;
- ✈ Construct south hangar area including taxiways;
- ✈ Reconstruct primary Runway 16/34;
- ✈ Construct parallel taxiway to Runway 16/34 (north portion);
- ✈ Conduct master plan and/or feasibility study for runway extension;
- ✈ Sealcoat and crack fill airport pavements;
- ✈ Land acquisition in Runway approaches;
- ✈ Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

Even though Marshfield Airport petitions for these projects does not mean that we will be moving ahead with them. The airport is just planning ahead in case we do need to go ahead with these projects in the future.

MEMO

By approving the petition, the actual petition still needs to go before the Marshfield Common Council as a resolution with a public hearing.

If the City would approve the resolution, they would also be approving the Airport Owner Assurances with the Federal Aviation Administration and the Bureau of Aeronautics that the airport would be maintained as an airport for an additional 25 years. Also the grant assurances authorize the Wisconsin Bureau of Aeronautics to act as our agent.

400 West 29th Street
Marshfield, WI 54449
T 715-387-2211
F 715-384-5251
jeff@duffysaircraft.com
www.duffysaircraft.com

Sincerely yours,

A handwritten signature in black ink that reads "Jeffrey Gaier". The signature is written in a cursive style with a large initial "J".

Jeffrey Gaier

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**Common Council of the City of Marshfield
Wood County, Wisconsin**

WHEREAS, the City of Marshfield, Wood County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Marshfield Municipal Airport, Wood County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: rehabilitate Medium Intensity Approach Lights (MALSR); conduct wildlife site visit; construct perimeter fence; reconstruct & construct north hangar taxiways; remove old terminal building & adjacent ramp; construct south hangar area including taxiways; reconstruct primary Runway 16/34; construct parallel taxiway to Runway 16/34 (north portion); conduct master plan and/or feasibility study for runway extension; sealcoat and crack fill airport pavements; land acquisition in Runway approaches; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Marshfield, Wood County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Marshfield Municipal Airport project to:

Rehabilitate Medium Intensity Approach Lights (MALSR); conduct wildlife site visit; construct perimeter fence; reconstruct & construct north hangar taxiways; remove old terminal building & adjacent ramp; construct south hangar area including taxiways; reconstruct primary Runway 16/34; construct parallel taxiway to Runway 16/34 (north portion); conduct master plan and/or feasibility study for runway extension; sealcoat and crack fill airport pavements; land acquisition in Runway approaches; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event **not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);**

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Marshfield, Wood County, Wisconsin

Name

Title

Date

Name

Title

Date

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE _____ and _____ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

(TITLE)

(TITLE)

(TITLE)

CERTIFICATION

I, _____, Clerk of the City of Marshfield, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____, 20____, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk

Marshfield Airport Committee Minutes

February 19th, 2015

Meeting called to Order at 6:02 p.m. by Chairman Berg

Present: Chris Jockheck, Paul Knauf, and John Berg

Absent: Jack Bremer and Dan Maurer

Also Present: Myles Richmond, Duffy and Jeffrey Gaier

Citizens Comments: Myles said it is cold outside.

AP15-06 Motion by Jockheck Second by Knauf to approve the Airport Minutes for January 14th, 2014, All Ayes,

Motion Carried

AP15-07 Motion by Knauf Second by Jockheck to approve the Airport Manager's February 2015 Report, All Ayes

Motion Carried

AP15-08 Motion by Jockheck, Second by Knauf to approve the February 2015 Activity Report, All Ayes

Motion Carried

AP15-09 Motion by Knauf, Second by Jockheck to approve the Airport Bills for February 2015, All Ayes

Motion Carried

AP15-10 Motion by Jockheck, Second by Knauf to approve the petition for the Wisconsin Bureau of Aeronautics and submit it to the City Planning Commission for their review and consideration. , All Ayes,

Motion Carried

Additional Citizens Comments: Myles said it is still cold outside.

Motion by Knauf, second by Jockheck to adjourn at 6:37 PM, All Ayes Motion Carried

Respectfully Submitted - Jeffrey Gaier



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: June 16, 2015

RE: Public Participation Plan for the Comprehensive Plan.

Background

In the next few months, the City will begin the process of updating the Comprehensive Plan. The latest plan was adopted in June of 2007 and State Statutes require that the Comprehensive Plan is updated every 10 years. We estimate this process 18-24 months, so to meet that requirement, we are beginning the process now.

State Statutes also require every community to adopt written procedures for foster public participation in the planning process. These procedures outline, at a minimum, what efforts the community will take to engage the public and make materials available for review throughout the Comprehensive Planning process.

Analysis

One of the more challenging aspects of developing any plan is obtaining input from the public. Staff has reviewed the previous plan as well as the plans of other communities to try to develop a comprehensive approach. Below is a list of tasks that staff is proposing as part of the public outreach for the Comprehensive Plan. Additional details for each task can be found in the attached Public Participation Plan.

- On-line Community Survey
- Steering Committee
- Media Involvement
- Press Releases
- City Website and Social Media
- Direct Emails
- Presentations to Professional and Civic Organizations
- Meetings with Government Officials and Stakeholders
- Town Hall Meetings
- Material Dissemination

- Public Hearings
- Plan Adoption

Other ideas that the City may look at completing as part of the public participation process include a Community Planning Team (CPT), Citizen Advisory Committee (CAC), Visual Preference Survey, and S.W.O.T. Analysis. Those items are listed as potential options to explore and implement if feasible. The City may provide additional opportunities for public input, including those that are not listed, but must complete the tasks stated in the Public Participation Plan.

Recommendation

Approve the Public Participation Plan for the Comprehensive Plan and direct staff to prepare a resolution for Common Council consideration.

Attachments

1. Draft Public Participation Plan.

Concurrence:



Jason Angell
Planning and Economic Development Director

PUBLIC PARTICIPATION PLAN

I. Introduction

The City of Marshfield is in the early stages of updating their 2007 Comprehensive plan pursuant to the State's Comprehensive Planning Law, Section 66.1001 of the Wisconsin Statutes 66.1001. The previous public participation plan was adopted in June of 2005.

Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the governing body of the local governmental unit to adopt written procedures designed to foster public participation, including open discussions, communication programs, information services, and public meetings for which advance notice has been provided, in every stage in the preparation of the comprehensive plan. These written procedures contained within this public participation plan satisfy this requirement. This plan will guide public participation throughout the City of Marshfield's comprehensive planning process.

This public participation plan offers all citizens, businesses, interest groups, and other parties a range of opportunities to participate throughout the planning process in a meaningful way to shape the future of the City and surrounding area. Effective public input is critical for the success of this planning process because it is our citizens, businesses, and groups that will experience the plan's costs and benefits on a daily basis for many years. The majority of public participation activities will focus on public information, education, and input.

Our participation program uses a variety of innovative, unique, and thoughtful ways to encourage people to participate in the process and to maximize the effectiveness of their contributions. The opportunities are open to everyone with a stake in the outcome of the comprehensive plan.

Our public participation process will:

- Ensure all planning decisions are open to public comment;
- Produce better planning decisions;
- Support and add credibility to all City decision making processes;
- Provide opportunities to disseminate information about the plan and process to all segments of the City;
- Strengthen the relationship between our decision makers and citizens; and,
- Develop a shared vision for the future of Marshfield.

The public participation plan has been created by the City of Marshfield Planning & Economic Development Department.

This plan was adopted by the City of Marshfield, Common Council on **June 23, 2015**.

Exhibit A – Public Participation Plan

II. Public Participation Opportunities

The City of Marshfield has established the following list of public participation opportunities because these techniques are designed to maximize public participation in every stage of our planning process. Actively engaging the public during the planning process will provide support for the final plan document. To gather public input, as well as build support for the final document, a rigorous public process is needed. This collection of opportunities will meet both the letter and spirit of Wisconsin's Comprehensive Planning Legislation and will include the following:

- a. Community Survey: An on-line survey will be formulated and implemented early in the process to help identify key community issues and concerns. The survey will be designed to obtain public opinions and preferences on key subjects addressed in each of the nine comprehensive plan elements, as well as other elements identified to be included in the comprehensive plan. More than one survey may be developed to address specific questions/concerns that arise during the planning process.
- b. Steering Committee: The Steering Committee will be composed of Planning Commission members, City Staff, and community representatives. The Steering Committee will provide technical support to the planning process, as well as reviewing results from the multiple grass roots level committees. The Steering Committee will be responsible for overseeing the development of draft Goals, Objectives, Policy recommendations, and the Action Plan.
- c. Media Involvement: It is anticipated that the media will play an active role in the public awareness process. This may occur in the form of newspaper articles, interviews, or taped programs. The media will be notified of meetings held throughout the process.
- d. Press Releases: Staff will prepare and distribute press releases to the local media to provide publicity and promote awareness of the ongoing planning effort.
- e. City Website and Social Media: The Planning & Economic Development department will maintain the comprehensive plan and planning process information on the City's website. This information may include the project schedule, meeting notes and agendas, draft plan elements and reports, maps, photographs, and survey results. The website will also provide an opportunity for residents to submit comments and input on the plan and planning process electronically at their own convenience. Staff will also provide updates on the City's social media accounts such as Facebook.
- f. Direct Emails: Throughout the planning process, staff will send updates on materials or meeting notices via email to those that provide their email address and request the email updates.
- g. Presentations to Professional and Civic Organizations: City staff will look for opportunities to present updates and promote public participation throughout the development of the comprehensive plan to various civic and business groups.

Exhibit A – Public Participation Plan

- h. Meetings with Government Officials and Stakeholders: City staff will be meeting with various public officials and stakeholders in the community on an individual or small group basis to identify specific concerns or recommendations they may have.
- i. Town Hall Meetings: To provide the public with a wider format to view the process, a series of three Town Hall Meetings will be held to provide a wider context to the planning process, as well as to provide a formal setting for review and comment on the proposed plan document.
- Kick-Off: The first meeting will be a general “Kickoff” meeting where the planning process will be introduced, planning requirements explained, and preliminary issues identified. This meeting will be widely publicized, open to all members of the public, and may be recorded/televised on local access television. The meeting will also be used to recruit potential members to Citizen Planning Team or Community Advisory Committee (see below) if those efforts are implemented.
 - Mid-Term Report: This “checkpoint” meeting will provide the public with an opportunity to view efforts to date and completed background data about the City. The results of the survey may be available for review as well. Any draft Goals and Objectives that have been completed will also be presented to the public for their review and comment.
 - Community-Wide Open House: The Community-Wide Open House will be held at the end of the process to present the results of the planning effort. A completed draft plan will be presented for public review, as well as a formal presentation made by the planning team and City staff. This Open House will also be widely publicized and may also be recorded/televised on local access television.
- j. Material Dissemination: Throughout the planning process, various materials such as narratives, draft elements, goals, maps, and other comments will be made available to the public for review. Staff will upload materials on the City website as they become available and will notify the public via press release and sending direct emails to those that provide their email address. Additionally, the draft plan will be made available on the City website and paper copies of the proposed plan will be available at the Marshfield Public Library and City Hall at the time the public hearing notice is published. Staff will mail out copies of the draft materials and final plan to those that request the materials in writing.
- k. Public Hearings: According to statutes, at least one public hearing must be held, at which the proposed ordinance is discussed. At least one public hearing will be held by the Common Council regarding the adoption of the plan. It is anticipated that at least one additional public hearing may also be held by the Plan Commission. All public hearings will be open to the public and written and oral testimony will be taken. In accordance with Chapter 985 of the Wisconsin State Statutes, a class 1

Exhibit A – Public Participation Plan

notice will be published at least 30 days before the hearing with the Common Council. The notice shall contain the following information:

- i. The date, time, and place of the hearing.
- ii. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
- iii. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
- iv. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

At least 30 days before the hearing before the Common Council is held, the City shall provide written notice per the requirements of Wis. Stat. 66-1001(4)(e) and (f) (related to metallic mining operations and those who submit a request in writing for a copy of the plan). The comprehensive plan, or an amendment of a comprehensive plan, may take effect even if the City fails to provide the notice that is required under Wis. Stat. 66.1001(4) (e) or (f), unless the City intentionally fails to provide the notice.

- l. Plan Adoption: It is anticipated that the Plan Commission will hold the first public hearing. The Plan Commission may recommend the adoption or amendment of the comprehensive plan only by adopting a resolution by the majority vote of the entire Commission. Their vote will be recorded in their official minutes. The plan does not take effect until an ordinance adopting the plan is enacted by majority vote of the entire Common Council.

Additionally, the following are options may be explored as possible opportunities for more community input. These items may not necessarily be implemented as part of the planning process; however, we wanted to provide a list of additional ideas to explore if they are feasible.

- m. Community Planning Teams: Under this proposed effort, the City of Marshfield could be divided up into neighborhoods or wards for planning purposes. Each of these areas would then have a Community Planning Team (CPT) to provide local level input and insight to the planning process. The CPTs can be used to identify local-level issues and will assist in the development of goals and objectives. They can also provide a vital link between the planning process and the citizenry at large. Members of the CPT may be asked to play a proactive role in the community outreach process through the planning process. Approximately five to seven persons would likely be needed (appointed by the Mayor with input from appropriate City Council members) to serve on each CPT.
- n. Citizen Advisory Committee: This proposal would have the Citizen Advisory Committee (CAC) be composed of the members of the CPT's. The CAC could meet on a consistent basis (likely monthly) and would act in an advisory role to the Steering Committee. Its primary role is to assist in obtaining broad community input. The CAC could potentially act as an intermediary between the Steering Committee and the citizenry at large.

Exhibit A – Public Participation Plan

- o. A Visual Preference Survey: A Visual Preference Survey (VPS) is a planning tool that provides the public with the opportunity to offer its opinions about the visual quality of various types of development (i.e. single family residential, apartments, retail establishments, industrial buildings, offices, etc.). The results of the VPS can be used by the City to create specific plan recommendations and implementation ordinances to facilitate the types and styles of development the public prefers.

- p. S.W.O.T. Analysis: A Strengths, Weaknesses, Opportunities, and Threats (S.W.O.T.) Analysis is a simple but useful tool to help evaluate the strengths, weaknesses, opportunities, and threats that either promote or inhibit the growth of the community and have an effect on the implementation of desired policies. This activity is usually done in a workshop setting and can be completed on a one time basis, looking at the community as a whole, or considered for each element individually.

The City of Marshfield is not limited to the public participation methods listed above and may engage in other methods not identified here as the planning process moves forward.