



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**PLAN COMMISSION**  
**City of Marshfield, Wisconsin**  
**Tuesday, July 21, 2015**  
**Council Chambers Lower Level, City Hall Plaza**  
**7:00 p.m.**

1. Call to Order. – Chairman Meyer.
2. Roll Call. – Acting Secretary Angell.
3. Approval of Minutes. – June 16, 2015 Meeting.
4. Citizen Comments.
5. Detachment and Attachment request by the City of Marshfield, in accordance with the Cooperative Boundary Plan and Agreement between the Town of Cameron and the City of Marshfield, dated April, 2000, the following described territory in the Town of Cameron, Wood County, Wisconsin, for that **portion of the "City Growth Area" lying outside the "No Contest Area" as identified in said plan, to be detached from the Town of Cameron and attached to the City of Marshfield, and zoned "CMU" Community Mixed Use Zoning and "LI" Light Industrial Zoning, located south of 29th Street, east of Central Avenue, north of Heritage Drive, and west of Business Park Avenue: That part of Section 20, Township 25 North, Range 3 East, in the Town of Cameron, Wood County, Wisconsin, and more particularly described in Item 16, Attachment A below.**  
Presenter: Josh Miller, City Planner  
**Public Hearing Required**
6. Campus Master Plan Amendment request by Marshfield Municipal Airport to amend the five year Master Campus Plan, addressing when Federal Aviation Administration approval is needed for non-aeronautical uses, located at 210, 320, 324, and 400 West 29th Street, including all parcels owned by the City of Marshfield under the Airports jurisdiction zoned "CD" Campus Development District.  
Presenter: Josh Miller, City Planner  
**Public Hearing Required**
7. Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-72 to allow the front and street side yard setbacks to be adjusted by averaging adjoining properties in all districts and to clarify language pertaining to such adjustments.  
Presenter: Josh Miller, City Planner  
**Public Hearing Required**
8. Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Sections 18-25 through 18-33, 18-54, and 18-65 (1) & (2), allowing Minor Home Occupations as a permitted accessory use and Conditional Home Occupations as a conditional accessory use in all residential zoning districts and to clarify the requirements for a home occupation.  
Presenter: Josh Miller, City Planner  
**Public Hearing Required**
9. Conditional Use Request by **Ministry Saint Joseph's Hospital to allow a building addition within a property zoned "CD" Campus Development for the purpose of expanding the mobile tech docking area, located at 611 Saint Joseph Avenue.**  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**

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10. Conditional Use Request by Arlon Haessly to grant a parking exception to allow a single apartment unit to be converted into two separate units without meeting the minimum parking requirements of one stall **per unit, located at 333 South Central Avenue, zoned "DMU" Downtown Mixed Use.**  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**
11. Conditional Use Request by John Peters to allow a reduction to the required vision triangles and setback **requirements for a fence, located at 305 South Maple Avenue and 200 East 3rd Street, zoned "SR-6"** Single Family Residential.  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**
12. Conditional Use Request by Rogers Cinema Inc., to allow an exception to reduce the setback for a fence to be incorporated into the future City park (Marilyn Hardacre Park), located at 451 and 453 South **Central Avenue, zoned "DMU" Downtown Mixed Use.**  
Presenter: Sam Schroeder, Zoning Administrator  
**Public Hearing Required**
13. Alternative Sign Permit Request by Rogers Cinema Inc., for murals to be developed in the future **downtown park (Marilyn Hardacre Park), located at 451 and 453 South Central Avenue, zoned "DMU"** Downtown Mixed Use.  
Presenter: Jason Angell, Director of Planning and Economic Development
14. Items for Future Agendas.
15. Staff Updates.
16. Attachment A – Legal Description for Item 5.

That part of Section 20, Township 25 North, Range 3 East, in the Town of Cameron, Wood County, Wisconsin, and more particularly described as follows:

1. Beginning at the SW corner of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E; thence East on the South line of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E to the East line of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E; thence north on the east line of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E, to the North line of the Heritage Drive (formerly known as United States Highway 10); thence West along the North line of Heritage Drive for a distance of 30.09 feet; thence N 00°21'13" E for a distance of 783.04 feet; thence N 89°03'35" W on a line extended to the west line of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E; thence south on the west line of the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 20, T25N, R3E, to the point of beginning; EXCEPT

The following parcels and road right-of-way which are contained within the above described real property in paragraph 1 of the above legal description shall be excluded from the property subject to detachment from the Town of Cameron and attachment to the City of Marshfield due to these parcels and right of way having previously been annexed by the City of Marshfield:

- a. Road right-of-way for Central Avenue (formerly known as State Highway 13 and Maple Avenue), described as follows:

That portion of South Central Avenue road right-of-way from the center of the intersection of Commerce Drive to a point approximately 300 feet south of the intersection of Heritage Drive further described as follows: Part of the NE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  and the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 19; the NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  and the SW  $\frac{1}{4}$  of the

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SW ¼ of Section 20; the NW ¼ of the NW ¼ of Section 29; and the NE ¼ of the NE ¼ of Section 30, all in Town 25 North, Range 3 East, Wood County, Wisconsin, described as follows:

Commencing at the West quarter corner of said Section 20, the Point of Beginning; thence S 88°36'11" E along the North line of the SW ¼ of said Section 20, 60.00 feet to the East Right of Way Line of Central Avenue; thence S 00°24'47" W along the East Right of Way Line of Central Avenue, 1,314.07 feet; thence S 00°24'08" W along the East Right of Way Line of Central Avenue, 638.35 feet; thence S 01°45'48" E along the East Right of Way Line of Central Avenue, 531.25 feet, thence S 48°06'55" E, 120.79 feet; thence S 02°46'31" E, 130.28 feet; thence S 48°44'30" W, 147.36 feet; thence S 02°25'35" E 99.73 feet; thence N 89°52'08" W, 152.69 feet; thence N 15°55'24" W, 236.18 feet; thence N 00°43'45" W, 66.01 feet; thence N 23°31'20" E, 224.60 feet to the West Right of Way Line of Central Avenue; thence N 00°21'00" E along the West Right of Way Line of Central Avenue 1,079.04 feet; thence N 00°26'14" E along the West Right of way Line of Central Avenue, 1,314.14 feet to the North line of the SE ¼ of said Section 19; thence S 89°53'29" E, 60.00 feet along the North line of the SE ¼ of said Section 19, to the Point of Beginning; and

2. Beginning at the southeast corner of Wood County Certified Survey Map Number 3785; thence north along the east line of the said Wood County Certified Survey Map Number 3785 to the south line of 29<sup>th</sup> Street; thence east along with south line of 29<sup>th</sup> Street to the northwest corner of Wood County Certified Survey Map Number 2404; thence south along the west line of Wood County Certified Survey Map Number 2404 to the southwest corner of Wood County Certified Survey Map Number 2404; thence east along the south line of Wood County Certified Survey Map Number 2404 to the southeast corner of Wood County Certified Survey Map 2404, being the northwest corner of the SE ¼ NW ¼, Section 20, T25N, R3E; thence east long the north line of the SE ¼ NW ¼, Section 20, T25N, R3E to the east line of the west ½ of the SE ¼ NW ¼, Section 20, T25N, R3E; thence south along the east line of the west ½ of the SE ¼ NW ¼, Section 20, T25N, R3E; to the south line of the SE ¼ NW ¼, Section 20, T25N, R3E; thence S 00°10'08" W for a distance of 33.01 feet; thence N 88°41'03" W for a distance of 650.63 feet; thence N88°41'03" W for a distance of 878.80 feet; thence S 00°21'13" W for a distance of 360 feet; thence N 88°41'03" W on a line extended to the west line of the NW ¼ SW ¼, Section 20, T25N, R3E; thence north on the west line of the NW ¼ SW ¼, Section 20, T25N, R3E to the southwest corner of the SW ¼ NW 1/4, Section 20, T25N, R3E; thence north along the west line of the SW ¼ NW ¼, Section 20, T25N, R3E to the north line extended on that property described in Volume 312 of deeds, Page 521, Wood County records; thence east along the north line of the property described in said deed a distance of 270.6 feet, more or less; thence south along the east line of the property described in said deed, a distance of 100 feet, more or less; thence east at right angles a distance of 273.77 feet, more or less, to the centerline of proposed Cedar Avenue, extended; thence north a distance of 1,235 feet, more or less, along the centerline of said proposed street; thence west at right angles to said proposed street, a distance of 544.5 feet more or less to the west line of the NW ¼ NW ¼, Section 20, T25N, R3E; thence north along the west line of the NW ¼ NW ¼, Section 20, T25N, R3E, to a point which is the extension of the south line of Wood County Certified Survey Map Number 3785; thence east along the south line of Wood County Certified Survey Map Number 3785 to the point of beginning; EXCEPT

The following parcels and road right-of-way which are contained within the above described real property in paragraph 2 of the above legal description shall be excluded from the property subject to detachment from the Town of Cameron and attachment to the City of Marshfield due

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to these parcels and right of way having previously been annexed by the City of Marshfield:

- a. Lot 1 of Wood County Certified Survey Map No. 8547, recorded in Volume 29 of Survey Maps, Page 147, located in part of the NW1/4 of the NW1/4 of Section 20, Township 25 North, Range 3 East, and adjacent right of way of Cherry Avenue, City of Marshfield, Wood County.
- b. Part of the South Half (S1/2) of the Northwest Quarter (NW1/4) of Section Twenty (20), Township Twenty-Five (25) North, Range Three (3) East, in the Town of Cameron, Wood County, Wisconsin, described as follows:

Commencing on the South line of the South Half (S1/2) of the Northwest Quarter (NW1/4) of Section Twenty (20), Township Twenty-Five (25) North, Range Three (3) East at a point where said South line intersects with the East line of Central Avenue (formerly known as State Trunk Highway 13), thence East 916.65 feet, thence North 462 feet to the point of beginning, thence North 294 feet, thence East 498 feet, thence South 294 feet, thence West 498 feet back to the point of beginning.

- c. Road right-of-way known as 35<sup>th</sup> Street (formerly known as Nikolay Drive) described as follows:

Commencing at the west ¼ corner of Section Twenty (20), Township Twenty-Five (25) North, Range Three (3) East, thence South 88°41'03" east along the east-west quarter line of said Section 20, a distance of 60 feet to the east right-of-way line of Central Avenue (formerly known as State Trunk Highway 13), the point of beginning; thence north 00°21'13" east along said east right-of-way line of Central Avenue, a distance of 33.01 feet to the north line of 35<sup>th</sup> Street; thence south 88°41'03" east along said north right-of-way line of 35<sup>th</sup> Street, a distance of 1,892.22 feet; thence south 00°10'08" west a distance of 66.01 feet to the south right-of-way line of 35<sup>th</sup> Street; thence north 88°41'03" west along said south line of 35<sup>th</sup> Street to the east right-of-way line of Central Avenue; thence north 00°21'13" east along said east line of Central Avenue to the point of beginning.

- d. Road right-of-way for Central Avenue (formerly known as State Highway 13 and Maple Avenue), described as follows:

That portion of road right-of-way described above in paragraph 2 that also falls within the area described below:

That portion of South Central Avenue road right-of-way from the center of the intersection of Commerce Drive to a point approximately 300 feet south of the intersection of Heritage Drive further described as follows: Part of the NE ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 19; the NW ¼ of the SW ¼ and the SW ¼ of the SW ¼ of Section 20; the NW ¼ of the NW ¼ of Section 29; and the NE ¼ of the NE ¼ of Section 30, all in Town 25 North, Range 3 East, Wood County, Wisconsin, described as follows:

Commencing at the West quarter corner of said Section 20, the Point of Beginning; thence S 88°36'11" E along the North line of the SW ¼ of said Section 20, 60.00 feet to

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the East Right of Way Line of Central Avenue; thence S 00°24'47" W along the East Right of Way Line of Central Avenue, 1,314.07 feet; thence S 00°24'08" W along the East Right of Way Line of Central Avenue, 638.35 feet; thence S 01°45'48" E along the East Right of Way Line of Central Avenue, 531.25 feet, thence S 48°06'55" E, 120.79 feet; thence S 02°46'31" E, 130.28 feet; thence S 48°44'30" W, 147.36 feet; thence S 02°25'35" E 99.73 feet; thence N 89°52'08" W, 152.69 feet; thence N 15°55'24" W, 236.18 feet; thence N 00°43'45" W, 66.01 feet; thence N 23°31'20" E, 224.60 feet to the West Right of Way Line of Central Avenue; thence N 00°21'00" E along the West Right of Way Line of Central Avenue 1,079.04 feet; thence N 00°26'14" E along the West Right of way Line of Central Avenue, 1,314.14 feet to the North line of the SE ¼ of said Section 19; thence S 89°53'29" E, 60.00 feet along the North line of the SE ¼ of said Section 19, to the Point of Beginning.

17. Adjourn.

**Posted this 16<sup>TH</sup> day of July, 2015 at 4:00 PM by Jason Angell, Acting 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

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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 JUNE 16, 2015**

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

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

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** Alderman Earll and Buttke, City Administrator Barg, Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Zoning Administrator Schroeder; Jeff Gaier, Marshfield Airport; the media; and others.

**PC15-31** Motion by Wood, second by Penker to recommend approval of the minutes of the May 19, 2015 City Plan Commission meeting.

**Motion Carried**

**Citizen Comments: None**

**PUBLIC HEARING** - 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.

**COMMENTS: None**

**PC15-32** Motion by Wood, second by Penker to recommend approval of the 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 and request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - 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.

**COMMENTS: None**

**PC15-33** Motion by Wagner, second by Wood to recommend approval of 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 request an ordinance be drafted for Common Council consideration.

**Motion Carried**

**PUBLIC HEARING** - Conditional Use Request by Cornerstone Church to reduce the landscape requirements including landscape islands and the east buffer yard, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use.

**COMMENTS:** Dave Clouse – member of Cornerstone Community Church, representing the members and the board of the church and a planning committee member. They purchased the property in 2002, and the church has grown about 400% since first moving to this site. In 2007 they purchased the area proposed for parking. They feel that the new parking regulations are a one size fits all. Their parking lot for most of the time does not have cars in it. They are not like a Walmart. Cornerstone is not against landscaping or landscape islands. They did install some landscape islands in their previous parking improvements. They feel they don’t need islands to stop helter skelter movements through the parking lot. Also, snow removal is to the east and north so islands would get in the way of plowing. Appearance and image is important to the church. They have made many improvements prior to zoning requirements being in place. The last issue is the buffer yard. They have a good relationship with their neighbors and they don’t feel there is a need for additional buffer yard plantings. The Hanson’s have signed a written agreement. Cornerstone is not opposed to recording the agreement, they simply need to know how to do it. In summary, they want to be in the City and want to be a good neighbor. They want their property to look nice but don’t feel the buffer yards are necessary and that the parking islands would look out of place.

**PC15-34** Motion by Wagner, second by Gustafson to recommend approval of the Conditional Use Request by Cornerstone Church to grant an exception to the buffer yard requirements along the east property line, located at 1417 West McMillan Street, zoned “CMU” Community Mixed Use, subject to 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).

**Meyer, Wagner, Mazzini, Gustafson, Witt & Penker voted ‘Aye’, Wood Voted ‘No’**

**Motion Carried**

**PC15-35** Motion by Wood, second by Penker to recommend reaffirming the recommendation made at the May 19, 2015 City Plan Commission meeting 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 and request a resolution be drafted for Common Council consideration.

**Motion Carried**

**PC15-36** Motion by Gustafson, second by Mazzini to recommend approval of Marshfield Airport’s request to petition the Wisconsin Department of Transportation, Bureau of Aeronautics for future projects and request a resolution be drafted for Common Council consideration.

**Motion Carried**

**PC15-37** Motion by Mazzini, second by Wood to recommend approval of the Public Participation Plan of the Comprehensive Plan Update and request a resolution be drafted for Common Council consideration.

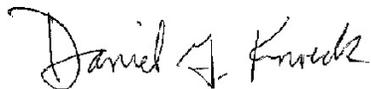
**Motion Carried**

**Items for Future Agendas: None**

**Staff Updates:**

- Miller mentioned that Town of Cameron attachment ordinance is being drafted. A public hearing will be held at the July Plan Commission meeting and then the ordinance will go to the Common Council for approval with an effective date of August 24, 2015.
- Miller reported that the Second Street Green Street corridor recommendation from the Board of Public Works is a one way street with angle parking for the blocks from Chestnut to Maple.

There being no objections, Chairman Meyer adjourned the meeting at 8:04 PM.



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



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: July 21, 2015

RE: Detachment and Attachment request by the City of Marshfield, in accordance with the Cooperative Boundary Plan and Agreement between the Town of Cameron and the City of Marshfield, dated April, 2000, for that portion of the “City Growth Area” lying outside the “No Contest Area” as identified in said plan, to be detached from the Town of Cameron and attached to the City of Marshfield, and zoned “CMU” Community Mixed Use Zoning and “LI” Light Industrial Zoning, located south of 29th Street, east of Central Avenue, north of Heritage Drive, and west of Business Park Avenue.

## **Background**

Back on August 23, 2000, the Department of Administration approved a Cooperative Boundary Plan Agreement between the Town of Cameron and City of Marshfield. Most of the plan expired in 2012 and was not renewed. The only remaining element of the plan that is still effective is the detachment/attachment provision that stated lands within the “City Growth Area”, but lying outside the “No Contest Area” 15 years from the execution date of the Plan, shall be detached from the Town of Cameron and attached to the City of Marshfield. This is essentially a large scale annexation, but is technically not called an annexation because of the boundary agreement in place.

Staff has been in communication with the Town Officials and property owners within the attachment area since May, trying to make sure the transition is a smooth one.

## **Analysis**

Staff is recommending zoning the northern portion (68.8 acres) of the attachment area “LI” Light Industrial as that is the most common use in that area and would still be meeting the allowable uses identified on the Future Land Use map in the Comprehensive Plan. In addition, a number of abutting properties are already zoned “LI”.

The recommended zoning for the southern portion (23.2 acres) is “CMU” Community Mixed Use as all the abutting properties are also zoned “CMU” and the allowable uses also fit within uses on the Future Land Use map. There are three homes within that area and although single family homes are not permitted in the “CMU” district, they would be grandfathered in and it would be an easy request to rezone them to “UMU” Urban Mixed Use at a later date, which does allow single family homes as a permitted use.

The land consists of 92 acres on 30 parcels, most of which are developed and individual rezonings were not feasible as part of the attachment process as the legal descriptions included in the Cooperative Boundary Plan were only available for the two areas that are to be attached. Once the properties are brought in to the City, individual property owners could get legal descriptions and then request a rezoning for their property if desired. This attachment process is likely to result in a few nonconforming uses. In those instances, the City should be willing to accept rezoning requests that would allow them to have a legal conforming status.

Typically, staff is required to evaluate whether an annexation complies with the criteria in the Comprehensive Plan, however, because this is part of a Cooperative Boundary Agreement and not an annexation that criteria does not have to be met. Some areas will not be served by utility service for a long time due the cost of extending sanitary sewer to some of the lower lying areas. Staff will continue to work with the property owners and bring up opportunities in the Capital Improvement Plan (CIP) to expand services when it is economically viable to do so. Water is available to the entire northern portion of the attachment area. Neither sanitary nor water service is available for the southern portion of the attachment area at the present time.

### **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 of “LI” Light Industrial zoning for the northern 68.8 acres and “CMU” Community Mixed Use zoning for the southern 23.2 acres and ask that you direct staff to prepare an Attachment Ordinance for Common Council consideration.

### **Attachments**

1. Map of Attachment Area

2. Uses in "CMU" and "LI" Zoning Districts

Concurrence:



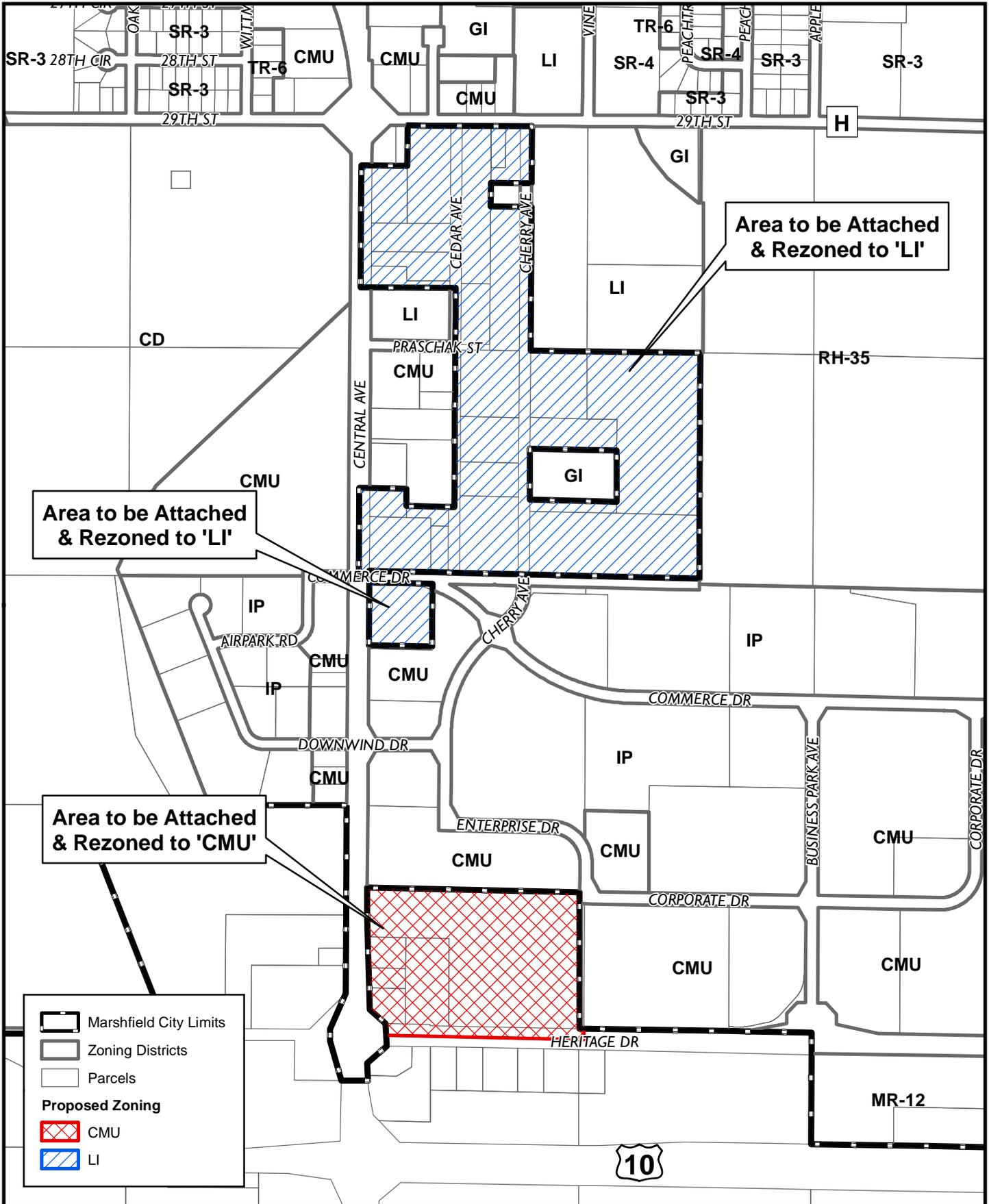
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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator



Area to be Attached & Rezoned to 'LI'

Area to be Attached & Rezoned to 'LI'

Area to be Attached & Rezoned to 'CMU'

**Legend**

- Marshfield City Limits
- Zoning Districts
- Parcels
- Proposed Zoning**
- CMU
- LI



**2015 City Growth Area**  
**City of Marshfield**  
 07/21/15

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.



## Community Mixed Use (CMU)

- (1) 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) Community Living Arrangement (1-8 residents) meeting the requirements of Section 18-57(10)
  - (k) Outdoor Display
  - (l) Indoor Commercial Entertainment
  - (m) In-Vehicle Sales or Service
  - (n) Bed and Breakfast
  - (o) Commercial Indoor Lodging
  - (p) Vehicle Sales
  - (q) Vehicle Service
  - (r) Vehicle Repair
  - (s) Office
  - (t) Personal or Professional Service
  - (u) Artisan Studio
  - (v) Indoor Sales or Service
  - (w) Indoor Maintenance Service
  - (x) Communication Antenna
- (2) 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 (9-16+ residents)
  - (h) Outdoor Commercial Entertainment
  - (i) Boarding House
  - (j) Tourist House

- (k) Group Daycare Center
  - (l) Light Industrial
  - (m) Transit Center
  - (n) Off-Site Parking
  - (o) Communication Tower
- (3) Accessory Uses Permitted by Right. Refer to Article III for detailed definitions and requirements for each of the following land uses.
- (a) Satellite Dish
  - (b) Personal Antenna and Tower
  - (c) Minor Home Occupation
  - (d) Conditional Home Occupation
  - (e) Residential Accessory Building
  - (f) Nonresidential Accessory Building
  - (g) Landscape Feature
  - (h) Deck
  - (i) Recreational Facility
  - (j) Residential Kennel
  - (k) On-Site Parking
  - (l) Company Cafeteria
  - (m) Onsite Ancillary Use
  - (n) Solar Energy System
- (4) Accessory Uses Permitted as Conditional Use. Refer to Article III for detailed definitions and requirements for the following land uses.
- (a) Small Wind Energy System
  - (b) Solar Energy System
- (5) Temporary Uses. Refer to Article III for detailed definitions and requirements for each of the following land uses. (Exempt from setbacks unless specified in Article III.)
- (a) Temporary Outdoor Sales
  - (b) Temporary Outdoor Assembly
  - (c) Temporary Storage Container
  - (d) Temporary Construction Storage
  - (e) Temporary Contractor's Project Office
  - (f) Temporary On-Site Real Estate Sales Office
  - (g) Farmer's Market
  - (h) Garage or Estate Sale

## **Light Industrial (LI)**

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

- (a) Small Scale Indoor Institutional
- (b) Cultivation
- (c) Community Garden
- (d) Outdoor Open Space Institutional
- (e) Passive Outdoor Recreation
- (f) Essential Services
- (g) Small Scale Public Services and Utilities
- (h) Office
- (i) Personal or Professional Service
- (j) Artisan Studio
- (k) Indoor Sales or Service
- (l) Indoor Maintenance Service
- (m) Light Industrial
- (n) Research, Development, and Related Manufacturing
- (o) Indoor Storage and Wholesaling
- (p) Communication Antenna
- (q) Communication Tower

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

- (a) Agricultural Services
- (b) Large Scale Indoor Institutional
- (c) Active Outdoor Recreation
- (d) Large Scale Public Services and Utilities
- (e) Outdoor Maintenance Service
- (f) Animal Boarding
- (g) Production Greenhouse
- (h) Indoor Food Production
- (i) Outdoor Storage and Wholesaling
- (j) Distribution Center
- (k) Freight Terminal
- (l) Personal Storage Facility
- (m) Off-Site Parking

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

- (a) Satellite Dish
- (b) Personal Antenna and Tower

- (c) Nonresidential Accessory Building
  - (d) Recreational Facility
  - (e) Landscape Feature
  - (f) Deck
  - (g) Outdoor Wood Boiler
  - (h) On-Site Parking
  - (i) Company Cafeteria
  - (j) Onsite Ancillary Use
  - (k) Solar Energy System
- (4) Accessory Uses Permitted as Conditional Use. Refer to Article III for detailed definitions and requirements
- (a) Small Wind Energy System
  - (b) Solar Energy System
- (5) Temporary Uses. Refer to Article III for detailed definitions and requirements for each of the following land uses. (Exempt from setbacks unless specified in Article III.)
- (a) Temporary Outdoor Sales
  - (b) Temporary Outdoor Assembly
  - (c) Temporary Storage Container
  - (d) Temporary Construction Storage
  - (e) Temporary Contractor's Project Office
  - (f) Temporary On-Site Real Estate Sales Office
  - (g) Garage or Estate Sale



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, City Planner  
DATE: July 21, 2015

RE: Campus Master Plan request by Marshfield Municipal Airport to amend the five year Master Campus Plan, to address when the Federal Aviation Administration approval is needed for non-aeronautical uses, and to address fencing regulations for the campus for all parcels owned by the City of Marshfield under the Airports jurisdiction zoned "CD" Campus Development District.

## **Background**

Marshfield Municipal Airport is requesting an amendment to their 5-year Campus District Master Plan. The current plan states that any non-aeronautical uses must be approved by the Bureau of Aeronautics (BOA) and the Federal Aviation Administration (FAA). This language was included in the plan as directed by the BOA after they reviewed it. When the request came through for the BOA to review the Pet Shelter use at the old terminal building, they said the FAA does not need to review the use. Essentially, they felt that since it was a temporary use, the FAA was not required to review it. Essentially, the amendment is being proposed to define when the (FAA) is required to review non-aeronautical uses for the airport.

Another aspect of the proposed amendment is to include allowances for fences. The current plan did not address fencing and both the Pet Shelter and the Airport have plans to add fencing in the upcoming years.

## **Analysis**

The proposed language for the amendment related to the FAA review (in Sections 3-2(1) & 3-7(3)) of the Airport Campus Master Plan) is as follows:

"Any non-aeronautical uses must be coordinated with the Bureau of Aeronautics and receive approval from the Federal Aviation Administration as deemed appropriate by the Bureau of Aeronautics."

The amendment also includes a provision to allow the Airport to install fencing for both security purposes as well as for their tenant needs. The zoning code

prohibits chain-link fences in the front yard and limits security fences to 8 feet, however, it is important that the Airport be granted flexibility to provide security to the airport facility. The proposed language for the amendment related to fencing (in Section 3-7(5) of the Airport Campus Master Plan) is as follows:

“Fences for the Airport do not require a setback in any yard and may cross parcel boundaries. Chain-link, privacy, and security fences are permitted in any required yard and may exceed the height standards listed in Section 18-106 of the Municipal Zoning Code, as guided by the Bureau of Aeronautics.”

The proposed changes will be presented to the Airport Committee on Thursday, July 16<sup>th</sup>. Any changes or comments by the Airport Committee will be shared with the Plan Commission at Tuesday’s meeting.

### **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 Campus Master Plan amendment for the Marshfield Municipal Airport, and direct staff to prepare an ordinance for Common Council consideration.

### **Attachments**

1. Redline Airport Campus Master Plan

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

2013-2018  
**Campus Master Plan**  
**Marshfield Municipal Airport**

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## **SECTION 1: INTRODUCTION**

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### **1-1 WHAT IS A CAMPUS MASTER PLAN?**

A Campus Master Plan (CMP) is a plan to help guide the physical campus, infrastructure and land use, for future development using present knowledge of campus' land use and infrastructure. The City requirements for a Campus Master Plan can be found under Section 18-166(5) of the Municipal Zoning Code.

### **1-2 MARSHFIELD MUNICIPAL AIRPORT**

The Marshfield Municipal Airport, Roy Shwery Field is located in the south west corner of the City of Marshfield. It is classified by the State of Wisconsin, Bureau of Aeronautics as a Medium General Aviation Airport. It is designed to serve high performance corporate aircraft as well as general aviation aircraft under all weather conditions.

Services provided at the airport include air charter, aircraft rental, flight training, aircraft sales, aircraft leasing, maintenance, refueling, pilot exams, computerized testing, and aircraft storage. There are 28 aircraft based at the Marshfield Airport according to the Federal Aviation Administration database.

### **1-3 MISSION STATEMENT**

The Mission of the Marshfield Municipal Airport Committee and Airport Management is to operate a convenient, safe, properly maintained and professionally managed airport that is a benefit for the Citizens of Marshfield, WI and the surrounding communities of Central Wisconsin. We are proud of the Marshfield Municipal Airport, Roy Shwery Field and what it does for our community. We hope you will be too.

- Marshfield Municipal Airport, Roy Shwery Field is more than a place where people and products change from one mode of transportation to another. We will strive to accommodate all services requested of us.
- Marshfield Municipal Airport, Roy Shwery Field will provide the thoroughfare for business services and goods to flow through our community in the most efficient methods possible.
- Marshfield Municipal Airport, Roy Shwery Field will provide a gateway for our citizens and transient citizens as a means to come into and exit the City of Marshfield, WI on a daily basis for their personal and business goals.
- The Marshfield Airport Committee and Marshfield Airport Management will promote the Marshfield Municipal Airport, Roy Shwery Field and continue to assist the future continued development of the airport and technologies related to aviation that may be used at the airport.

### **1-4 OBJECTIVES OF THE CAMPUS MASTER PLAN**

- Inventory of current uses in and around the airport
- Inventory of the airport facilities

## Airport Campus District Plan – 2013-2018

- Inventory of access point to the airport
- Summary of stormwater plan
- Summary of surrounding zoning districts
- Summary of height restriction areas
- Summary of the central developable area
- Table of permitted uses
- Five year future development plan
- Long term development goals

## SECTION 2: EXISTING CONDITION ANALYSIS

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### 2-1 EXISTING LAND USES

The Federal Aviation Administration (FAA) has established that the designated airport property as outlined in the Airport Layout Plan is under federal obligations for the funds the airport receives. Compatible land uses are very important to the FAA. The FAA is adapting and changing their guidelines for compatible land use regularly.

Table 2-1a. Land Area Summary

Description	Acres
Total Acreage within airport boundary (does not reflect recent property exchanges with adjacent land owners)	552.25
Total Acreage in Avigation Easements	67.65
Total Acreage in Clear Zone Easements	40.94
Combined Acreage within Airport Jurisdiction and Boundaries	623.94

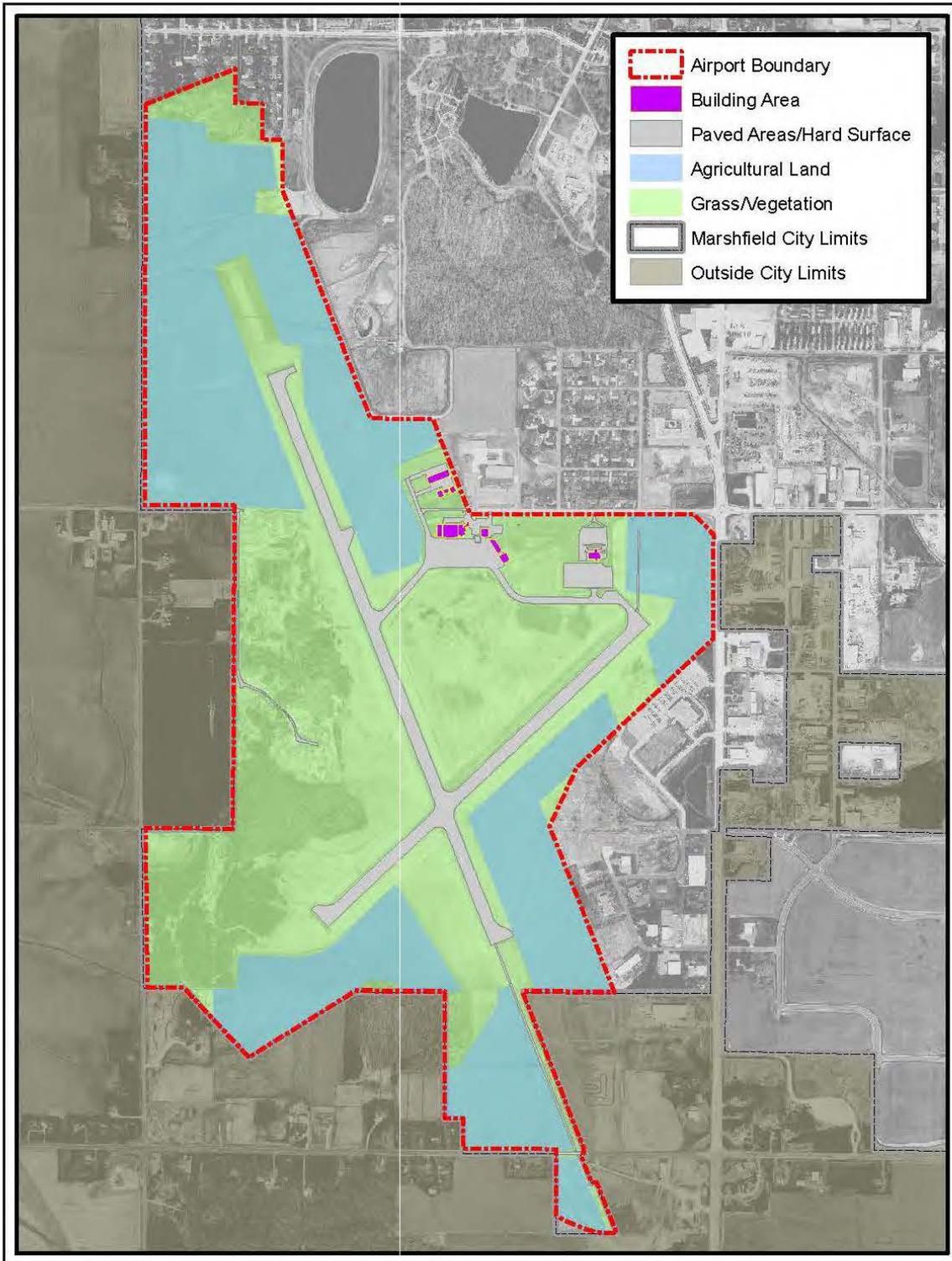
All Airport Campus District regulations, including property line and building restrictions lines, clear zone easements, avigation easements, farming operations shall be consistent with the current Airport Layout Plan and Federal Aviation Guidelines for Airport Use.

Table 2-1b. Land Use Summary

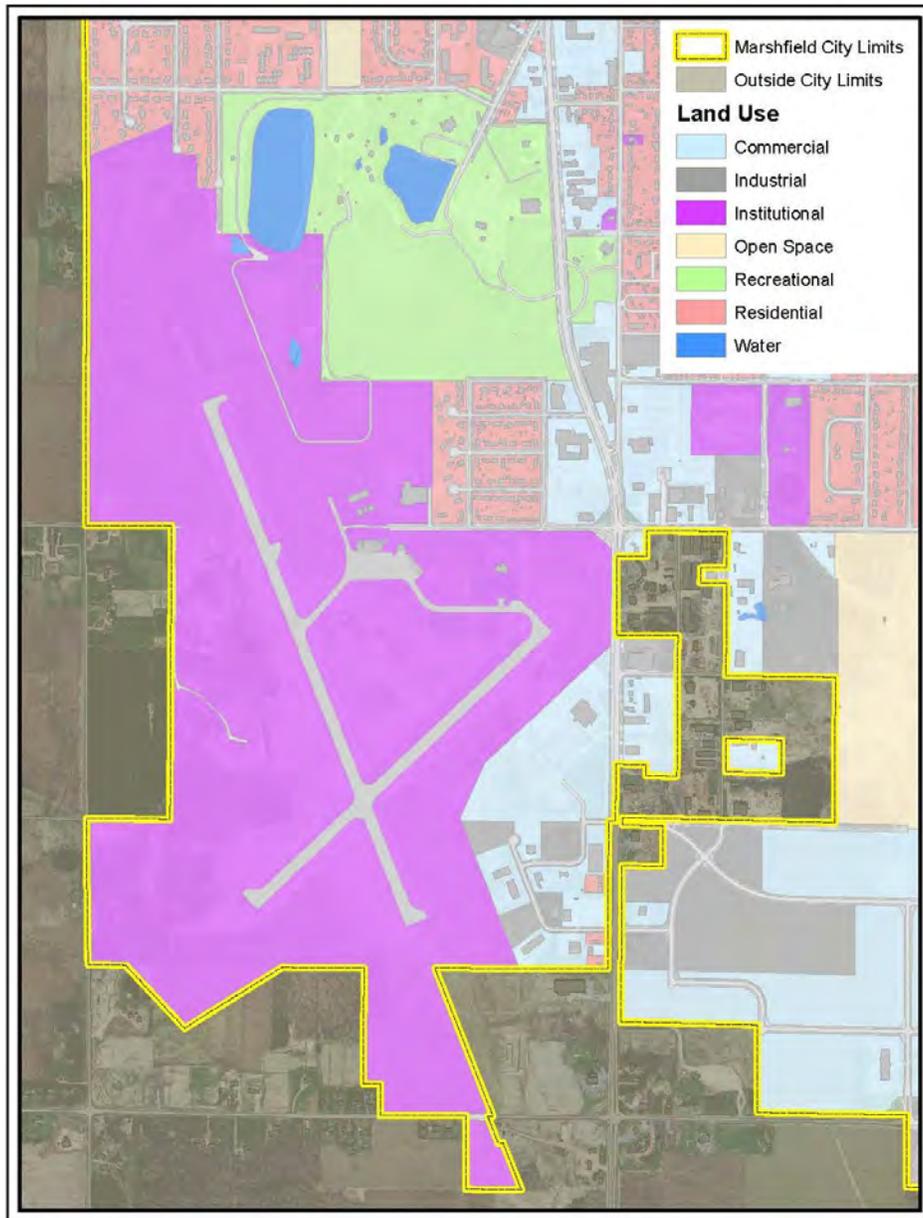
Description	Acres
Building Area	1.38
Pavement and Hard Surface Area	6.42
Grass/Vegetation	188.38
Agricultural	274.26
<b>Total:</b>	470.44

Airport Campus District Plan – 2013-2018

Map 2-1a. Airport Existing Uses



Map 2-1b. Surrounding Uses



The Marshfield Municipal Airport is made up of 17 individual parcels, all owned by the City of Marshfield. Within these 17 parcels are a mixture of uses including:

**(1.) Antennas**

Antennas developed by the airport and Federal Aviation Administration for the safe transition of aircraft by radio navigation or communication within the airport airspace.

**(2.) Airfield Lighting**

Airfield lighting is needed for the safe landing and take-off of aircraft. This may also include lighting for instrument approaches and or lighting of navigational aids.

**(3.) Farming**

The airport does allow crops to be raised on the airport as long as they do not create a hazard to the navigation of aircraft. Crops raised at the airport will also be of the types that do not attract excessive wildlife.

**(4.) Parking**

Adequate on-site parking is provided for all uses and facilities within the airport property.

**(5.) Airport and Helipad**

The Marshfield Airport includes a helipad as well as the existing facilities listed in Section 2-3.

**2-2 SURROUNDING ZONING**

All Airport campus zoning including property line and building restrictions lines, clear zone easements, aviation easements, farming operations shall be consistent with the current Airport Layout Plan and Federal Aviation Guidelines for Airport Use.

Airport Campus District Plan – 2013-2018

Map 2-2a. Surrounding Zoning

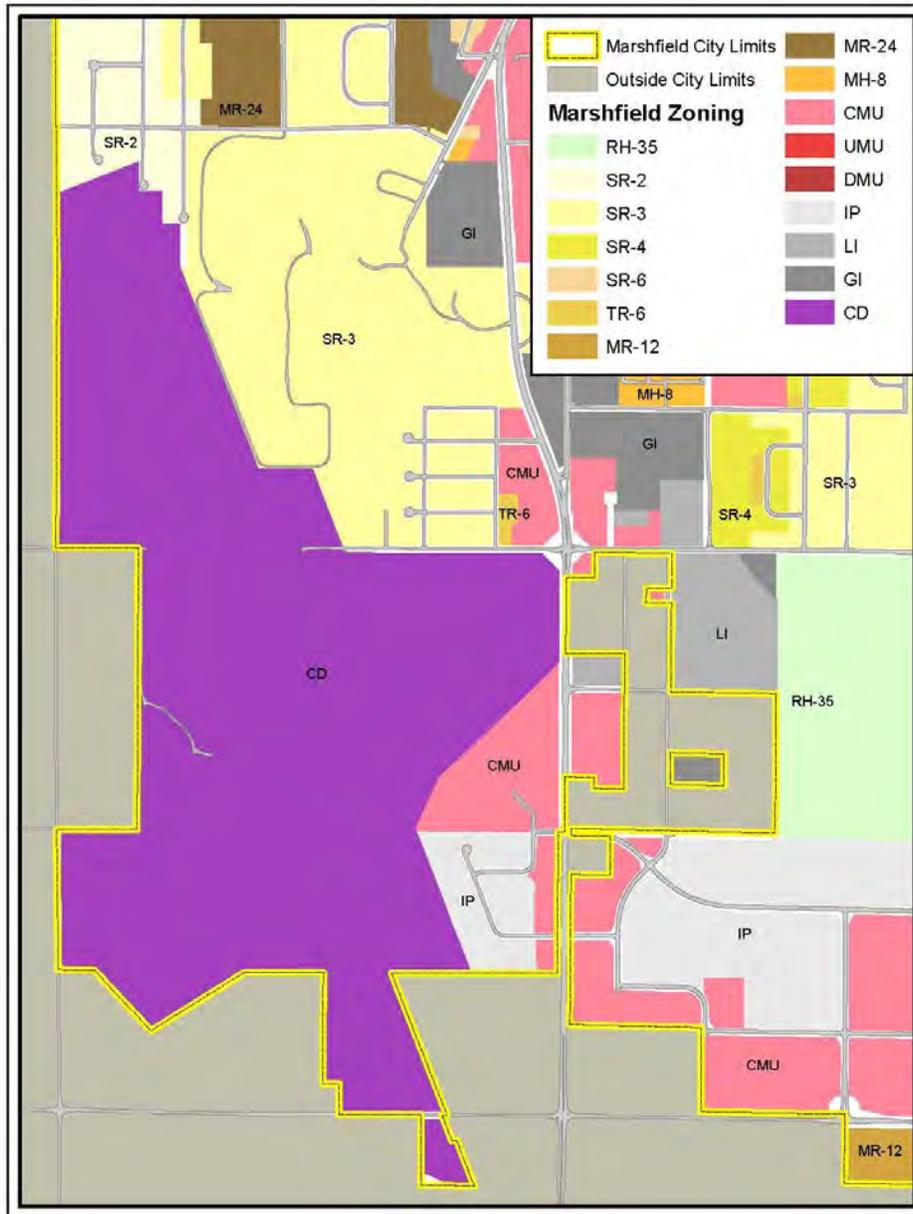


Table 2-2a. Zoning Descriptions

Zone	Description
CD	Large scale governmental, office, educational, medical, and research and development facilities
SR-2	Low density single family detached dwellings
SR-3	Very low density single family detached dwellings
SR-4	Moderate density single family detached dwellings
TR-6	Single family detached and two family attached dwellings
MR-12	Multi-family uses in small buildings at medium density
MR-24	Multi-family uses in small and mid-sized buildings at higher density

Airport Campus District Plan – 2013-2018

LI	Large and small scale industrial and office development
GI	Manufacturing and industrial operations
IP	High-quality industrial, office, and related land uses
MH-8	Mobile Home developments
CMU	Wide range of large and small scale office, retail, service, and lodging
RH-8	Very low density single family detached residential development

**2-3 EXISTING AIRPORT FACILITIES**

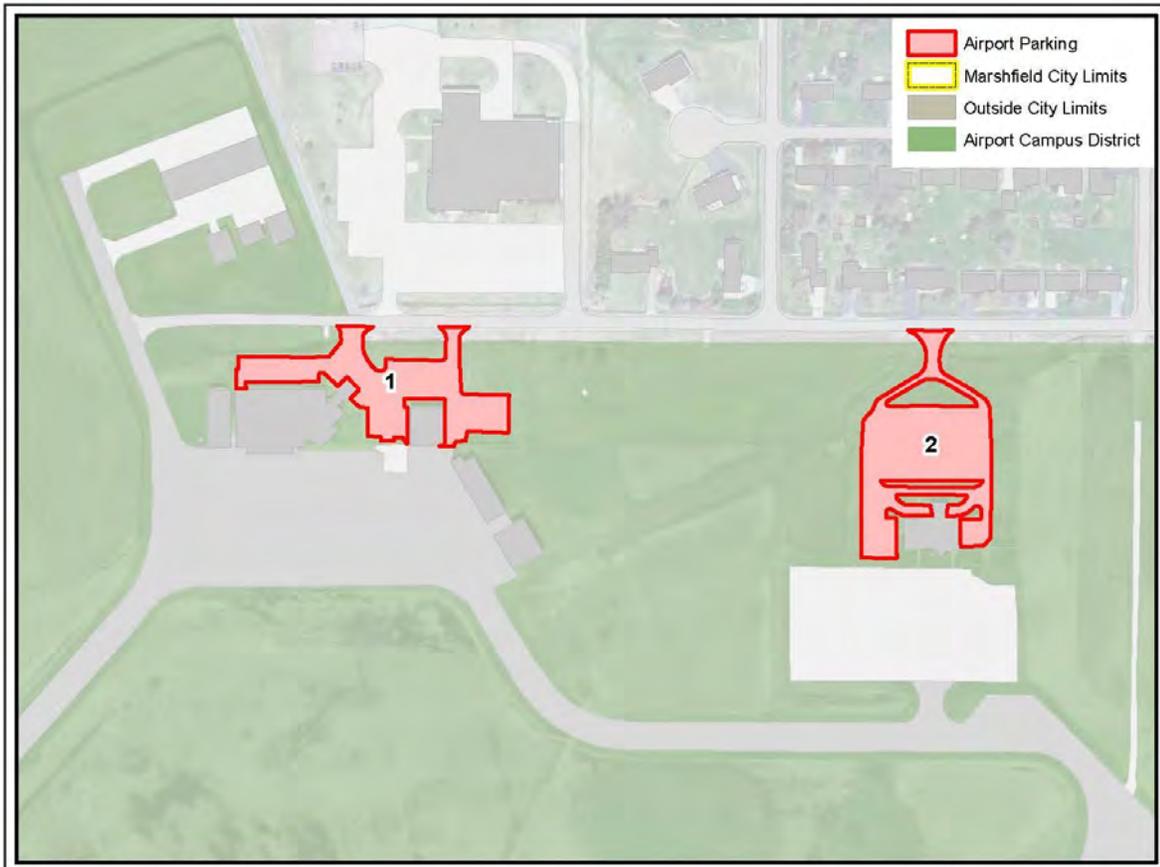
**(1.) Parking**

Adequate parking is provided on site for all existing facilities. Below is a list of the number of stalls available for each facility.

Table 2-3a. Parking Areas

Map Number	Lot	Area	Number of Parking Spaces
1	General Aviation Lot	51,603 sq. ft.	60
2	Office Complex Lot	39,249 sq. ft.	96 (estimated)

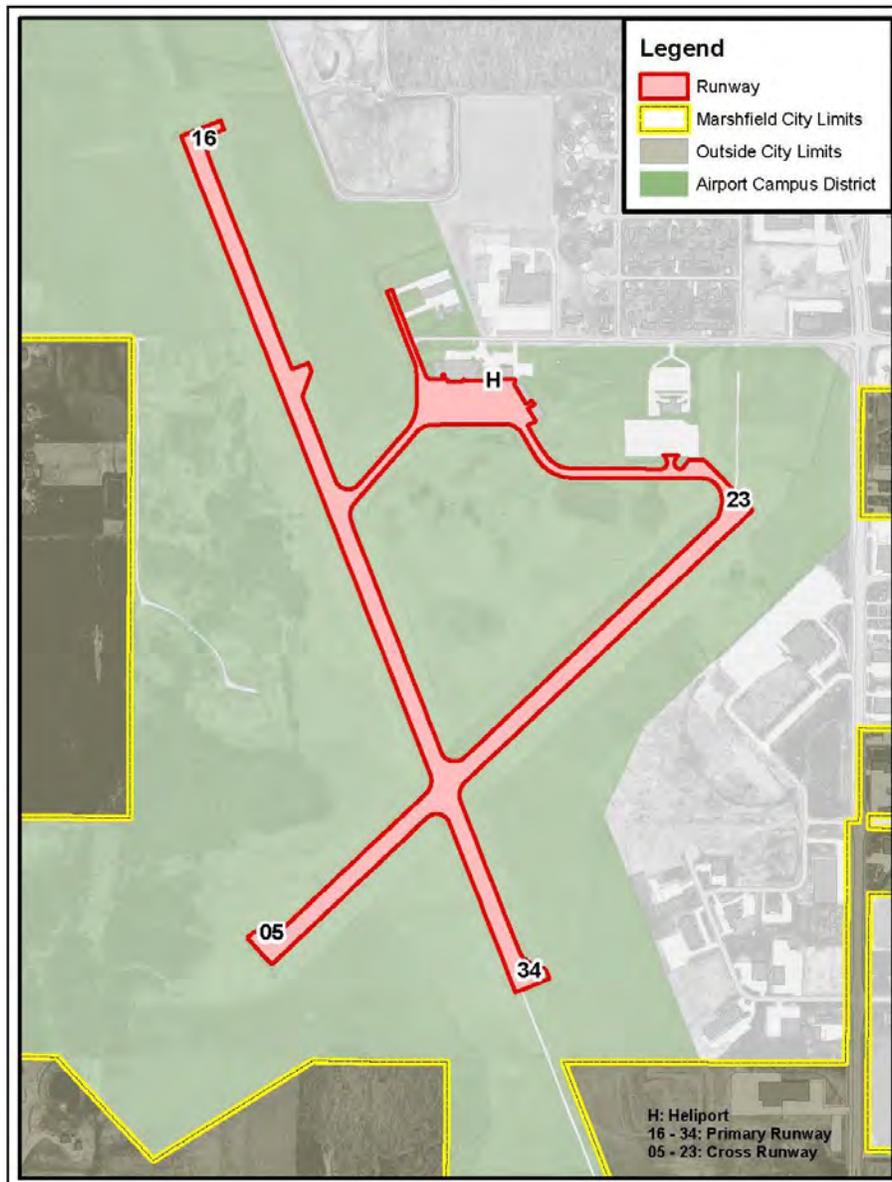
Map 2-3a. Parking Areas



**(2.) Runways**

Currently there are two operational runways on the airport campus district ground. There is a primary runway (16 – 34) which is hard surfaced, 100' wide by 5,002' long. It has a medium intensity runway lighting system MIRLS with a medium intensity approach lighting system MALSR on runway 34. Runway end identifier lights, (REILS), on runway 16 and visual approach slope indicators, (VASIs), on 16 & 34. The instrumental landing systems include R-Nav GPS on Runway 34, LPV R-Nav GPS on Runway 16, LPV and a SDF on Runway 34. The second runway is a cross runway, which is 05 - 23 is hard surface 100' wide and 3600' long. Lighting includes medium intensity runway lights (MIRLS), and runway end identifier lights (REILS). It has a non-directional instrument approach to runway 05.

Map 2-3b. Runways and Heliport



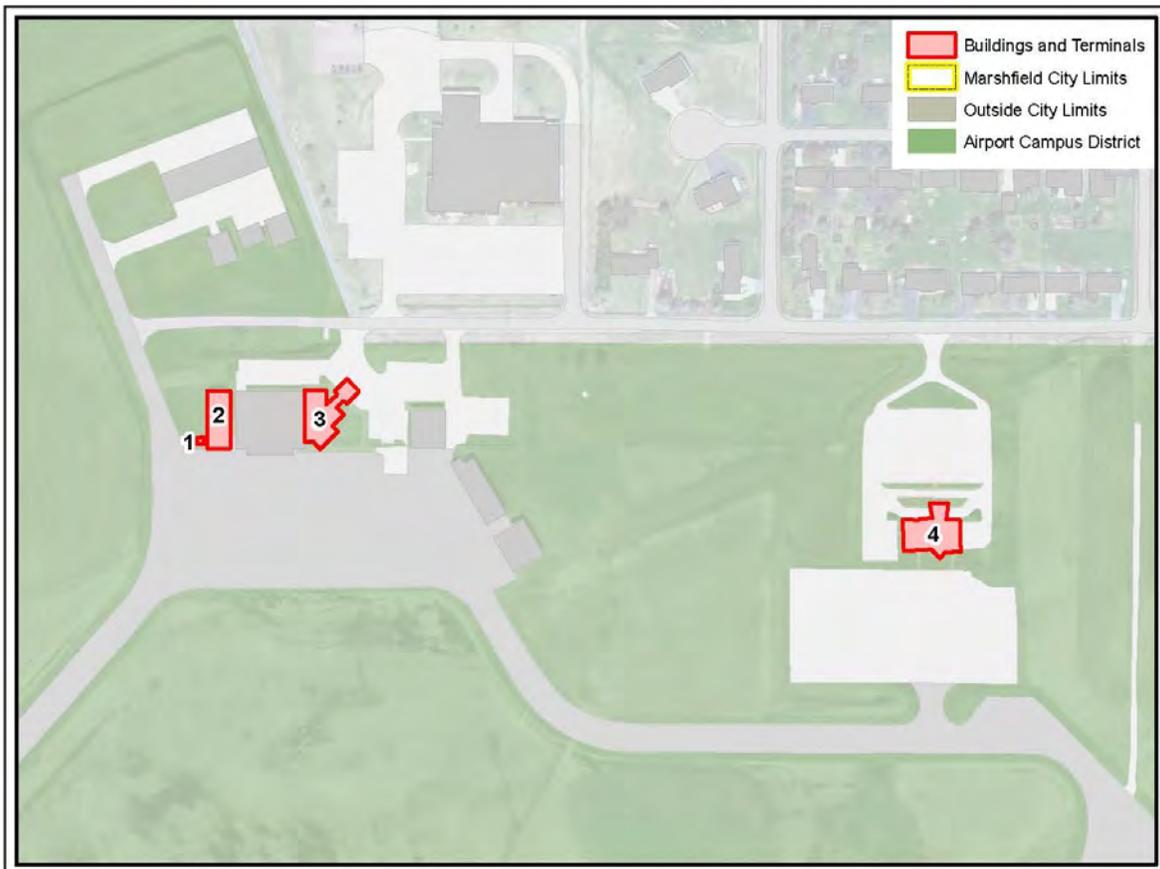
**(3.) Terminals/Buildings**

As of August 2012 the following buildings in Table 2-3b were present on the Airport Campus District (buildings are marked with a number on their outside walls for fire identification):

Table 2-3b. List of Buildings and Terminals

Map Number	Fire Number	Name
1	6	Electrical Building
2	5	Quonset Building
3	3	General Aviation Terminal Building
4	1	Office Complex Terminal Building

Map 2-3c. Buildings and Terminals



---

**A. Building #1 Office Complex Terminal Building** (*map number 4*)

The office complex terminal building was original Midstate Airlines Terminal building. It was constructed in 1976 with a modern design, large parking area. The entire building can be used by one business, or two businesses can occupy the building, (east half and west half). Additional businesses can further be divided up into the East half. Both East and West half have independent entrances, bathrooms furnaces / air conditioning units.

*Uses:*

1. Vacant Office Space
2. On-site Parking

50' x 80' over 4000 sq. ft.



---

**B. Building #3 General Aviation Terminal Building** (*map number 3*)

The General Aviation Terminal Building was constructed in 2007. It serves as the ambassador for the City as the first impression most people get when coming to Marshfield by air. The building has public and private rest rooms, Conference Room, Various Offices. The Fixed Based Operator and Airport Manager are in the building.

*Uses:*

1. Fixed Based Operator Offices
2. Airport Manager Office
3. Airport Fuel Farm Tank Monitoring and 24/7 Credit Card Operations
4. Conference Room
5. Ingress and Egress of people to the City of Marshfield through the Airport

Approx. 4680 sq. ft. including the car port



---

**C. Building #5 Quonset Building** (*map number 2*)

The Quonset building is the oldest building on the airport. It was built in the 1940's when the airport was constructed. It has served as airplane storage and maintenance vehicle storage at the airport. It presently serves as storage for the snow removal and grass cutting equipment as well as various pieces of equipment used to maintain the airport.

*Uses:*

1. Storage of airport maintenance equipment.
2. Storage of construction equipment and supplies

40' x 100' 4,000 sq. ft.



---

**D. Building #6 Electrical Building** (*map number 1*)

The Electrical Building was built around 1995 to house the electrical controls for the airport runway lighting and instrument approaches.

*Uses:*

1. Storage of Airport electrical controls
2. Storage of airport instrument approach controls

13' x 16' 208 sq. ft.



**(4.) Hangars**

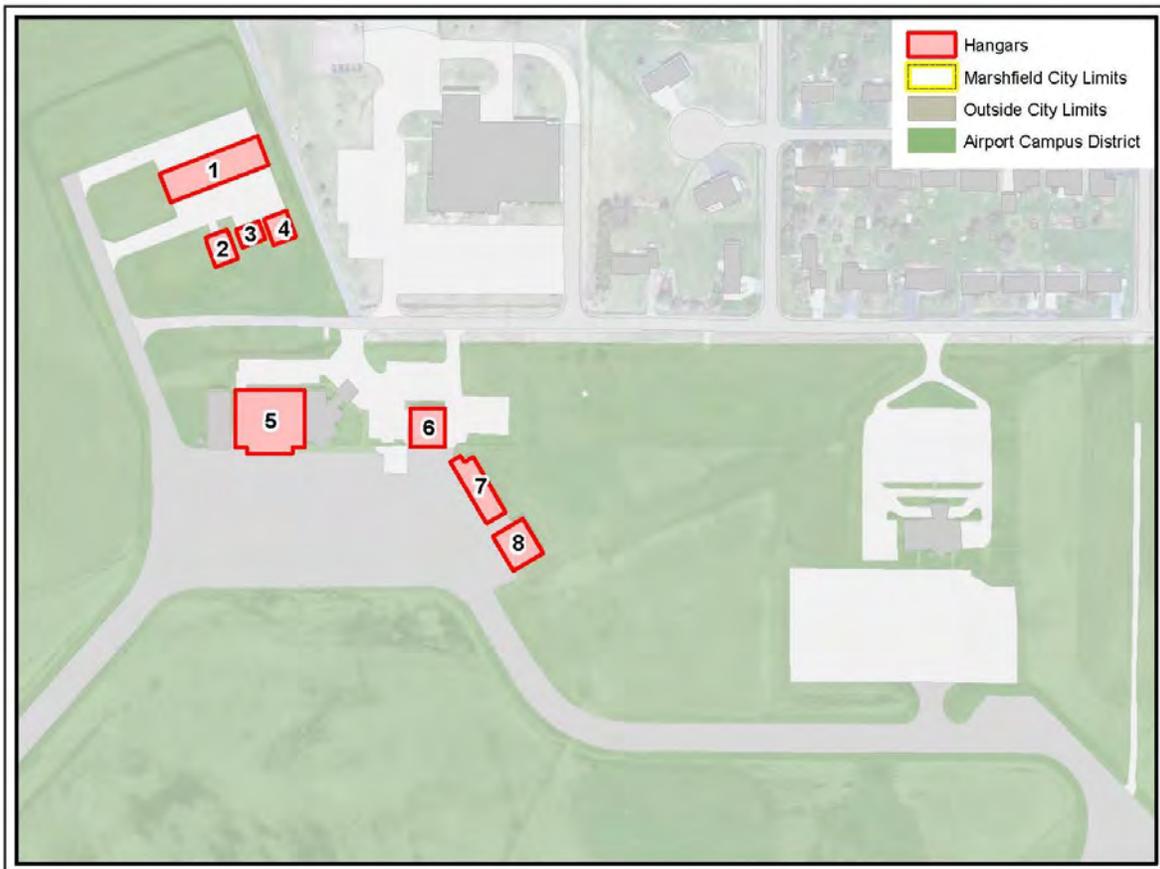
Currently there are 8 hangars on the Airport campus district. These 8 hangars are a mixture of commercial and private hangars. Commercial hangars are kept on the south east side of the general aviation terminal building while the private hangars are located north of the general terminal building.

Airport Campus District Plan – 2013-2018

Table 2-3c. List of Hangars

Map Number	Fire Number	Name
1	10	Private 8 Unit T-Hangar
2	9	Private Hangar
3	8	Private Hangar
4	7	Private Hangar
5	4	Large Storage Hangar
6	2	Maintenance Hangar
7	11	Private 2 Unit Hangar
8	12	Private Hangar

Map 2-3d. Hangars



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**A. Hangar #2 Maintenance Hangar** (*map number 6*)

The Maintenance Hangar was constructed in the early 1980's with the sole purpose of providing a location for mechanics to work on aircraft. The building is heated in cold weather, has water access, has its own bathroom, and mechanic's office. The building is also tied into the main phone system at the airport and is typically used by the existing Fixed Based Operator as part of the Fixed Based Operator's Contract.

*Uses:*

1. Aircraft Maintenance
2. Aircraft Storage
3. Large Public Airport Events - i.e. Pancake Breakfast

60' x 64' 3840 sq. ft.



---

**B. Hangar #4 Large Storage Hangar** (*map number 5*)

The Large Storage Hangar was constructed by Midstate Airlines in the 1950's to store the large airline aircraft that were utilized by Midstate. The building is now owned by the City of Marshfield. The building is utilized by the Fixed Based Operator as part of the Fixed Based Operator's Contract.

*Uses:*

1. Storage of the Fixed Based Operator's Aircraft
2. Short Term Storage of Transient Aircraft.
3. Corporate Aircraft Storage (Both Local and Transient)
4. Aircraft Maintenance
5. Storage of Airport Electronic Equipment and Light Bulbs
6. Storage of Airport Supplies
7. Storage of Tables and Chairs for Airport Activities
8. Large Airport Public Events
9. Radiant heat De-Icing of Aircraft.

120' x 100' 12,000 sq. ft.



---

**C. Hangar #7 Private Hangar** (*map number 4*)

Used for storage of aircraft and personal storage.

*Uses:*

1. Storage

42' x 48' 2016 sq. ft.



---

**D. Hangar #8 Private Hangar** (*map number 3*)

Used for storage of aircraft and personal storage.

*Uses:*

1. Storage

40' x 30' 1200 sq. ft.



---

**E. Hangar #9 Private Hangar** (*map number 2*)

Used for storage of aircraft and personal storage.

*Uses:*

1. Storage

42' x 48' 2016 sq. ft.



---

**F. Hangar #10 Private 8 Unit T-Hangar** (*map number 1*)

Used for storage of aircraft and personal storage.

*Uses:*

1. Storage

50' x 180' 9000 sq. ft.



---

**G. Hangar #11 Corporate 2-Unit Hangar** (*map number 7*)

Used for storage of aircraft and personal storage.

*Uses:* 40' x 114' (attached office: 10' x 20.5') 4765  
1. Storage sq. ft.



---

**H. Hangar #12 Corporate Hangar** (*map number 8*)

Used for storage of aircraft and personal storage.

*Uses:* 70' x 60' 4200 sq. ft.  
1. Storage



**(5.) Aircraft Refueling Facilities**

The fuel facility was constructed in 2009 with a 24/7 credit card system that is monitored in the General Aviation Terminal Building. The Tank monitors for the system are also located in the General Aviation Terminal Building. There are two underground 12,000 gallon storage tanks. The fuel farm has a 100LL dispenser, Jet A Generator / Filter and Jet A fuel dispenser.



## **2-4 GROUND ACCESS**

### **(1.) Highway/Road Access**

Road access to the Airport is from West 29<sup>th</sup> Street. The General Aviation Terminal Building is located approximately a half mile west of Central Avenue and approximately 1.5 miles northwest of U.S. Highway 10.

### **(2.) Transit**

#### **A. Public**

Taxi service is available from the General Aviation Terminal.

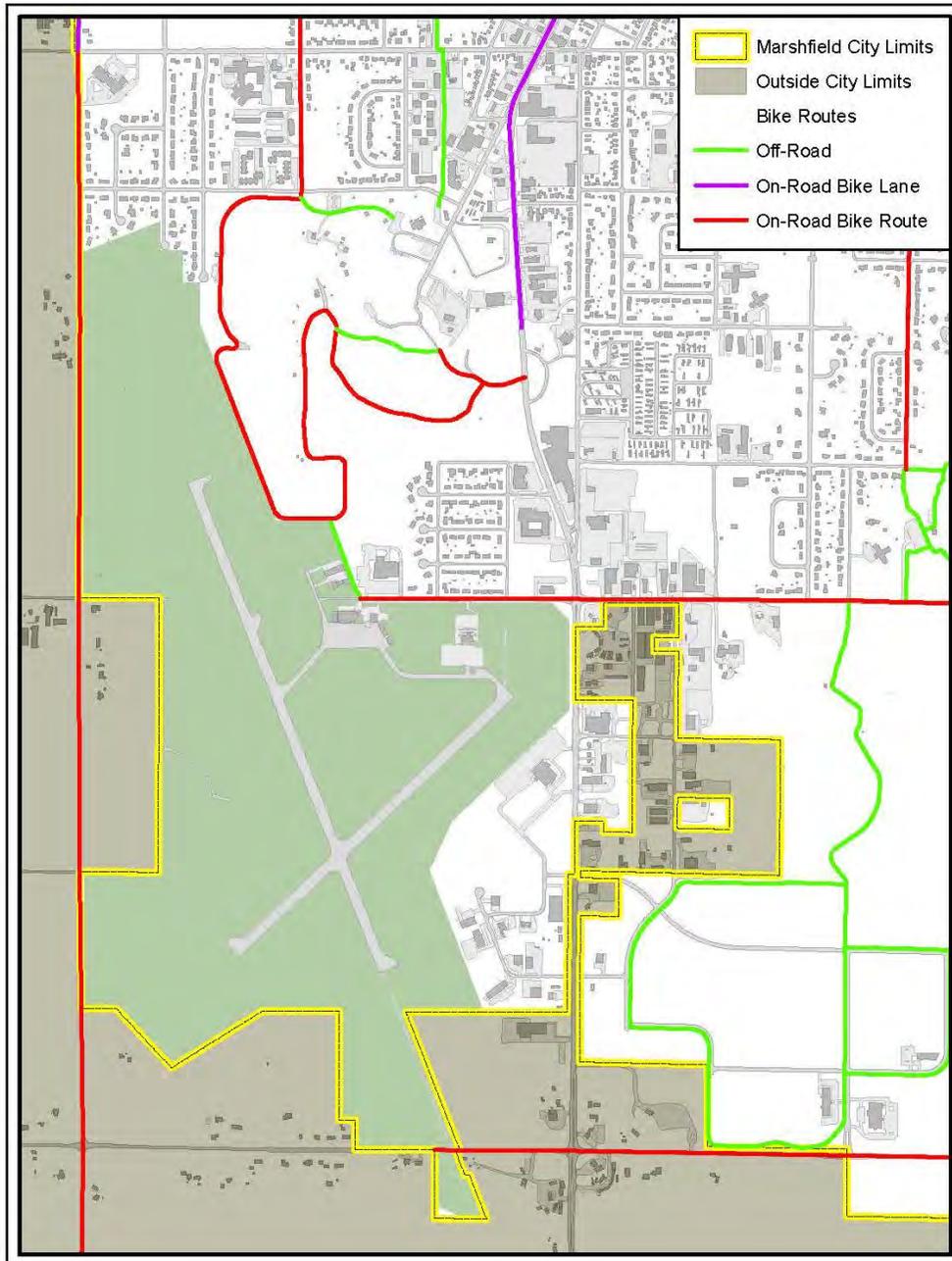
#### **B. Bike Trails**

The General Aviation Terminal is directly connected to an off-road trail from the Wildwood Park and Zoo to the north. 29<sup>th</sup> Street is also an on-road bike route.

#### **C. Parking**

Adequate on-site parking is provided for all uses and facilities within the airport property.

Map 2-4a. Nearby Bike Trails and Routes



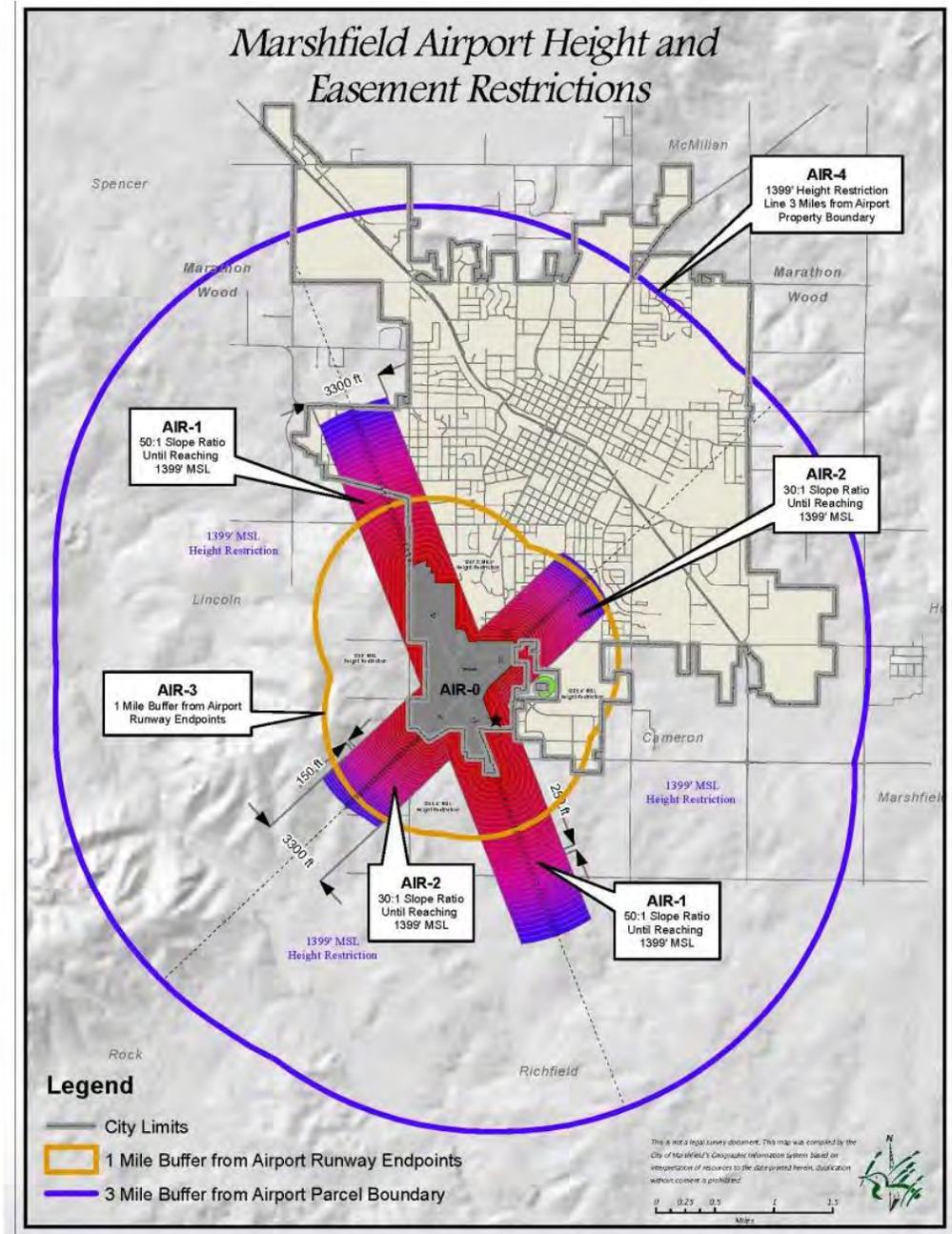
## 2-5 STORMWATER

The existing stormwater system is addressed under the Marshfield Municipal Airport Stormwater Pollution Prevention Plan. All development must adhere to the requirements within the Plan and follow the Best Management Practices listed therein per the requirements of the DNR. The primary stormwater management features are outfalls.

## 2-6 AIRPORT HEIGHT RESTRICTION AREA

The City of Marshfield in conjunction with the Wisconsin Bureau of Aeronautics and the Federal Aviation Administration has developed height limitation zoning within a 3 mile radius of the Marshfield Municipal Airport. This zone encompasses the City of Marshfield and the following surrounding townships: Spencer, McMillan, Lincoln, Cameron, Marshfield, Rock and Richfield.

Map 2-6a. Height Restriction Areas



## SECTION 3: FUTURE USES ANALYSIS

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### 3-1 FUTURE LAND USES

Other than some additional hangars being constructed, there are no plans to expand any of the existing facilities at this time. However, as opportunities become available, the Airport may be able to provide additional services and therefore must plan for potential future uses.

### 3-2 FUTURE FACILITIES

All existing facilities are projected to remain. The categories under the permitted and conditional uses in Section 3-7 are broad in nature. The actual uses will be limited by the FAA and the Bureau of Aeronautics.

Below are the potential changes in use. With the exception of hangars, fences or similar ancillary/landscape structures, no new development is proposed for this Campus Master Plan. Minor additions under 500 square feet may be approved administratively provided the remaining requirements of the Plan are followed. Any additional development would require a Conditional Use Permit. All development must abide by minimum standards that the Airport has in place. Temporary structures such as tents would be permitted at the discretion of the Airport.

#### (1.) Building #1 Office Complex Terminal Building

The office complex terminal building was original Midstate Airlines Terminal building. It was constructed in 1976 with a modern design, large parking area. The entire building can be used by one business, or two businesses can occupy the building, (east half and west half). Additional businesses can further be divided up into the East half. Both the East and West half have independent entrances, bathrooms furnaces / air conditioning units.

#### *Existing and Potential Future Uses\*:*

- A. Aviation Related Business
- B. Aviation Crew Facility
- C. Office Space
- D. Retail Outlet
- E. Public Use Facility
- F. Medical Use Facility
- F. Corporate Office
- H. Vehicle Rental
- I. Taxi Office and Parking

50' x 80' over 4000 sq. ft.



\*Any nonaeronautical uses must be approved by the Bureau of Aeronautics and the Federal Aviation Administration. Any non-aeronautical uses must be coordinated with the Bureau of Aeronautics and receive approval from the Federal Aviation

**Administration as deemed appropriate by the Bureau of Aeronautics.** Nonaeronautical uses of airport property must provide a net benefit to the airport, be compatible with normal airport operations.

## (2.) Hangars

The Marshfield Airport Committee has developed a hangar application booklet that all future hangar construction must comply with the application form and have the Marshfield Airport Committee and Common Council approval before construction will begin.

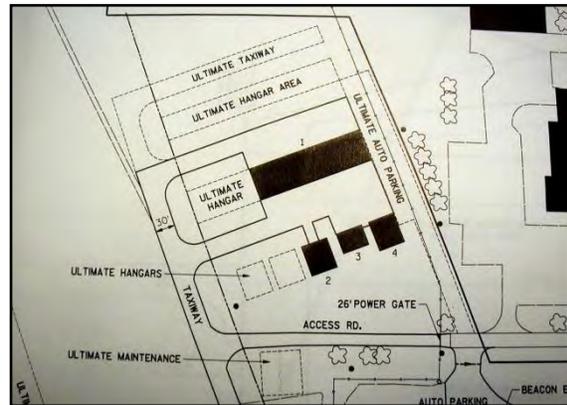
*Special Note:* The Federal Aviation Administration does not allow the construction of Residential Hangars (Hangars that are also homes) to be constructed on the Marshfield Airport.

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### A. Hangar Building Site #1 Future Corporate Hangar Area Site

*Existing and Potential Future Uses:*

1. Aircraft Storage
2. Corporate Flight Offices
3. Corporate Flight Department Fuel Storage
4. Each Unit will have their own utilities access for water, sewer, electrical, phone, etc.
5. Plans for building must be consistent with the Marshfield Hangar Application for Area #1

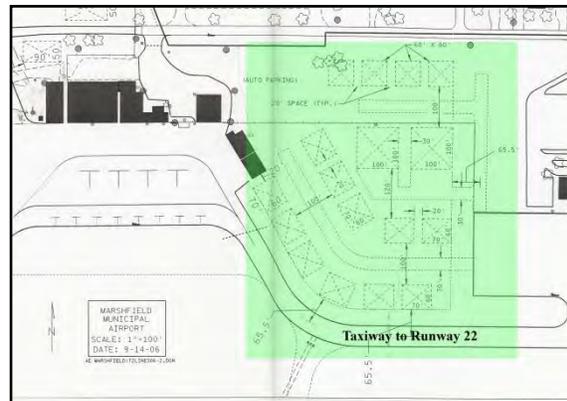


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### B. Hangar Building Site #2 Future Corporate Hangar Area Site

*Existing and Potential Future Uses:*

1. Aircraft Storage
2. Limited Personal Storage
3. Plans for future buildings must be consistent with the Marshfield Hangar Application for Area #2



## (3.) Runway

The current runways will be maintained. The Airport has a goal of expanding the runway 16/34 1,000 feet within 15 years, but that is not part of this 5-year plan at this time.

### **3-3 FUTURE GROUND ACCESS**

Ground access such as highway/road access, transit, and parking, is not projected to change in the next 5 years.

### **3-4 FUTURE STORMWATER**

Storm water management will follow the requirements of the current Marshfield Municipal Airport Stormwater Pollution Prevention Plan and any subsequent updates.

### **3-5 FUTURE AIRPORT HEIGHT RESTRICTION AREA**

The Airport Height Restriction Area is not expected to change in the next 5 years unless the runway is extended.

### **3-6 FUTURE LAND ACQUISITION**

The Marshfield Municipal Airport is in the process of acquiring additional land for the primary purpose of reserving aviation easements over the property. The Bureau of Aeronautics is assisting with this process. The plan is to acquire approximately 15 acres within the next 5 years.

### **3-7 ALLOWABLE USES AND SETBACKS FOR THE CENTRAL AND PERIPHERAL AREAS**

#### **(1.) Campus District Development**

All land uses and development (including buildings, structures, paved areas, fixtures, landscaping and signage) existing as of the date of CMP approval which are depicted on the approved Campus Existing Conditions Graphic and/or listed on the approved Campus Existing Development Inventory, shall be considered as fully legal, conforming land uses and development, unless explicitly identified by the City within the CMP approval documentation as having a legal nonconforming or nonconforming status.

Proposed land uses and development which are located within the Campus Development zoning district, and which are consistent with the approved Campus Plan Graphic and/Campus Plan Development Inventory, shall be considered, reviewed and approved prior to the time of their development.

Specific land uses and development within the Campus Development zoning district which are inconsistent with an approved CMP shall be reviewed as conditional uses.

A Planned Development may be proposed, considered and approved within any portion of the area of an approved CMP, and if approved, shall supersede explicitly approved provisions of the CMP and the Zoning Ordinance, for the area included within the boundaries of the Planned Development.

Land Uses which are proposed, but not listed in Section 3-7, shall be subject to the rules of interpretation and appeals governing the Zoning Ordinance.

Boundary of the campus, clearly divided into a Central Campus Area and a Peripheral Campus Area. The boundary between the Central Campus Area and the Peripheral Campus Area may vary from parcel lines. As the Airport acquires additional properties, the boundaries of the Airport will change.

## **(2.) Central and Peripheral Areas**

The Central District consists of all existing and potential future Airport and Heliport facilities, Office Complex, Terminal, runways, helipad, hangars, accessory buildings, parking areas and some land that is presently farmed. All new development will take place within this boundary.

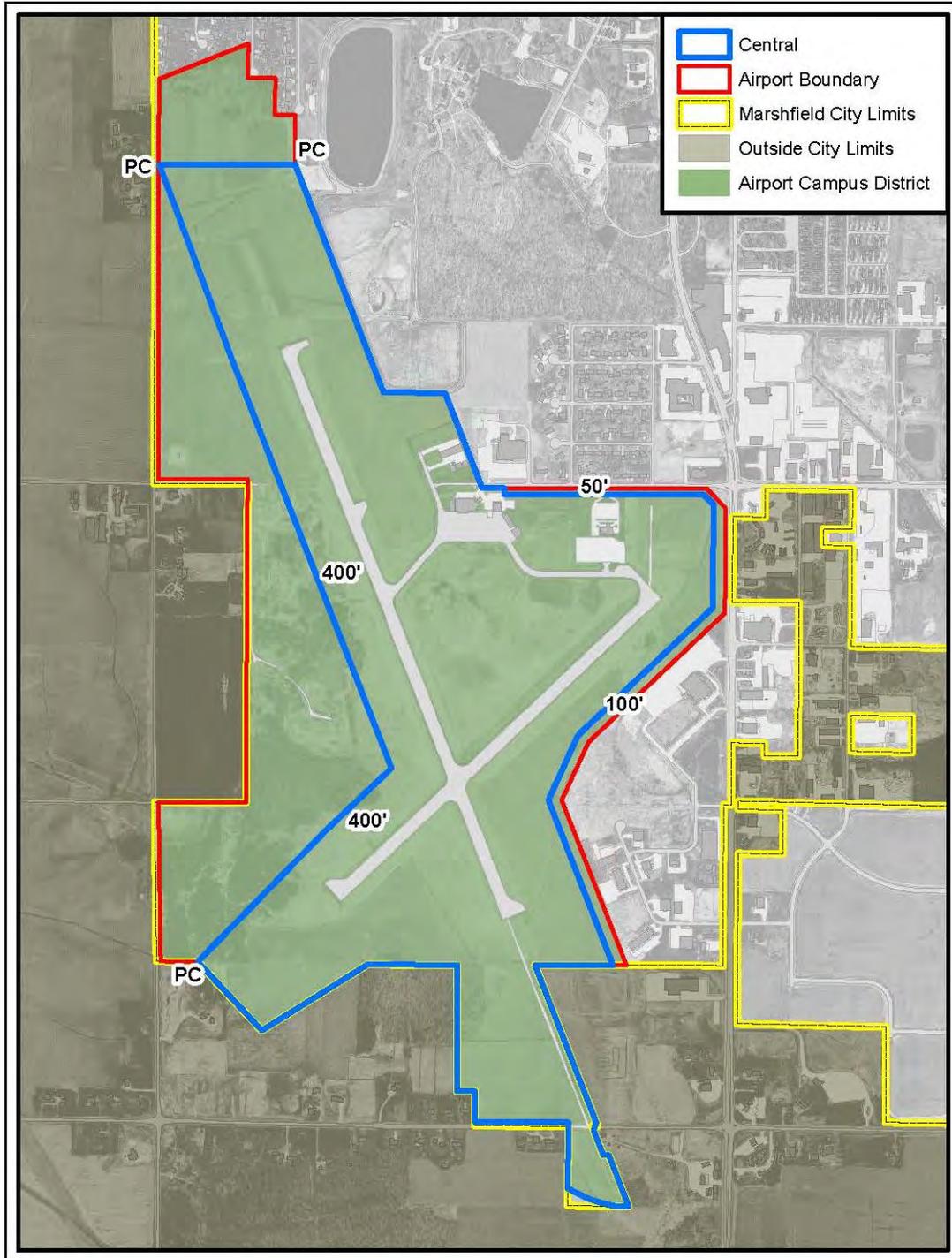
Beginning at the east side of the easternmost access on Parcel No. 33-03566, the Central District is setback 50 feet from the 29<sup>th</sup> Street right-of-way, running east until reaching 100 feet west of the western Central Avenue right-of-way. Then the Central District runs directly south along the Central Avenue right-of-way. The Central District then continues southwesterly, running parallel along a line 100 feet west of the Campus District Zoning until it reaches the south line of Parcel No. 33-03567. The Central District then continues southeasterly, running parallel along a line 100 feet west of the Campus District Zoning until it reaches the south line of Parcel No. 33-03570-9. The Central District continues along the border of the Campus District Zoning until it reaches the northwest corner of Parcel No. 33-035670-2A. The west boundary of the Central District then runs northeasterly 400 feet northwest off of runway 5-23 until it reaches 400 feet west of runway 16-34. Then the Central District runs northwesterly parallel to and 400 feet west of runway 16-34 until reaching the northwest property corner of Parcel No. 33-03540. Then the Central District runs east along the north parcel lines of Parcels No. 33-03540 and 33-03539A to the eastern edge of Parcel No. 33-03539A. Then the Central District runs southeasterly along the east edge of the Campus District to the south right-of-way of 29<sup>th</sup> Street. Then the Central District runs east along the south right-of-way of 29<sup>th</sup> Street to the east side of the easternmost access on Parcel No. 33-03566 to the point of beginning.

## Airport Campus District Plan – 2013-2018

The Peripheral District consists of land that is presently farmed and parking access for the Office Complex. Future uses may include the extension of fencing around the perimeter of the property and any lighting or communications system required by the FAA. The boundary of the Peripheral District is described as follows:

Peripheral District consists of the remaining portions of the Campus District excluding the above described Central District.

Map 3-7a. Central and Peripheral Areas



**(3.) Permitted Land Use Types**

All uses listed below shall adhere to the requirements in Article III of the Marshfield Municipal Code unless further defined or restricted in the Campus District Plan. Table 3-7a describes the allowable uses in each the Central District and the Peripheral District. In the table, permitted uses are indicated with a P, conditional uses are indicated with a C,

Airport Campus District Plan – 2013-2018

and a dash indicates a use that is not permitted. All uses conducted at the time of adoption of the Campus District Plan are permitted to continue.

Table 3-7a. Permitted and Conditional Uses. Even if a use is permitted by the City as a general use, any nonaeronautical uses must be approved by the Bureau of Aeronautics and the Federal Aviation Administration must be coordinated with the Bureau of Aeronautics and receive approval from the Federal Aviation Administration as deemed appropriate by the Bureau of Aeronautics. Nonaeronautical uses of airport property must provide a net benefit to the airport, be compatible with normal airport operations.

<u><i>Land Use Types</i></u>	<i>Central District</i>	<i>Peripheral District</i>
Small Scale Indoor Institutional	P	-
Large Scale Indoor Institutional	-	-
Passive Outdoor Recreation	P	-
Active Outdoor Recreation	P	-
Intensive Outdoor Recreation	-	-
Essential Services	P	-
Small Scale Public Services and Utilities	P	-
Institutional Residential	-	-
Office	P	-
Personal or Professional Services	P	-
Artisan Studio	-	-
Indoor Sales or Services	P	-
Indoor Commercial Entertainment	C	-
Outdoor Commercial Entertainment	-	-
Commercial Indoor Lodging	-	-
Boarding House	-	-
Research and Development	P	-
Indoor Food Production	-	-
Indoor Storage and Wholesaling	-	-
Outdoor Storage and Wholesaling	-	-
Transit Center	-	-
Airport	P	P
Heliport	P	-
Off-Site Parking	P	-
Communication Antenna	P	-
Communication Tower	P	-
Market Garden	C	P
Outdoor Display	P	-
In-Vehicle Sales or Services	P	-
Group Daycare Center	-	-
Onsite Ancillary Use	P	-
Solar Energy System	P	-
Recreational Facility	-	-

Airport Campus District Plan – 2013-2018

Landscape Features	P	-
Deck	P	-
Satellite Dish	P	-

**(4.) Setbacks**

Below are the setbacks for the Airport Campus District (includes Central and Peripheral Districts). Setbacks are measured from the boundary of the Campus District instead of individual property lines as there are multiple parcels within the airport property.

Table 3-7b. Regulations

Minimum Lot Area	Airport Boundary
Maximum Building Coverage of Lot	20 percent
Minimum Lot Width	100 feet
Minimum Front Setback	50 feet
Minimum Street Side Setback	25 feet
Minimum Side Setback	25 feet
Minimum Rear Setback	25 feet
Major Street Setback	Minimum of 50 feet or mean of adjoining lots (see Section 18-12 and 18-72)
Maximum Principal Building Height	50 feet
Minimum Principal Building Separation (multi-structure developments on shared lots)	25 feet
Minimum Hangar Building Separation	Per the Airport Hangar Policy
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances and lots that are 50 feet wide or less)	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way
Accessory Building Side Setback	3 feet
Accessory Building Rear Setback	5 feet
Maximum Detached Accessory Building Height	Per the Airport Hangar Policy
Minimum Parking Required	1 stall per 300 square feet of gross floor area

**(5.) Landscape and Other Requirements**

Except for new hangars, all new development shall comply with the landscaping requirements as determined by the Airport Committee. Article VIII in Chapter 18 of the Marshfield Municipal Code. New hangars shall comply with the development standards in the Airport Hangar Policy. Any changes to that policy will be reviewed by the Plan Commission and Common Council prior to approval. All new lighting within the parking areas of the Airport must comply with Section 18-104 of the Marshfield Municipal Code. All other Airport lighting may comply with FAA and the Bureau of Aeronautics lighting requirements. All new parking areas must be hard surfaced within a year initial expansion. **Fences for the Airport do not require a setback in any yard and may cross**

parcel boundaries. Chain-link, privacy, and security fences are permitted in any required yard and may exceed the height standards listed in Section 18-106 of the Municipal Zoning Code, as guided by the Bureau of Aeronautics.

## **SECTION 4: REFERENCES**

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- Marshfield Municipal Airport Stormwater Management Plan
- Marshfield Municipal Airport Hangar Policy
- Marshfield Municipal Airport Layout Plan
- Marshfield Municipal Zoning Code References
  - Section 18-42 of the Marshfield Municipal Campus Development Zoning District
  - Section 18-66(5) of the Marshfield Municipal Campus Master Plan Requirements
  - Section 18-93 of the Marshfield Municipal Code Airport Overlay District
  - Article VIII of the Marshfield Municipal Code Landscaping Requirements



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: July 21, 2015

RE: Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-72 to allow the front and street side yard setbacks to be adjusted by averaging adjoining properties in all districts and to clarify language pertaining to such adjustments.

## **Background**

Since the adoption of the latest zoning code, over two years ago, staff has been making notes on areas of the code that could be improved. Often, the changes are identified when applications come in on a frequent basis for similar requests. During a recent review of the Zoning Code, it was discovered that some of the districts weren't included in the section that refers to setback averaging. Essentially, all districts should have been included in this section of code.

## **Analysis**

Averaging allows for a deviation to the standard setback based on the average setback of the adjoining properties. Zoning districts have a standard front and street side yard setback. In most residential districts, the front yard setback is 25 feet and the street side yard setback is 15 feet. Averaging allows a reduction to the front or street side yard setback based on the average setback of the 5 nearest adjoining properties. In some older neighborhoods, the homes or businesses are closer to the street than the current setback requirement of the zoning district. Allowing averaging provides an opportunity for new development to match the similar characteristics of the surrounding neighborhood, without having an outlier structure that is setback significantly farther than the neighboring properties.

The intent of the Zoning Code was to include all districts in this section, however, specialty districts such as "CD" Campus District, "RH-35" Rural Holding, "RD" Research and Development, and the Industrial districts were left out of this exception. The purpose of the amendment would include all districts under this section.

In addition to the standard setback, a special 50 foot setback applies to all major streets (Primary Arterial and Minor Arterial streets) outside of the Downtown. The major street setback provision is to allow room for future street expansion on the arterial streets, so when additional property is needed, structures are placed at an adequate setback to accommodate the expansion without having to raze or remove buildings. However, many of the major streets will likely never see a need for street expansion and without averaging, the 50 foot setback becomes a major outlier and new development will look out of place. This amendment, to allow averaging in all districts, would apply to the major street setback as well.

The amendment will include mirroring the two sections for standard adjustments as well as for major street setback adjustments in how the average is calculated. In the current code, the standard setback is in paragraph form. The amendment puts it in a bullet form which makes it easier to follow and administer.

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 proposed amendment will improve efficiency in plan review and reduce the potential for miscalculating the averages.

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

The amendment provides consistency across all zoning districts. This will make implementation of this provision/exception much simpler. The proposed change will likely reduce the possibility for variances by allowing averaging in every district.

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

The entire section is dedicated to addressing yard setback adjustments. Improving clarification in this section and expanding the regulations to all districts advances the purpose of this section.

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

One of the recommendations in the Comprehensive Plan Housing Chapter recommends that design flexibility be included in the zoning code. Large setbacks can add to the expense of development and standards should be built into the zoning code that allow for attractive, yet more cost effective design. Expanding the ability to average is part of addressing that regulation.

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

Averaging reduces the likelihood of outlier buildings and provides a more consistent development pattern within a neighborhood.

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.

The proposed amendment addresses a correction and clarification of regulations.

### **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 Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Section 18-72 to allow the front and street side yard setbacks to be adjusted by averaging adjoining properties in all districts and to clarify language pertaining to such adjustments and direct staff to prepare an ordinance for Common Council consideration.

### **Attachments**

1. Draft Redline Ordinance Language

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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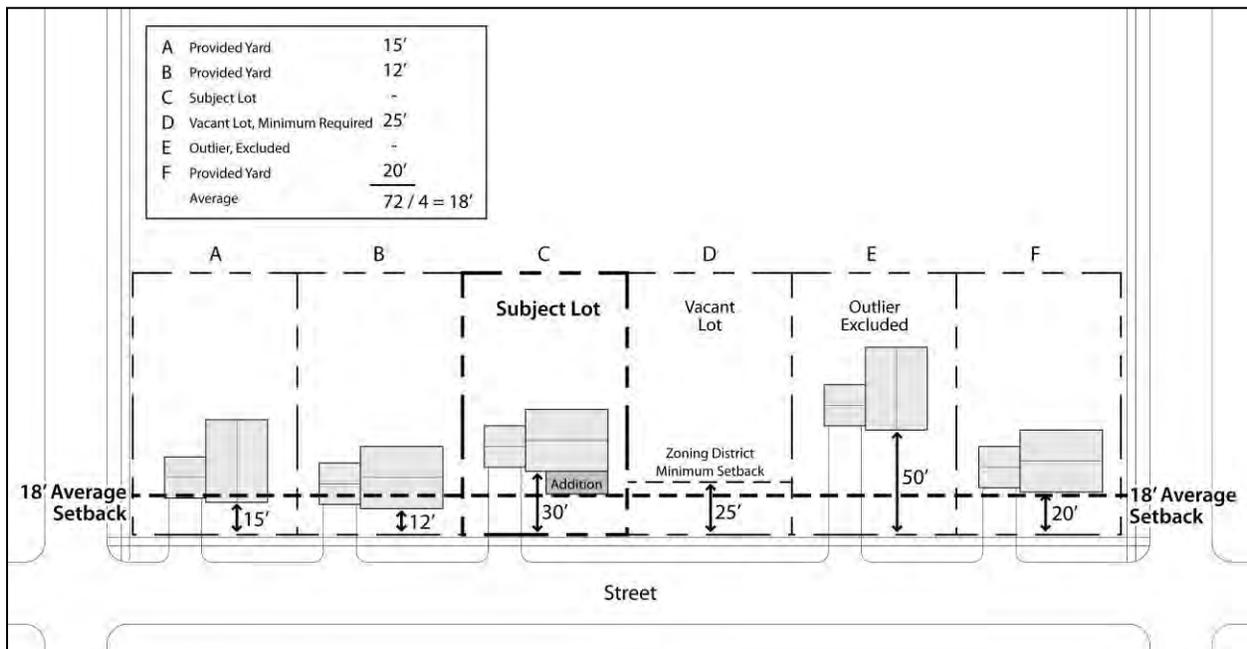
Steve Barg  
City Administrator

## Section 18-72: Yard Setback Adjustments

- (1) Lot size and minimum yard dimensions. No lot, yard, court, parking area, or other space shall be reduced in area or dimension so as to make the area or dimension less than the minimum required by this chapter. If an existing yard is less than the minimum required, it shall not be reduced further, except where exempted by the provisions of this Section.
- (2) Front Yard or Street Side Setback Adjustments.
  - (a) A front yard and street side yard setback may be reduced to the mean of the setbacks of the immediately adjoining lots that are on either or both sides of the subject lot. The following rules apply in calculating the mean setback (see Figure 18-72):
    1. Only the setbacks on 5 or fewer adjoining lots, are contiguous to each other in either direction of the subject lot, and are on the same side of the street as each other may be used. Properties separated by a cross street may be used in the average calculation.
    2. Where a lot is vacant, the minimum setback of the zoning district will be applied to the vacant lot and factored into the averaging calculation.
    3. Outliers shall be excluded in calculating the mean setback as determined by the Zoning Administrator.
    4. In residential districts, the depth of the minimum front yard and side street side yard on any lot shall be at least 15 feet and the minimum setback for an attached or detached garage facing the front yard, or the street side yard, shall be at least 20 feet except where the provisions of Section 18-65(8)(i) are met.
  - (b) ~~In the SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, MH-8, NMU, UMU, and CMU districts where the average depth of existing front yards and street side yards on the 5 or fewer adjoining lots nearest to the lot in question, on the same side of the street and within the same block front, is less than the least front yard and street side yard depth prescribed elsewhere in this chapter, the required depth of the front yard and the street side yard on such lot may be modified to be not less than the average depth of the existing front yards and street side yards; provided, however, that in a residential district the depth of the minimum front yard and side street side yard on any lot shall be at least 15 feet and the minimum setback for an attached or detached garage facing the front yard, or the street side yard, shall be at least 20 feet except where the provisions of Section 18-65(8)(i) are met.~~
- (3) Side and Rear Yard Adjustments for Bufferyards. In instances where the required bufferyard width (per Article VIII) exceeds the minimum required setback width, the minimum required bufferyard width shall prevail.
- (4) **Major** Street Setback Adjustments. A special **major street** setback of 50 feet shall be required along existing and proposed primary and minor arterial streets shown in the National Functional Classification map of the Comprehensive Plan.
  - (a) For existing streets, the setback shall be measured from the right of way line. For proposed streets, the setback shall be added to one-half the proposed right of way width and measured from the anticipated street centerline.
  - (b) The special setback shall not apply in the DMU district.
  - (c) ~~In the SR-2, SR-3, SR-4, SR-6, TR-6, MR-12, MR-24, MH-8, NMU, CMU, and UMU districts, a~~ **A** front yard **and street side yard** setback may be reduced to the mean of the setbacks of the immediately adjoining lots that are on **either or** both sides of the subject lot. The following rules apply in calculating the mean setback (see Figure 18-72):

1. Only the setbacks on 5 or fewer adjoining lots, are contiguous to each other in either direction of the subject lot, and are on the same side of the street as each other may be used. Properties separated by a cross street may be used in the average calculation.
2. Where a lot is vacant, the minimum setback of the zoning district will be applied to the vacant lot and factored into the averaging calculation.
3. Outliers shall be excluded in calculating the mean setback as determined by the Zoning Administrator.
4. In residential districts, the depth of the minimum front yard and side street side yard on any lot shall be at least 15 feet and the minimum setback for an attached or detached garage facing the front yard, or the street side yard, shall be at least 20 feet except where the provisions of Section 18-65(8)(i) are met.

Figure 18-72





# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, City Planner  
DATE: July 21, 2015

RE: Municipal Code Amendment Request to amend Chapter 18, General Zoning Ordinance, Sections 18-25 through 18-33, 18-54, and 18-65 (1) & (2), allowing Minor Home Occupations as a permitted accessory use and Conditional Home Occupations as a conditional accessory use in all residential zoning districts and to clarify the requirements for a home occupation.

## **Background**

Under the current code, some of the districts don't allow home occupations, either by right or as a conditional use. Essentially, this was an oversight in the drafting of the most recent zoning code as the intent was to allow minor and conditional home occupations in all residential districts.

## **Analysis**

Currently, a minor home occupation is defined as an activity performed within a single family detached residence. Staff is proposing to allow a minor home occupation in any type of residence. Examples include personal and professional services. Minor Home Occupations are intended to provide a means to accommodate a small home-based family or professional business without the necessity of a rezoning from a residential to a business district. Minor Home Occupations are limited to low intensity service-oriented businesses and businesses with a minimal number of short customer visits, but no additional employees.

Conditional home occupations are intended to provide greater flexibility than Minor Home Occupations in terms of number of employees, number of customer visits, and allowable occupations. Basically, selling items out of the home or providing a repair service would be considered a Conditional Home Occupation.

A minor home occupation is permitted by right whereas a conditional home occupation requires a conditional use permit. A conditional use permit gives the City discretion on the conditions that must be met in order to conduct business. In many cases, limiting the time of operation, allowing signage, or defining how

much parking is needed can be conditions of approval and reduce any potential adverse impact to the neighboring properties. The way the Land Use section was written, it was intended that a Conditional Home Occupation could be approved by a Conditional Use Permit in all residences. However, many of the districts do not include this use which was an oversight. The previous code had a standalone section for home occupations where they were allowed in all districts. When the new code was written, this use was left out of those sections of code that identify allowable uses within each district. The proposed amendment would allow minor home occupations by right in all residential districts, and would allow conditional home occupations in all residential districts by issuance of a Conditional Use Permit. In mixed use districts, home occupations would be allowed as a permitted use.

In addition to the above changes, staff is proposing additional changes to do a better job of clearly defining the regulations:

- Removed some duplicitous language allowing only one truck and trailer for a home occupation.
- Rearrange language in more logical order such as having examples under the regulations section rather than in the definition.
- Move “Sale or transfer of the property shall cause the conditional use permit to be null and void” from Minor Home Occupations to Conditional Home Occupations.

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 proposed amendment will provide more clarity in the regulations for a home occupation.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.  
  
The amendment provides consistency across all zoning districts. This will make implementation of this provision/exception much simpler.
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.
4. Is in harmony with the recommendations of the Comprehensive Plan.  
  
The Comprehensive Plan does not address home occupations. It does

however recommend supporting small business development and entrepreneurship. Less than 40% of 1<sup>st</sup> year startups succeed after the first year. Allowing more flexibility to home occupations may improve that percentage and encourage people to try their business without having to make significant upfront investments.

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

The Conditional Home Occupation was always intended to be allowed in all residential districts

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.

The proposed amendment addresses a correction and clarification of regulations.

### **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 18-25 through 18-33, 18-54, and 18-65 (1) & (2), allowing Minor Home Occupations as a permitted accessory use and Conditional Home Occupations as a conditional accessory use in all residential zoning districts and to clarify the requirements for a home occupation.

### **Attachments**

1. Draft Redline Ordinance Language

Concurrence:



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Jason Angell  
Planning and Economic Development Director



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Steve Barg  
City Administrator

## Section 18-65: Accessory Land Uses and Structures

- (1) Minor Home Occupation: Economic activities performed within a single family detached residence. Examples include personal and professional services and handicrafts. Minor Home Occupations are intended to provide a means to accommodate a small home-based family or professional business without the necessity of a Conditional Use Permit or rezoning from a residential to a business district. Minor Home Occupations are limited to low intensity service-oriented businesses and businesses with a minimal number of short customer visits. This land use shall not include parking a work vehicle at a residence. This section shall not limit an individual that does not have a home occupation from bringing home their work vehicles. Private home or personal items events (such as Tupperware and Mary Kay parties) are exempt from the requirements of this section.

### Regulations:

- (a) The Minor Home Occupation shall be conducted only within the enclosed area of the dwelling unit or garage.
- (b) There shall be no exterior evidence of the Minor Home Occupation, no exterior alterations which change the character of the structure as a single family dwelling unit, and no signage identifying the Home Occupation.
- (c) There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the Home Occupation.
- ~~(d) All vehicles and equipment stored onsite and shall be limited to a total of one vehicle and one trailer.~~
- (e) Except for one vehicle and one trailer, no storage or display of materials, goods, supplies, or equipment related to the operation of the Minor Home Occupation shall be visible outside any structure located on the premises.
- (f) Minor Home Occupations shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
- (g) Minor Home Occupations may occupy no more than 10 percent of the floor area of the dwelling unit.
- (h) Detached accessory buildings may only be used for storage and are not counted against the 10 percent allowance.
- (i) Minor Home Occupations shall be carried out only by members of the immediate family residing on the premises.
- (j) No structural alterations or construction involving features not customarily found in dwellings are allowed.
- (k) Minor Home Occupations shall not involve manufacturing, processing, gunsmithing, the repair or dismantling of appliances, vehicles, or motors or construction of equipment and machinery.
- (l) No Minor Home Occupation shall endanger the public health and safety and shall not interfere with other parcels in the neighborhood.
- (m) No article may be sold or offered for sale on the premises; samples and goods may be kept, but not sold on the premises. Internet sales and private home or personal item events (such as Tupperware, Mary Kay, or similar events) are permitted and are not be considered a Home Occupation.
- ~~(n) Sale or transfer of the property shall cause the conditional use permit to be null and void.~~
- (o) Minimum required parking: No additional spaces required for Minor Home Occupations.

- (2) Conditional Home Occupation: Conditional Home Occupations are intended to provide greater flexibility than Minor Home Occupations in terms of number of employees, number of customer visits, and allowable occupations. For example, retail trade may be conducted in a Conditional Home Occupation, whereas Minor Home Occupations are limited to service-oriented businesses and businesses that do not generate customer visits. ~~This land use shall not include parking a work vehicle at a residence. This section shall not limit an individual that does not have a home occupation from bringing home their work vehicles. Conditional Home Occupations require a Conditional Use Permit and must be reviewed by the Building Inspector prior to review of the Plan Commission.~~

Regulations:

- (a) The Conditional Home Occupation shall be conducted only within the enclosed area of the dwelling unit or garage.
- (b) There shall be no exterior alterations which change the character of the structure as a single family dwelling unit and/or exterior evidence of the Conditional Home Occupation, other than those signs permitted in the district.
- ~~(c) All vehicles and equipment stored onsite and shall be limited to a total of one vehicle and one trailer.~~
- (d) Except for one vehicle and one trailer, no storage or display of materials, goods, supplies, or equipment related to the operation of the Conditional Home Occupation shall be visible outside any structure located on the premises.
- (e) There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the Conditional Home Occupation.
- (f) The Plan Commission may grant exceptions to any of the above requirements (a) through (e).
- (g) Conditional Home Occupations may occupy no more than 50 percent of the floor area of the dwelling unit including the garage.
- (h) Conditional Home Occupation dwellings are limited to be a maximum of 3,000 square feet including the basement.
- (i) Conditional Home Occupations may employ one employee not residing at the home.
- (j) Under no circumstances shall a vehicle repair shop or body work business qualify as a Conditional Home Occupation.
- (k) No Conditional Home Occupation shall endanger the public health and safety and shall not interfere with other parcels in the neighborhood.
- (l) Minimum required parking shall be reviewed at the time of conditional use permit review.
- (m) Conditional Home Occupations must be reviewed by the Building Inspector and shall meet International Building Code requirements.
- ~~(n) Sale or transfer of the property shall cause the conditional use permit to be null and void.~~



# City of Marshfield Memorandum

---

TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: July 21, 2015

RE: Conditional Use Request by Ministry Saint Joseph's Hospital to allow an expansion of a structure within a property zoned "CD" Campus Development to expand the mobile tech docking area, located at 611 North Saint Joseph Avenue.

## **Background**

Ministry Saint Joseph's Hospital is proposing to expand the existing mobile tech docking area along North Saint Joseph Avenue, located at 611 North Saint Joseph Avenue, zoned "CD" Campus Development.

Currently the existing area only accommodates one mobile unit. The proposed addition would allow two mobile units. According to Section 18-42(4)(b), under the Municipal Zoning Code, prior to the adoption of a Campus Master Plan, all new structures, land uses and paved areas in the Campus Development Zoning District shall be regulated as a conditional use. Ministry Saint Joseph's Hospital has not yet completed a Campus Master Plan so therefore must receive a conditional use permit to construct the proposed addition.

## **Analysis**

The hospital as it currently resides was constructed over multiple properties. By today's building code standards these separate properties will have to be combined through a certified survey map in order for the building inspector to approve the proposed addition. Although North Saint Joseph Avenue is a primary arterial that would require a 50 foot major street setback, by combining these two lots, the Zoning Code also allows for an exception for the proposed addition to intrude into the required yard provided it does not extend beyond the setback of the existing façade located in the provided or required yard, whichever is more permissive.

The proposed addition will extend towards North Saint Joseph Avenue 11'4" from the existing façade to a setback of 31'8" from the property line. Between the proposed addition and the sidewalk, will be an expanded drive aisle to allow the additional mobile unit to park. This aisle will be approximately 15' from the property line. Within this 15' setback the proposed development will have additional landscaping to act as a buffer between the right-of-way and the proposed expansion. In addition, all new lighting will be full cutoff, meeting the exterior lighting requirements described in Section 18-104 of the Zoning Code.

Conditional Use Decision 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 addition expands an existing health care business and medical technologies which is in harmony of the recommendations of the Comprehensive Plan.

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 proposed addition should not change the character of the neighborhood or cause any additional traffic or safety concerns.

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 consistency of the land use will not change.

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 subject property is already adequately served by public services, which supports no change.

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 purpose of the addition is a larger service of the mobile tech units for the hospital which a benefit for the entire community.

### **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 a Conditional Use Request by Ministry Saint Joseph's Hospital to allow an

expansion of a structure within a property zoned "CD" Campus Development district to expand the existing mobile tech area, located at 611 Saint Joseph Avenue with the following conditions:

1. A certified survey map must be recorded combining parcels 33-03228 and 33-03060 prior to issuance of any building permits.
2. The proposed addition shall be constructed as presented, allowing minor changes to be made administratively.
3. The addition must be completed within one year of approval by the Common Council.

**Attachments**

1. Application
2. Location Map
3. Addition Plans

Concurrence:



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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: <u>6-26-15</u>	Fee Receipt Number: <u>52225</u>	Zoning District: <u>CD</u>	Parcel #: <u>33-03228 33-03060</u>
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SITE INFORMATION

Site Address: 611 Saint Joseph Avenue Marshfield, Wisconsin 54449	Present LandUse: Hospital
Legal Description: C - MFLD S5 T25N R3E PRT SW FRCL NW, COM 33' E OF SW COR FOR POB, N TO SLN KALSCHED ST, E 428', S TO SLN 40, W 428' TO POB....C -MFLD SCHMIDT'S ADD BLKS 1,2,4 & 5 LYG WLY OF OAK AVE, NLY OF WESTERN ST, ELY OF ST JOSEPH AVE, EXC COM 431' E OF NW COR BLK 1, S 24.22', E TO WLN OF OAK AVE, N TO NLN BLK 2, W ALG SD NLN TO POB	

APPLICANT INFORMATION

Applicant Name: Layton Anderson	Phone #: 715-387-7041	Email Address: Layton.Anderson@ministryhealth.org
Address, City, State, Zip: 611 Saint Joseph Avenue Marshfield, Wisconsin 54449		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): Vice President Hospital Operations & Outpatient Services		

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: Mobile Technology Dock	Proposed # of Employees: 3	Proposed Hours of Operation: 24
<input type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings: 1	Number of Units: 1
Narrative of Conditional Use Request: Request to expand a "Large Scale Indoor Institutional Use" to add a mobile tech docking area onto the Hospital.		Density (units per acre): 1
Future Plans/Modifications: N/A		Time Needed to Finish Request:

CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)

<input checked="" 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

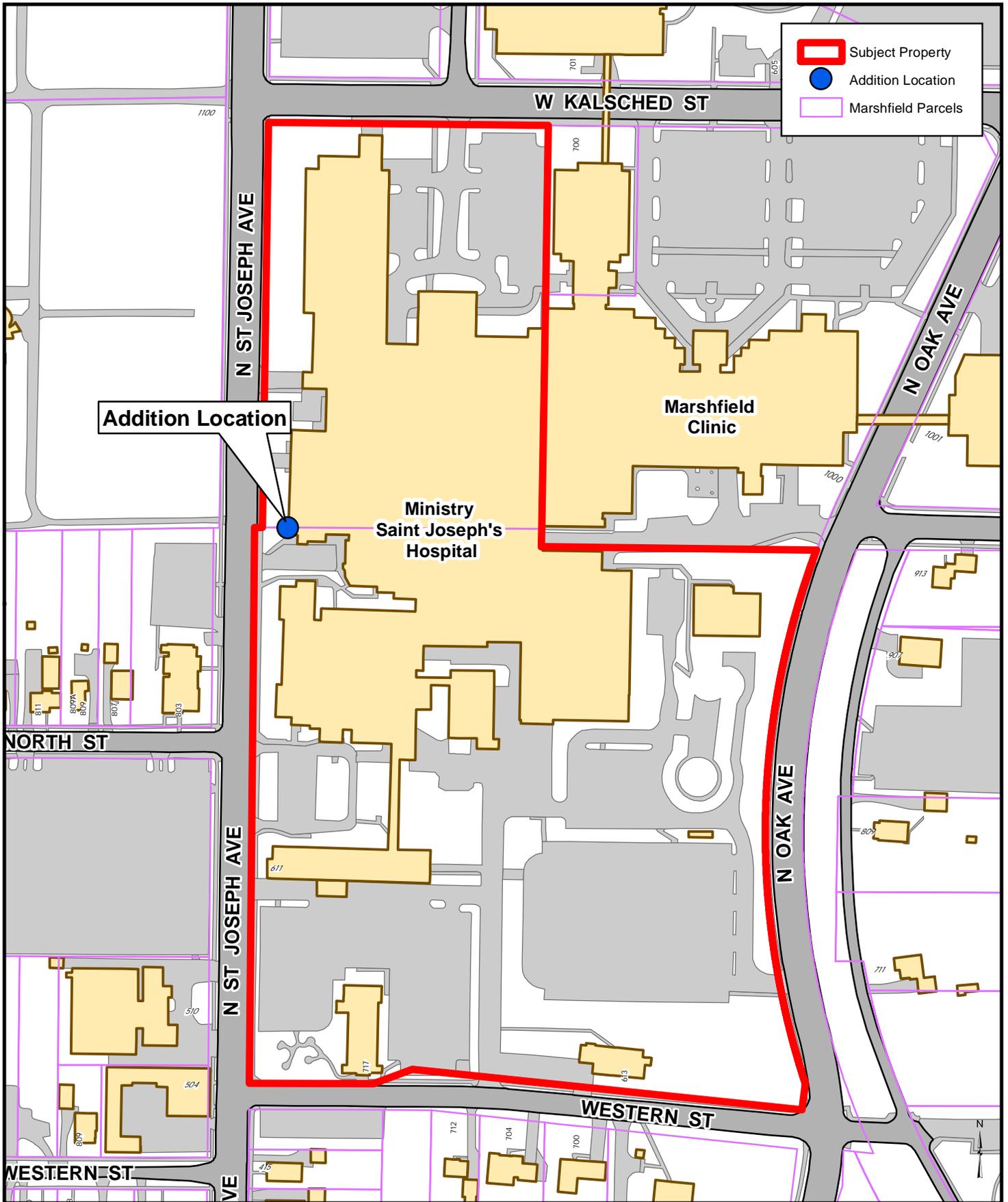
DOCUMENTATION SUBMITTED

<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Landscape Plan <input checked="" type="checkbox"/> Lighting Plan <input type="checkbox"/> Survey <input type="checkbox"/> Photographs <input type="checkbox"/> Other:
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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: Layton Anderson Date: 6-26-15



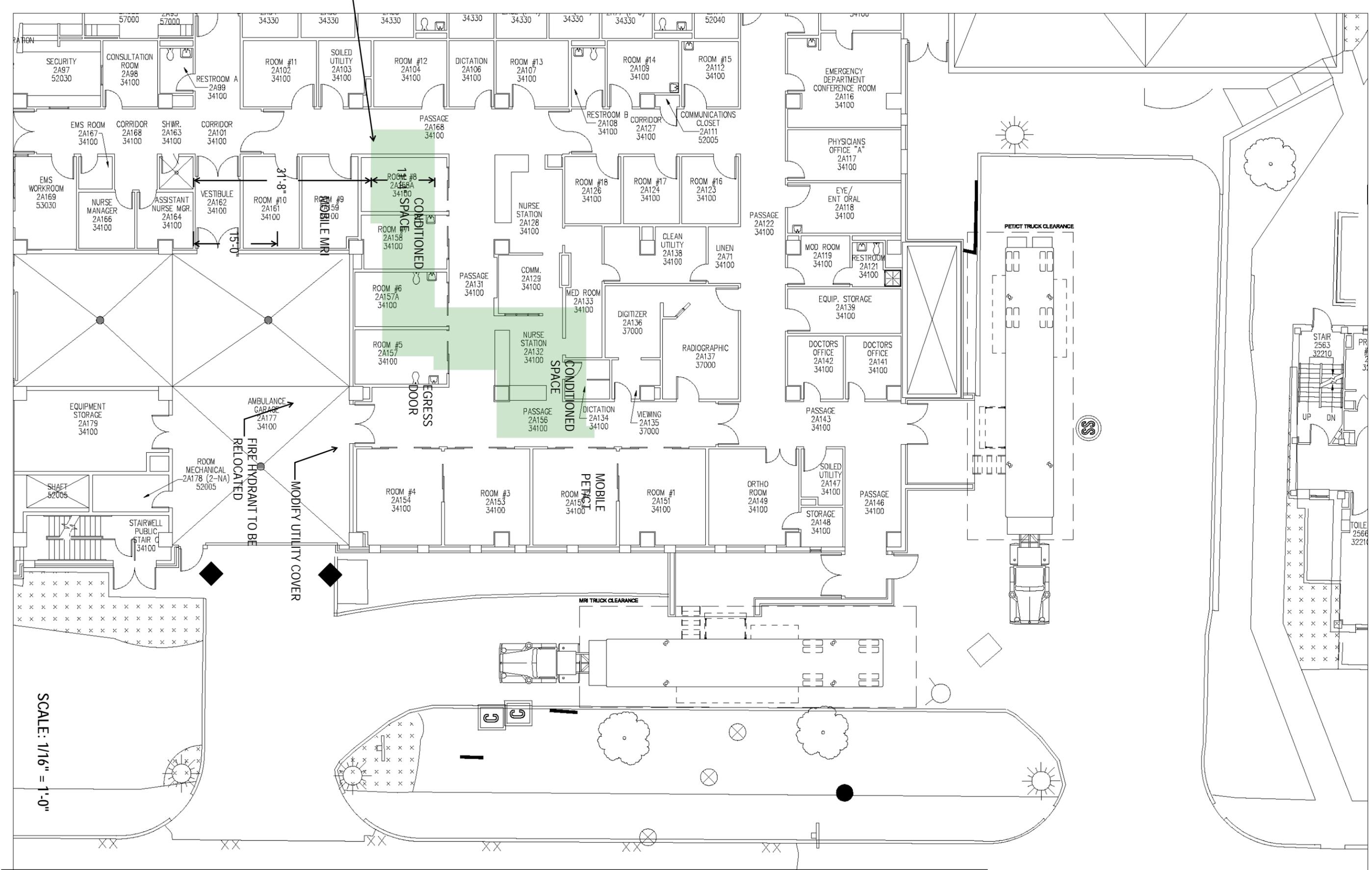
**CUP: Ministry Saint Joseph's Hospital - 611 N St. Joseph Ave**

**City of Marshfield - Plan Commission**

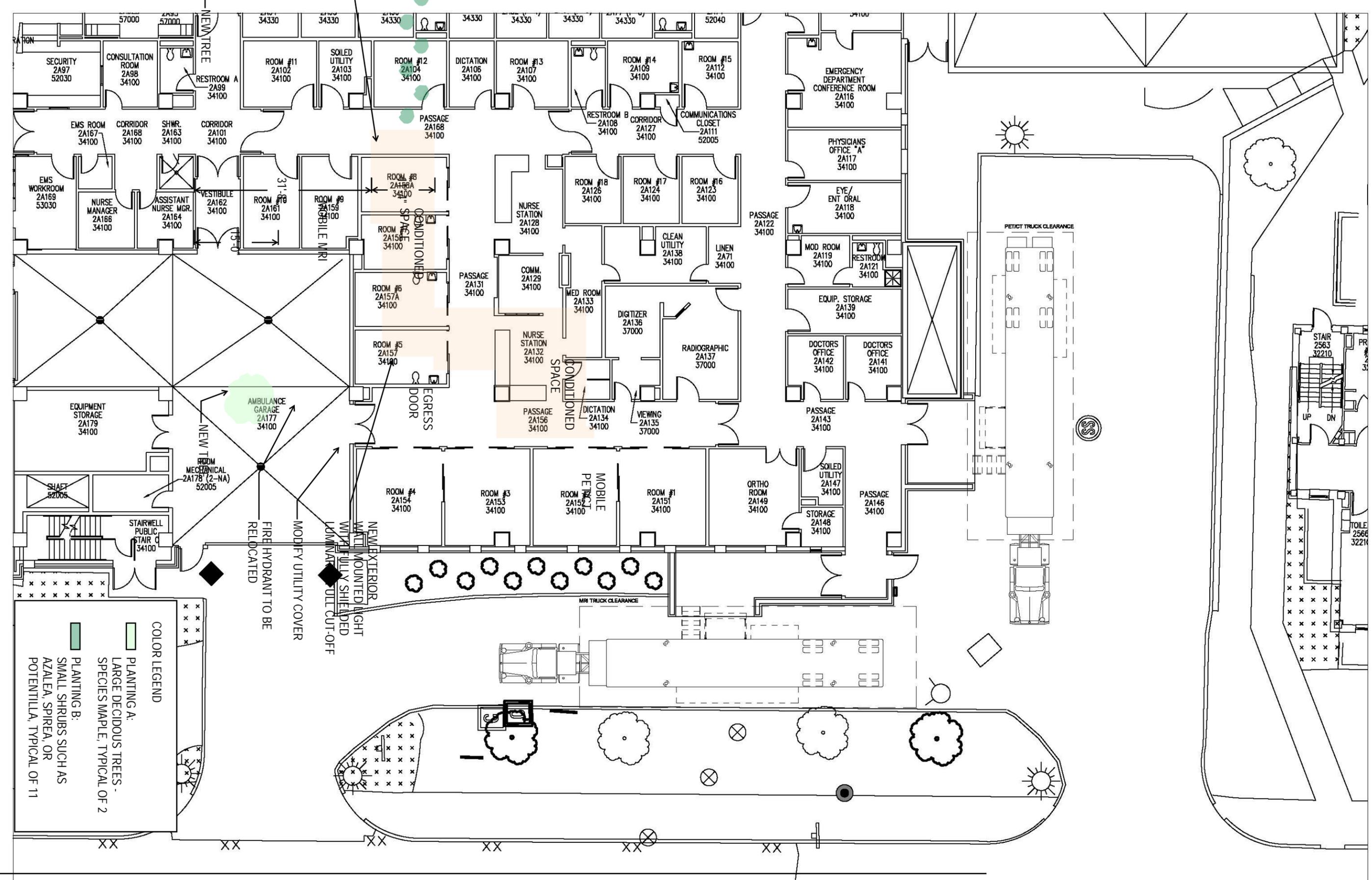
**Meeting Date: July 21, 2015**

Map Not To Scale  
For Reference Only

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



**COLOR LEGEND**

PLANTING A:  
LARGE DECIDUOUS TREES - SPECIES MAPLE, TYPICAL OF 2

PLANTING B:  
SMALL SHRUBS SUCH AS AZALEA, SPIREA, OR POTENTIALIA, TYPICAL OF 11



# City of Marshfield Memorandum

---

TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: July 21, 2015

RE: Conditional Use Request by Arlon Haessly to grant a parking exception to allow a single apartment unit to be converted into two separate units without meeting the minimum parking requirements of one stall per unit, located at 333 South Central Avenue, zoned "DMU" Downtown Mixed Use.

## **Background**

Arlon Haessly, the Applicant, owns the property of 333 South Central Avenue, which is located within the "DMU" Downtown Mixed Use district. Currently the building has 6,864 square feet of first floor commercial space and 4 apartment units on the second floor. The first floor is currently occupied by Sherwin-Williams Paints. One of the 4 apartment units on the second floor is much larger than the other three with a total of 6 bedrooms. The Applicant is proposing to convert this large 6 bedroom apartment into two separate 3 bedroom units for a total of 5 apartment units on the second floor.

The current building is considered existing legal nonconforming site because it does not meet the current minimum on-site parking requirements. By allowing this apartment unit to be converted into two separate units, we would be increasing the on-site parking requirements and since this cannot be met we would be increasing the nonconformity of the property which is why the Applicant is requesting a conditional use permit for an exception to the minimum parking requirements.

## **Analysis**

The calculation for the minimum required off-street parking is based upon the individual land uses. The first floor would fall under "indoor sales". Indoor sales require a minimum of one stall per 350 square feet of gross floor area. The apartment units on the second floor require one stall per unit. With 6,864 square feet of indoor sales space and 4 apartment units, this property is required by today's standards to have a minimum of 23.6 parking stalls. The current property does not have any on-site parking stalls. By adding the one apartment unit, the property would be required 24.6 on-site parking stalls.

While the proposed property does not have any on-site parking and would be increasing the amount of required stalls, Section 18-103(14)(a) does states that "DMU Downtown Mixed Use exception. The Plan Commission may grant exceptions, through the issuance of a conditional use permit, to the off-street parking requirements in the DMU district,

where, because of small lot sizes or historic development patterns, it is either impractical or infeasible to meet the provisions of this section.”

According to the 2015 Downtown Master Plan one of the many goals in the Downtown district is to establish the downtown as a preferred location for housing. Also as a strategy to meet this goal, the plan suggests eliminating the requirement for a downtown residential parking permit over the next year or two (page 42). Currently the City Police Department issues annual, monthly, daytime, and tenant parking permits and also enforces these parking lots and the parking located on the downtown streets. According to their records they have only sold 46 annual tenant permits this year.

Section 8.77 of the Municipal Code restricts the number of daytime and nighttime parking permits that can be issued per municipal parking lot. According to this, there would be a maximum of 65 night (tenant) permit that could be available residents in the overall downtown. The parking lot or the Omaha Lot directly to the east of this property has a maximum of 10 designated nighttime parking permits and is only posted to allow up to 10 overnight vehicles. So theoretically although these stalls may fill up faster than other designated stalls in other lots, there is still 19 available night permits that a resident could purchase to park in a separate municipal parking lot.

In addition to the available parking permits by the City Police Department, the Applicant recently sold his property directly to the east of the subject property and off of the alley way to the City of Marshfield. This lot currently has a detached garage structure that the City plans to remove and expand the existing Omaha lot into this area. As of now the plan is to reconstruct this lot in the following construction season, summer 2016. With this added space it is possible that the Board of Public Works Could also increase the number of allowable night permits for this lot because there is additional parking stalls and additional need within that block, given the number of apartment units.

Planning and Economic Development Staff finds that this request complies with the 2015 Downton Master Plan and the intent of the district. Furthermore staff feels that because this request is not adding any additional square footage to the building, and because there are still parking permits available, and because of the historic development patterns and the small lots sizes in the downtown, that it is impractical and infeasible for the Applicant to meet the required on-site parking requirements.

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

*The zoning ordinance describes a “conditional use” as: a development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met.*

*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 planning goals in the Comprehensive Plan include expanding the supply of middle-income family housing, maintain and improve the quality of the City's housing stock, and continue downtown improvement efforts.

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.*

Because there is available parking permits, allowing this remodel to convert one apartment unit into two should not be negative to the downtown or the neighborhood.

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 consistency and intensity of the land use shall not change.

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 subject property is already adequately served by public services, which supports no change.

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.*

There will be no adverse impact to the City.

### **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 Request by Arlon Haessly to grant a parking exception to allow a single apartment unit to be converted into two separate units without meeting the minimum parking requirements of one stall per unit, located at 333 South Central Avenue, zoned "DMU" Downtown Mixed Use with the following conditions:

1. Subject property is permitted to up to 6,864 square feet of first floor commercial indoor sales or similar use and up to 5 apartment units on the second floor without having any on-site parking stalls.

**Attachments**

1. Application
2. Location Map
3. Floor Plan

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: <i>6-26-15</i>	Fee Receipt Number:	Zoning District: <i>DMU</i>	Parcel #: <i>33-00970</i>
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**SITE INFORMATION**

Site Address: <i>333 S Pentack Ave</i>	Present Land Use: <i>Residential</i>
Legal Description: <i>Lot 3 Block 79 of first address to city of Marshfield</i>	

**APPLICANT INFORMATION**

Applicant Name: <i>Arton Haessly</i>	Phone #: <i>715-305-4103</i>	Email Address: <i>artouhaessly@gmail.com</i>
Address, City, State, Zip: <i>1306 Shawano Drive Marshfield WI 54449</i>		
The Applicant is the <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative/Other (Describe):		

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

Owner Name: <i>Arton Haessly</i>	Owner Phone #: <i>715-305-4103</i>	Owner Email Address:
Owner Address, City, State, Zip: <i>1306 Shawano Drive Marshfield WI 54449</i>		

**DETAIL OF CONDITIONAL USE REQUEST**

Proposed Land Use: <i>Existing Commercial + Residential</i>	Proposed # of Employees: <i>-</i>	Proposed Hours of Operation: <i>-</i>
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: <i>1</i>	Number of Units: <i>4-5</i>
Density (units per acre):		
Narrative of Conditional Use Request: <i>Converting one unit into two for total of five.</i>		
Future Plans/Modifications: <i>None</i>	Time Needed to Finish Request: <i>Now</i>	

**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 type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Lighting Plan <input type="checkbox"/> Survey <input type="checkbox"/> Photographs <input checked="" type="checkbox"/> Other:
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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.

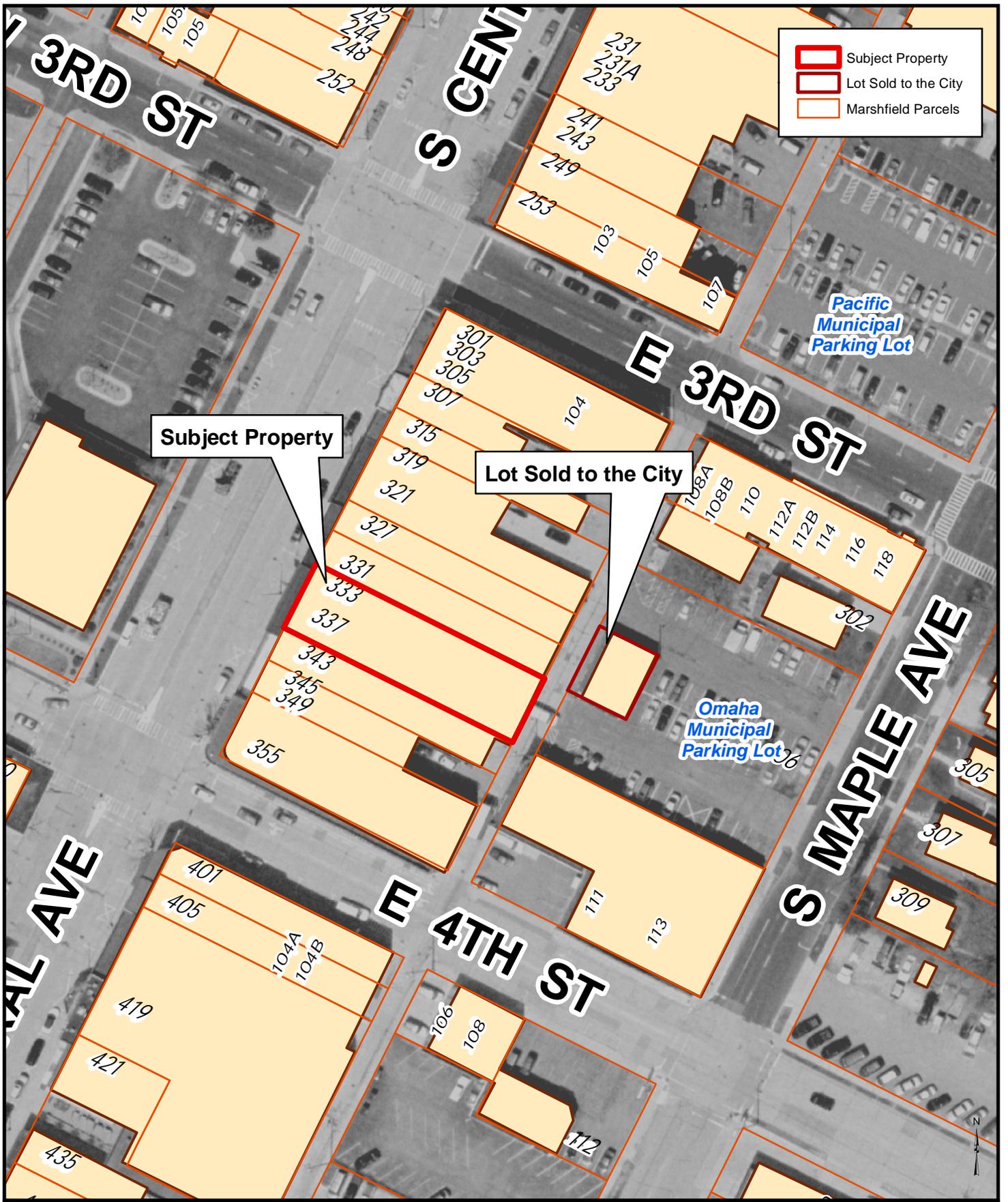
I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions 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: \_\_\_\_\_

*Arton Haessly*

Date: \_\_\_\_\_

*6-26-2015*



Subject Property

Lot Sold to the City

 Subject Property  
 Lot Sold to the City  
 Marshfield Parcels



**CUP: Parking Exception - 333 S Central Ave**

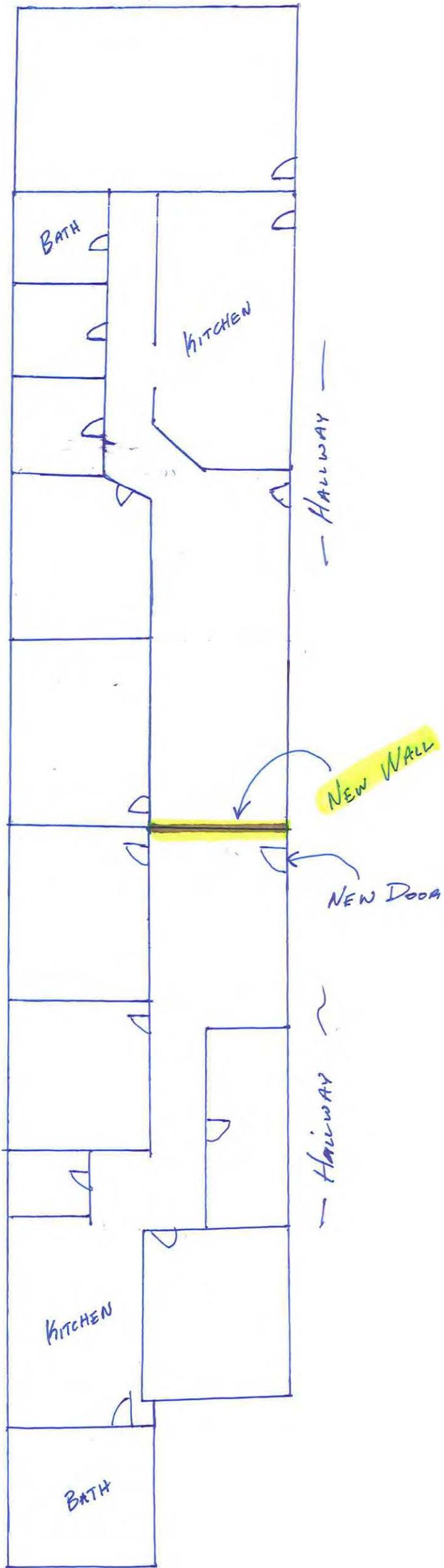
**City of Marshfield - Plan Commission**

**Meeting Date: July 21, 2015**

Map Not To Scale  
For Reference Only

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EXTERIOR





# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: July 21, 2015

RE: Conditional Use Request by John Peters to allow a reduction to the required 3 foot fence setback and vision triangles, located at 305 South Maple Avenue and 200 East 3<sup>rd</sup> Street, zoned "SR-6" Single Family Residential.

## **Background**

John Peters, the Applicant, resides at 305 South Maple Avenue and owns/rents the adjacent property at 200 East 3<sup>rd</sup> Street. John is requesting to install a wrought iron fence along the front property line of 305 South Maple Avenue and the front and street side property lines of 200 East 3<sup>rd</sup> Street with a reduced setback and within the standard vision triangles set by the zoning code. The proposed wrought iron fence is a Victorian style that is designed to fit with the historic look of both restored properties which were built in the early 1890's.

## **Analysis**

According to Section 18-106, no fence shall be located closer than 3 feet to the right-of-way line in the provided front or street side yards and all fences must meet the visibility standards in Section 18-102. The visibility standards in Section 18-102 require a 30 foot vision triangle along all intersecting public rights-of-way and a 10 foot vision triangle along driveways and alleys where the proposed structure impedes vision between the height of 2.5 feet and 8 feet.

The Applicant is requesting to reduce the required 3 foot setback by 2 feet to allow a 1 foot setback from the property line and is also requesting that the required vision triangles be waived/reduced.

The Applicant feels that due to the current reconstruction of South Maple Avenue there will be wider sidewalks and designated bike lanes that these factors should alleviate any safety concerns regarding reduced setbacks. The Applicant also feels that because the existing 30 foot by 30 foot required vision triangle cuts through part of his home and a large tree in the front/street side yard that it is impractical for him to meet these requirements at his property.

The visibility standards in Section 18-102, does also allow the City Engineer to administratively grant exceptions to the requirements of this section if the intersection is controlled or if the proposed structure within the triangle does not obstruct visibility for traffic. Tom Turchi, the City Engineer, however, pointed out that although the zoning

code allows flexibility, Section 13-126(7)(b)2. also limits the visibility at public intersections. This section does not allow Plan Commission or the City Engineer to waive the requirements; however it does allow the triangle to be reduced depending if the intersection is controlled. By Code the required triangle may be reduced no less than 15 feet (along South Maple Avenue) by 10 feet (along East 3<sup>rd</sup> Street) because of the controlled traffic device (stop sign) on East 3<sup>rd</sup> Street at South Maple Avenue.

The City Engineer did not see an issue in reducing the public street vision triangle to no less than the 15 foot by 10 foot or waiving the driveway vision triangles because of the height and style of fencing proposed.

Planning and Economic Development Staff also confers that because of the close proximity to downtown which requires a maximum 0 foot setback for buildings, the reconstruction of wider sidewalks and new bike lanes along South Maple Avenue, and the style of fence which would allow clear visibility through the fence, that the proposed fence location would not be detrimental to the surrounding neighborhood.

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

*The zoning ordinance describes a “conditional use” as: a development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met.*

*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 planning goals in the Comprehensive Plan include promoting quality architectural and landscape design, maintain residential properties, and maintain the character of historical neighborhoods.

*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.*

Because of the circumstances mentioned above, staff does not feel that this request will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvement, public property or rights-of way. These circumstances include the reconstruction of South Maple Avenue to be more pedestrian friendly, the proximity to downtown, and the style of fencing.

*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 consistency and intensity of the land use shall not change.

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 subject property is already adequately served by public services, which supports no change.

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.*

There will be no adverse impact to the City.

### **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 Request by John Peters to allow a reduction to the required 3 foot fence setback and to waive the required vision triangles, located at 305 South Maple Avenue and 200 East 3<sup>rd</sup> Street, zoned "SR-6" Single Family Residential with the following conditions:

1. The fence must be setback a minimum of 1 foot from all right-of-way lines.
2. The fence may be located within the 30' by 30' public street vision triangles as required by the Zoning Code but may not intrude into the vision triangle defined by Chapter 13, Public Works which is 15' (along South Maple Avenue) by 10' (along East 3<sup>rd</sup> Street).
3. The fence may be located within the driveway vision triangles.

### **Attachments**

1. Application
2. Narrative
3. Location Map
4. Site Plan

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: June 27, 2015

**OFFICE USE ONLY**

Date Received:	Fee Receipt Number: <i>52468</i>	Zoning District:	Parcel #:
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**SITE INFORMATION**

Site Address: 305 S. Maple Ave. & 200 E. 3rd St.	Present LandUse: Residential Properties
Legal Description: 305 S. Maple Ave. (Parcel 3300957) C-MFLD, LOT 5, BLK 78 200E. 3rd St. (Parcel 3300960) C-MFLD, WLY 50' OF LOTS 6 & 7, BLK 78	

**APPLICANT INFORMATION**

Applicant Name: John Peters	Phone #: (715) 384-3374	Email Address: jpeters@wctc.net
Address, City, State, Zip: 305 S. Maple Ave. Marshfield, WI 54449		
The Applicant is the <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative/Other (Describe):		

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

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

**DETAIL OF CONDITIONAL USE REQUEST**

Proposed Land Use: Install wrought iron fence on residential properties.	Proposed # of Employees: N/A	Proposed Hours of Operation: N/A
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: N/A	Number of Units: N/A
		Density (units per acre): N/A
Narrative of Conditional Use Request: I would like to install a wrought iron fence in the front of the property at 305 S. Maple Avenue as well as in the front and side of the property at 200 E. 3rd Street. I am requesting a conditional use permit to install the fence with a 12" setback from the edge of the sidewalk. * (Please see attached expanded narrative with photos)		
Future Plans/Modifications: Installation would occur once the South Maple Avenue reconstruction is complete.	Time Needed to Finish Request:	

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

<input checked="" 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 checked="" type="checkbox"/> Other: Expanded narrative of conditional use with photos.
---

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.

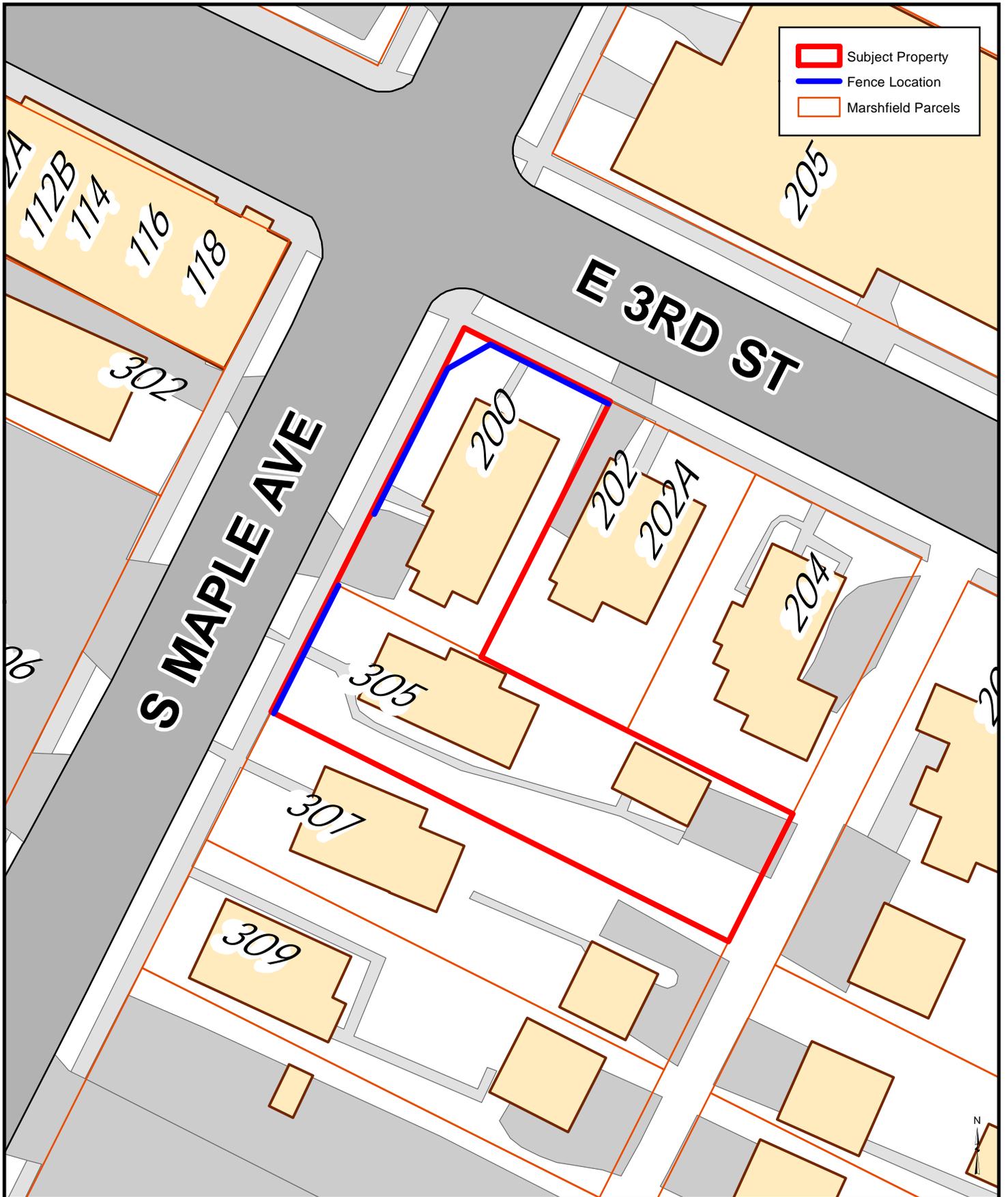
I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions 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:

*John Peters*

Date:

*6-27-15*



**CUP: Fence Exception - 305 S Maple Ave & 200 E 3rd St**  
**City of Marshfield - Plan Commission**  
**Meeting Date: July 21, 2015**

Map Not To Scale  
 For Reference Only

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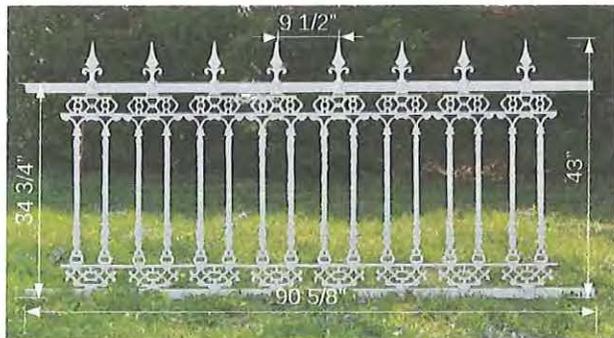
3rd street

202  
200



Maple Ave.

305



- \* Wrought iron fence is 43" in height.
- \* Requesting a backset of 12" from edge of sidewalk to fence on both properties at 305 S. Maple Ave. and 200 E. 3rd St.
- \* Total fence length is approximately 151 feet (21 fence panels).

## Expanded Narrative of Conditional Use Request

I plan to install a wrought iron fence on our residential property (305 S. Maple Ave.) and our rental property next door (200 E. 3<sup>rd</sup> St.). The wrought iron fence is in a Victorian style and is designed to fit in with the historic look of both restored properties which were built in the early 1890's.

The fence would be installed in the front of the property at 305 S. Maple Avenue as well as in the front and side of the property at 200 E. 3<sup>rd</sup> Street. I am respectfully requesting a conditional use permit to install the fence with a 12" setback from the edge of the sidewalk.

Due to the current reconstruction of South Maple Avenue there will be wider sidewalks installed to accommodate an increase in foot traffic. There will also be a designated bike lane for bicyclists to use, instead of the sidewalk. We feel that these factors should alleviate any safety concerns in regards to the fence being located 12" from the edge of the sidewalk.





# City of Marshfield Memorandum

---

TO: Plan Commission  
FROM: Sam Schroeder, Zoning Administrator  
DATE: July 21, 2015

RE: Conditional Use Request by Rogers Cinema Inc. to allow an exception to reduce the setback for a fence to be incorporated into a future City park (Marilyn Hardacre Park), located at 451 and 453 South Central Avenue, zoned "DMU" Downtown Mixed Use.

## **Background**

Over the past few month's Paul Rodgers, with Rogers Cinema Inc. has been working to develop a public space within the downtown to honor Marilyn Hardacre, a previous City of Marshfield mayor.

The location of the park was previously an old deteriorating downtown building located at 451 and 453 S Central Ave, zoned "DMU" Downtown Mixed Use. This building has since been removed and progress on the park has started. This progress includes a 14 foot tall concrete wall around the interior of the now vacant space which will be used as a canvas for 20 murals illustrating past and present Marshfield. The overall park will be landscaped and will have access for the public to view the murals and will be surrounded by a 4 foot tall decorative fence.

The proposed fence is located within the required 3 foot setback. The Applicant is requesting an exception to reduce the setback of the fence.

## **Analysis**

According to Section 18-106, no fence shall be located closer than 3 feet to the right-of-way line in the provided front or street side yards. The proposed fence setback varies along the right-of-way, but is estimated to no less than 1 foot and no greater than 3 foot setback. Although Section 18-106 requires all fences on all properties to have a 3 foot setback in the front and street side yards, the "DMU" Downtown Mixed Use district requires a 0 foot maximum setback for buildings.

Because the regulations of this district require a building to be constructed up to the property line along the front and street side yards, staff finds that it is unreasonable to require a 3 foot setback for a decorative fence that is less obscure than a physical building being built up to the property line.

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

The zoning ordinance describes a “conditional use” as: a *development which would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met.*

*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.*

Part of the Comprehensive Plan is to incorporate recommendations contained within other adopted planning documents including the Downtown Master Plan. Recently adopting a new Downtown Plan, it is feasible to incorporate these goals for the comprehensive outlook of the City which includes creating an attractive downtown environment through investments in streetscaping, art installation, parks and greenspaces, and quality private redevelopment projects.

*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 reduced fence setback will not have undue adverse impacts on nearby properties or the downtown as a whole.

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

Reducing the fence setback will allow for a larger park area and will not change the consistency and intensity of the outdoor open space land use.

*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 subject property will not require any added improvements or utilities.

*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 park is set to attract more people to the downtown to view the historical style mural and enjoy the safe useable park space.

### **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 Request by Rogers Cinema Inc. to allow an exception to reduce the setback for a fence to be incorporated into a future City park (Marilyn Hardacre Park), located at 451 and 453 South Central Avenue, zoned "DMU" Downtown Mixed Use with the following conditions:

1. The required 3 foot fence setback from the right-of-way in the front and street side yard is waived because it is located in the Downtown Mixed Use district.

### **Attachments**

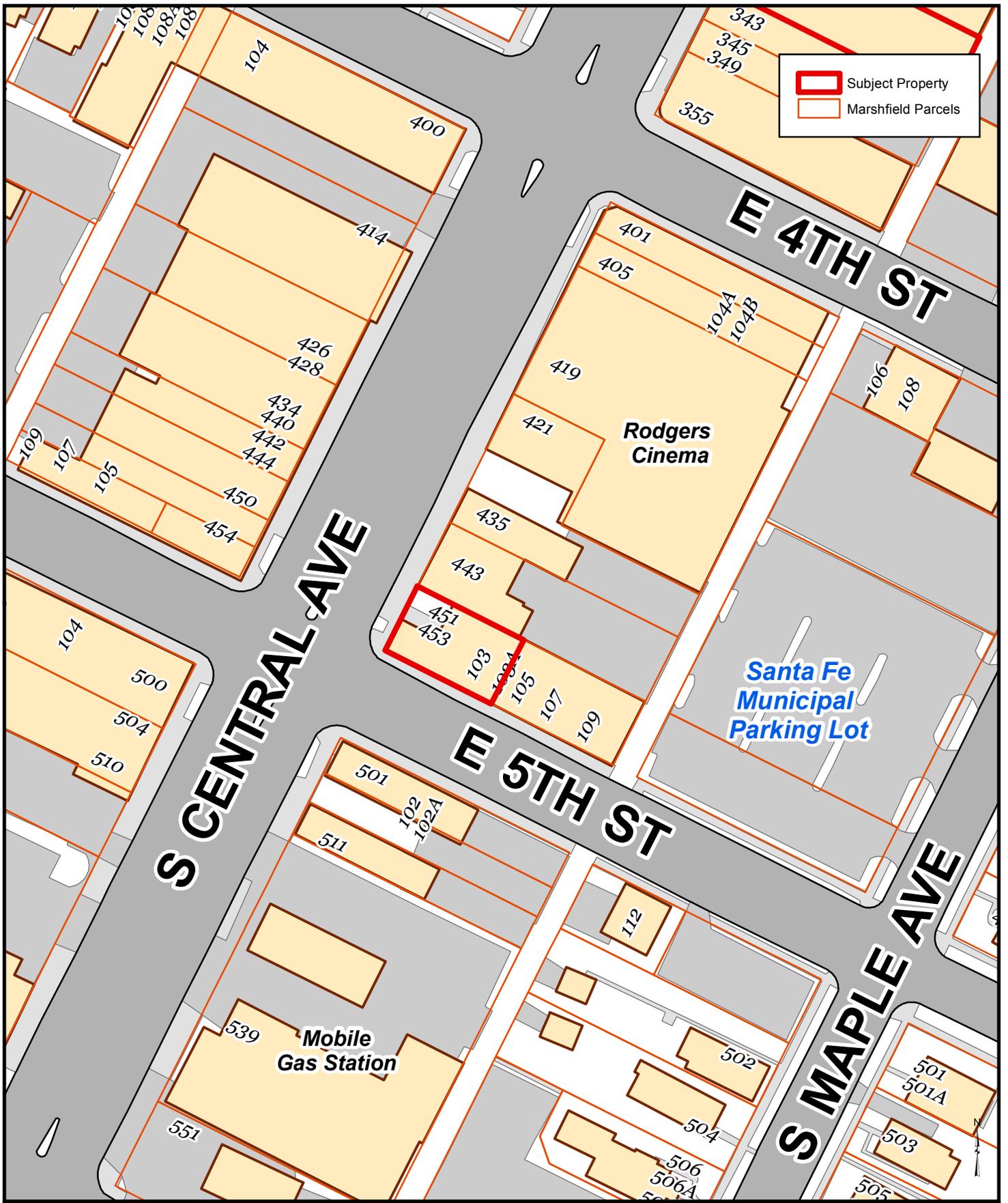
1. Location Map
2. Site Plan

Concurrence:



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Jason Angell  
Planning and Economic Development Director



**CUP: Marilyn Hardacre Park**  
**City of Marshfield - Plan Commission**  
**Meeting Date: July 21, 2015**

Map Not To Scale  
 For Reference Only

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# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: July 21, 2015

RE: Alternative Sign Permit Request by Paul Rogers for a new “Marshfield Past and Present” mural as part of the planned development of the new Hardacre Park located at 451 S. Central Avenue.

## **Background**

Paul Rogers, is requesting approval of an alternative sign permit to create a mural honoring the history of Marshfield. The mural would be painted on two poured walls that would serve as the backdrop for the Hardacre Park and face the intersection of S. Central Avenue and 5<sup>th</sup> Street.

## **Analysis**

A mural is described in the sign code, as a very large image, such as a painting or enlarged photograph, applied directly to a wall or ceiling. The regulations for a mural are that they must be approved through the alternative sign permit process, requiring a review by the Plan Commission. The mural itself has unique characters that would proudly display buildings and businesses that have helped to shape Marshfield over the years. The intent of the mural is not advertising.

Section 24-11 (l)(d) provides the general direction for the Plan Commission to review and approval murals. In summary, a mural is not required to meet all of the Alternative Sign Permit criteria for approval as these are unique signs and the Plan Commission may grant approval on a case by case basis.

### Section 24-11(b) Criteria for Approval – Alternative Application

1. There is no reasonable place on the site for a allowed sign without an adjustment to achieve visibility standards to the street immediately in front of the site.
2. If the proposed sign extends into the five-foot setback requirement, the sign will not create a traffic or safety hazard.
3. Of potential adjustments to meet the visibility standard, the request is the most consistent with the surrounding development and sign patterns.
4. The adjustment is the minimum needed for a sign to meet the visibility

- standards.
5. Additional signage may not constitute an over proliferation of signs on a property or cause needless repetition or redundancy of signage.
  6. The sign would not be located so as to have a negative impact on adjacent property.
  7. The size and height adjustment is the minimal to adhere to visibility standards.

In the case of the proposed mural, staff feels that the size, location and proposed theme would not only help to tie the new park together, but would also be a great addition to the downtown and overall community.

The applicant and artist are still working on finalizing the list of businesses/buildings that will be incorporated into the mural design, so a sketch could not be provided at this time. However, a summary list of the businesses/buildings has been provided for your review. Please note that the list is subject to minor changes as the applicant and artist are still working to locate quality historic photos for some of the buildings.

Finally, staff has included copies of past mural projects the artist – Gene Wesley, has completed. Two of the projects are local projects – Kitchen Table and Mapleleaf Dental. Based upon the quality of these projects staff is confident the mural will be of high quality and something the community will truly appreciate.

### **Plan Commission Options**

The Plan Commission can make the following recommendations:

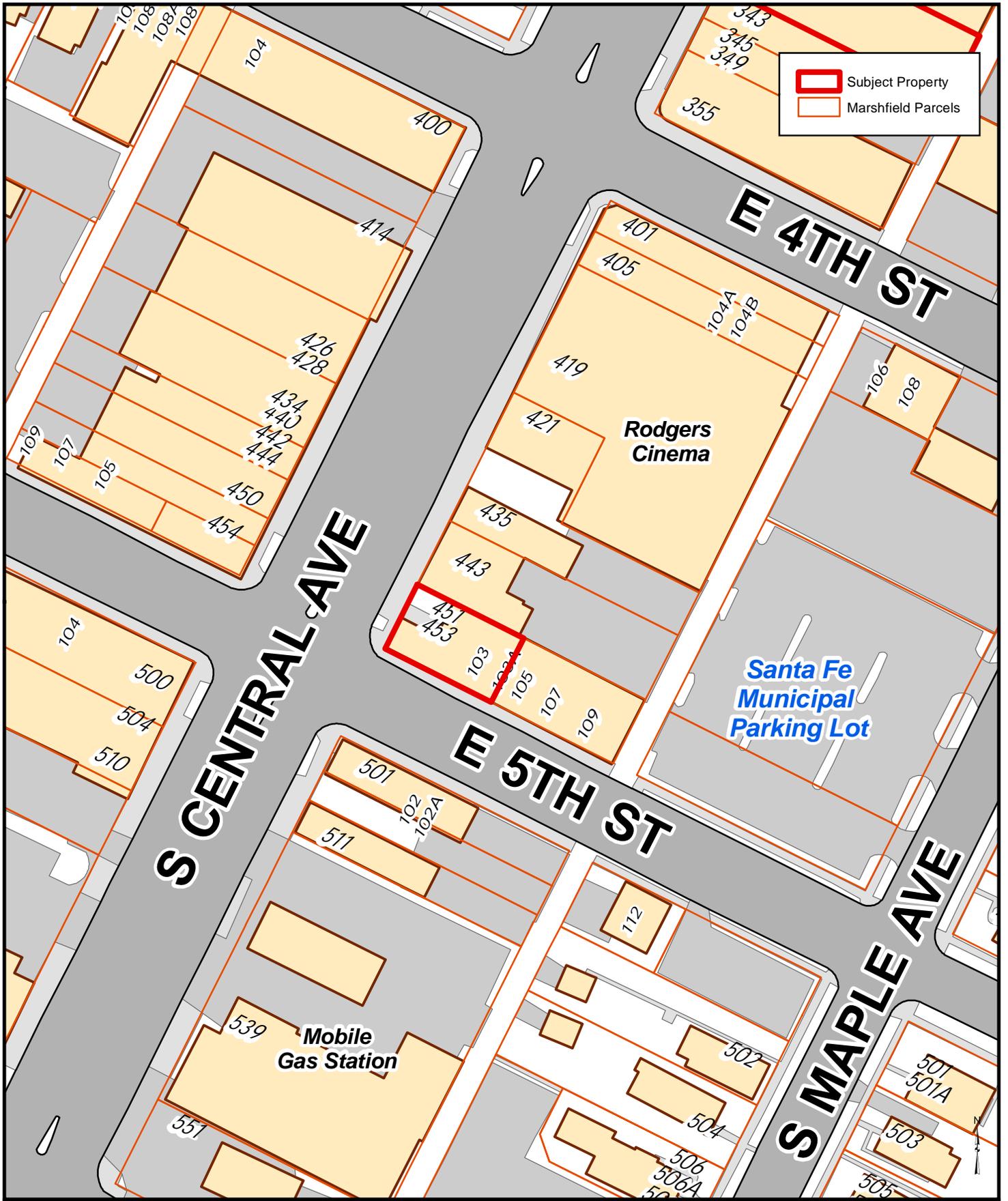
1. Approval of the request with any exceptions, conditions, or modifications the Commission feels are justifiable and applicable to the request.
2. Denial of the request with justification stated by the Plan Commission.
3. Table the request for further study.

### **Recommendation**

APPROVE an Alternative Sign Permit Request by Paul Rogers for a new “Marshfield Past and Present” mural as part of the planned development of the new Hardacre Park located at 451 S. Central Avenue.

### **Attachments**

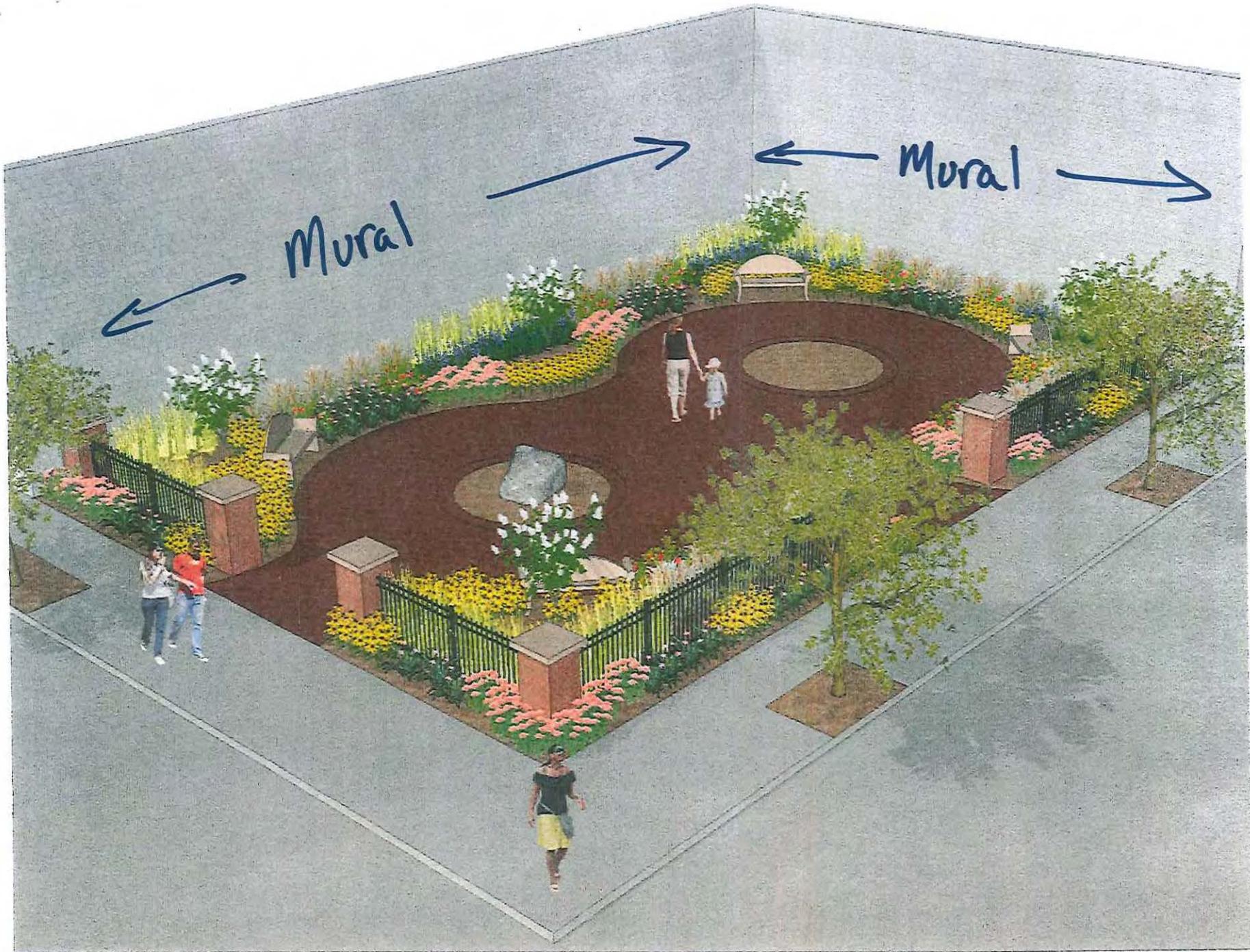
1. Site Map
2. Hardacre Park Design
3. List of Business to be displayed – possible minor changes
4. Photo of previous murals completed by the artist



**CUP: Marilyn Hardacre Park**  
**City of Marshfield - Plan Commission**  
**Meeting Date: July 21, 2015**

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# Murals of Marshfield Past and Present

## *A Gift Of:*

1. Marshfield Oil Garage DX (Park Site 1940)
2. YMCA
3. Karaus Washington Square
4. Cedar Rail
5. Rollohome Plant / *WIS HOMES combined*
6. Marshfield Clinic
7. Old City Hall
8. Hope Lodge
9. Old Central Bank
10. Chamber Building
11. House of Dove
12. Marshfield Canning Company

# Murals of Marshfield Past and Present

## *A Gift Of:*

13. ~~Wisconsin Homes~~ *V & H TRUCKS*

14. Marshfield Legion Post 54

15. McHeans 5-10

16. UW-Marshfield

17. Roehl Truck, Veterans Parkway

18. Marshfield Electric Plant

19. St. Joseph's Hospital

20. Marshfield Police Department

*21. Millstate Trucks*









