



CITY OF MARSHFIELD

MEETING NOTICE

SPECIAL PLAN COMMISSION
City of Marshfield, Wisconsin
Monday, September 28, 2015
Council Chambers Lower Level, City Hall Plaza
5:30 p.m.

1. Call to Order. – Chairman Meyer.
2. Roll Call. – Secretary Knoeck.
3. Citizen Comments.
4. Conditional Use Request by Hannah Shiltz, on behalf of Ashley Petersen, for a 4-Bed Adult Family Home with an exception to the City population limitation, zoned "TR-6" Two Family Residential District, located at 1301 East Doege Street (Parcel No. 33-07025).
Presenter: Josh Miller, City Planner
Public Hearing Required
5. Conditional Use Request by Tanya Esser for an exception to allow a detached accessory structure to exceed the height of the principal building by approximately 3 feet in the "SR-6" Single-Family Residential district, located at 406 West Leonhard Street (Parcel No. 33-04103). An exception is also being requested to allow a zero foot setback for a driveway addition, along the west property line, south of an existing shared driveway.
Presenter: Josh Miller, City Planner
Public Hearing Required
6. Conditional Use Request by Marshfield Clinic to allow building additions to the East Wing facility, expanding a "Large Scale Indoor Institutional" use within property zoned "CD" Campus Development, prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue (Parcel No. 33-03233). The project includes an addition to the southeast corner of the East Wing, a 2nd floor mechanical space expansion to the northwest corner of the East Wing, and the construction of an on grade air cooled chiller adjacent to the existing loading dock.
Presenter: Sam Schroeder, Zoning Administrator
Public Hearing Required
7. Conditional Use Request by Marshfield Clinic to allow the use of a temporary contractors project office for longer than 365 days on property zoned "CD" Campus Development, prior to the adoption of a Campus Master Plan, located at 1100 North Walnut Avenue (Parcel No. 33-03239B).
Presenter: Sam Schroeder, Zoning Administrator
Public Hearing Required
8. Items for Future Agendas.
9. Adjourn.

Posted this 17th day of September, 2015 by 4:00 PM by Josh Miller, City Planner

**PLAN COMMISSION
(Page 2)**

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

NOTE

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

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



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: ~~September 15, 2015~~ September 28, 2015

RE: Conditional Use Request by Hannah Shiltz for a 4-Bed Adult Family Home with an exception to the City population limitation, located at 1301 East Doege Street, zoned "TR-6" Two Family Residential District.

Background

The Applicant is requesting a Conditional Use Permit to develop an Adult Family Home (AFH) located at 1301 East Doege Street, zoned "TR-6" Two Family Residential District. The subject property is owned by Ashley Petersen and is presently utilized as a single-family residence. Tom Shiltz is proposing to purchase the property from Ms. Petersen, who would then rent it to Hannah Shiltz for the purpose of opening a state licensed 4-bed AFH to support up to four adults with a care provider on-site 24 hours a day, 365 days a year. Both the seller and buyer have submitting written approval of the application.

There are currently three bedrooms on the ground level of the house and a fourth bedroom in the basement. The basement bedroom cannot be used for residents, but would be a sleeping room for the live-in care provider. In order to convert the home into a 4-bed AFH, the Applicant will be converting a back portion of the garage into one of the bedrooms. The Applicant is proposing to have a live-in staff, with one or two other staff people on hand for a maximum of three staff at one time. The live-in staff person may or may not be there during day hours when other staff is working. With the current proposed plan, there will be parking available in the garage even after the additional bedroom is constructed. The proposed type of license for the facility will be for frail/elderly.

A 4-bed AFH (1-8 resident Community Living Arrangement) is a permitted use as long as it meets the regulations in Section 18-57(11) in the "TR-6" zoning district. In this case, a Conditional Use Permit is needed to allow an exception to the City population limitation.

Analysis

Under Section 18-57(11) there are multiple regulations for Community Living Arrangements (1-8 residents). These regulations include a distance separation from other care facilities, a maximum number of beds per City and Alderman District population, property screening, and parking requirements. The only regulation the Applicant is not able to meet is the City population limitation.

The Applicant is requesting an exception to the related statutory provision for total capacity of community living arrangements in a city. The maximum number of beds per City and aldermanic district allows cities to control the total number and location of care facilities if the total capacity of all licensed facilities exceeds either 25 persons or 1% of the total population on a citywide basis or within an aldermanic district, whichever is greater. If the capacity is exceeded, the Applicant may request an exception and the city plan commission may grant or deny the request.

As of January 1, 2015, the City of Marshfield regulated care facilities database shows licensed Community Living Arrangements (Community Based Residential Facilities and Adult Family Homes) in Marshfield provide 308 beds, plus the City has approved a 4-bed Adult Family Home (Monique Lane) that is not on the database yet, for a total of 312 beds. The proposed application would bring the total Community Living Arrangement bed count to 316 beds. The 4-bed AFH on Sycamore is no longer listed in the State Directory. If that facility were to start up again within a year, there would be an additional 4 beds added to the above total.

Based on the most recent available data (Estimates from August 10, 2015), U.S. Census population estimate for Marshfield is 19,186. Therefore, the total capacity for Community Living Arrangements is only 190 beds. Any additional facilities will to exceed this limit and will continue require a Conditional Use Permit.

The database shows licensed Community Living Arrangements in Aldermanic District 8 currently provides a total of 0 beds, so no exception is needed to that standard. Aldermanic District 8 has a population of 2,012 based on the 2010 U.S. Census population estimate and would therefore allow up to 20 beds before an exception to that standard is needed.

Based on the 2008 Adult Family Home and Community-Based Residential Facility (CBRF) Task Force Report and Recommendation, the demand for all types of assisted-living arrangements is expected to increase dramatically in Marshfield within future years. Greater growth is anticipated in Marshfield because of the existence of high-quality medical care for the entire range of assisted living clients through the Marshfield Clinic. The Clinic provides much-sought-after services for developmentally disabled, physically handicapped, geriatric and cognitively disabled citizens. Hence, Marshfield can easily become a location of choice for assisted living facilities. Since the report was published in

August of 2008, the following regulated care facilities have been approved by the City Plan Commission and Common Council:

- 60-bed CBRF (Stoney River)
- 24-bed CBRF (Stoney River II)
- 20-bed CBRF (Wells Nature View)
- 8 bed CBRF (Norwood Health Center)
- 4-bed AFH (on Monique Lane)
- two 4-bed AFH to increase to two 8-bed CBRF's

The code requires that one parking space be provided for each employee of the largest shift, plus one space for every three beds. Based on that calculation of 3 employees and 4 beds, the Applicant would need to provide 4-5 parking stalls on site. It is feasible to park 4 vehicles in the driveway as well as one in the garage (which is a legal parking spot). Therefore, the Applicant can meet the requirement for on-site parking.

In most cases, because there are a number of regulated care facilities throughout the City, an application for an AFH would require an exception to the 2,000 foot separation requirement. Since this is the first AFH in the neighborhood and it is located at a distance greater than 2,000 feet from any other regulated care facility, this exception is not needed.

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.

Housing & Neighborhood Development – The proposed development will provide additional assisted-living housing in the city’s northeast quadrant. A Comprehensive Plan goal is to monitor the need for additional programs and housing options. The Plan establishes the following housing policy for the assisted-living sector “continue to consider special needs housing, such as community-based residential facilities (CBRFs), based on the community need, impact on

neighborhood, physical design, and the availability of existing facilities.”

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.*

Four additional residents on the property should not have an adverse impact to the neighborhood. Parking for the residents and employees shall be provided on-site. Because this facility is housed within a single-family home, screening is not required.

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 from the original parcel. The property is still a residence it will just have a care provider on-site 24/7 and occasional staff.

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, and requires no change or upgrade to services.

5. *The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.*

Providing needed housing to the elderly/frail in a residential setting is a public benefit. The facility is located in a single family residence and parking is provided on site, therefore, no adverse impacts are projected for the neighborhood due to the proposed AFH.

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 Permit for a 4-Bed Adult Family Home at 1301 East Doege Street zoned "TR-6" Two Family Residential District with an exception to the City population limitations with the following condition:

1. The Conditional Use Permit shall expire if the proper license to establish a 4-bed Adult Family Home is not obtained within 12 months of Common Council approval or if the license is not maintained for a period of 12 or more consecutive months.

Attachments

1. Application
2. Regulated Care Facilities Buffer Map
3. Photo

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: 8/15/2015

OFFICE USE ONLY

Date Received: 8-20-15	Fee Receipt Number:	Zoning District: SR-Ce	Parcel #: 3307025
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SITE INFORMATION

Site Address: 1301 E. Doege Marshfield	Present Land Use: Residential
Legal Description: C- mfld cliff and Johnette Reigel Subd LOT 14	

APPLICANT INFORMATION

Applicant Name: Hannah M. Shilts	Phone #: 715-650-7191	Email Address: missymarie81@gmail.com
Address, City, State, Zip: 2201 S. Maple Ave. Marshfield, WI 54449		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): Will be renting property for use of my business.		

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)

Owner Name: Thomas W. Shilts	Owner Phone #: 715-316-2716	Owner Email Address: twshilts@gmail.com
Owner Address, City, State, Zip: M225 Turtle Ridge Rd. Marshfield, WI 54449		

DETAIL OF CONDITIONAL USE REQUEST

Proposed Land Use: For purpose of an Adult Family Home	Proposed # of Employees: 3	Proposed Hours of Operation: 24 hour
<input checked="" type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings: 1	Number of Units: 1
Density (units per acre):		
Narrative of Conditional Use Request	Requesting use of property for an adult family home.	
Future Plans/Modifications: Adding a room into the garage to make a fourth bedroom on the main floor.	Time Needed to Finish Request: 6 months	

CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)

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

DOCUMENTATION SUBMITTED

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

Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information. Fees: the required fee of \$250 shall be submitted with this application, and shall not be refunded should this application be denied.

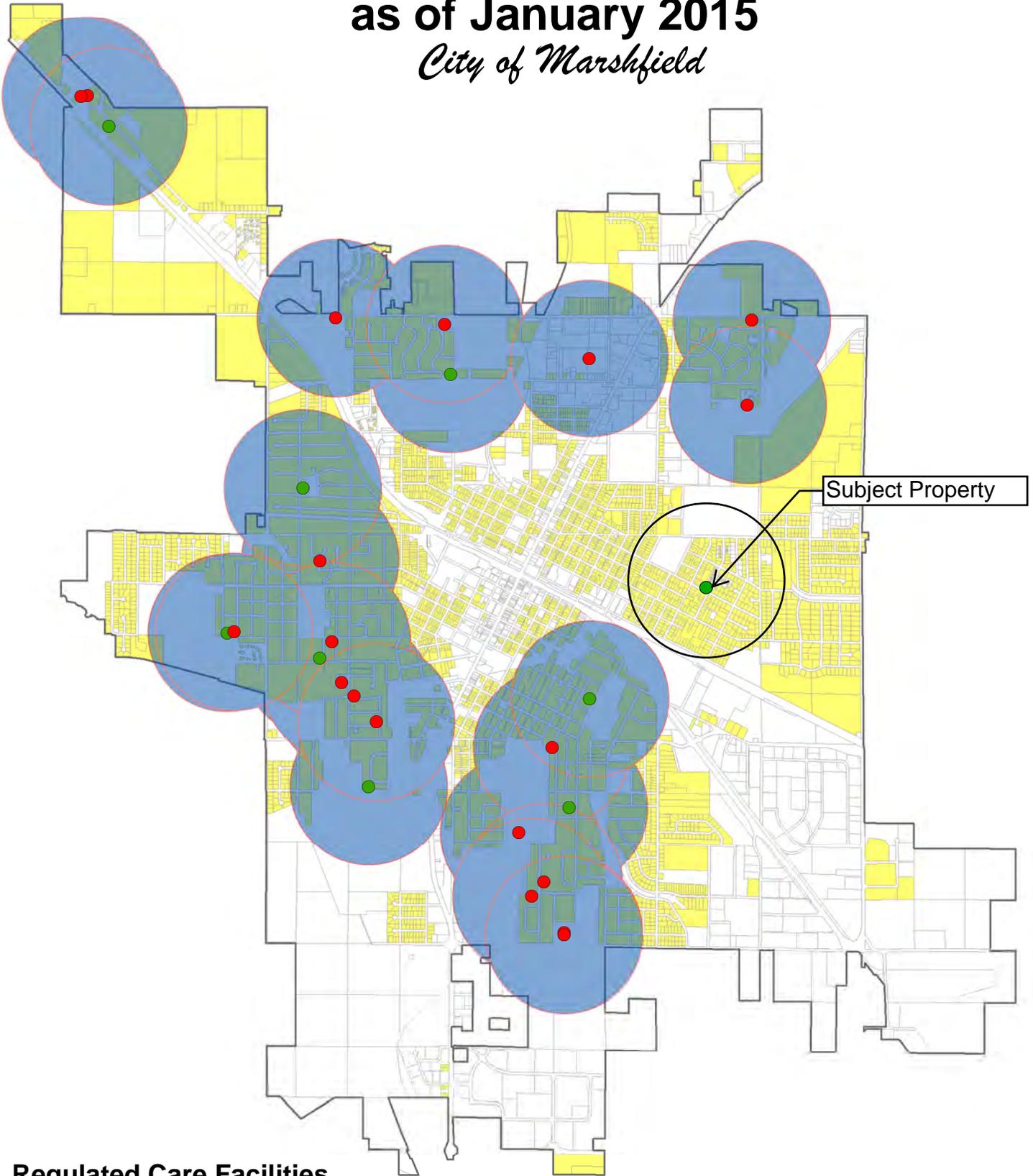
I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions not expressly stated, prior to the meeting, in documentation or by staff, or deny in part or in whole this request; that I understand this form is not in itself a conditional use permit but only an application for one and is valid only with procurement of applicable approvals. The Common Council shall be the final approval authority for the conditional use. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted.

Applicant Signature: Hannah M. Shilts

Date: 08/15/2015

Regulated Care Facilities as of January 2015

City of Marshfield



Regulated Care Facilities

- Adult Family Home
- Community Based Residential Facility

- 2,000 ft. Distance Buffer
- Residential Districts





City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: ~~September 15, 2015~~ September 28, 2015

RE: Conditional Use Request by Tanya Esser for an exception to construct a detached accessory structure to exceed the height of the principal building by less than three feet in the “SR-6” Single-Family Residential district, located at 406 West Leonhard Street. An exception is also being requested to allow a zero foot setback for a driveway addition, south of an existing shared driveway.

Background

The Applicant is proposing to construct a new detached garage on property zoned “SR-6” Single-Family Residential district, located at 406 West Leonhard Street. The existing garage (384 square feet) will be razed and replaced with the new garage. The proposed garage will have the dimensions of 26 feet wide by 36 feet deep (total of 936 square feet). The sidewalls will be approximately 9.5 feet with a 4/12 pitch roof. The height of the garage will be approximately 14.5 feet tall. The gable ends will face north and south. The proposed garage will have one door with two stalls facing Leonhard Street. The proposed garage will be setback a minimum of 3 feet off of the west property line meeting the minimum required setback for a detached accessory structure. The proposed driveway extending north of the garage will have a zero foot setback as they have a shared driveway with the neighbor.

The principal structure residence is a single story ranch, with a roof peak of 12 feet. The home was built in 1974 and has a footprint of 1,008 square feet. The parcel is 65 feet wide by 135 feet deep for a total of 8,775 square feet. The garage footprint is smaller than the ground floor area of the house and will therefore meet the maximum accessory structure allowance. The total area of both the principal structure and proposed garage are 1,944 square feet, putting the lot coverage percent for all structure less than 23% of the lot area. Properties in the “SR-6” district are allowed a maximum lot coverage of 40%.

Analysis

Reconstructing a standard two-stall garage at a height of less than 12 feet above grade would either be a challenge or leave the Applicant with a less than desirable situation for the new garage. The principal structure is only 24 feet wide

(less than the average two stall garage nowadays). In order to keep a new garage lower than 12 feet, the pitch would have to be less (less desirable for snow loads), or the garage would have to be narrowed (making it more challenging to get in and out of).

Because the house is close to the west property line, there is limited room for a driveway. The Application already shares a driveway with the neighbor to the west and the request would be to extend the driveway at a 0 foot setback south to the front of the garage. The neighbor submitted a signed letter stating they have no issue extending the driveway south another 24 feet (front edge of the garage).

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.

One of the preferred design concepts in the Comprehensive Plan was to limit the appearance of garages in residential neighborhoods. Although the garage would be a little taller than the principal structure, the proposed location for the garage would move it back, away from the street more and tuck it behind the home. Having an accessory structure height exceed the principal structure peak by a couple of feet would not be contrary to the recommendations in the Comprehensive Plan since the garage would be moving further away from the street.

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.

There will be some physical or visual changes to the property by adding a larger and taller garage. However, nearly half of the garage won't be visible from the street since it will be behind the home. The increase in size is minimal and should not have an adverse impact on nearby property.

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 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 a Conditional Use Request by Tanya Esser for an exception to construct a detached accessory structure to exceed the height of the principal building by less than three feet in the "SR-6" Single-Family Residential district, located at 406 West Leonhard Street with the following condition:

1. The proposed garage may be constructed as presented allowing minor site adjustments to be administratively approved provided the garage does not exceed 15 feet in height.
2. A 0 foot setback is allowed for the driveway along the west property line, north of the garage.

Attachments

1. Application
2. Location Map
3. Elevation
4. Letter from Neighbor
5. Photos of House and Existing Garage

Concurrence:

A handwritten signature in black ink, appearing to read "Jason Angell". The signature is written in a cursive style with a prominent loop at the end.

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>8/26/15</u>	Fee Receipt Number:	Zoning District: <u>SR-6</u>	Parcel #: <u>33-04103</u>
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SITE INFORMATION

Site Address: 406 W Leonhard St	Present Land Use: garage
Legal Description: Building 26' X 36' non-attached garage	

APPLICANT INFORMATION

Applicant Name: Tanya Esser / <u>Tom Esser</u>	Phone #: 715-305-7169	Email Address: grandprixgtp04@gmail.com
Address, City, State, Zip: 406 W Leonhard St, Marshfield, WI 54449		
The Applicant is the <input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized Representative/Other (Describe): <u>Father of property owner</u>		

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: <u>Detached Garage on Res. lot</u>	Proposed # of Employees: <u>-</u>	Proposed Hours of Operation: <u>-</u>
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: <u>1</u>	Number of Units: <u>-</u>
Narrative of Conditional Use Request: <u>CUP request to exceed the maximum height allowance of 20' or the height of the principal structure whichever less. The height of the principal structure is 12'. The proposed height of the detached garage is 14.5'.</u>		Density (units per acre): <u>-</u>
Future Plans/Modifications: <u>height of the detached garage is 14.5'</u>		Time Needed to Finish Request: <u>1yr.</u>

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 type="checkbox"/> Other:
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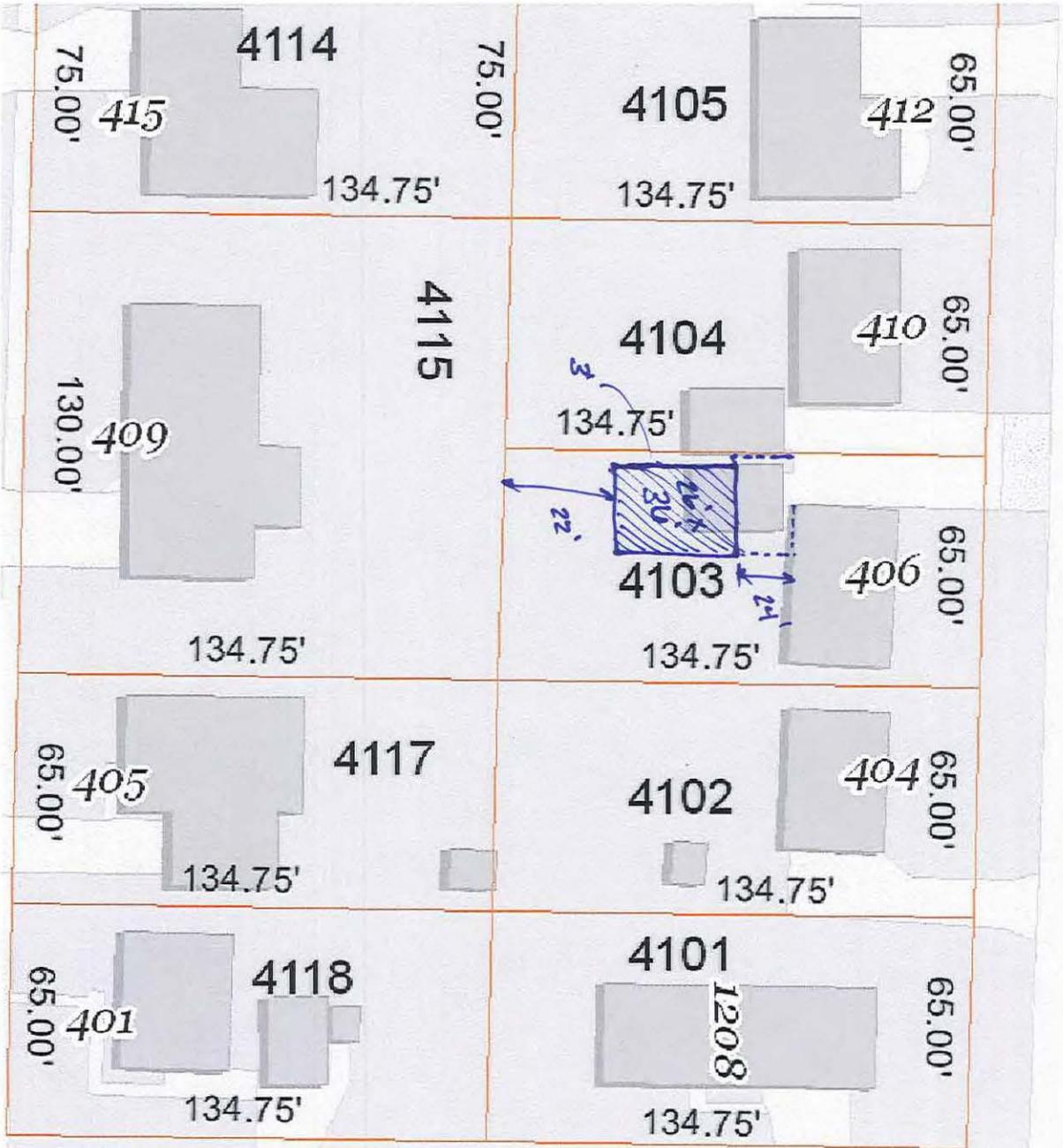
Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort 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: Thomas Esser

Date: 8-26-15

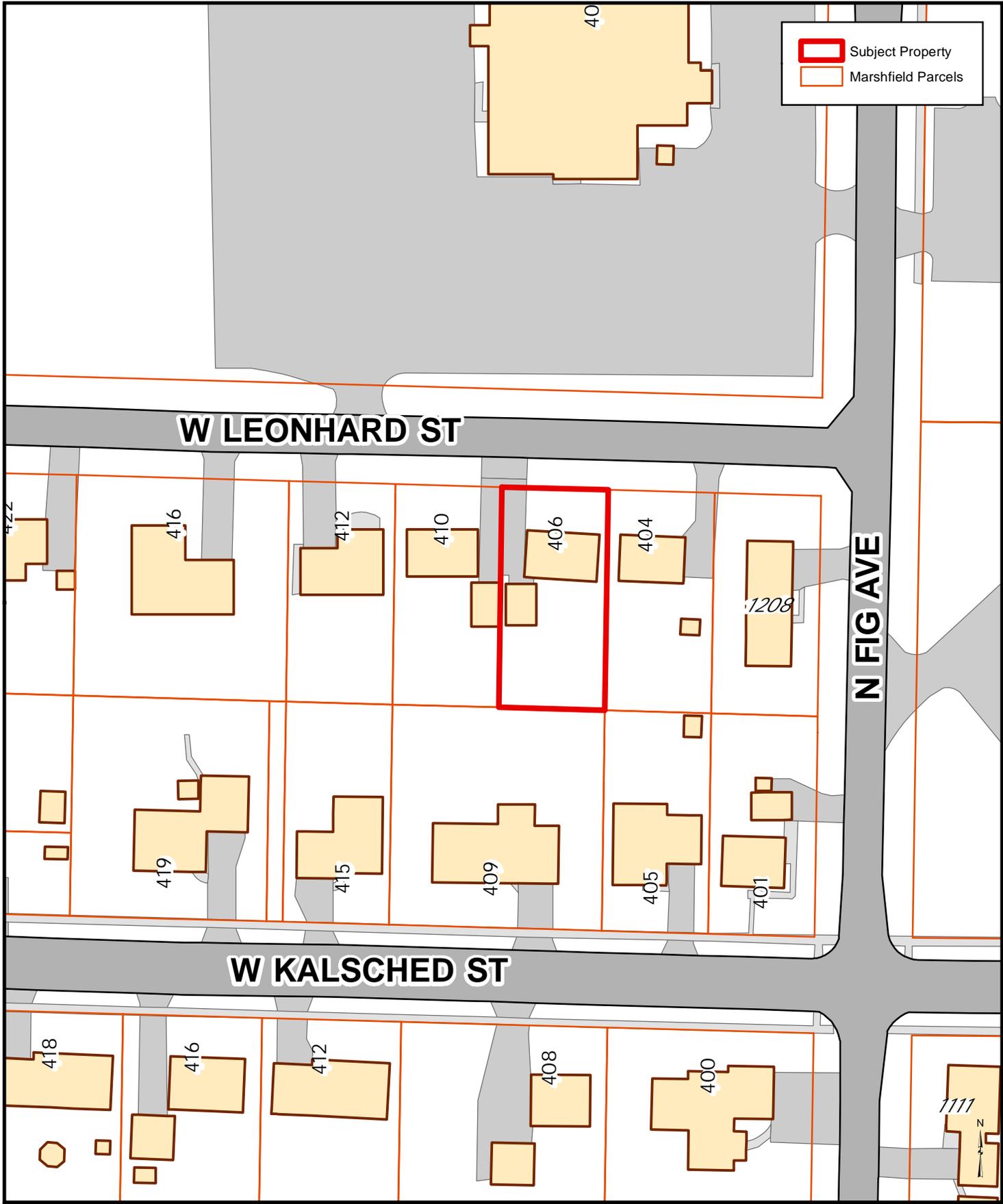
W Leonhard St



City of Marshfield GIS Intranet Mapping Application

Printed: Aug 26, 2015





 Subject Property
 Marshfield Parcels

W LEONHARD ST

N FIG AVE

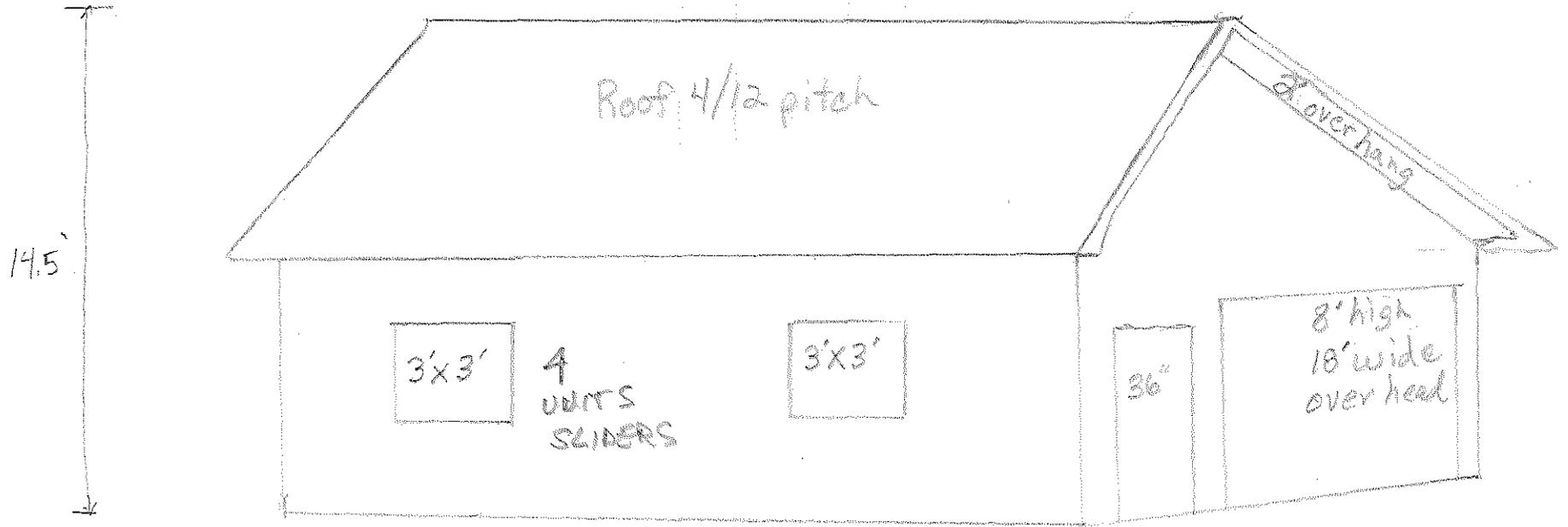
W KALSCHED ST



CUP: Accessory Height - 406 W Leonhard St
City of Marshfield - Plan Commission
Meeting Date: September 15, 2015

Map Not To Scale
 For Reference Only

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.



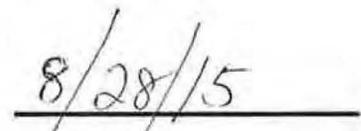
wall construction 2x4 @ 16' on center

& (stickert putting on steel roof) cut roof for ridge vent

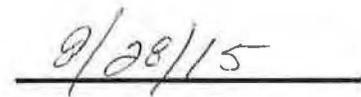
Garage is to be 26' wide x 36' Deep
Vinyl Dbl 4" Lap siding - (S. Blue)

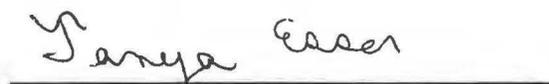
We, Dennis and Linda Christenson at 410 W Leonhard St, Marshfield, WI 54449, are in agreement with Tanya Esser at 406 W Leonhard St, Marshfield, WI 54449, to have Tanya's driveway extended 24 feet to the south on her west lot line.

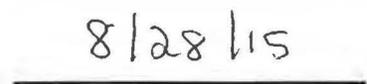

Dennis Christenson


Date


Linda Christenson


Date


Tanya Esser


Date





City of Marshfield Memorandum

TO: Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: ~~September 15, 2015~~ September 28, 2015

RE: Conditional Use Request by Marshfield Clinic to allow building additions to the East Wing facility, expanding a “Large Scale Indoor Institutional” use within property zoned “CD” Campus Development prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue.

Background

Marshfield Clinic is requesting a conditional use permit to expand the existing East Wing facility located at 1001 North Oak Avenue. This expansion includes additional space for Marshfield Clinic to provide radiation and oncology treatments and additional mechanical space. The radiation oncology addition includes office space, exam rooms, a linear accelerator vault, and other rooms assimilated with this use of large scale indoor institutional. The additional mechanical space will allow Marshfield Clinic to keep up with the needs of the facility.

In addition to the two building additions, Marshfield Clinic is also requesting to install an on-grade air cooled chiller adjacent to the existing loading docks along the northwest corner of the East Wing.

Analysis

Section 18-42(4)(b) requires a conditional use for “all future land uses, structures, and paved areas” within the “CD” Campus Development zoning district prior to the adoption of a Campus Master Plan. Marshfield Clinic has not, to this date, adopted a Campus Master Plan.

Building Details

The proposed radiation oncology addition is a one story addition along the Southeast portion of the existing East Wing approximately 4,500 square feet in size. The additional mechanical space is a second story addition to the Northwest corner of the East Wing. Although the proposed mechanical space is an expansion to the existing facility, this proposed addition does not add any additional footprint to the structure because it is a second floor expansion. Other

than possibly the linear accelerator vault, which needs to be built of specific materials for containment reasons, both of these additions will be built of similar materials as the existing East Wing.

The air cooled chiller is also located in the Northwest corner of the East Wing, but will be placed on the ground level near the existing loading docks.

Location

Other than the major street setback and the minimum building separation, the requirements for height, bulk and intensity in the "CD" Campus Development district are not defined in the Zoning Code, but rather set forth through an approved Campus Master Plan or by a Conditional Use prior to the adoption of a Campus Master Plan. Since Marshfield Clinic does not have an approved Campus Master Plan, setbacks for these facilities can be defined through the conditional use process.

- Radiation Oncology Addition
 - South Setback: West Ives Street is a major street which would require a 50 foot setback; however, this setback can be reduced by averaging the adjoining properties per Section 18-72(4). With that averaging, the building may be located a minimum of 34.3 feet from the right-of-way line. The proposed setback per the conditional use request is 34.3 feet.
 - East Setback: Section 18-73(h) states additions or similar appurtenances not extending beyond the setback of the existing façade may be located in the provided or required yard setback, whichever is more permissive. The proposed addition does not extend past the existing façade of the building and is located about 75 feet from the adjacent residential property line.
 - West Setback: Section 18-73(h) states additions or similar appurtenances not extending beyond the setback of the existing façade may be located in the provided or required yard setback, whichever is more permissive. The proposed addition does not extend past the existing façade of the building.
 - North Setback: Not applicable
- Mechanical Space Addition: Section 18-73(h) states additions or similar appurtenances not extending beyond the setback of the existing façade may be located in the provided or required yard setback, whichever is more permissive. The proposed addition is a vertical addition which does not extend past any facades or the overall height of the building.
- Air Cooled Chiller: Although detached, the air cooled chiller does not go any closer to the street than existing façade and is setback about 25 feet from the property line and about 15 feet from the existing sidewalk. The existing sidewalk is proposed to be widened in the upcoming future to accommodate the future bike trail. Staff did not see any concerns with the location of the air cooled chiller and suggested that Marshfield Clinic work with the City when it comes times to install the landscaping for the trail for this area.

Parking

Minimum required parking for large scale indoor institutional uses are generally based on the number of patrons at maximum capacity. In general, a large scale indoor institutional requires 1 space per 3 expected patrons at maximum capacity. The proposed radiation oncology addition is expected to have about 40 patrons per day or about 5 per hour with an additional 4 to 8 staff. At max capacity this addition would require a total of 4 parking stalls.

Because of future proposed developments on this site that are planning to be presented at the following Plan Commission meeting on October 20, 2015, a parking analysis has not yet been completed for this project. Marshfield Clinic is planning to do a complete parking analysis and traffic analysis for next month's proposals. Since these proposals will likely eliminate existing parking but propose additional parking, staff thought it unnecessary to conduct a complete parking analysis at this time for the current conditional use request.

Landscaping

Landscaping for the proposed development will meet the requirements of a "CMU" Community Mixed Use zoning district. This would require a minimum of 40 points of landscaping per 100 linear feet of street frontage, 60 points of landscaping per 20 parking stalls or 10,000 square feet of parking area whichever is greater, and a 0.5 opacity separating the proposed development to the adjoining residential property to the east.

Lighting

The Applicant currently does not have a specific lighting plan, but anticipates that all lighting will meet the minimum requirements set forth in Section 18-104.

Conditional Use Criteria

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

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 economic development recommendations is to retain and expand existing businesses and focus efforts of growth specifically on the Health Care industry.

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 projects should not have any undue adverse impacts on the surrounding neighborhood or the general welfare of the public.

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 proposed building additions are expanding the Marshfield Clinic's existing land use, large scale indoor institutional.

4. *The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.*

The proposed conditional use request will not require any additional services.

5. *The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.*

Staff does not foresee any potential adverse impacts of the proposed conditional use request, but rather this request will allow Marshfield Clinic to provide additional specialty services to this 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 Marshfield Clinic to allow building additions to the East Wing facility, expanding a "Large Scale Indoor Institutional" use within property zoned "CD" Campus Development prior to the adoption of a Campus Master Plan, located at 1001 North Oak Avenue with the following condition:

1. The proposed building additions may be constructed as presented, allowing minor changes to be administratively approved.
2. Lighting and Landscaping must meet the minimum requirements of "CMU" Community Mixed Use district.
3. A parking analysis/ plan must be approved by Plan Commission for the overall site prior to issuance of a certificate of occupancy.
4. The proposed on-grade air cooled chiller may be installed as presented, allowing minor changes to be administratively approved.
5. Marshfield Clinic will work with the City to install landscaping to provide screening for the air cooled chiller after the bike trail has been installed.

Attachments

1. Application
2. Location Map
3. Site Plan
4. Floor Plans
5. Elevations

Concurrence:



Jason Angell
Planning and Economic Development Director



MARSHFIELD
The City in the Center

Revised: 11/13/14

Department of Planning & Economic Development

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

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

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

**Conditional Use
Permit Application**

Fee: \$250.00

Today's Date: _____

OFFICE USE ONLY

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

Site Address: 1001 N. Oak Avenue	Present Land Use: Clinic Use
Legal Description: C - MFLD S5 T25N R3E LOT 1, WCCSM #7430, BNG PRT OF SW NW & PRT OF SE NW INCL PRT OF WCCSM'S #192 & #7337, INCL ALL OF WCCSM #2874, & WCCSM #7042, ALSO INCL PRT OF MEDICAL VIEW SUBD	

APPLICANT INFORMATION

Applicant Name: Marshfield Clinic	Phone #: 715-389-3123	Email Address: colburn.james@marshfieldclinic.org
Address, City, State, Zip: 1000 N. Oak Avenue, 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:	Owner Phone #:	Owner Email Address:
Owner Address, City, State, Zip:		

DETAIL OF CONDITIONAL USE REQUEST

Proposed Land Use: Same	Proposed # of Employees: Same	Proposed Hours of Operation: Same
<input type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings: Addition & Renovation to Ex Bldg	Density (units per acre): N/A
	Number of Units: N/A	
Narrative of Conditional Use Request	Marshfield Clinic is requesting the construction of a building addition and renovations to the existing East Wing building. The project will include the construction of sidewalk and landscaping adjacent to the proposed addition. This project also includes the construction of a 2nd floor mechanical space in the East Wing Building and the construction of an on grade air cooled chiller adjacent to the existing loading dock.	
Future Plans/Modifications:	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

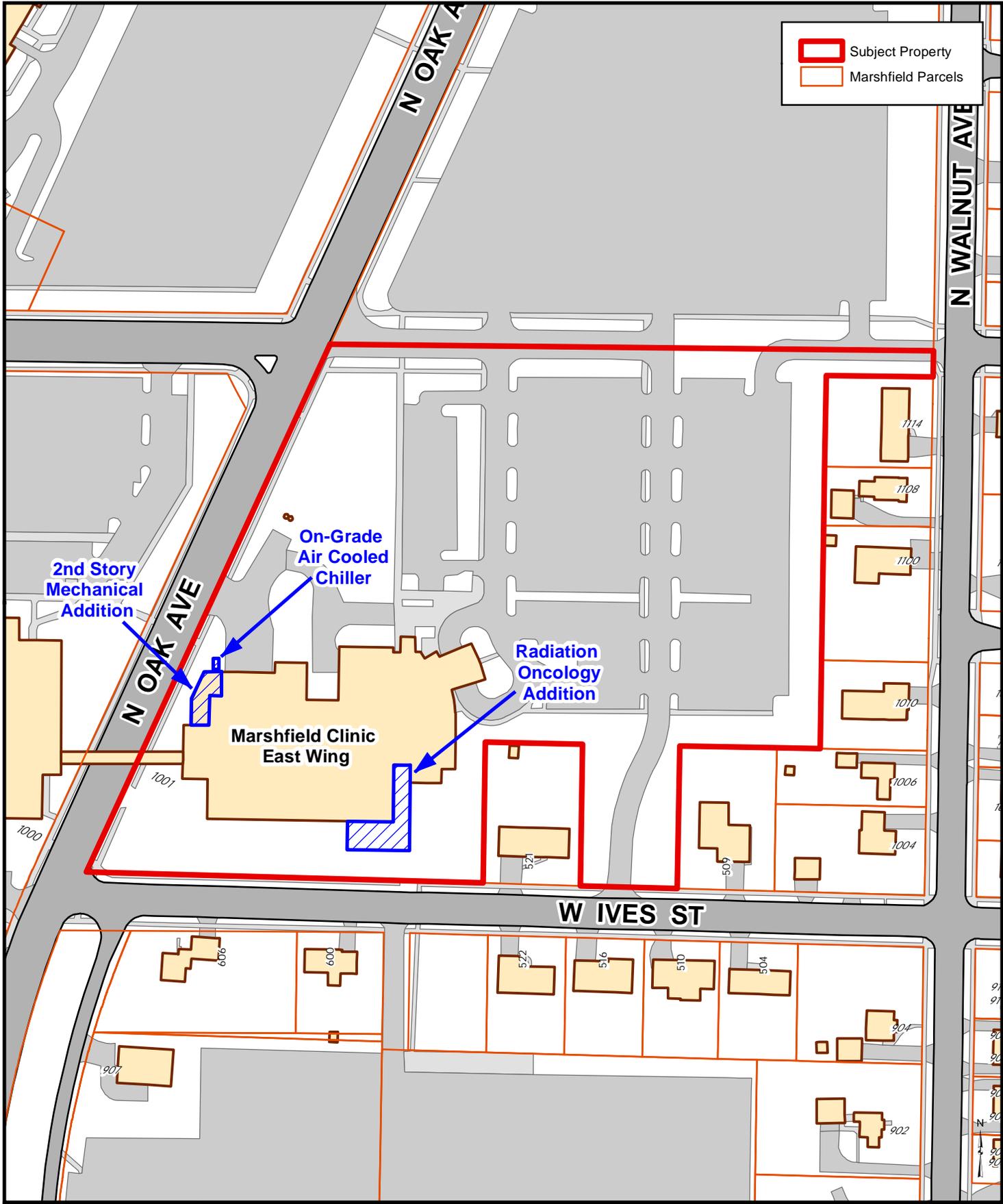
<input checked="" type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Landscape Plan	<input type="checkbox"/> Lighting Plan	<input checked="" type="checkbox"/> Survey	<input type="checkbox"/> Photographs	<input type="checkbox"/> Other:
---	--	--	--	--------------------------------------	---------------------------------

Required documentation must be submitted to the Planning & Economic Development Department in order for the application to be placed on the Plan Commission meeting agenda. Although attendance by applicants at the Plan Commission meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information. Fees: the required fee of \$250 shall be submitted with this application, and shall not be refunded should this application be denied.

I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions not expressly stated, prior to the meeting, in documentation or by staff, or deny in part or in whole this request; that I understand this form is not in itself a conditional use permit but only an application for one and is valid only with procurement of applicable approvals. The Common Council shall be the final approval authority for the conditional use. In addition, as owner or authorized agent, my signature authorizes the City Staff or their representatives including members of the Plan Commission and Common Council to visit and inspect the property for which this application is being submitted.

Applicant Signature: _____

Date: 20 Aug 2015



Subject Property
 Marshfield Parcels



CUP: Marshfield Clinic Addition - 1001 N Oak Ave
 City of Marshfield - Plan Commission
 Meeting Date: September 15, 2015

ATTENTION: The representation of data presented herein is intended for reference purposes only; the City of Marshfield assumes no responsibility for the accuracy of the information provided. Any duplication without consent is prohibited.

Map Not To Scale
 For Reference Only



City of Marshfield Memorandum

TO: Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: ~~September 15, 2015~~ September 28, 2015

RE: Conditional Use Request by Marshfield Clinic to allow the use of a temporary contractors project office for longer than 365 days on property zoned "CD" Campus Development, prior to the adoption of a Campus Master Plan, located at 1100 North Walnut Avenue (Parcel No. 33-03239B).

Background

Marshfield Clinic is requesting a conditional use permit to allow the use of a temporary contractor's project office for longer than 365 days. This temporary contractor's office will be used by Boldt Construction for current remodel projects and possibly future projects for Marshfield Clinic pending approval, including the radiation oncology addition.

Analysis

Section 18-66(7) of the Zoning code states that projects requiring the use of a temporary contractor's office for more than 365 days shall require a conditional use permit. Marshfield Clinic is anticipating that the current projects and proposed projects will take approximately 3 years to complete and would like to maintain this temporary contractor's office throughout the duration of construction.

Also Section 18-42(4)(b) requires a conditional use for "all future land uses, structures, and paved areas" within the "CD" Campus Development zoning district prior to the adoption of a Campus Master Plan. Marshfield Clinic has not, to this date, adopted a Campus Master Plan.

Building Details

The proposed temporary contractor's office is a triple wide unit that will mostly be made up of one large conference room for the contractors and inspectors to meet and discuss the projects that are taking place on-site. The building is approximately 36 feet wide by 61 feet long.

Location

The Applicant is proposing to place the temporary contractors office on 1 of the 6 properties along west side of North Walnut Avenue that are all owned by Marshfield Clinic and were rezoned from "SR-4" Single Family Residential to "CD" Campus Development last month to include these properties as part of the Marshfield Clinic Campus. This property is still currently rented as a residential lot.

The site plan for the proposed temporary structure shows the building will be setback approximately 42 feet from North Walnut Avenue right-of-way, 15 feet from the property to the south, 20 feet to the property to the west, and separated from the principal structure to the north on the same property about 34 feet. The southern portion of the property was at one time a 60 foot wide public right-of-way, but was previously vacated. Because of this vacated right-of-way, this property is large enough that it could potentially be split off into separate lots.

Parking

Because of the current projects and future projects that are proposed to be taking place in the near future for Marshfield Clinic, Marshfield Clinic will be submitting a parking analysis and traffic analysis at the following Plan Commission meeting on October 20, 2015. The upcoming proposals will also include designated parking areas for the temporary construction workers that will be working on these projects.

Currently the construction workers that have been working on-site have been parking in the large parking lot, south of West Ives Street. The Applicant has expressed that they will try to contain all parking for staff, patients, and construction workers on Clinic properties and parking lots and will attempt to avoid at all possible people parking on public streets near the Clinic.

Landscaping

Because this is a temporary use, the Applicant is not proposing any screening to neighboring properties or from the street frontage.

Conditional Use Criteria

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

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.*

This temporary office will allow Marshfield Clinic as stated in the Comprehensive Plan to follow part of the economic development recommendations to retain and expand existing businesses and focus efforts of growth specifically on the Health Care industry.

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 temporary structure should not have any undue adverse impacts on the surrounding neighborhood or the general welfare of the public.

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 primary land use of the subject property is currently a single family rented dwelling unit owned by Marshfield Clinic. The proposed temporary use will be secondary to the primary residence with access from the East Wing property. Because all of these properties are located in the "CD" Campus Development district staff views all these properties as being one campus although there are wide varieties of land uses.

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.*

Other than temporary power, the proposed temporary contractor's office will not require any additional public services.

5. *The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.*

Allowing the temporary use of this property will allow Marshfield Clinic to make improvements to the Marshfield Clinic Campus.

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 Marshfield Clinic to allow the use of a temporary contractors project office for longer than 365 days on property zoned "CD" Campus Development, prior to the adoption of a Campus Master Plan, located at 1100 North Walnut Avenue (Parcel No. 33-03239B) with the following condition:

1. The proposed temporary contractors office may be used as presented.
2. Access and any parking for the temporary contractor's office must be provided through the East Wing Property.
3. This structure must be removed within 10 days of issuance of occupancy permits for the future proposed developments by Marshfield Clinic.

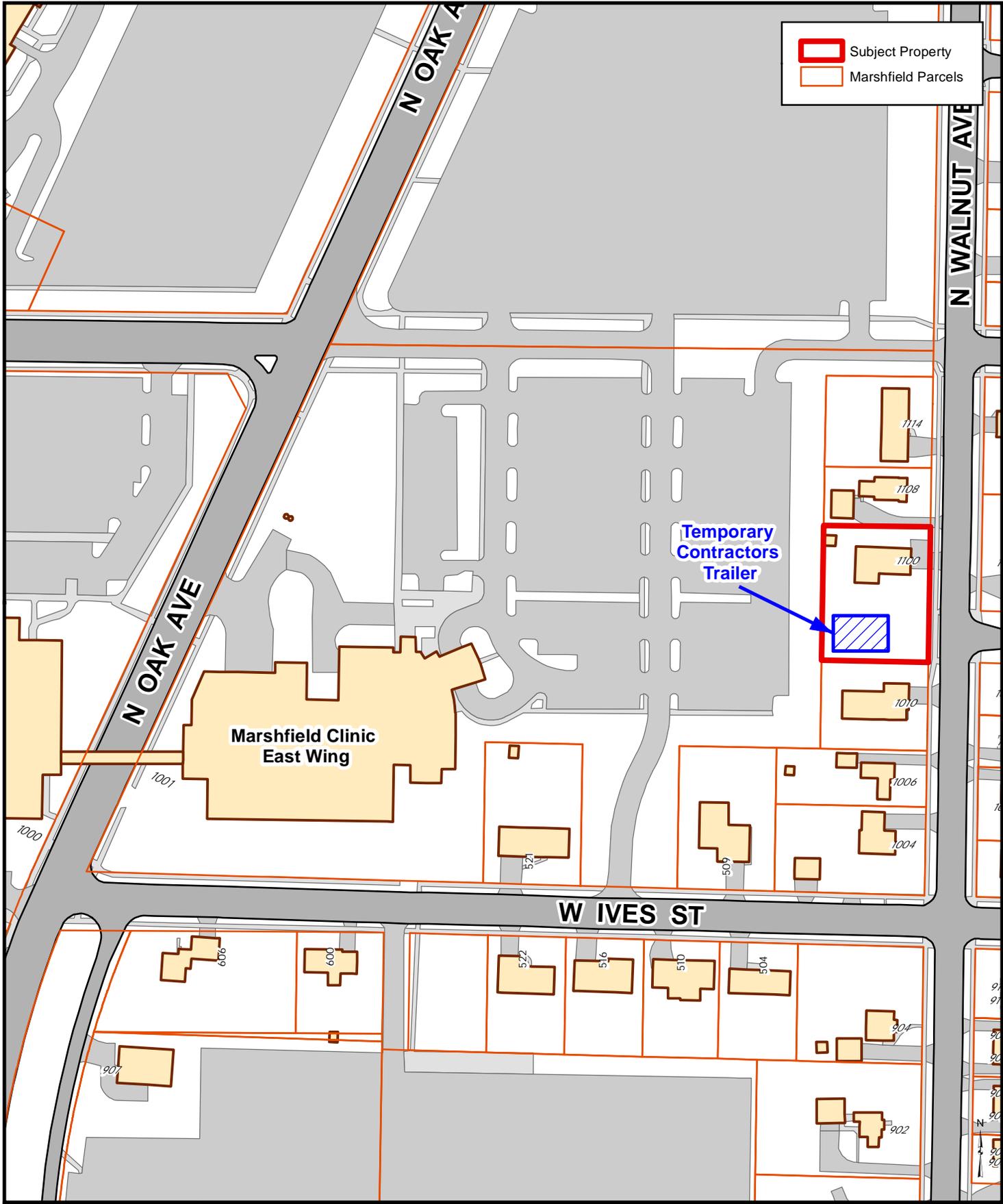
Attachments

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

Concurrence:



Jason Angell
Planning and Economic Development Director

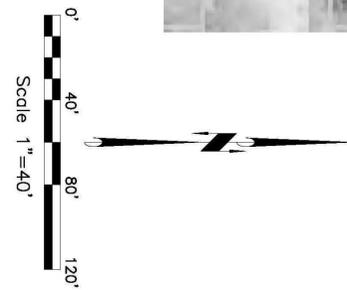


CUP: Temporary Contractors Trailer - 1100 N Walnut Ave
City of Marshfield - Plan Commission
Meeting Date: September 15, 2015

Map Not To Scale
 For Reference Only

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POINT OF BEGINNING, INC. MAKES THE AGENTS TO CONVEYANCE IN AND TO
 THESE POINTS, EXCEPTING AND RESERVING TO THE PROPERTY OWNERS
 ALL RIGHTS AND INTERESTS IN THE LAND AND ANY OTHER RIGHTS OR
 INTERESTS IN THE LAND THAT MAY OCCUR WITHOUT THE PRIOR WRITTEN PERMISSION
 OF POINT OF BEGINNING, INC.



POB
 Point of Beginning

Land Surveying
 Engineering
 Landscape Architecture

5709 Windy Drive, Suite D
 Stevens Point, WI 54482
 715.344.9999 (Ph) 715.344.9922 (Fx)

SHEET 1 OF 1

MARSHFIELD CLINIC
TEMPORARY BOLDT TRAILER
CITY OF MARSHFIELD
WOOD COUNTY, WISCONSIN

CONCEPTUAL SITE PLAN

CHECKED BY:	JL
DRAWN BY:	ME
DATE:	08/25/15
PROJECT NO.:	15.104

REVISIONS



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⏩
(4 / 5)