



CITY OF MARSHFIELD

MEETING NOTICE

PLAN COMMISSION
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, NOVEMBER 18, 2014
Council Chambers Lower Level, City Hall Plaza
7:00 p.m.

- 1. Call to Order. – Chairman Meyer.
2. Roll Call. – Secretary Knoeck.
3. Approval of Minutes. – October 21, 2014 Meeting.
4. Conditional Use Request by the Jamie Strupp, on behalf of Identity Custom Imaging, to allow for "Light Industrial" uses, located at 501-511 East 25th Street, zoned "CMU" Community Mixed Use District. Presenter: Josh Miller – City Planner Public Hearing Required
5. Certificate of Appropriateness Request by the City of Marshfield for reroofing the Round Barn, located at 513 East 17th Street. Presenter: Josh Miller – City Planner
6. Staff Updates.
7. Adjourn.

Posted this 12TH day of November, 2014 at 4:00 PM by Daniel G. Knoeck, Secretary, City Plan Commission

For additional information regarding items on the agenda, please contact Jason Angell, Director of Planning & Economic Development at 715.486.9139 or Josh Miller, City Planner at 715.486.2075 or Sam Schroeder, Zoning Administrator at 715.486.2077.

NOTE

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

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

**CITY PLAN COMMISSION  
MARSHFIELD, WISCONSIN  
MINUTES OF OCTOBER 21, 2014**

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

**PRESENT:** Mayor Meyer, Ed Wagner, Ken Wood, Laura Mazzini, Rich Reinart, John Beck and Bill Penker

**ABSENT:** None

**ALSO PRESENT:** Alderman Cummings, City Administrator Barg; Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Airport Manager Gaier; John Berg & Dan Maurer, Airport Committee; Todd Zieglmeier & Ken Bargender, Board of Appeals; the media; and others.

**PC14-75** Motion by Beck, second by Penker to recommend approval of the minutes of the September 16, 2014 City Plan Commission meeting.

**Motion Carried**

**PUBLIC HEARING** – Conditional Use request by the Marshfield Clinic, to expand the FHC Administration building parking lot to the north, located at 1307 North St. Joseph Avenue, zoned “CD” Campus District.

**COMMENTS: None**

**PC14-76** Motion by Wood, second by Beck to recommend approval of the Conditional Use request by the Marshfield Clinic, to expand the FHC Administration building parking lot to the north, located at 1307 North St. Joseph Avenue, zoned “CD” Campus District, subject to the following conditions:

1. The site plan is approved as presented.
2. Minor adjustments to the site plan or any reduction to the extent of the site plan may be approved administratively.
3. The landscape and lighting plan must meet the requirements in the Zoning Code.

**Motion Carried**

**PUBLIC HEARING** – Municipal Code Amendment to Section 18-66(10) of the City of Marshfield Municipal Code, adding additional regulations pertaining to the duration and quantity of temporary garage sale uses.

**COMMENTS:**

- Bob Levendoske, 716 South Hawthorn Avenue, stated that this originated with him contacting Alderman Earll regarding an ongoing garage sale that has been going on for most of the summer in their neighborhood. Neighbors are sick of the additional traffic, etc. and feel that this is a business being run in a residential area.

**PC14-77** Motion by Penker, second by Wood to recommend approval of the Municipal Code Amendment to Section 18-66(10) of the City of Marshfield Municipal Code, adding additional regulations pertaining to the duration and quantity of temporary garage sale uses and request an ordinance be drafted for Common Council consideration.

**Reinart, Penker, Wood, Mazzini, Wagner & Meyer voted ‘Aye’, Beck voted ‘No’, Motion Carried**

City Planner Miller presented information regarding the use of temporary cranes. The Plan Commission heard from Ken Bargender of the Zoning Board of Appeals, Jeff Gaier of the Airport and Dan Maurer of the Airport Committee. There was consensus that the airport must be involved in the process, that perhaps there could be administrative approval in certain routine situations and that there should be an appeal process. Staff will bring back language for consideration by the Plan Commission at a future meeting.

There being no objections, Mayor Meyer adjourned the meeting at 7:50 PM.

A handwritten signature in cursive script that reads "Daniel G. Knoeck".

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



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, City Planner  
DATE: November 18, 2014

RE: Conditional Use request by Jamie Strupp, on behalf of Identity Custom Imaging, to allow for “Light Industrial” uses, located at 501-511 East 25<sup>th</sup> Street, zoned “CMU” Community Mixed Use District.

## **Background**

Identity Custom Imaging (ICI) specializes in Hydrographic Printing, an innovative graphics application technology used for decorating hard-surfaced materials such as glass, wood, metal, fiberglass, ceramics, and plastic. This water displacement technology also allows for a 2-D design to be applied to 3-D objects, such as helmets, rifles, and car and motorcycle parts. Although this specific use is not identified in the Zoning Code, staff would consider this land use to be classified as a light industrial use. Light industrial land uses are permitted as a condition use in the “CMU” Community Mixed Use District.

## **Analysis**

ICI is currently located at 2521 West Veterans Parkway, but because the current facility is too small for their growing needs, ICI is hoping to purchase the property of 501-511 East 25<sup>th</sup> Street, zoned “CMU” Community Mixed Use district.

Currently 501-511 East 25<sup>th</sup> Street has 3 existing warehouse type structures located on the property. ICI will be occupying the structure located along the east side of the property and looking to lease the other two building on the property.

The property is surrounded by a mixture of uses and zoning districts. To the north there is a vacant lot zoned CMU. The property to the east is also zoned CMU and occupied by Bay Steel and Fabrications, a steel distribution and warehouse facility. To the South across East 25<sup>th</sup> Street is the City of Marshfield Parks and Recreation Garage zoned SR-3, Single Family residential. Lastly, to the west is an unopened right-of-way followed by a mobile home park.

ICI has expressed interest in potentially expanding in the future as their business continues to grow. This expansion would most likely entail purchasing some of

the vacant land to the north and constructing an addition to their existing building or constructing a fourth building on the property. Because this is a pending plan, staff would recommend that any proposed major expansions be reviewed and approved by the Plan Commission through the public hearing process.

Although the existing buildings do not meet many of the required setbacks, they are grandfathered in. No additional landscaping is required as neither the buildings nor the parking lot will be expanded at this time. The parking lot is primarily gravel, but due to the change in use decreasing the amount of parking required, the parking areas are not required to be hard surfaced.

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

(a) The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

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

Staff does not find any conflict with the proposed use and 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 character of the neighborhood would not change because this is an existing facility.

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

Although this use is considered light industrial, all activities, excluding loading and unloading will be conducted within the confines of the existing building.

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 to provide enough parking for the facility and provide overflow parking for other clinic facilities.

### **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 Jamie Strupp, on behalf of Identity Custom Imaging, to allow for "Light Industrial" uses, located at 501-511 East 25<sup>th</sup> Street, zoned "CMU" Community Mixed Use District with the following conditions:

1. Any major expansions, including additions over 1,200 square feet in area or a new building on the property, shall require an amendment to the Conditional Use Permit.

### **Attachments**

1. Application
2. Location Map

Concurrence:



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Jason Angell  
Planning and Economic Development Director



**MARSHFIELD**  
The City in the Center

Revised: 04/25/14

**Department of Planning & Economic Development**

City of Marshfield

P.O. Box 727

630 S Central Ave, 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: October 23, 2014

**OFFICE USE ONLY**

Date Received: October 23, 2014	Fee Receipt Number: 46606	Zoning District: CMU	Parcel #: 330-3469D
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**SITE INFORMATION**

Site Address: 501-511 E 25th St	Present LandUse: Warehouse/Commercial/Light Industrial
Legal Description:	

**APPLICANT INFORMATION**

Applicant Name: Jamie Strupp	Phone #: 715-305-3155	Email Address: jstrupp33@gmail.com
Address, City, State, Zip: 623 N Ash Ave, Marshfield, WI 54449		
The Applicant is the <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative/Other (Describe): Buyer		

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

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

**DETAIL OF CONDITIONAL USE REQUEST**

Proposed Land Use: Light Industrial	Proposed # of Employees: approx. 7 for ICI	Proposed Hours of Operation: Daylight hours
<input type="checkbox"/> Residential or <input checked="" type="checkbox"/> Nonresidential	Number of Buildings: 3	Density (units per acre):
Narrative of Conditional Use Request	Identity Customs Imaging is potentially purchasing the property to run there light industrial/commercial business out of the far east building with the property address 511 E 25th St. ICI is a painting and assembling - hydro-imaging business. Moving forward the business is potentially looking at expanding the business to involve additional employees and potentially another structure. The existing property conforms to all other zoning restrictions. Traffic will consist of employee vehicles and occasional semi trailers.	
Future Plans/Modifications: Potential expansion. Expanding to the property to the North. Addition or New structure	Time Needed to Finish Request: Existing Structure	

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

<input checked="" type="checkbox"/> Setback Requirements - Article II: Establishment of Zoning Districts
<input checked="" type="checkbox"/> Parking Requirements - Article III: Land Use Regulations
<input checked="" 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 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:

*Jamie Strupp*

Date:

10-23-14



 Subject Property



**Conditional Use Request: ICI 501-511 E 25th St**  
**City of Marshfield - Plan Commission**  
**Meeting Date: November 11, 2014**

Map Not To Scale  
For Reference Only

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





# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: November 18, 2014

RE: Certificate of Appropriateness Request by the Fair Commission to reroof the "Round Barn," located at 513 E 17<sup>th</sup> St.

## **Background**

After designation of a local historic structure, site or district, no person shall alter, reconstruct, move or permit any alteration of all or any exterior portion of a historic structure or site or a property within a historic district that requires a building permit unless the Historic Preservation Committee has recommended and the City Plan Commission has approved such work, and the Building Services Supervisor has issued a Certificate of Appropriateness.

Certificate of Appropriateness requirements only relate to locally designated structures, sites and districts. In this case, the "Round Barn" falls under the definition of a locally designated historic structure where a Certificate of Appropriateness is required for any exterior alteration or reconstruction. A review and recommendation is required by the Historic Preservation Committee with approval from the Plan Commission. A Certificate of Appropriateness is needed because the proposed project requires a building permit. Building permits are required for reroofing nonresidential buildings and for the replacement of any decking or sheeting under the shingles.

For each Certificate of Appropriateness application the Historic Preservation Committee shall determine if the proposed work would not detrimentally change, destroy or adversely affect any feature of the improvement, would harmonize with the external appearance of the neighboring sites, and, if in a historic district, would conform to the established preservation plan objectives and design criteria.

## **Analysis**

The existing shingles are in poor condition and are in need of replacement. The Fair Commission put the project out for bid to replace the shingles and any needed sheeting within in kind replacement. In October they awarded a bid to

reroof the “Round Barn” to Tri-County Contracting. The new shingles will be asphalt, similar to the existing shingles, but will be a better rated and longer lasting shingle. The pattern and style will be similar to the existing shingles. The color chosen will have a slightly reddish tint. As part of the project, the contractor will replace any deteriorated or rotted decking under the shingles.

### **Historic Preservation Committee Recommendation**

The Historic Preservation Committee met on Monday, November 3, 2014 and reviewed the application. Their recommendation was to approve the project as presented.

The State Historic Preservation Office was notified of the project but because it is an “in-kind” replacement they did not feel it was necessary to review the project.

### **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 Certificate of Appropriateness Application by the Fair Commission to reroof the Round Barn, located at 513 E 17<sup>th</sup> St, as presented.

### **Attachments**

1. Application
2. Location Map
3. Photos of Existing Roof

Concurrence:



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Jason Angell  
Planning and Economic Development Director



**MARSHFIELD**  
The City in the Center

Revised: 04/25/14

**Department of Planning & Economic Development**

City of Marshfield

P.O. Box 727

630 S Central Ave, Marshfield, WI 54449-0727

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

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

**Certificate of  
Appropriateness**

Today's Date: October 28, 2014

**OFFICE USE ONLY**

Date Received: October 28, 2014	Fee Receipt Number: No Fee	Zoning District: CD	Parcel #: 33-03458
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**SITE INFORMATION**

Historic District/Landmark: Round Barn			
Site Address: 513 E 17th St	Lot #:	Block #:	Subdivision:
Present Land Use of Property & Building: Marshfield Fairgrounds Park			

**APPLICANT INFORMATION**

Applicant Name: City of Marshfield	Phone #: 715-486-2075	Email Address: josh.miller@ci.marshfield.wi.us
Address, City, State, Zip: 630 S Central Ave		
The Applicant is the <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Contractor/Other (Describe): City Planner on behalf of the Fair Commission		

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

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

**CONTRACTOR**

Name: Tri-County Contracting	Phone #: (262) 679-6100	Email Address: joe@tri-countycontracting.com
Address, City, State, Zip: 18500 W National Ave, New Berlin, WI 53146		

**ARCHITECT/ENGINEER**

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

**PROJECT DETAILS**

Description of Proposed Work:	The Fair Commission is proposing to reroof the Round Barn. The pattern and style will be similar to the existing shingles. The color chosen will have a slightly reddish tint and any rotted or deteriorated decking will be replaced. The proposed shingle will be ASTM D3462, UL Class A rating, approximately 13-1/4 in. x 38-3/4 in. or 12 in. by 36 in., self-sealing shingles with minimum 40 year warranty where first 20 years of warranty shall be non-prorated, and shall include all materials, labor, workmanship, tear off and disposal.
Estimated Cost of Work: \$75,000-\$80,000	

**DOCUMENTATION SUBMITTED**

Site Plan  Material Sample  Drawings/Sketches  Photographs  Building Plans/Elevations  Other:

Required documentation must be submitted to the Planning & Economic Development Division in order for the application to be placed on the Historic Preservation Committee meeting agenda. Although attendance by applicants at the Historic Preservation Committee 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. The Certificate of Appropriateness applies only to Locally Designated Districts or Landmarks and has no implications on State or Federal Historic Preservation Tax Credits.

I hereby apply for a Certificate of Appropriateness, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I under this is not a certificate but only an application for a certificate and work is not to start without a certificate and applicable permits.

Applicant Signature:

*John Miller*

Date:

10-28-14

## SUBMITTAL CRITERIA CHECKLIST

The documentation listed below must be submitted with the application for a Certificate of Appropriateness.

### ALL WORK

- Photograph of structure and existing conditions from all relevant sides

### REMODELING AND ADDITIONS

- Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating the existing building and what is proposed, and including the relationship to adjacent structures.
- Exterior material description.
- Site plan showing: 1) dimensions of lot; 2) location and dimensions of existing building; 3) location and dimensions of addition; and 4) location of all exterior, ground, and roof mounted equipment.
- Color samples and placement on the structure.
- Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

### PAINTING, STUCO, REPOINTING

- Color photographs of all areas involved and surrounding structures if applicable.
- Samples of colors and/or materials to be used.

### FENCES AND LANDSCAPING

- Site plan showing location of fence or landscaping.
- Dimensioned elevation and section to scale, showing design of fence, materials, and height in relationship to adjacent structures.
- Dimensioned landscape plan showing location of landscaping and plant materials to be used.
- Photograph of area to be fenced or landscaped.

### RELOCATION

- Photographs of structure on current site.
- Reason for request to move building.
- Dimensioned site plan to scale showing proposed building on new site and adjacent building scale.
- Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.
- Color photographs of structures within vicinity of new site.

### NEW CONSTRUCTION

- Dimensioned site plan to scale showing proposed building on site and adjacent buildings. Include parking areas and any roof or ground mounted equipment.
- Elevation showing height and width relationship to existing buildings.
- Color photographs of proposed site and structures within vicinity of new building.
- Color, materials, and all significant detail clearly indicated.



**Marshfield Round Barn**

Subject Property



**COA: Reroofing the Round Barn - 513 E 17th St**  
**City of Marshfield - Plan Commission**  
**Meeting Date: November 11, 2014**

Map Not To Scale  
For Reference Only

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Existing Shingles

