



CITY OF MARSHFIELD

MEETING NOTICE

PLAN COMMISSION
City of Marshfield, Wisconsin
Tuesday, February 17, 2015
Council Chambers Lower Level, City Hall Plaza
7:00 p.m.

- 1. Call to Order. - Chairman Meyer.
2. Roll Call. - Secretary Knoeck.
3. Approval of Minutes. - January 20, 2015 Meeting.
4. Conditional Use Request by John Simonson to allow for the total area of "Residential Accessory Buildings" to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27th Circle, zoned "SR-3" Single Family Residential.
5. Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-94, pertaining to an update to the Wellhead Protection section of code and Wellhead Protection map to bring the ordinance into compliance with the Department of Natural Resources regulations and add a new well to the map.
6. Approval of the Downtown Master Plan.
7. Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of "Gross Floor Area", Section 18-114 pertaining the standards for a Group and Large Development, and Section 18-161 pertaining the procedures for a Conditional Use Permit.
8. Summary of 2014 Development-Related Activity and Plan Commission Actions.
9. Adjourn.

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

For additional information regarding items on the agenda, please contact Jason Angell, Director of Planning & Economic Development at 715.486.9139 or Josh Miller, City Planner at 715.486.2075 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 JANUARY 20, 2015**

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

PRESENT: Ed Wagner, Laura Mazzini, Rich Reinart, John Beck, Ken Wood, Bill Penker

EXCUSED: Mayor Meyer (but arrived at 8:14 PM)

ABSENT: None

ALSO PRESENT: Director of Public Works Knoeck; Planning & Economic Development Director Angell; City Planner Miller; Library Director Belongia; Angela Eloranta – Main Street Marshfield; the media; and others.

PC15-01 Motion by Beck, second by Wood to recommend approval of the minutes of the December 15, 2014 City Plan Commission meeting.

Motion Carried

PC15-02 Motion by Penker, second by Reinart to recommend approval of Resolution No. 2015-03, vacating and discontinuing the 16 foot wide alley east of Maple Avenue, lying north of East Second Street and south of Veterans Parkway, and that portion of East First Street lying west of the west line of Cedar Avenue, all within Block F of the Village (now City) Plat of Marshfield and the First Addition to the Village (now City) Plat of Marshfield, and located in the SE ¼ of the NW ¼ of Section 8, Township 25 North, Range 3 East, City of Marshfield, Wood County, Wisconsin, and refer to the Common Council for consideration.

Motion Carried

City Planner Miller gave a brief overview of the Downtown Master Planning process and presented a layout of the plan document.

- Reinart, representing Lamar Outdoor Advertising, stated that they are willing to work with the City to work out a strategy for relocating billboards from downtown. Currently there are five sign faces downtown and two have perpetual easements. They could possibly look at relocating sign faces from downtown to areas where they are allowed.
- Penker stated that Strategies 1 through 4 have been cited in several documents historically which indicate the high priority and something that needs to be addressed in the short term. The image of downtown can become the image of the City. Currently the image is harsh with too much hard surfacing.
- Wood asked if Central Avenue used to have a grassy area downtown and remembers it to have more plantings and landscaping.
- Beck feels that the downtown is well used and better than many in our surrounding area.
- Reinart feels gateways are important to convey the sense of the downtown. Penker added that the gateway needs to be addressed boldly and rapidly and need to focus on what is our brand for downtown.
- Beck stated that snow removal needs to be kept in mind and that bike racks, lockers, etc. make snow removal difficult and should be removed in winter.

- Penker feels signed and marked bike routes are needed on appropriate streets to get bikes in and through downtown and feels this could probably be done in 18 months.
- Mazzini – with regard to Strategy 3. 1., the park should promote social activities, be inviting, and attractive to encourage people to hang out.
- Beck - likes park idea because of close proximity to Chestnut Center.
- Penker - Item 1 and 2 under Strategy 3 are closely related. He would like to see preliminary work done concurrent with the library project.
- Wood – questioned if we could encourage more use of Veterans Park.
- Penker – feels Strategy 9 is redundant - these items are already covered in Chapter 18 of the Municipal Code, feels 9 could be eliminated.
- Wood - feels an updated survey would be in order. There have been changes since the last survey was done. Also, if a building is taken down and something new built, it must fit in the context of an historic downtown.
- Reinart - Strategy 10 - hate to be too restrictive by changing the zoning code that we end up discouraging development
- Wood - business open hours are only when people are at work. We should encourage businesses to stay open longer.
- Beck – mentioned that parking downtown is limited on Central Avenue. Parking in the back is available but back alley entrances are not that inviting.
- Andy Weigel, owner of property at 301 East Second Street, is exploring options for converting property to commercial, perhaps a coffee shop, food or other commercial use. The draft plan shows his property is a residential district as opposed to a mixed use.
- Knoeck pointed out that Task 1 under Strategy 1 should include a maintenance plan for the additional landscaping and street furnishings. To date, maintenance of flower beds has been accomplished through volunteers.
- Penker – found no reference in the plan to hotel/conference center as anchor and a catalyst for future development downtown. Also, he would like to see something being done by the downtown to discuss how the downtown would deal with the consequences of a disruption of service to the retail, food service or lodging on the north end due to fire, natural disaster or corporate closing. Also, an assessment of the effects of a fire sprinkler ordinance on the downtown business area is something that should be accomplished in case the ordinance discussion comes back.

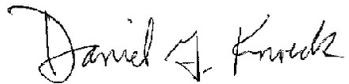
Commissioner Penker nominated Commissioner Mazzini as the non-elected Plan Commissioner to the CIP Administrative Committee. Mazzini declined the nomination.

Commissioner Mazzini nominated Commissioner Beck as the non-elected Plan Commissioner to the CIP Administrative Committee. Beck was approved without objection.

Staff Updates:

- The Plan Commission training session is scheduled for Wednesday, January 21, 2015 at 6:30 PM.

Motion by Wood, second by Mazzini that the meeting be adjourned at 8:45 PM.

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

Daniel G. Knoeck, Secretary
CITY PLAN COMMISSION



City of Marshfield Memorandum

TO: Plan Commission
FROM: Sam Schroeder, Zoning Administrator
DATE: February 17, 2015

RE: Conditional Use Request by John Simonson to allow for the total area of “Residential Accessory Buildings” to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27th Circle, parcel 33-07166 and 33-07167, zoned “SR-3” Single Family Residential.

Background

In the fall of 2013, the Applicant, John and Janice Simonson purchased a residential home located at 304 West 27th Circle and the adjacent vacant lot, 308 West 27th Circle. Shortly after purchasing the two lots, the Applicant constructed a new 720 square foot standalone garage with an additional 180 square feet open framed porch area on the vacant lot. In most circumstances the Municipal Code restricts any accessory building or structure to be constructed prior to the construction of the principal structure with the exception that a garage may be constructed prior to the construction of the principal structure if the lot is abutting a residential lot under the same ownership containing the principal building.

To simplify property ownership for tax assessment and insurance purposes, the Applicant is now requesting to combine the two lots and to exceed the first floor area of the principal structure and the maximum accessory structure allowance of 1,200 square feet.

Analysis

According to Section 18-65(8) of the Municipal Zoning Code, the total area of all residential accessory buildings on a single property shall not exceed the ground floor area of the principal building used for residence and is permitted up to 1,200 square feet of gross ground floor area by right for single family dwellings.

According to our assessor records the footprint of the principal structure is 1,272 square feet, the attached garage is 528 square feet, and the detached garage is 720 square feet with an additional 180 square feet of open framed porch. By combining the lots, the total residential accessory gross floor area would exceed

the footprint of the principal structure (including the open framed porch area of the garage) and would exceed the 1,200 square feet maximum gross floor area for the total residential accessory buildings by 228 square feet. If the open framed porch area was not included as part of the total area of residential accessory space, the total area of accessory space would not exceed the footprint of the home, but would still exceed the 1,200 square feet maximum gross floor area by 48 square feet.

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.

Exceeding the maximum allowable gross floor area for residential accessory structures would not be contrary to 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.

There will be no physical or visual changes to the property because the detached garage already exists. By granting this conditional use, the only change will basically be dissolving an invisible property line.

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 Simonson to allow for the total area of "Residential Accessory Building" to exceed the footprint of the principal structure and the maximum accessory structure allowance of 1,200 square feet located at 304 and 308 West 27th Circle, parcel 33-07166 and 33-07167, zoned "SR-3" Single Family Residential with the following conditions:

1. The property is allowed a maximum gross floor area of 1,428 square feet for residential accessory structures, which includes the 180 square feet of open framed porch area.

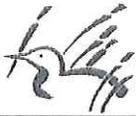
Attachments

1. Application
2. Location Map
3. Photo of Property

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: 1.15.15

OFFICE USE ONLY

Date Received: <u>1-16-15</u>	Fee Receipt Number: <u>48374</u>	Zoning District: <u>SR-3</u>	Parcel #: <u>33-0 7166 + 7167</u>
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SITE INFORMATION

Site Address: <u>308 W 27th Cir Marshfield</u>	Present LandUse: <u>residential</u>
Legal Description: <u>Parkview Heights lot 12</u>	

APPLICANT INFORMATION

Applicant Name: <u>John Simonson</u>	Phone #: <u>715 937 2560</u>	Email Address: <u>jjsimonson@charter.net</u>
Address, City, State, Zip: <u>304 W 27th Circle Marshfield WI 54449</u>		
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: <u>as above</u>	Owner Phone #:	Owner Email Address:
Owner Address, City, State, Zip:		

DETAIL OF CONDITIONAL USE REQUEST

Proposed Land Use: <u>residential</u>	Proposed # of Employees: _____	Proposed Hours of Operation: _____
<input checked="" type="checkbox"/> Residential or <input type="checkbox"/> Nonresidential	Number of Buildings: _____	Number of Units: _____
Narrative of Conditional Use Request: <u>We are requesting combining lot 12 + lot 13 of Park View Heights, city of Marshfield, into one residential property. lot 13 has the residence, Lot 12 has a detached garage and garden plot. Rationale: simplify property ownership for tax assessment + insurance purposes.</u>		Density (units per acre): _____
Future Plans/Modifications: <u>none (maybe plant a tree or 2)</u>		Time Needed to Finish Request:

CODE REQUIREMENT REFERENCES (ZONING CODE - CHAPTER 18)

<input type="checkbox"/> Setback Requirements - Article II: Establishment of Zoning Districts <input type="checkbox"/> Parking Requirements - Article III: Land Use Regulations <input type="checkbox"/> Lighting, Storage, and Parking Standards - Article VII: Design and Performance Standards <input type="checkbox"/> Landscape Requirements - Article VIII: Landscape Requirements	<u>We are requesting to exceed the 1,200 square foot limit for accessory structure space.</u>
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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.

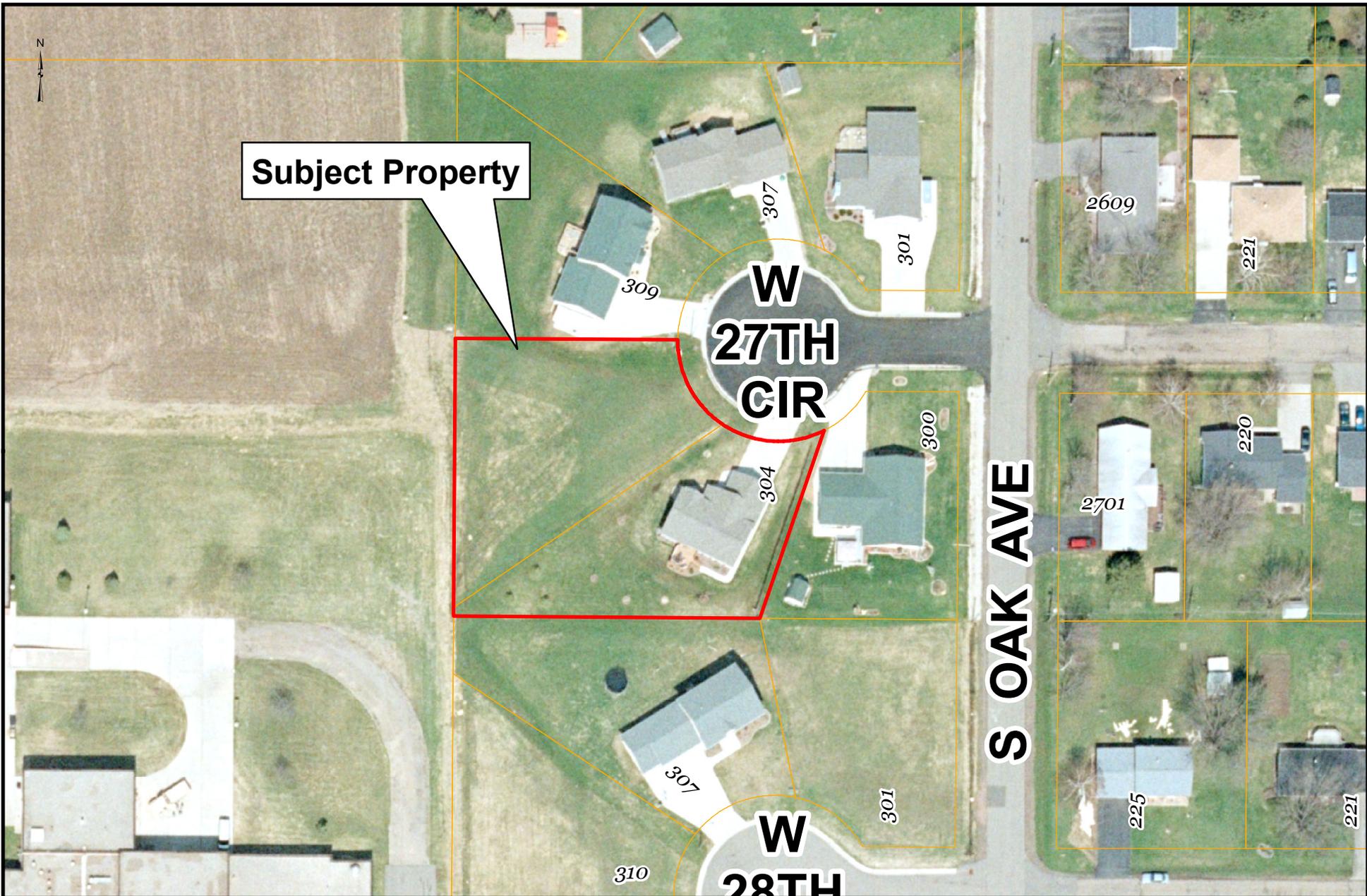
I hereby apply for a conditional use permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Statutes and Building Codes; that the Plan Commission may recommend conditions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

John K. Simonson

Date:

1-16-15



Subject Property

**W
27TH
CIR**

S OAK AVE

**W
28TH**



CUP Request: Large Accessory Structure
City of Marshfield
Meeting Date: February 17, 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.





MEMO

DATE: January 29, 2015
TO: City Plan Commission 
FROM: Dave Wasserburger
SUBJECT: Update of Wellhead Protection Plan Ordinance. Section 18-94 of Municipal Code.

The City of Marshfield created a Wellhead Protection Ordinance in 2007. The purpose of the Ordinance is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.

The Ordinance refers to and specifies many separation distances between existing wells and various hazards such as storm and sanitary sewers as referenced in Wis. Administrative Code.

In 2013 the Wis. Administrative Code was rewritten and changes were made in code sequencing and separation distances. As a result there several areas in our existing Ordinance that are incorrect and should be made proper.

In addition, a new Municipal well was recently constructed for Marshfield. The city must obtain DNR approval prior to placing the new well into service. The approval letter, dated December 18, 2014, requires that the Wellhead Protection Plan Ordinance be updated to include information for the new well. The update must be completed within 3 months of the date on the approval letter and 3 copies of the updated Ordinance must be sent to the DNR for their records.

A copy of the DNR approval letter is attached.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711



December 18, 2014

DEB HALL CLERK
CITY OF MARSHFIELD
PO BOX 727
MARSHFIELD WI 54449

Project Number:
PWSID#:
DNR Region:
County:

W-2014-0714
77201652
WCR
WOOD

SUBJECT: WATER SYSTEM WELLHEAD PROTECTION PLAN APPROVAL

Dear Ms. Hall:

The Wisconsin Department of Natural Resources, Division of Water, Bureau of Drinking Water and Groundwater, is conditionally approving a Wellhead Protection Plan (WHPP) for new well No. 26. Information of sufficient detail to meet the requirements of s. NR 811.09 (3), Wis. Adm. Code, was submitted along with the WHPP.

Water system name: City of Marshfield Waterworks

Date received: 12/15/2014

Consulting firm: Leggette, Brashears & Graham, Inc., Madison

Consultant: Ted L. Powell, P.G.

Regional DNR Contact: Glenn Falkowski, Wausau, (715) 359-5284, glenn.falkowski@wisconsin.gov

Project description: A Wellhead Protection Plan (WHPP) was submitted for new well No. 26. The WHPP is hereby approved subject to the conditions below.

The WHPP included a copy of the City's existing Wellhead Protection Ordinance (WHPO). The Department has provided comments on necessary revisions to the WHPO. The revised WHPO must be formally adopted and three copies of the adopted revised ordinance forwarded to Norman Hahn of this Department within three months of the date of this letter.

Variances being issued to Chapters NR 810 or NR 811, Wis. Adm. Code: None.

Approval conditions related to Chapters NR 810 and NR 811, Wis. Adm. Code:

1. The revised Wellhead Protection Ordinance shall be formally adopted and three copies of the adopted revised ordinance forwarded to Norman Hahn of this Department within three months of the date of this letter. (s. NR811.12 (6) (i), Wis. Adm. Code)
2. Glenn Falkowski shall be notified upon completion of construction of all of the water system improvements so that he can inspect the improvements as he deems it necessary and so that he can approve placing new well No. 26 in service. (s. NR810.26 (1), Wis. Adm. Code)

Approval conditions related to other Department requirements: None.



Approval constraints: The project was reviewed in accordance with ss. 281.34 and 281.41, Wis. Stats. for compliance with Chapters NR 108, NR 810, NR 811 and NR 820, Wis. Adm. Code and is hereby approved in accordance with ss. 281.34 and 281.41, Wis. Stats., subject to the conditions listed above. This approval is valid for two years from the date of approval. If construction or installation of the improvements has not commenced within two years the approval shall become void and a new application must be made and approval obtained prior to commencing construction or installation.

This approval is based upon the representation that the plans submitted to the Department are complete and accurately represent the project being approved. Any approval of plans that do not fairly represent the project because they are incomplete, inaccurate or of insufficient scope and detail is voidable at the option of the Department.

Be advised that this project may require permits or approvals from other federal, state or local authorities. For example: a certificate of authority from the Public Service Commission of Wisconsin, under Wis. Stats. 196.49 and Wis. Adm. Code, ch. PSC 184, may be required.

Appeal rights: If you believe that you have a right to challenge this decision, you should know that the Wisconsin Statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. To request a contested case hearing pursuant to s. 227.42, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. Requests for contested case hearings must be made in accordance with ch. NR 2, Wis. Adm. Code. Filing a request for a contested case hearing does not extend the 30 day period for filing a petition for judicial review. For judicial review of a decision pursuant to ss. 227.52 and 227.53, Wis. Stats., you must file your petition with the appropriate circuit court and serve the petition on the Department within 30 days after the decision is mailed. A petition for judicial review must name the Department of Natural Resources as the respondent.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary



Norman A. Hahn, Jr., P.E. (608-267-7661)
Public Water Engineering Section
Bureau of Drinking Water and Groundwater

cc: John Richmond - Marshfield Utilities (e-mail only)
David Wasserburger - Water Superintendent, Marshfield Utilities (e-mail only)
Ted Powell - Leggette, Brashears & Graham, Inc., Madison (e-mail only)
Glenn Falkowski - DNR, Wausau (e-mail & WHPP)
Mike Blodgett - DNR, Eau Claire (e-mail only)
Dave Johnson - DNR, Madison, DG/5 (e-mail & WHPP)
Mary E. Wagner - DNR, Madison, CF/2 (e-mail only)
Jim Witthuhn - DNR, Madison, DG/5 (e-mail only)
Peter Feneht - PSC, Madison (e-mail only)
Norman Hahn - DNR, Madison, DG/5, Plan reviewer

Section 18-94: Wellhead Protection Overlay District

- (1) Purpose and Authority
 - (a) Purpose. The residents of the City of Marshfield depend exclusively on groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of this Wellhead Protection Overlay District is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.
 - (b) Authority. Statutory authority to enact these regulations is established in Wis. Stat. s. 62.23(7)(c), which grants the City of Marshfield the authority to enact zoning regulations for the protection of groundwater resources.
- (2) Application of Regulations. The regulations specified in this Section shall apply to the incorporated areas of the City of Marshfield and extraterritorial areas of intergovernmental agreements that lie within the Wellhead Protection Area. The regulations of this Section are in addition to the requirements in the underlying zoning district. If there is a conflict between this Overlay District and the underlying zoning district, the more restrictive provision shall apply.
- (3) Definitions. As used in this section, the following terms shall have the following meanings:
 - (a) Existing Facilities. Current facilities and uses which may cause or threaten to cause environmental contamination within the Wellhead Protection Area. Existing facilities include but are not limited to the type listed in the Department of Natural Resources Form 3300-215, Public Water Supply Potential Contaminant Use Inventory.
 - (b) Well Field. A piece of land used primarily for the purpose of locating wells to supply a municipal water system.
 - (c) Wellhead Protection Area. Multiple areas lying both within and outside the incorporated areas of the City of Marshfield and within a 1,200-foot radius, or 5-year time of travel, whichever is greater, of each municipal well of the City of Marshfield.
- (4) District Boundaries. The Wellhead Protection Overlay District shall include the Wellhead Protection Area as defined in this Section. The location and boundaries of the District are set forth on the City of Marshfield Well Head Protection Areas Map, on file in the offices of the Marshfield Utilities Water Superintendent and Planning and Economic Development Department, electronically stored in the Marshfield Geographic Information System (GIS), and adopted herein by reference.
- (5) Separation Distance Requirements from contamination sources. The well shall be adequately separated from potential sources of contamination. Unless a hydrogeologic investigation indicates lesser separation distances would provide adequate protection of a well from contamination or department approved treatment is installed to address the potential contamination concerns. The following minimum Separation Distances, as specified in Section NR 811-46(4)(d), 12(5)(d), Wis. Adm. Code, shall be maintained in the Wellhead Protection Overlay District between the well and certain land uses and facilities as follows:
 - ~~(a) 60 feet between the well and any storm sewer main.~~
 - ~~(b) 200 feet between the well and any sanitary sewer main, sanitary sewer manhole, lift station or single family residential fuel oil tank. A lesser separation distance may be allowed for sanitary sewer main where the sanitary sewer main is constructed of water main materials and joints and pressure tested in place to meet the then current American Water Works Association C600 specification. In no case may the separation distance between the well and any sanitary sewer be less than 60 feet.~~

- ~~(c) 400 feet between the well and any septic tank or soil adsorption system receiving less than 8,000 gallons per day, a cemetery or storm water drainage pond.~~
- ~~(d) 600 feet between the well and any gasoline or fuel oil storage tank installation that has received written approval from the Wisconsin Department of Commerce or its designated agent under s. Comm. 10.10.~~
- ~~(e) 1,000 feet between the well and land application of municipal, commercial or industrial waste; the boundaries of a land spreading facility for spreading of petroleum contaminated soil regulated under Wisconsin Department of Natural Resources ch. NR 718 while that facility is in operation; industrial commercial or municipal waste water lagoons or storage structures; manure stacks or storage structures; and septic tanks or soil adsorption systems receiving 8,000 gallons per day or more.~~
- ~~(f) 1,200 feet between the well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds Wisconsin Department of Natural Resources ch. NR 140 enforcement standards that is shown on the department's geographic information system stem registry of closed remediation sites; coal storage area; salt or deicing material storage area; gasoline or fuel oil storage tank installations that have not received written approval from the Wisconsin Department of Commerce or its designated agent under s. Comm. 10.10; bulk fuel storage facilities; and pesticide or fertilizer handling or storage facilities.~~
- (a) Ten (10) feet between a well and an emergency or standby power system that is operated by the same facility which operates the well and that has a double wall above ground storage tank with continuous electronic interstitial leakage monitoring. These facilities shall meet the installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. 310.110.
- (b) Fifty (50) feet between a well and a storm sewer main or sanitary sewer main where the sanitary sewer main is constructed of water main class materials and joints. Gravity sanitary sewers shall be successfully air pressure tested in place. The air pressure test shall meet or exceed the requirements of the 4 psi low pressure air test for plastic gravity sewer lines found in the latest edition of Standard Specifications for Sewer & Water Construction in Wisconsin. Force mains shall be successfully pressure tested with water to meet the AWWA C600 pressure and leakage testing requirements for one hour at 124% of the pump shut-off head.
- (c) Two hundred (200) feet between a well and any sanitary sewer main not constructed of water main class materials, sanitary sewer manhole, lift station, one or 2 family residential heating fuel oil underground storage tank or above ground storage tank or POWTS treatment tank or holding tank component and associated piping.
- (d) Three hundred (300) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (e) Three hundred (300) feet between a well and any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy; other above ground storage than system with double wall, or single wall tank with secondary containment and under a canopy and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations

shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.

- (f) Four hundred (400) feet between a well and a POWTS dispersal component with a design capacity of less than 12,000 gallons per day, a cemetery or a storm water retention or detention pond.
- (g) Six hundred (600) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it; any farm above ground storage tank with a double wall, or single wall tank with other secondary containment and under a canopy or other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy; and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
- (h) One thousand (1,000) feet between a well and land application of municipal, commercial, or industrial waste; the boundaries of a landspreading facility for spreading of petroleum-contaminated soil regulated under ch NR 718 while that facility is in operation; agricultural, industrial, commercial or municipal waste water treatment plant treatment units, lagoons, or storage structures; or POWTS dispersal component with a design capacity of 12,000 gallons per day or more.
- (i) Twelve hundred (1,200) feet between a well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that exceeds ch. NR 140 enforcement standards; coal storage area; salt or deicing material storage area; any single wall farm underground storage tank or single wall farm above ground storage tank or other single wall underground storage tank or above ground storage tank that has or has not received written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110 for a single wall tank installation. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances; and bulk pesticide or fertilizer handling storage facilities.

(6) Administration.

- (a) Applications. Requests for approval to undertake development in the Overlay District are subject to procedures outlined in Article X and shall be submitted in writing to the City of Marshfield Zoning Administrator. The Zoning Administrator shall determine if the proposed use is located within the Wellhead Protection Overlay and render a determination on use and decision on the permit.
- (b) Classification of Use. In case of a question as to the classification of a proposed use by the Zoning Administrator, the application shall be forwarded to the City of Marshfield Utilities Commission. The Commission may require additional information as deemed necessary for a determination. The Utility shall determine the use as being permitted or prohibited according to the Separation Distances set forth in this Section. The determination of the City of Marshfield Utilities Commission shall be rendered in writing within 60 days of any request for approval,

provided however, that this 60 day period of limitation may be extended by the City of Marshfield Utilities Commission for “good cause,” as determined in the sole and absolute discretion of the City of Marshfield Utilities Commission.

- (7) Appeals. Appeals of Decision to this Section to the Zoning Board of Appeals shall be taken pursuant to procedures outlined in Section 18-170.
- (8) Nonconforming Structures and Uses. The existing use of the land, structure or building or its accessory use which is not in conformity with the provisions of this section may be continued subject to the following:
 - (a) No modifications or additions to a nonconforming structure or use shall be permitted unless they are made in conformity with the provisions of this section. For the purposes of this section, the words “modification” and “addition” shall include, but not be limited to, any alteration, addition, modification, rebuilding or replacement of any such existing structure or accessory use.
 - (b) Ordinary maintenance repairs are not considered structural repairs, modifications or additions (ordinary maintenance repairs include internal and external painting, decorating, paneling and the replacement of doors, windows and other nonstructural components).
 - (c) If a nonconforming use is discontinued for 12 consecutive months, any future use of that lands structure or building shall conform to the appropriate provisions of this ordinance.
- (9) Requirements for Existing Facilities within Wellhead Protection Areas.
 - (a) Owners shall provide copies of all federal, state and local facility operation approvals or certificates and on-going environmental monitoring results to the Marshfield Water Utility.
 - (b) Owners shall provide additional environmental or safety structure/monitoring as deemed necessary by the Marshfield Water Utility, which may include (but is not limited to) storm water runoff management and monitoring.
 - (c) Owners shall replace equipment or expand in a manner that improves the existing environmental and safety technologies already in existence.
 - (d) Owners shall have the responsibility of devising and filing a method approved by the Water Utility for the immediate notification of Marshfield Water Utility officials in the event of an emergency.
 - (e) In the event of any release of any contaminants which endanger any well, the activity causing said release shall immediately cease and a cleanup by the owner, satisfactory to the Marshfield Water Utility shall occur.
 - (e)(f) The City will monitor and keep informed of spills or releases and other identified potential contaminant sources within the Well Head Protection and Recharge areas. If spills or other releases are detected, the City will notify and work with the responsible government agencies such as WDNR and Wood and Marathon County’s Emergency Management Departments, as applicable, to achieve investigation and cleanup of spills and releases or other contaminant sources deemed a threat to the shallow sand and gravel aquifer.
 - (f)(g) The owner shall be responsible for all costs of cleanup, including Marshfield Water Utility consultant and inspection fees at the invoice amount, plus administrative costs for oversight, review and documentation.
- (10) Enforcement and Penalties.
 - (a) It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this Section. In case of any violation, the City of Marshfield may institute appropriate action or proceedings to enjoin a violation of this ordinance.

- (b) Any person, firm or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, be subject to a penalty as provided in Section 1-05 of the Municipal Code.

(ORD 1240, 11/13/12)

Section 18-94: Wellhead Protection Overlay District

- (1) Purpose and Authority
 - (a) Purpose. The residents of the City of Marshfield depend exclusively on groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of this Wellhead Protection Overlay District is to institute land use regulations and restrictions to protect the City's municipal water supply and well fields, and to promote the public health, safety and general welfare of the residents of the City of Marshfield.
 - (b) Authority. Statutory authority to enact these regulations is established in Wis. Stat. s. 62.23(7)(c), which grants the City of Marshfield the authority to enact zoning regulations for the protection of groundwater resources.
- (2) Application of Regulations. The regulations specified in this Section shall apply to the incorporated areas of the City of Marshfield and extraterritorial areas of intergovernmental agreements that lie within the Wellhead Protection Area. The regulations of this Section are in addition to the requirements in the underlying zoning district. If there is a conflict between this Overlay District and the underlying zoning district, the more restrictive provision shall apply.
- (3) Definitions. As used in this section, the following terms shall have the following meanings:
 - (a) Existing Facilities. Current facilities and uses which may cause or threaten to cause environmental contamination within the Wellhead Protection Area. Existing facilities include but are not limited to the type listed in the Department of Natural Resources Form 3300-215, Public Water Supply Potential Contaminant Use Inventory.
 - (b) Well Field. A piece of land used primarily for the purpose of locating wells to supply a municipal water system.
 - (c) Wellhead Protection Area. Multiple areas lying both within and outside the incorporated areas of the City of Marshfield and within a 1,200-foot radius, or 5-year time of travel, whichever is greater, of each municipal well of the City of Marshfield.
- (4) District Boundaries. The Wellhead Protection Overlay District shall include the Wellhead Protection Area as defined in this Section. The location and boundaries of the District are set forth on the City of Marshfield Well Head Protection Areas Map, on file in the offices of the Marshfield Utilities Water Superintendent and Planning and Economic Development Department, electronically stored in the Marshfield Geographic Information System (GIS), and adopted herein by reference.
- (5) Separation Distance Requirements from contamination sources. The well shall be adequately separated from potential sources of contamination. Unless a hydrogeologic investigation indicates lesser separation distances would provide adequate protection of a well from contamination or department approved treatment is installed to address the potential contamination concerns. The following minimum Separation Distances, as specified in Section NR 811.12(5)(d), Wis. Adm. Code, shall be maintained in the Wellhead Protection Overlay District between the well and certain land uses and facilities as follows:
 - (a) Ten (10) feet between a well and an emergency or standby power system that is operated by the same facility which operates the well and that has a double wall above ground storage tank with continuous electronic interstitial leakage monitoring. These facilities shall meet the installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. 310.110.
 - (b) Fifty (50) feet between a well and a storm sewer main or sanitary sewer main where the sanitary sewer main is constructed of water main class materials and joints. Gravity sanitary sewers shall be successfully air pressure tested in place. The air pressure test shall meet or exceed the

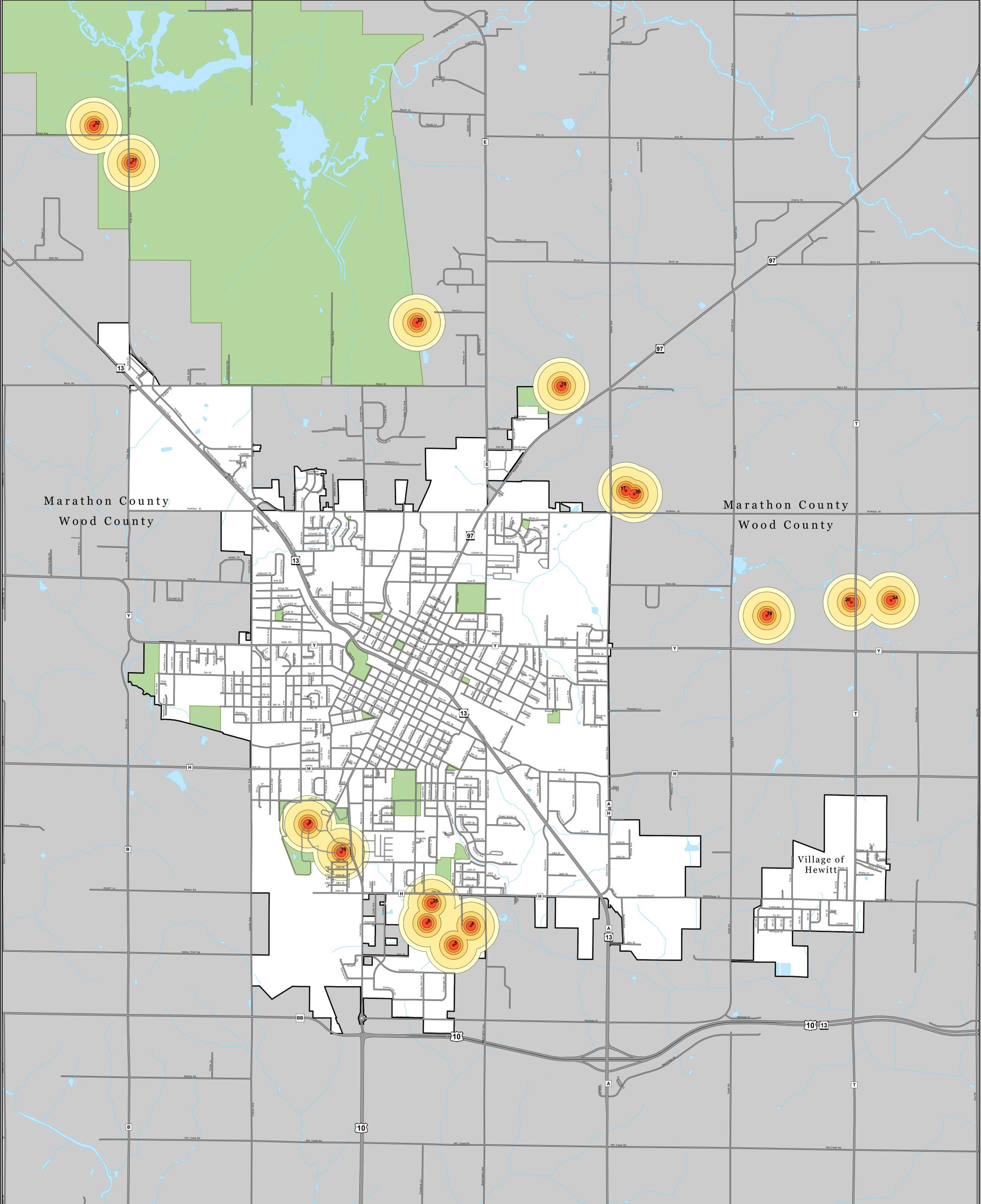
- requirements of the 4 psi low pressure air test for plastic gravity sewer lines found in the latest edition of Standard Specifications for Sewer & Water Construction in Wisconsin. Force mains shall be successfully pressure tested with water to meet the AWWA C600 pressure and leakage testing requirements for one hour at 124% of the pump shut-off head.
- (c) Two hundred (200) feet between a well and any sanitary sewer main not constructed of water main class materials, sanitary sewer manhole, lift station, one or 2 family residential heating fuel oil underground storage tank or above ground storage tank or POWTS treatment tank or holding tank component and associated piping.
 - (d) Three hundred (300) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
 - (e) Three hundred (300) feet between a well and any farm above ground storage tank with double wall, or single wall tank with other secondary containment and under a canopy; other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
 - (f) Four hundred (400) feet between a well and a POWTS dispersal component with a design capacity of less than 12,000 gallons per day, a cemetery or a storm water retention or detention pond.
 - (g) Six hundred (600) feet between a well and any farm underground storage tank system or other underground storage tank system with double wall and with electronic interstitial monitoring for the system, which means the tank and any piping connected to it; any farm above ground storage tank with a double wall, or single wall tank with other secondary containment and under a canopy or other above ground storage tank system with double wall, or single wall tank with secondary containment and under a canopy; and with electronic interstitial monitoring for a double wall tank or electronic leakage monitoring for a single wall tank secondary containment structure. These installations shall meet the most restrictive installation requirements of s. SPS 310.260 and receive written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances.
 - (h) One thousand (1,000) feet between a well and land application of municipal, commercial, or industrial waste; the boundaries of a landspreading facility for spreading of petroleum-contaminated soil regulated under ch NR 718 while that facility is in operation; agricultural, industrial, commercial or municipal waste water treatment plant treatment units, lagoons, or storage structures; or POWTS dispersal component with a design capacity of 12,000 gallons per day or more.
 - (i) Twelve hundred (1,200) feet between a well and any solid waste storage, transportation, transfer, incineration, air curtain destructor, processing, wood burning, one time disposal or small demolition facility; sanitary landfill; any property with residual groundwater contamination that

exceeds ch. NR 140 enforcement standards; coal storage area; salt or deicing material storage area; any single wall farm underground storage tank or single wall farm above ground storage tank or other single wall underground storage tank or above ground storage than that has or has not received written approval from the department of safety and professional services or its designated Local Program Operator under s. SPS 310.110 for a single wall tank installation. These requirements apply to tanks containing gasoline, diesel, bio-diesel, ethanol, other alternative fuel, fuel oil, petroleum product, motor fuel, burner fuel, lubricant, waste oil, or hazardous substances; and bulk pesticide or fertilizer handling storage facilities.

- (6) Administration.
 - (a) Applications. Requests for approval to undertake development in the Overlay District are subject to procedures outlined in Article X and shall be submitted in writing to the City of Marshfield Zoning Administrator. The Zoning Administrator shall determine if the proposed use is located within the Wellhead Protection Overlay and render a determination on use and decision on the permit.
 - (b) Classification of Use. In case of a question as to the classification of a proposed use by the Zoning Administrator, the application shall be forwarded to the City of Marshfield Utilities Commission. The Commission may require additional information as deemed necessary for a determination. The Utility shall determine the use as being permitted or prohibited according to the Separation Distances set forth in this Section. The determination of the City of Marshfield Utilities Commission shall be rendered in writing within 60 days of any request for approval, provided however, that this 60 day period of limitation may be extended by the City of Marshfield Utilities Commission for “good cause,” as determined in the sole and absolute discretion of the City of Marshfield Utilities Commission.
- (7) Appeals. Appeals of Decision to this Section to the Zoning Board of Appeals shall be taken pursuant to procedures outlined in Section 18-170.
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 - (a) No modifications or additions to a nonconforming structure or use shall be permitted unless they are made in conformity with the provisions of this section. For the purposes of this section, the words “modification” and “addition” shall include, but not be limited to, any alteration, addition, modification, rebuilding or replacement of any such existing structure or accessory use.
 - (b) Ordinary maintenance repairs are not considered structural repairs, modifications or additions (ordinary maintenance repairs include internal and external painting, decorating, paneling and the replacement of doors, windows and other nonstructural components).
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 - (c) Owners shall replace equipment or expand in a manner that improves the existing environmental and safety technologies already in existence.

- (d) Owners shall have the responsibility of devising and filing a method approved by the Water Utility for the immediate notification of Marshfield Water Utility officials in the event of an emergency.
 - (e) In the event of any release of any contaminants which endanger any well, the activity causing said release shall immediately cease and a cleanup by the owner, satisfactory to the Marshfield Water Utility shall occur.
 - (f) The City will monitor and keep informed of spills or releases and other identified potential contaminant sources within the Well Head Protection and Recharge areas. If spills or other releases are detected, the City will notify and work with the responsible government agencies such as WDNR and Wood and Marathon County's Emergency Management Departments, as applicable, to achieve investigation and cleanup of spills and releases or other contaminant sources deemed a threat to the shallow sand and gravel aquifer.
 - (g) The owner shall be responsible for all costs of cleanup, including Marshfield Water Utility consultant and inspection fees at the invoice amount, plus administrative costs for oversight, review and documentation.
- (10) Enforcement and Penalties.
- (a) It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this Section. In case of any violation, the City of Marshfield may institute appropriate action or proceedings to enjoin a violation of this ordinance.
 - (b) Any person, firm or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, be subject to a penalty as provided in Section 1-05 of the Municipal Code.

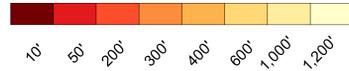
(ORD 1240, 11/13/12)





Well Head Protection Areas
Active Wells as of January 30, 2015
1/30/2015

Horizontal Separation



10' 50' 200' 300' 400' 600' 1,000' 1,200'

- US Highways
- State Highway
- County Highway
- Local Roads
- Private Roads
- Park
- City/Village Limits

0 1,250 2,500
Feet



This is not a legal survey document. This map was compiled by the City of Marshfield's Geographic Information System intended for reference purposes only.
Source: City of Marshfield GIS, Marshfield Utilities



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, City Planner
DATE: February 17, 2015

RE: Approval of the Downtown Master Plan Update.

Background

The Plan Commission reviewed the draft of the Downtown Master Plan update. Based on the feedback we received from the Plan Commission, we made some changes to the plan and added clarification to some of the language, however, none of the implementation strategies or tasks have changed from the January draft of the plan.

Analysis

The consultants will be in attendance at the Plan Commission meeting to give a presentation on the Downtown Master Plan update and to address any comments from the Plan Commission and public.

The primary changes to the Downtown Master Plan update since the presentation to the Plan Commission include the addition of the maps, graphics, photos, case studies, and appendices. The appendices include a summary of the 2006 Downtown Master Plan, public engagement efforts in the development of the Downtown Master Plan update, redevelopment sites, public open spaces, and business development strategies. Other changes include updating the timeline or project lead for some of the tasks and adding some flexibility in the land uses for the downtown districts. The timeline and project lead changes are based on comments from the Plan Commission and the flexibility in land uses came about due to the desire to allow low intensity commercial uses that fit in to the Central Neighborhoods when abutting the Downtown West and Downtown East districts.

The public hearing draft is now available online for review: http://ci.marshfield.wi.us/Downtown_Master_Plan_Public_Hearing_150217_Web.pdf. Because of the size of the document and that the plan is still in draft form, we will only be printing a couple of paper copies. Copies of the plan are currently

available for review at the City Hall. If you would like to review or checkout a paper copy, please let staff know and we will make sure that's available for you.

The focus of this item will be the approval of the Downtown Master Plan update; however staff did want to update the Plan Commission on the 2nd Street Green Corridor concept that was addressed at the January Plan Commission meeting. The Plan Commission asked staff to explore the idea of developing 2nd Street as a more pedestrian friendly corridor before designs on the reconstruction of Maple Avenue are finalized. Two different concepts were developed by staff and presented to the Board of Public Works on February 2nd. Based on their discussion, the Board has recommended that 2nd Street be removed from the Maple Avenue project for now to give staff some time to do outreach to the public and downtown property owners and come up with a design for that corridor. Therefore, the task to develop 2nd Street as a green street corridor was left in the Downtown Master Plan update.

Recommendation

Approve Plan Commission Resolution No. PC2015-01, supporting the adoption and recommending the approval of the Downtown Master Plan update to the Common Council.

Attachments

1. Plan Commission Resolution No. PC2015-01.

Concurrence:



Jason Angell
Planning and Economic Development Director

**CITY OF MARSHFIELD
PLAN COMMISSION RESOLUTION NO. PC2015-01**

**RESOLUTION TO ADOPT THE
DOWNTOWN MASTER PLAN UPDATE FOR THE CITY OF MARSHFIELD**

WHEREAS, the City of Marshfield has created a Plan Commission pursuant to Section 62.23(1) of the Wisconsin Statutes; and

WHEREAS, it is the function and duty of the City Plan Commission, to prepare and adopt a Downtown Master Plan update to promote the orderly growth and development of the Downtown; and

WHEREAS, the City of Marshfield has encouraged and fostered public participation in every facet of the preparation of the Downtown Master Plan update; and

WHEREAS, the City Plan Commission may adopt the Downtown Master Plan update as a whole or in parts thereof, and such plans are to aid the Plan Commission and Common Council in making day-to-day development decisions; and

WHEREAS, the 2015 Downtown Master Plan update for the City of Marshfield has been prepared by Place Dynamics and Short Elliot Hendrickson (SEH) Inc.; and has inventoried the existing conditions, conducted a market analysis, established a Vision Statement, set Downtown Master Plan Goals and Recommendations, and formulated an Implementation Plan; and

WHEREAS, the adoption of the 2015 Downtown Master Plan update will provide a twenty year guideline to retain and attract viable businesses to improve downtown Marshfield as a strong central business district; and to establish and promote downtown Marshfield as a vibrant central mixed-use activity center for the city and region including retail, arts and entertainment, civic, office, cultural, residential, hospitality, and recreational uses; and provide the means and the opportunity to improve cooperation and coordination for all groups, associations and government entities directly or indirectly involved in programming events, and improving the downtown; and

WHEREAS, the Plan Commission recognizes it is sound planning practice to periodically review, revise and update plans as conditions change and opportunities are presented; and

WHEREAS, the Plan Commission recognizes its role in guiding these processes through city staff.

NOW, THEREFORE, BE IT RESOLVED the City of Marshfield Plan Commission hereby adopts the 2015 Downtown Master Plan update for the City of Marshfield and recommends the same to the Common Council for adoption.

DATED: _____ CITY OF MARSHFIELD
PLAN COMMISSION

By: _____
Chris Meyer, Chairman

This resolution approved on a motion by Commissioner _____
Seconded by Commissioner _____ and a vote of _____
in favor of and _____ against. A majority of all members of the Plan Commission
being required for adoption.

Verified by: _____

Dan Knoeck, Secretary



City of Marshfield Memorandum

TO: Plan Commission
FROM: Josh Miller, Planner/Zoning Administrator
DATE: February 17, 2015

RE: Municipal Code Amendment to Chapter 18, General Zoning Ordinance, Section 18-12, pertaining to the definition of “Gross Floor Area”, Section 18-114 pertaining the standards for a Group and Large Development, and Section 18-161 pertaining the procedures for a Conditional Use Permit. The amendment is being proposed in an effort to clarify the regulations and allow more administrative approval for minor amendments.

Background

Since the adoption of the latest zoning code, 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. A request we get a lot is the ability to slightly modify the site plan of a Conditional Use Permit and Group Development. Many cases, the changes are minor and staff feels that such changes may be better addressed administratively by staff, rather than come back to the Plan Commission for a new public hearing.

In addition, there are some inconsistencies and lack of flexibility in the Plan Commission’s approval in the Group Development section. Staff is proposing to correct them as part of this amendment.

Analysis

The following is a list of proposed changes to the zoning code to:

- The definition of Gross Floor Area would be amended to exclude unfinished basements or penthouses when used for storage or mechanical purposes. This will help to clarify how to calculate the size of a development for the purposes of defining Group Developments and determining the minimum required parking for a project.
- Large Development is now defined as: Any new nonresidential development or additions to an existing structure on which the new gross floor area exceeds 50,000 square feet. Existing structures or previous

- additions are not counted towards the new gross floor area.
- The exceptions listed below were added so they are not considered part of a Group Development. These were already listed in Section 18-52 as allowable exceptions to the limitation of only one principal structure per lot. For consistency, we added the same exceptions to the Group Development section.
 - Industrial Land Uses (see Section 18-59).
 - Storage Land Uses (see Section 18-60).
 - Accessory Structures
 - Temporary Structures.
 - Mobile Home Parks.
 - We also added these two land uses for a practical standpoint:
 - Small Scale Public Services and Utilities (see Section 18-57).
 - Telecommunication Land Uses (see Section 18-62).
 - Amendments to Group and Large Developments shall comply with the amendments to the Conditional Use Permit standards.
 - Standards to Group and Large Developments may be granted exceptions by the Plan Commission through the Conditional Use Permit process. This gives the Plan Commission more flexibility for approvals.
 - The General Layout and divisibility section was removed. The Group Development was to allow projects that were intended to remain in a group long-term, regardless of future divisibility.
 - Proposing to remove the requirement that justification is needed to allow a 25% increase over the minimum required parking. The Plan Commission already has the ability to restrict parking if deemed too excessive.
 - Proposing to remove the requirement that only 75% of the parking spaces can be placed between the building and primary street frontage. Again, the Plan Commission is already reviewing the parking and could make that a conditional upon approval, so it is unnecessary to include in the zoning code.
 - Proposed to remove the vacation of existing building section.
 - Changes the review and action by the Common Council procedures from requiring a new hearing if the Common Council makes significant changes to the proposal to:
 - If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.
 - Amendments to a Conditional Use Permit will be as follows:
 - Amendments. Modification, alteration, or expansion of a previously approved conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. . The following are exempt from this requirement:
 - A modification, alteration, or expansion which has been

approved as part of a prior valid conditional use permit does not require a new conditional use approval.

- Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plan, may be approved administratively, provided the conditions of the Conditional Use Permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the Conditional Use Permit to be amended following the procedures of Section 18-161.
- The Zoning Administrator will be able to approve changes to the Outdoor Display Areas, Outdoor Storage Areas and Uses, Landscaping, Lighting, and Signage, for a Conditional Use Permit (including Group or Large Developments), provided they still meet the provisions in the Zoning Code. If conditions are placed on any of the above as part of the Conditional Use Permit approval, the Zoning Administrator would not be able to allow changes. If the Zoning Administrator felt the changes were significant or had the potential to impact adjacent properties, he could require the changes be reviewed by the Plan Commission.
- Cleaned up the Formerly Approved Conditional Uses section to state the following:
 - A use now regulated as a conditional use which was approved as a legal land use, either permitted by right or as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use so long as the previously approved conditions of use and previously approved site plan are followed. Any modification of the previously approved conditions of use or site plan shall require application and City consideration be reviewed under this Section.

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 and turnaround time for application approvals.
2. Advances the purposes of the general Article in which the amendment is

proposed to be located.

The definition change to Gross Floor Area removes ambiguity for certain reviews. The changes to the Group and Large Development and Conditional Use Permit standards will improve the administrative approval process.

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

The proposed flexibility will provide staff the opportunity to review minor projects and will allow the Plan Commission to have more input over large scale projects.

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

The Comprehensive Plan recommends that site plan review standards are put into the zoning code, which was done when the latest zoning code was adopted. The proposed amendment provides more flexibility to staff and provides more clarity in the review process for the Plan Commission.

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

Minor amendments will not change the overall consistency of land uses or intensities. The changes should allow development review to be much more expedient.

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 proposed amendment to the Gross Floor Area definition and the Conditional Use and Group Development standards and direct staff to prepare an ordinance for Common Council consideration.

Attachments

1. Draft Redline Ordinance Language
2. Draft Revised Ordinance Language

Concurrence:



Jason Angell
Planning and Economic Development Director



Steve Barg
City Administrator

ARTICLE I: INTRODUCTION AND DEFINITIONS

Section 18-12: Definitions

Gross floor area: The total floor area on all levels of a building, but does not include unfinished basements or penthouses when used for storage or mechanical purposes.

ARTICLE VII: DESIGN AND PERFORMANCE STANDARDS

Section 18-114: Group Development and Large Development Standards

- (1) Purpose. The purpose of this section is to establish standards that ensure group developments and large developments are properly located and are compatible with the surrounding area and the overall community character of the City of Marshfield.
 - (2) Definitions.
 - (a) Group Development. Any development located on one lot and comprised of any single instance or any combination of the following development types:
 1. One or more principal multi-family residential buildings with 9 ~~to 24 or greater~~ or more residential units on the same lot.
 2. Two or more principal structures on the same lot, whether currently serving a single use or more than one use.
 3. Any addition of principal buildings that increases the total number of principal structures on the same lot to two or more.
 - (b) Large Development. ~~Any new development containing any single structure or combination of structures on one or more contiguous lots or building sites on which the total combined gross floor area of all new development exceeds 50,000 square feet of gross floor area. Does not include new additions less than 50,000 square feet, or basements and penthouses when used primarily for storage and mechanical equipment.~~ Any new nonresidential development or additions to an existing principal structure on which the new gross floor area exceeds 50,000 square feet. Existing principal structures or previous additions are not counted towards the new gross floor area.
 - (3) Common Examples.
 - (a) Common examples of group developments include apartment or condominium complexes with 9 ~~to 24 or more~~ total units, commercial centers, shopping centers, and office centers where there are two or more principal buildings. Planned Developments are *not* considered group developments.
 - (b) Common examples of developments ~~that are both group developments and of~~ large developments include multi-tenant, nonresidential buildings that are in excess of
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50,000 gross square feet, ~~and any multi-building developments in which the combined total of all structures on a site, regardless of diverse ownership, use, or tenancy, combine to exceed 50,000 gross square feet.~~

(4) Exceptions to Group Developments. The following situations are exempt from the group development requirements of this Section.

(a) Structures within City parks.

(b) Development in the Campus Development District.

(c) Development in the Planned Development District.

(d) Industrial Land Uses (see Section 18-59).

(e) Storage Land Uses (see Section 18-60).

(f) Accessory Structures

(g) Temporary Structures.

(h) Mobile Home Parks.

(i) Structures in Public Parks.

(j) Small Scale Public Services and Utilities (see Section 18-57).

~~(k)~~ Telecommunication Land Uses (see Section 18-62).

~~(l)~~ Nonresidential buildings where it can be demonstrated to the satisfaction of the Zoning Administrator that any principal building can be subsequently detached with a lot and yards conforming to the requirements of this Chapter.

(5) Review and Approval.

(a) All new group developments and large developments require a conditional use permit (see Section 18-161 for review and approval procedure) regardless of whether individual use(s) within the development are permitted by right within the applicable district, ~~except where such developments are approved as Planned Developments per Section 18-167 or with an approved conditional use permit.~~

(b) Any land use that is either a permitted by right ~~land use~~ or a use allowed by conditional use permit within the applicable zoning district may be included within a group development and/or large development.

(c) Land uses permitted by right in the applicable zoning district shall be permitted by right within an approved group and/or large development, subject to the provisions of this section, unless otherwise restricted by the conditions of approval imposed during the conditional use approval for the group development and/or large development as a whole.

(d) Land uses allowed by conditional use permit within the applicable zoning district shall be allowed within the group development and/or large development only with conditional use approval for that land use category ~~such outdoor dining or a drive-through~~. The consideration of the conditional use for the group development and/or large development may occur in conjunction with the review for additional conditional land uses.

- (e) The detailed land use regulations in Article III that pertain to each proposed land uses shall also apply within a group development and/or large development, as will all other applicable provisions of this Chapter.
- (6) Changes to ~~an Approved~~ Group and/or Large Development.
- (a) Amendments to an approved Large Development. Following initial issuance of a conditional use permit ~~of a for the group development and/or~~ large development, the subsequent ~~addition of structures,~~ additions to structures, and expansions of parking or storage areas ~~in the group development and/or large development shall require an amendment to the approved conditional use permit regardless of individual land use(s).~~ shall comply with Section 18-161(15).
- ~~(a)~~(b) Amendments to an existing Group Development. Any subsequent addition of structures, additions to structures, increase in the number of units, and expansions of parking or storage areas to an existing development, that meets the definition of group development in Section 18-114(2)(a), shall comply with Section 18-161(15).
- ~~(b)~~(c) Changes to individual land uses within a group development and/or large development listed as permitted by right uses within the applicable zoning district are allowed without amendment to the group development and/or large development conditional use permit, unless said conditional use permit placed restrictions on change of use.
- ~~(c)~~(d) Changes to individual land uses within a group development and/or large development listed as conditional uses within the applicable zoning district may be allowed only by amendment to the conditional use permit, regardless of whether said use entails modifications to the building and/or site layout in the group development and/or large development.
- (7) Standards Applicable to All Group Developments and to All Large Developments.
- (a) All land uses and development shall comply with the applicable requirements of this Chapter, including, but not limited to, density, intensity, bulk, setback, and building separation requirements; building and site design standards; landscaping and green space preservation requirements; access, parking, loading, and unloading requirements unless granted an exception through the issuance of a conditional use permit; ~~and signage requirements.~~
- (b) All group developments and/or large developments shall be subject to the site plan review and approval process. The applicant shall demonstrate how the proposed development relates to each of the following criteria:
1. Complements the design and layout of nearby buildings and developments.
 2. Enhances, rather than detracts from, the desired character of the City.
- ~~(8) General Layout and Future Divisibility. All development located within a group development and/or large development shall be located so as to comply with the intent of this Chapter regarding setbacks of structures and buildings from lot lines. As such, individual principal and accessory buildings and buildings located within group~~
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~~developments and/or large developments shall be situated within building envelopes that are in complete compliance with said intent. Said building envelopes shall be depicted on the site plan required for review of group developments and/or large developments. The use of this approach to designing group developments and/or large developments will facilitate the subdividing of group developments and/or large developments in the future (if such action is so desired).~~

~~(9) Roadway Connections.~~

~~(a) All nonresidential projects shall have direct access or through an easement to an arterial street or to a collector level street deemed appropriate by the City Engineer.~~

~~(10) Parking.~~

~~(a) Parking lot designs in which the number of spaces exceeds the minimum number of parking spaces required in Section 18-103 by 25 percent shall be allowed only with specific and reasonable justification.~~

~~(11)~~(8) Outdoor Display Areas. Exterior display areas shall be permitted only where clearly depicted on the approved site plan. ~~All exterior display areas shall be separated from motor vehicle routes by a physical barrier visible to drivers and pedestrians, and by a minimum of 10 feet. Display areas on building aprons must maintain a minimum walkway width of 10 feet between the display items and any vehicle drives.~~

~~(12)~~(9) Outdoor Storage Uses and Areas. Exterior storage structures or uses, including the parking or storage of vehicles, trailers, equipment, containers, crates, pallets, merchandise, materials, forklifts, trash, recyclables, and all other items shall be permitted only where clearly depicted and labeled on the approved site plan.

~~(13)~~(10) Landscaping. Landscaping shall meet the standards in See Article VIII.

~~(14)~~(11) Lighting. On-site exterior lighting shall meet the standards in Section 18-104.

~~(15)~~(12) Signage. See Chapter 24 of the City of Marshfield Code of Ordinances for sign regulations.

~~(16)~~(13) Noise. Noise associated with activities at the site shall not create a nuisance to nearby properties.

~~(17)~~(14) Natural Resources Protection. Existing natural features shall be integrated into the site design as a site and community amenity. Maintenance of any storm water detention or conveyance features are solely borne by the developer/owner unless dedicated to and accepted by the City.

~~(18)~~(15) Additional Rules Applicable to All Group and Large Developments (per Section ~~(2)(b)~~, above).

(a) Compatibility Report. The City may require a written Compatibility Report siting adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:

1. Traffic Impact Analysis. The City may require that a traffic impact analysis be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation. It shall be conducted by a third party agreed upon by both the applicant and City at the applicant's expense. Such Traffic Impact Analysis shall require the following components:
 - a. A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.
 - b. Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.
 - c. The City has the option to require a trip generation study.
 - (b) Economic and Fiscal Analysis. The City may require completion of an economic and fiscal impact analysis containing the following items:
 1. Estimate to what extent the proposed project would reduce the proposed market area's economic base by eliminating existing businesses.
 2. Compare and evaluate the projected costs and benefits to the community resulting from the project, including:
 - a. Projected costs arising from increased demand for and required improvements to public services and infrastructure.
 - b. Value of improvements to public services and infrastructure to be provided by the project.
 - c. Projected tax revenues to the City to be generated by the project in the first 5 years of business.
 - d. Projected impact of the project in the first 5 years on land values (both residential and nonresidential) and potential loss or increase in tax revenues to the City of Marshfield.
 - (c) Building Placement and Site Layout. ~~Where buildings are proposed to be distant from a public street, as determined by the Plan Commission, the overall development design shall include smaller buildings on pads or out lots closer to the street.~~ Placement and orientation must facilitate appropriate land use transitions and appropriate traffic flow to adjoining roads and neighboring commercial areas
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and neighborhoods, and must forward community character objectives as described in the City's Comprehensive Plan.

- (d) The City may require that a detailed neighborhood plan be submitted and approved by the Plan Commission and Common Council. The detailed neighborhood plan shall be prepared for all areas within 1,500 feet of the subject property, as measured from the outer perimeter of the subject property or group of properties proposed for development, and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood. The developer is encouraged to hold neighborhood meetings with nearby property owners. The detailed neighborhood plan shall contain the following specific elements ~~at a scale of not less than 1" = 400'~~:

1. Land use with specific zoning districts and/or land uses.
2. Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
3. Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
4. Conceptual stormwater management facilities.
5. Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
6. Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
7. Demonstrate that the proposed detailed neighborhood plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.

~~(e) Building and Parking Placement. A maximum of 75 percent of all parking spaces located anywhere on the site shall be located between the primary street frontage right of way line and line of equal setback to the most distant front wall of the building. The remainder of parking on the site shall be set back a greater distance from this setback line to the sides, street sides, and rear of the building unless the applicant can demonstrate a hardship and is approved by the Plan Commission.~~

~~(f) Vacation of Existing Buildings in Large Developments.~~

- ~~1. Where any Large Development is vacated because the commercial use (sale of goods or merchandise at the building) conducted thereon is being relocated to a different building, the party shall be subject to the following provisions:
 - ~~a. The party that vacated the site shall not impose limits on the type of reuse of the vacated site through conditions of sale or lease.~~
 - ~~b. The development agreement for the new development at the new site shall include provisions therein whereby the developer of the new site commits to the requirements contained herein.~~~~

2. Any building within a Large Development that is vacated for any reason shall be subject to the following provisions:
 - a. The owner must file with the City a written statement as to the names, phone numbers, and addresses for all persons who are in control of the property and building.
 - b. The owner shall be required to meet the requirements defined below based on the amount of time the building remains vacant:

Figure 18-114(a): Steps for Addressing Building Vacancy

Time Period Building is Vacant	Requirement
Within 1 Year of Vacancy	Install a fire department Access Box for annual fire inspection if the Fire Department determines it is necessary. Remove signage and sign structures.
Within 3 Years of Vacancy	City may require owner to paint the building a neutral color, if not already done.
Within 5 Years of Vacancy	City may require the removal of all hard surfaces, with the exception of the main driveway and fire lane around the building, restore the former hard surfaced areas with black dirt and grass, or any combination of the above.

- c. Within the first quarter of each year of vacancy, the owner shall provide the Zoning Administrator with a statement as to the condition of the building and prospects for removal or re-occupancy of the building(s).
 - d. At any time following vacancy, the City may utilize other enforcement options available to it to ensure property maintenance and upkeep of the building and site.
 - e. Temporary occupancy of the building(s) and/or the exterior grounds for a period of 365 consecutive days or less shall not be considered to remove the vacancy status of the building under this Section.
- (g) Additional Requirements. All large developments are subject to the following additional requirements:
1. The developer shall enter into a development agreement with the City, which shall include the payment of all utilities including but not limited to stormwater, sanitary sewer, and street infrastructure. Off site improvements may also be required as part of the development agreement.
 2. All buildings located between the large building on the site and a public street shall be of architectural quality comparable to the primary structure, as determined by the Plan Commission.

(ORD 1240, 11/13/12)

ARTICLE X: ADMINISTRATION AND PROCEDURES

Section 18-161: Conditional Use Permit Procedures

- (1) Purpose. The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
 - (2) Applicability. There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.
 - (3) Limited Conditional Use. Limited conditional uses are those in which the Common Council has found that any of the following should be of lesser permanence than regular conditional uses, and the duration or term of existence may be established until time certain or be limited to a future happening or event at which time the same shall terminate:
 - (a) Their particularly specialized nature.
 - (b) Their particular locations within a district.
 - (c) The peculiar unique relationships or needed compatibility of uses to involved individuals.
 - (d) Any other reason(s) the Common Council deems specially relevant and material to delimit the scope thereof.
 - (4) Initiation of Request. Proceedings for approval of a conditional use may be initiated by an application of the owner(s) [or authorized representative](#) of the subject property.
 - (5) Application. An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
 - (a) A map of the subject property to scale depicting:
 1. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 2. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Wood or Marathon County.
 3. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 4. All lot dimensions of the subject property.
 5. A graphic scale and a north arrow.
 - (b) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations.
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- (c) A site plan of the subject property if proposed for development conforming to all requirements of Section 18-164. If the proposed conditional use is a group or large development (per Section 18-114), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan.
 - (d) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.
 - ~~(e) For Group and Large Development, a Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.~~
- (6) Review by Zoning Administrator.
- (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
 - (b) The Zoning Administrator may coordinate review with the City's Development Review Team.
 - (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.
 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.
 3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
 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.
 - (d) The Zoning Administrator shall prepare a written report addressing items (6)(c)1.-5. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
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- (7) Public Hearing. Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 18-158 to consider the request.
 - (8) Review and Recommendation by the Plan Commission.
 - (a) Within 60 days after the public hearing, the Plan Commission may make a written report to the Common Council, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (6)(c)1.-5. above.
 - (b) If the Plan Commission fails to make a report within 60 days after the filing of a complete application, the Common Council may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive said written report from the Plan Commission shall not invalidate the proceedings or actions of the Common Council. If a public hearing is necessary, the Common Council shall provide notice per the requirements so Section 18-158.
 - (9) Review and Action by Common Council.
 - (a) The Common Council shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Common Council may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.
 - (b) The Common Council may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Common Council may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.
 - (c) If the Common Council wishes to make significant changes in the proposed conditional use, as recommended by the Plan Commission, then the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Common Council action. If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.
 - (10) Effect of Denial. No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
 - (11) Revocation of an Approved Conditional Use. Upon approval by the Common Council, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use requirements in the site plan required for initiation of development activity on the subject property per Section 18-164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter. Any conditional use found not to be in compliance with the terms of this
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Chapter shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Common Council, following ~~the procedures outlined in Subsection (g), above~~ a public hearing and recommendation by the Plan Commission.

- (12) Time Limits on the Development of Conditional Use. Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Common Council and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, "operational" shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Common Council and shall be based upon a showing of acceptable justification (as determined by the Common Council). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including no time limit to accommodate phased or multi-stage development.
- (13) Discontinuing an Approved Conditional Use. Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.
- (14) Change of Ownership. All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.
- (15) ~~Modification, Alteration, or Expansion~~ Amendments. Modification, alteration, or expansion of ~~any a previously approved~~ conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. without approval by the Common Council, shall be considered in violation of this Chapter and shall be grounds for revocation of said conditional use approval per Subsection (11), above. The following are exempt from this requirement:
 - (a) A modification, alteration, or expansion which has been approved as part of a prior valid conditional use permit does not require a new conditional use approval.
 - ~~(a)~~(b) Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plans, may be approved administratively, provided the conditions of the conditional use permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the conditional use permit to be amended following the procedures of Section 18-161.

~~(15)~~(16) Recording of Conditional Use Requirements. Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the City with the Register of Deeds for the subject property.

~~(16)~~(17) Formerly Approved Conditional Uses. A use ~~now regulated as a conditional use~~ which was approved ~~as a legal land use, either permitted by right or~~ as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use ~~so long as the previously approved conditions of use and previously approved site plan are followed~~. Any modification of the previously approved conditions of use or site plan shall ~~require application and City consideration~~ be reviewed under ~~this~~ Section 18-161.

(ORD 1240, 11/13/12)

ARTICLE I: INTRODUCTION AND DEFINITIONS

Section 18-12: Definitions

Gross floor area: The total floor area on all levels of a building, but does not include unfinished basements or penthouses when used for storage or mechanical purposes.

ARTICLE VII: DESIGN AND PERFORMANCE STANDARDS

Section 18-114: Group Development and Large Development Standards

- (1) Purpose. The purpose of this section is to establish standards that ensure group developments and large developments are properly located and are compatible with the surrounding area and the overall community character of the City of Marshfield.
 - (2) Definitions.
 - (a) Group Development. Any development located on one lot and comprised of any single instance or any combination of the following development types:
 1. One or more principal multi-family residential buildings with 9 or more residential units on the same lot.
 2. Two or more principal structures on the same lot, whether currently serving a single use or more than one use.
 3. Any addition of principal buildings that increases the total number of principal structures on the same lot to two or more.
 - (b) Large Development. Any new nonresidential development or additions to an existing principal structure on which the new gross floor area exceeds 50,000 square feet. Existing principal structures or previous additions are not counted towards the new gross floor area.
 - (3) Common Examples.
 - (a) Common examples of group developments include apartment or condominium complexes with 9 or more total units, commercial centers, shopping centers, and office centers where there are two or more principal buildings. Planned Developments are *not* considered group developments.
 - (b) Common examples of developments of large developments include multi-tenant, nonresidential buildings that are in excess of 50,000 gross square feet.
 - (4) Exceptions to Group Developments. The following situations are exempt from the group development requirements of this Section.
 - (a) Structures within City parks.
 - (b) Development in the Campus Development District.
 - (c) Development in the Planned Development District.
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- (d) Industrial Land Uses (see Section 18-59).
 - (e) Storage Land Uses (see Section 18-60).
 - (f) Accessory Structures
 - (g) Temporary Structures.
 - (h) Mobile Home Parks.
 - (i) Structures in Public Parks.
 - (j) Small Scale Public Services and Utilities (see Section 18-57).__
 - (k) Telecommunication Land Uses (see Section 18-62).
 - (l) Nonresidential buildings where it can be demonstrated to the satisfaction of the Zoning Administrator that any principal building can be subsequently detached with a lot and yards conforming to the requirements of this Chapter.
- (5) Review and Approval.
- (a) All new group and large developments require a conditional use permit (see Section 18-161 for review and approval procedure) regardless of whether individual use(s) within the development are permitted by right within the applicable district.
 - (b) Any land use that is either a permitted by right or a use allowed by conditional use permit within the applicable zoning district may be included within a group development and/or large development.
 - (c) Land uses permitted by right in the applicable zoning district shall be permitted by right within an approved group and/or large development, subject to the provisions of this section, unless otherwise restricted by the conditions of approval imposed during the conditional use approval for the group development and/or large development as a whole.
 - (d) Land uses allowed by conditional use permit within the applicable zoning district shall be allowed within the group development and/or large development only with conditional use approval for that land use category. The consideration of the conditional use for the group development and/or large development may occur in conjunction with the review for additional conditional land uses.
 - (e) The detailed land use regulations in Article III that pertain to each proposed land uses shall also apply within a group development and/or large development, as will all other applicable provisions of this Chapter.
- (6) Changes to Group and/or Large Development.
- (a) Amendments to an approved Large Development. Following initial issuance of a conditional use permit of a large development, the subsequent additions to structures, and expansions of parking or storage areas shall comply with Section 18-161(15).
 - (b) Amendments to an existing Group Development. Any subsequent addition of structures, additions to structures, increase in the number of units, and expansions
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- of parking or storage areas to an existing development, that meets the definition of group development in Section 18-114(2)(a), shall comply with Section 18-161(15).
- (c) Changes to individual land uses within a group development and/or large development listed as permitted by right uses within the applicable zoning district are allowed without amendment to the group development and/or large development conditional use permit, unless said conditional use permit placed restrictions on change of use.
 - (d) Changes to individual land uses within a group development and/or large development listed as conditional uses within the applicable zoning district may be allowed only by amendment to the conditional use permit, regardless of whether said use entails modifications to the building and/or site layout in the group development and/or large development.
- (7) Standards Applicable to All Group Developments and to All Large Developments.
- (a) All land uses and development shall comply with the applicable requirements of this Chapter, including, but not limited to, density, intensity, bulk, setback, and building separation requirements; building and site design standards; landscaping and green space preservation requirements; access, parking, loading, and unloading requirements unless granted an exception through the issuance of a conditional use permit.
 - (b) All group developments and/or large developments shall be subject to the site plan review and approval process. The applicant shall demonstrate how the proposed development relates to each of the following criteria:
 - 1. Complements the design and layout of nearby buildings and developments.
 - 2. Enhances, rather than detracts from, the desired character of the City.
- (8) Outdoor Display Areas. Exterior display areas shall be permitted where clearly depicted on the approved site plan.
- (9) Outdoor Storage Uses and Areas. Exterior storage structures or uses, including the parking or storage of vehicles, trailers, equipment, containers, crates, pallets, merchandise, materials, forklifts, trash, recyclables, and all other items shall be permitted where clearly depicted and labeled on the approved site plan.
- (10) Landscaping. Landscaping shall meet the standards in See Article VIII.
- (11) Lighting. On-site exterior lighting shall meet the standards in Section 18-104.
- (12) Signage. See Chapter 24 of the City of Marshfield Code of Ordinances for sign regulations.
- (13) Noise. Noise associated with activities at the site shall not create a nuisance to nearby properties.
- (14) Natural Resources Protection. Existing natural features shall be integrated into the site design as a site and community amenity. Maintenance of any storm water detention or conveyance features are solely borne by the developer/owner unless dedicated to and accepted by the City.
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(15) Additional Rules Applicable to All Group and Large Developments (per Section (2), above).

(a) Compatibility Report. The City may require a written Compatibility Report siting adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:

1. Traffic Impact Analysis. The City may require that a traffic impact analysis be completed in accordance with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation. It shall be conducted by a third party agreed upon by both the applicant and City at the applicant's expense. Such Traffic Impact Analysis shall require the following components:

a. A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.

b. Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.

c. The City has the option to require a trip generation study.

(b) Economic and Fiscal Analysis. The City may require completion of an economic and fiscal impact analysis containing the following items:

1. Estimate to what extent the proposed project would reduce the proposed market area's economic base by eliminating existing businesses.

2. Compare and evaluate the projected costs and benefits to the community resulting from the project, including:

a. Projected costs arising from increased demand for and required improvements to public services and infrastructure.

b. Value of improvements to public services and infrastructure to be provided by the project.

c. Projected tax revenues to the City to be generated by the project in the first 5 years of business.

d. Projected impact of the project in the first 5 years on land values (both residential and nonresidential) and potential loss or increase in tax revenues to the City of Marshfield.

- (c) Building Placement and Site Layout. Placement and orientation must facilitate appropriate land use transitions and appropriate traffic flow to adjoining roads and neighboring commercial areas and neighborhoods, and must forward community character objectives as described in the City's Comprehensive Plan.
- (d) The City may require that a detailed neighborhood plan be submitted and approved by the Plan Commission and Common Council. The detailed neighborhood plan shall be prepared for all areas within 1,500 feet of the subject property, as measured from the outer perimeter of the subject property or group of properties proposed for development, and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood. The developer is encouraged to hold neighborhood meetings with nearby property owners. The detailed neighborhood plan shall contain the following specific elements:
 - 1. Land use with specific zoning districts and/or land uses.
 - 2. Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
 - 3. Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
 - 4. Conceptual stormwater management facilities.
 - 5. Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
 - 6. Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
 - 7. Demonstrate that the proposed detailed neighborhood plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.

(ORD 1240, 11/13/12)

ARTICLE X: ADMINISTRATION AND PROCEDURES

Section 18-161: Conditional Use Permit Procedures

- (1) Purpose. The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
 - (2) Applicability. There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.
 - (3) Limited Conditional Use. Limited conditional uses are those in which the Common Council has found that any of the following should be of lesser permanence than regular conditional uses, and the duration or term of existence may be established until time
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certain or be limited to a future happening or event at which time the same shall terminate:

- (a) Their particularly specialized nature.
 - (b) Their particular locations within a district.
 - (c) The peculiar unique relationships or needed compatibility of uses to involved individuals.
 - (d) Any other reason(s) the Common Council deems specially relevant and material to delimit the scope thereof.
- (4) Initiation of Request. Proceedings for approval of a conditional use may be initiated by an application of the owner(s) or authorized representative of the subject property.
- (5) Application. An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
- (a) A map of the subject property to scale depicting:
 - 1. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 - 2. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Wood or Marathon County.
 - 3. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - 4. All lot dimensions of the subject property.
 - 5. A graphic scale and a north arrow.
 - (b) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations.
 - (c) A site plan of the subject property if proposed for development conforming to all requirements of Section 18-164. If the proposed conditional use is a group or large development (per Section 18-114), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan.
 - (d) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.
- (6) Review by Zoning Administrator.
- (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
 - (b) The Zoning Administrator may coordinate review with the City's Development Review Team.
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- (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.
 - 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.
 - 3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - 4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
 - 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.
 - (d) The Zoning Administrator shall prepare a written report addressing items (6)(c)1.-5. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
 - (7) Public Hearing. Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 18-158 to consider the request.
 - (8) Review and Recommendation by the Plan Commission.
 - (a) Within 60 days after the public hearing, the Plan Commission may make a written report to the Common Council, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (6)(c)1.-5. above.
 - (b) If the Plan Commission fails to make a report within 60 days after the filing of a complete application, the Common Council may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive said written report from the Plan Commission shall not invalidate the proceedings or actions of the Common Council. If a public hearing is necessary, the Common Council shall provide notice per the requirements so Section 18-158.
 - (9) Review and Action by Common Council.
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- (a) The Common Council shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Common Council may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.
 - (b) The Common Council may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Common Council may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.
 - (c) If the Common Council fails to make a decision within 90 days of the public hearing, the application shall be considered approved, unless an extension is granted in writing by both Applicant and the City.
- (10) Effect of Denial. No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
- (11) Revocation of an Approved Conditional Use. Upon approval by the Common Council, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use requirements in the site plan required for initiation of development activity on the subject property per Section 18-164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Common Council, following a public hearing and recommendation by the Plan Commission.
- (12) Time Limits on the Development of Conditional Use. Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Common Council and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, "operational" shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Common Council and shall be based upon a showing of acceptable justification (as determined by the Common Council). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including no time limit to accommodate phased or multi-stage development.
- (13) Discontinuing an Approved Conditional Use. Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated
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automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.

- (14) Change of Ownership. All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.
- (15) Amendments. Modification, alteration, or expansion of a previously approved conditional use shall require a public hearing, review by Plan Commission, and approval by the Common Council unless otherwise stated within the Chapter. The following are exempt from this requirement:
 - (a) A modification, alteration, or expansion which has been approved as part of a prior valid conditional use permit does not require a new conditional use approval.
 - (b) Minor amendments to the site plan, such as small additions to structures and parking areas that are 1,200 square feet or less, new accessory structures that are 1,200 square feet or less, moving the location of structures or parking areas a short distance and changes to the outdoor display areas, outdoor storage areas and uses, and landscape or lighting plans, may be approved administratively, provided the conditions of the conditional use permit, regulations for design and performance standards, and the bulk regulations for the underlying zoning district are met. If the changes are determined to be significant or have the potential to adversely impact adjacent properties, the Zoning Administrator may require the conditional use permit to be amended following the procedures of Section 18-161.
- (16) Recording of Conditional Use Requirements. Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the City with the Register of Deeds for the subject property.
- (17) Formerly Approved Conditional Uses. A use which was approved as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use. Any modification of the previously approved conditions of use or site plan shall be reviewed under Section 18-161.

(ORD 1240, 11/13/12)



City of
Marshfield
Memorandum

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

RE: Summary of 2014 Plan Commission Actions &
Summary of 2014 Development-Related Activities

Background

Attached are the summaries of the 2014 Plan Commission actions as well as the 2014 Development-Related activities.

Attachments

1. Summary of 2014 Plan Commission Actions
2. 2008-2014 Comparison
3. Summary of 2014 Development-Related Activities

Concurrence:

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

Jason Angell
Planning and Economic Development Director

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

¹Design Review, Vacation of rights-of-way, TID Boundary, CBRF Task Force

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

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

⁴Certificates of Appropriateness, TID Amendments, Historic Designation, Historic
Preservation Policy Changes

⁵Street Vacations, Certificates of Appropriateness, Planned Unit Development,
Memo of Understanding, Professional Services Agreement

⁶Includes Airport Campus Master Plan

⁷Repeal and Re-enact Sign Code

⁸ CIP, TID Creation, Certificate of Appropriateness

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

Summary of 2014 Plan Commission Actions

KEY	Application	Reviewed by Plan Commission	Approved by Plan Commission	Approved by Common Council
CUP	Conditional Use Permits	21	20	21
RZN	Rezoning Requests	7	7	7
ANX	Annexation Requests	0	0	0
MCA	Municipal Code Amendments	13	13	13
MSCA	Municipal Sign Code Amendments	0	0	0
SGNM	Master Sign Plans/Amendments	3	3	3
SGNA	Alternative Sign Permits	5	5	5
SDV	Subdivisions	0	0	0
PUD	Planned Unit Development	1	1	1
COA	Certificates of Appropriateness	2	2	2
MISC	Miscellaneous	8	8	8
	Total	60	59	60

CUP	Applicant	Address	PC Action	CC Action	Notes
	Villas at Marshfield (UW)	2313 W 5th St	Approve	Approve	Amendment - RES 2014-02
	Todd Nelson - DQ	1600 S Roddis Ave	Approve	Approve	Outdoor Comm Ent Use - RES 2014-14
	Jake Bernarde	1700 S Popple Ave	Approve	Approve	Vehicle Repair in GI - RES 2014-13
	Villas at Marshfield (UW)	2313 W 5th St	Approve	Approve	Amendment - RES 2014-22
	PCO Real Estate Inv. Co	2505-2515 W Veterans Pkwy	Approve	Approve	Parking Exception - RES 2014-24
	Wood County	1600 N Chestnut Ave	Approve	Approve	Comm Tower and Antenna - RES 2014-25
	Prairie Run Group	Parcel 330MM072	Approve	Approve	Townhouse in Comm Area - RES 2014-26
	Papagalos	603 N Central Ave	Approve	Approve	Outdoor Comm Ent Use - RES 2014-29
	Lutheran Social Service	1600 N Central Ave	Denied	Approve	8 Bed CBRF - RES 2014-36
	Dennis Immerfall - Paget	417 E 29th St	Approve	Approve	Height Exception - RES 2014-40
	George Lescynski	3013 W Veterans Pkwy	Approve	Approve	Large Accessory Structure - RES 2014-41
	TJ Esser	1606 S Popple Ave	Approve	Approve	Vehicle Repair in GI - RES 2014-42
	Marshfield School District	1401 E Becker Rd	Approve	Approve	Add. Large Scale Inst. Use - RES 2014-47
	Marshfield Youth Hockey Assoc	405 E 17th St	Approve	Approve	Add. Campus District - RES 2014-48
	Tiffany Hainz - Stoney River	1204 W McMillan St	Approve	Approve	Outdoor Patio CUP Amend - RES 2014-49
	Duane Schutz - Nutz Deep	809 S Central Ave	Approve	Approve	CUP Amend - RES 2014-50
	Withdrawal - Nutz Deep	809 S Central Ave	Approve	Approve	
	Marshfield Clinic	1307 N St. Joseph Ave	Approve	Approve	FHC Parking Expansion - RES 2014-63
	Jamie Strupp - ICI	501-511 E 25th St	Approve	Approve	LI uses in CMU - RES 2014-70
	Tim Dupee - Midtown Motors	1400 S Central Ave	Approve	Approve	Parking and Landscape Exception -RES 2014-74
	Stoney River Memory Care	1606 N St. Joseph Ave	Approve	Approve	Amendment Inc. # beds - RES 2014-75
21	Total Applications Approved		20	21	

Summary of 2014 Plan Commission Actions

RZN	Applicant	Address	PC Action	CC Action	Notes
	City of Marshfield	Parcel 3305225 (Green Acres)	Approve	Approve	GI to SR4 - ORD 1267
	Russ and Elliot Weiler	Parcel 3303202A	Approve	Approve	TR6 to MR12 - ORD 1273
	PCO Real Estate Inv Co	2505-2515 W Veterans Pkwy	Approve	Approve	LI to CMU - ORD 1275
	Zimm Brothers Const	1021-1027 S Adams Ave	Approve	Approve	SR3 to TR6 - ORD 1280
	NFF LLC	2100 and 2200 Block N Peach Ave	Approve	Approve	SR2 to CMU - ORD 1283
	John Iwaszczenko III	201 W 4th St	Approve	Approve	SR6 to UMU - ORD 1284
	Josh Gluege	401-407 E 21st St	Approve	Approve	SR3 to TR6 - ORD 1288
7	Total Applications Approved		7	7	

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

MCA	Subject	Sections	PC Action	CC Action	Notes
	Repeal and Re-enact Ch 18	Chapter 18	Approve	Approve	ORD 1265
	Underground Utilities	Sec 19-63	Approve	Approve	ORD 1268
	Throat Length	Sec 18-103(10)	Approve	Approve	ORD 1269
	Ext. Lighting Standards	Sec 18-104	Approve	Approve	ORD 1270
	Public Hearing Notice Info	Sec 18-158 and 18-159	Approve	Approve	ORD 1277
	Voting Procedures	Sec 18-159 and 18-160	Approve	Approve	ORD 1278
	Onsite Ancillary Use	Sec 18-26 thru 18-32&18-54&18-65	Approve	Approve	ORD 1276
	Shoreland Zoning	Sec 18-95	Approve	Approve	ORD 1282
	MH-8 Mobile Home Parks	Sec 18-12, 18-33, 18-54 & 18-55	Approve	Approve	ORD 1281
	SR2 and SR3 Corrections	Sec 18-26 and 18-27	Approve	Approve	ORD 1285
	Shoreland Zoning Amend	Sec 18-91, 18-92, & 18-95	Approve	Approve	ORD 1286
	Garage Sales	Sec 18-66(10)	Approve	Approve	ORD 1289
	Temporary Cranes	Sec 18-12, 18-93, & 18-163	Approve	Approve	ORD 1293
13	Total Applications Approved		13	13	

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

SGNM	Applicant	Address	PC Action	CC Action	Notes
	Applebee's	2114 N Central Ave	Approve	Approve	Exceed Max Allowed
	Security Health	1515 N St. Joseph Ave	Approve	Approve	Lit wall sign facing res and in CD
	Marshfield Mall Amend	503 E Ives St	Approve	Approve	Charter Sign
3	Total Applications Approved		3	3	

Summary of 2014 Plan Commission Actions

SGNA	Applicant	Address	PC Action	CC Action	Notes
	Jim Pathos - Festival Foods	1613-1635 N Central Ave	Approve	Approve	2nd sign intalled by 7/1/15 - all small tenant signs removed
	Karen Mueller - Mueller Invest.	601 S Central Ave	Approve	Approve	Roof Sign
	Associated Bank	400 S Chestnut Ave	Approve	Approve	Illuminated wall sign facing res.
	Stoney River Memory Care	1606 N St. Joseph Ave	Approve	Approve	2nd Freestanding Sign
	Mid-State Tech College		Approve	Approve	Wayfinding Signage Update
5	Total Applications Approved			5	5

SDV	Subdivisions				
	Green Acres 1st Addition				Preliminary Plat
1	Total Applications Approved		0	0	0

PUD	Planned Unit Development				
	Prairie Run Group	SIP Amendment	Approve	Approve	Vacate Wildflower Dr
1	Total Applications Approved		1	1	

COA	Applicant	Address	PC Action	CC Action	Notes
	City of Marshfield	1800 S Roddis Avenue	Approve	Approve	Choo-Choo restoration
	City of Marshfield	513 E 17th St	Approve	Approve	Round Barn Reroof
2	Total Applications Approved		2	2	

MISC	Subject	Sections	PC Action	CC Action	Notes
	Temp Antenna Use - Verizon	725 W Upham St	Approve	Approve	Extension of temp use
	CIP		Approve	Approve	Approve CIP
	Right-of-Way Plat?? PC14-39		Approve	Approve	
	Master Street Map Amendment	Street Removal	Approve	Approve	Red Hawk Ln, Highview Dr, Schueller Dr
	Master Street Map Amendment	Street Removal	Approve	Approve	Unopened portions of Wildflower Dr.
	Disc Garage Sales				July, August, Sept
	CORP Plan adoption		Approve	Approve	
	Disc Temporary Cranes				Oct
	Preliminary Plat Review				Preliminary
7	Total Applications Approved		6	6	

**2014 ANNUAL REPORT
BUILDING SERVICES DIVISION**

DIVISION PERSONNEL

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

The following is a summary of permit activity:

Type of Permit	No. of Permits	Estimate of Value
New CBRF (20 beds or more)	0	\$0
New Single Family Homes	10	\$2,079,280
New Two Family Homes	1	\$75,000
New Multiple Family Buildings (48 Units)	4	\$3,251,180
Manufactured (HUD) Home in Subdivision	0	\$0
New Non Residential Buildings	6	\$3,367,384
New Municipal Buildings	1	\$143,000
New Residential Garages & Sheds	42	\$247,423
Fences	37	\$74,981
Residential Repair/Alteration/Remodel/Decks	226	\$1,438,359
Residential Additions	7	\$267,410
Non-Residential Repair/Alteration/Remodel	99	\$11,164,527
Non-Residential Additions	5	\$2,122,246
Municipal Repair/Alteration/Remodel	2	\$68,450
Municipal Additions	0	\$0
Residential Heating, Vent., & AC	90	\$376,586
Non-Residential Heating, Vent., & AC	55	\$4,734,149
Residential Razing of Buildings	13	*NE
Non-Residential Razing of Buildings	3	*NE
Residential Moving of Buildings	0	*NE
Non-Residential Moving of Buildings	1	*NE
Sign Permits	118	*NE
Foundation	8	*NE
Total Building Permits:	728	\$29,409,975
Electrical Permits (Residential)	204	*NE
Electrical Permits (Non-Residential)	214	*NE
Plumbing Permits	152	*NE
Grand total of all permits:	1298	
Total building permit fees	\$80,971.30	
Total plumbing permit fees	\$20,305.80	
Total electrical permit fees	\$46,539.35	
Grand total of fees:	\$147,816.45	

*NE = No Estimate

(not verified by audit or Finance Department)

Large jobs for which permits were issued:

- Pioneer Bank – 1700 N Central Ave – new building (20,483 sq.ft.)
- Dunkin Donuts Development – 915 N Central Ave – new building (5,394 sq.ft.)
- Tim Halbrook Builders Inc – 1802, 1804, 1808 N Hume Ave – new apartment buildings (3 buildings, 8 units per building, total 24 units, 14,742 sq.ft. each building)
- University Foundation – 2313 W 5th St – new student housing building (24 units, 96 students, 4 bedrooms in each unit, 27,600 sq.ft.)
- Paget Equipment – 417 E 29th St – addition (16,563 sq.ft.)
- Nelson Jameson – 1510 S Anton Ave – addition (10,987 sq.ft.)
- V & H Truck – 1523 E 29th St – addition (5,040 sq.ft.)
- Marshfield Clinic – 1000 N Oak Ave – remodel
- Prevention Genetics – 3800 S Business Park Ave – remodel
- H & S Manufacturing – 2808 S Hume Ave & 2608 S Hume Ave – remodel
- Blodgett Haus – 222 S Central Ave – remodel
- Saint Joseph’s Hospital – 611 N St Joseph Ave - remodel
- Associated Bank – 400 S Chestnut Ave & 1617 N Central Ave - remodel
- Arby’s – 101 N Central Ave – remodel
- Nelson Jameson – 2400 E 5th St – remodel

Electrical Inspector Report

Permits Issued:

1. Residential 204
2. Non-Residential 214

Permit Fees:

1. Residential \$10,012.82
2. Non-Residential \$36,526.53

Plumbing Inspector Report

Permits Issued: 152

Permit Fees:

Plumbing Permit Fees	\$20305.80
Water Tap Fees	\$576.00
Wastewater Sewer Fees	\$6,300.00

See Appendix 'A' for Monthly Building Permit Summary

See Appendix 'B' for Five Year Permit Comparison (2010-2014 pages 1 & 2)

See Appendix 'C' for Ten Year Permit Comparison

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