

JOINT PLAN COMMISSION—City of Marshfield and Town of Cameron
Cooperative Boundary Agreement

Meeting of July 30, 2012

Meeting called to order by Chairperson Tremelling at 5:30 p.m. in Conference Room 108, First Floor of City Hall Plaza.

PRESENT: John Damrau, Jim Schreiner, Jim Tremelling, Alderman Ed Wagner, Karen Woodford, Chris Jockheck (arrived at 5:35 pm).

ABSENT:

ALSO PRESENT: Steve Barg, City Administrator; Dan Knoeck, Public Works Director; Josh Miller, Planner/Zoning Administrator; Jason Angell, Planning and Economic Development Director; Gordon H. Earll, Alderman

Approval of Minutes – January 26, 2012 Meeting.

JPC12-03 – Motion by Alderman Wagner, second by Woodford to approve the minutes of the 1/26/2012 meeting.

All Ayes.

Motion Carried.

Citizen Comments.

None.

Discussion to Amend the Town of Cameron and City of Marshfield Cooperative Boundary Agreement Plan.

Miller presented the background on the expiration of the Joint Boundary Agreement Plan where the Joint Planning Area and the Joint Plan Commission expires on August 27, 2012. If it's not already annexed by August 23, 2015, the City and Town will work to annex the remaining properties of the City Growth Area to the City of Marshfield.

Chris Jockheck arrived at 5:35 pm.

Angell suggested that if the plan were to expire the City could draft a memo of understanding basically agreeing to continue to work together with the Town of Cameron when new development is proposed for an area of mutual interest. There are already other plans that have jurisdiction over this area such as the City's Comprehensive Plan and Sewer Service Area Plan that the time, effort, and cost it would take to extend the existing plan may not make a lot of sense.

Alderman Wagner stated that he doesn't see a compelling reason to go forward with the amendment.

Barg agreed that the City could write a memo of understanding.

Tremelling suggested that the Commission continue to meet on planning and development issues.

The Commission will let the Plan expire as it is, but will continue to work together on planning and development related issues.

JPC12-04 – Motion by Alderman Wagner, second by Damrau to instruct staff to draft a memo of understanding between the City of Marshfield and the Town of Cameron that even after the expiration of the Joint Planning Area Boundary Agreement, both entities will continue to meet on areas of mutual concern.

All Ayes.

Motion Carried.

Knoeck did bring up the topic of what will happen when the City Growth Area is annexed. How will sewer and water hookups be addressed? What happens to nonconforming uses such as the Rear End and will the liquor license requirements be impacted? The City will want to send out notifications of the annexation at some point in the near future to give the property owners enough time to prepare for the changes. Staff will look into these issues and both the City of Marshfield and Town of Cameron will revisit these issues at a future meeting.

Discussion of Jurisdictional Transfer Agreement of Old U.S. Highway 10 (New Heritage Drive) and South Central Avenue.

Knoeck presented the map and local Road Maintenance Agreement. The agreement outlines the maintenance and funding of the portions of Old Highway 10 and Central Avenue where the jurisdiction of the road will be transferred to the Town from the Department of Transportation. A Jurisdictional Transfer Agreement must first go to the Town as the rights-of-way are not yet in the City. The City will take over the maintenance of the rights-of-way and the Town will forward funds received for the road maintenance from the Department of Transportation, until such time that the rights-of-way are annexed to the City. Once annexed, the jurisdiction of the rights-of-way will then be transferred to the City.

According to the Road Maintenance Agreement the Town will:

- A. Receive local road aids from the state for the roadway segments described above and forward payment to the City of Marshfield equivalent to the local road aid for these segments until such time as these segments are annexed to the City.
- B. Turn over maintenance control for the roadway segments described above to the city. Permitting control will remain under the authority of the Joint Plan Commission until such time as these segments are annexed to the City.
- C. Remit a one-time Lump Sum payment of \$174,801 to the City upon roadway jurisdictional change estimated to take place in the fall of 2012.
- D. Petition the City of Marshfield to annex the road right-of-way for these segments to the City and execute a Quit Claim Deed or another mutually acceptable instrument to the City, transferring all roadway right-of-way properties for these segments in a manner similar to the transfer from the State to the town.
- E. Maintain the traffic control in the southeast corner of the intersection of Old USH 10 (Heritage Drive) and Washington Avenue.

According to the Road Maintenance Agreement the City will:

- A. Accept maintenance responsibility for the roadway segments described within this agreement, effective the date new USH 10 is opened to traffic, estimated to be the fall of 2012, including but not limited to storm sewers, lighting, and sidewalks.
- B. Cover the costs associated with annexation of the road rights-of-ways to the City of Marshfield.
- C. Maintain the traffic control in the northwest corner of the intersection of Old USH 10 (Heritage Drive) and Washington Avenue.

Damrau said that the Town would want authority in writing to issue access permits for the land within the Township that would need access from the Old USH 10.

Schreiner said that the Town standards for driveways would allow up to 4 driveways per quarter mile.

Knoeck agreed that single driveways could be reviewed by the town with multiple driveways or complex requests reviewed jointly. The Agreement will be updated and will be emailed for review.

JPC12-05 – Motion by Jockheck, second by Alderman Wagner to amend Local Road Maintenance Agreement Section 1.B so it is understood that access permitting for land abutting Old USH 10 will be reviewed by the Town until such time that all parcels are annexed to the City. More than one driveway or if there is a dispute, will trigger a joint review by the Town and the City.

Note: since the Local Road Maintenance Agreement will become obsolete once the road rights-of-way are annexed to the City, access control permitting will be addressed in a separate agreement between the Town and the City.

**All Ayes.
Motion Carried.**

Set next meeting date/agenda

The Joint Plan Commission will look to meet after a memo of understanding is put together by staff.

Motion by Damrau, second by Woodford to adjourn.

**All Ayes.
Motion Carried.**

Meeting adjourned at 6:34 p.m.

Respectfully submitted,



Josh Miller
Planner/Zoning Administrator