



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**PLAN COMMISSION  
CITY OF MARSHFIELD, WISCONSIN  
TUESDAY, September 18, 2012  
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 – August 21, 2012.
4. Municipal Code Amendment to Chapter 24 Section 24-10(2) of the Marshfield Municipal Sign Code. The proposed amendment changes the criteria for when a master sign plan is required.  
Presenter: Josh Miller – Planner/Zoning Administrator  
**Public Hearing Required**
5. Review of Conditional Use Request by Panther Creek Sand LLC., for their sand processing plant and load-out facility on approximately 5.7 acres located at 2609 East 4<sup>th</sup> Street, zoned 'M-3' General Industrial.  
Presenter: Jason Angell – Director of Planning & Economic Development
6. Discuss possible changes to the Draft Zoning Code and set the public hearing date.  
Presenter: Josh Miller – Planner/Zoning Administrator
7. Adjourn.

**Posted this 12<sup>TH</sup> day of September, 2012 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, Planner/Zoning Administrator at 715.486.2075.*

NOTE

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*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*  
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*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424.*  
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**CITY PLAN COMMISSION**  
**MARSHFIELD, WISCONSIN**  
**Minutes of August 21, 2012**

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

**PRESENT:** Mayor Meyer, Ed Wagner, Dan Knoeck, John Beck, Ken Wood, Chris Jockheck and Karen Woodford

**EXCUSED:** None

**ABSENT:** None

**ALSO PRESENT:** City Administrator Barg; Planning and Economic Development Director Angell; Planner/Zoning Administrator Miller; and others.

**PC12-57** Motion by Beck, second by Wagner to recommend approval of the minutes of the July 17, 2012 City Plan Commission meeting.

**All ‘Ayes’ Motion Carried**

**PUBLIC HEARING** - Rezoning request by Jian Khamo-Soskos to change the zoning from the “I” (Public and Semipublic Institutions) district to the “R-5” (Medium Low Density Single- and Two- Family) district for two lots. One lot located at 1108 East 4th Street (Roddis House) and the other lot being the unaddressed parcel to the west.

**COMMENTS: None**

**PC12-58** Motion by Wood, second by Beck to recommend approval of the rezoning request by Jian Khamo-Soskos to change the zoning from the “I” (Public and Semipublic Institutions) district to the “R-5” (Medium Low Density Single- and Two- Family) district for two lots – one being located at 1108 East 4th Street (Roddis House) and the other lot being the unaddressed parcel to the west and request an ordinance be drafted for Common Council consideration.

**All ‘Ayes’ Motion Carried**

The City Plan Commission discussed the Certificate of Appropriateness for 1108 East 4<sup>th</sup> Street. Alderman Wagner asked if this request has been approved by the Historic Preservation Committee and it has.

**PC12-59** Motion by Jockheck, second by Wagner to recommend approval of the Certificate of Appropriateness by Jian Khamo-Soskos for an addition on 1108 East 4th Street (Roddis House).

**All ‘Ayes’ Motion Carried**

**PC12-60** Motion by Beck, second by Woodford to recommend approval of continuing the Conditional Use Request by Robert Danczak for his “Home Occupation” for a "Seasonal Deer Processing Service with Exterior Storage" located at 2600 South Peach Avenue, zoned „R-3“ Standard Single-Family Residential District, subject to the following conditions:

1. Hours of operation are limited to 8:00 AM to 10:00 PM seven days a week.
2. All parking shall be located off-street.
3. The only exterior storage allowed is the portable freezer and it shall be stored off site when not in use for the business.
4. All carcasses and hides shall remain contained within the garage until they are removed from the premises.
5. The sign shall be removed during the off season.
6. Deer processing activities shall be screened from the public view.

**All ‘Ayes’ Motion Carried**

The City Plan Commission discussed the Master Sign Plan Request by Zion United Methodist at 2105 North Peach Avenue. Commissioner Jockheck stated he will be voting „No“ based on his objection for electronic messaging in this type of circumstance. Pastor Carlson said the reason for the message board is to be able to promote the events that the church is having.

**PC12-61** Motion by Wagner, second by Wood to recommend approval of the Master Sign Plan Request by Zion United Methodist for property located at 2106 North Peach Avenue with an exception to allow two free standing monument signs on the same frontage.

**Meyer, Wagner, Knoeck, Beck, Wood, & Woodford voted ‘Aye’, Jockheck voted ‘No’  
Motion Carried**

**PC12-62** Motion by Wood, second by Beck to recommend approval of the Master Sign Plan Request by Redeemer Church for property located at 200 West 3<sup>rd</sup> Street with the following allowance:

1. Future wall signs may not exceed a total of 40 square feet in area.

**All ‘Ayes’ Motion Carried**

**PC12-63** Motion by Wood, second by Jockheck to recommend approval of the Master Sign Plan Request by South Central Suites for property located at 115 South Central Avenue as presented.

**All ‘Ayes’ Motion Carried**

Commissioner Jockheck feels that each one of these Master Sign Plan Requests should have been able to be approved administratively. He would like to see the code amended to allow these to be done at the staff level. Alderman Wagner asked if these types of items could be on a consent agenda until such time as the code is amended.

The City Plan Commission discussed planning for the Veterans Parkway Corridor. City Administrator Barg is polling the Plan Commission to see if there is any interest in doing more formal planning for this corridor to help guide future signage and development as to what we would want the corridor to look and feel like, perhaps a theme and more uniformity. Alderman Wagner would like to look at more consistent zoning along the corridor as part of the zoning code map. Director of Planning & Economic Development Angell stated that zoning changes may help, but an overlay district may be more appropriate. Commissioner Jockheck stated that since the road was put through the middle of Marshfield, it would be difficult to develop uniformity and should probably look at control over vacant land in some way. Barg suggested starting with staff and a few Plan Commission members to meet once and review in more detail and discuss options of what might be done. Wagner thought that next time the zoning code consultant is in town, possibly some time could be dedicated to discuss this issue with staff and a few Plan Commission members.

Planner/Zoning Administrator Miller presented a schedule for completing the Zoning Code with adoption by the Common Council before the end of the year.

Motion by Jockheck, second by Beck that the meeting be adjourned at 7:43 PM.

**All ‘Ayes’ Motion Carried**



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: September 18, 2012

RE: Municipal Code Amendment to Chapter 24 Section 24-10(2) of the Marshfield Municipal Sign Code. The proposed amendment changes the criteria for when a master sign plan is required.

## **Background**

If a sign application requires a master sign plan and the applicant wants to put together a master sign plan that meets all the individual sign standards, they currently have to wait up to 6 weeks for a review and approval of the Plan Commission and Common Council. Placing this type of item on a consent agenda wouldn't reduce the amount of time an applicant would have to wait to get their signs approved. All it would do is reduce the amount of time the Plan Commission would be reviewing it. The Plan Commission has asked staff to look into ways of amending the requirements for a master sign plan to reduce the number or master sign plans reviewed by the Plan Commission and reduce the amount of time an applicant has to wait to get signs approved. Staff looked at the consent agenda option, but is not recommending that at this time.

## **Analysis**

Currently, the sign code requires a master sign plan for new development in the following circumstances:

- Any portion, tenant or use of a non-residential development seeking sign permit approval for any or all of a development, campus, shopping center or business park;
- Two or more separate tenant spaces are to be created on the same lot;
- Two or more signs are proposed for a development;
- All development plan, site plan, material change in land use or planned unit development applications;
- The director of planning and economic development determines that a master sign plan is needed because of project characteristics such as:
  - Size of proposed signs,
  - Limited site visibility, and
  - Site location relative to major transportation routes.

Staff is recommending the following changes:

A master sign plan is required in the following circumstances:

- Two or more signs are proposed where one or more of the signs do not meet all of the individual sign standards;
- Two or more signs are proposed for a campus or group development;
- An amendment to an existing master sign plan is being proposed when the proposed signage does not comply with the existing master sign plan or the individual sign standards, whichever is less restrictive;
- The director of planning and economic development determines that a master sign plan is needed because of project characteristics such as:
  - Size of proposed signs,
  - Limited site visibility, and
  - Site location relative to major transportation routes.

The recommended changes would allow staff to administratively approve multiple signs per property as well as multi-tenant signs, provided each sign meets the individual sign code standards. If there is an exception being requested to the sign standards, or if it is part of a group or large development, then the Plan Commission would still review the master sign plan. The proposed recommendation should encourage applicants to comply with the individual sign standards as they would be able to get their signs approved within a day or two rather than waiting up to six weeks.

Please feel free to review other portions of the sign code on the City's website at: <http://ci.marshfield.wi.us/code/> and open Chapter 24.

### **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 changes to the Municipal Sign Code, and direct staff to prepare an ordinance for Common Council consideration.

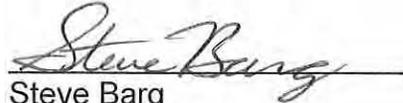
### **Attachments**

1. Draft Ordinance - Redline

Concurrence:



Jason Angell  
Planning and Economic Development Director



Steve Barg  
City Administrator

## ORDINANCE NO. (Redline)

An Ordinance amending Chapter 24 of the City of Marshfield Municipal Sign Code.

The Common Council of the City of Marshfield do hereby ordain as follows:

SECTION 1. Section 24-10 (2) of the Marshfield Municipal Sign Code is hereby amended to read as follows:

Section 24-10 (2) *Applicability*. A master sign plan shall be required ~~of an applicant for a new development~~ in the following circumstances:

- ~~a. Any portion, tenant or use of a non-residential development seeking sign permit approval for any or all of a development, campus, shopping center or business park;~~
- ~~b. Two or more separate tenant spaces are to be created on the same lot;~~
- ~~c. Two or more signs are proposed for a development;~~
- ~~d. All development plan, site plan, material change in land use or planned unit development applications;~~
- a. Two or more signs are installed when one or more of the signs do not meet all of the individual sign standards;
- b. Two or more signs are proposed for a campus or group development;
- c. An amendment to an existing master sign plan is being proposed when the proposed signage does not comply with the existing master sign plan or the individual sign standards, whichever is less restrictive;
- d. ~~e.~~The director of planning and economic development determines that a master sign plan is needed because of project characteristics such as:
  - 1. Size of proposed signs,
  - 2. Limited site visibility, and
  - 3. Site location relative to major transportation routes.

SECTION 2. Savings Clause. If any provision of this Ordinance shall be less restrictive than applicable state statute or in conflict with such statutes, as they exist at passage hereof or as they may hereafter be amended, then, in such case, the state statute shall supersede the provision hereof to the extent applicable.

SECTION 3. Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise contrary to law, then such provision shall be deemed void and severed from the Ordinance and the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. This ordinance shall take effect and be in force from and after the day after its passage and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Chris L. Meyer, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

Deb M. Hall, City Clerk



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: September 18, 2012

RE: Conditional Use Request by Panther Creek Sand LLC., to establish a sand processing plant and load-out facility on approximately 5.7 acres located at 2609 E 4<sup>th</sup> Street, zoned „M-3“ General Industrial.

## **Background**

The Applicant applied for and received a Conditional Use Permit to establish a sand processing plant and load-out facility in June of 2011. One of the conditions was to review the application after 1 year of operations.

## **Analysis**

When the Plan Commission granted the CUP in June of 2011, the following conditions were placed on the application:

1. The Applicant shall continue to contain operations within a building or provide a dust and screening plan for any exterior operations.
2. Trucks transporting materials to and from the site shall use designated truck routes.
3. The application will be review after 1 year of operation.

Staff is happy to report that Panther Creek Sand, LLC has been an outstanding addition to our business community. Paul Salt, VP/General Manager, has been very accessible to City Staff and our elected officials. Whether it was a question or a simple request, Paul has always gone above and beyond what is expected and responded in a timely manner.

To date staff has not received one complaint regarding the operation. Given some of the discussions that have been taking place between this industry and Wood County, staff was proactive in sending out a polite reminder to all three industry representatives asking them to keep their sites maintained and loaded trucks covered to prevent materials from blowing/spilling onto the public streets. Once Mr. Salt received this friendly reminder from staff, he contacted me personally to acknowledge that he had received the letter and that he had directed his staff to take the necessary steps to make sure they were in 100% compliance with our request.

In speaking with Dan Knoeck, Public Works Director, he has informed me that he has received no complaints regarding traffic movements related to the business.

Staff did send out notices to the neighboring property owners within 100 feet of the business. Owners were given a 10 day advance notice of tonight's meeting and informed on the item that would be discussed. At the time of this report was being prepared, staff had not received any calls regarding the notices that were sent out.

Based upon the facts stated above, staff feels that the business is a proper fit for the area in which it is located. For this reason, staff is recommending approval of the Conditional Use Permit as it was originally approved, with the exception that the 1 year review is lifted.

### **Recommendation**

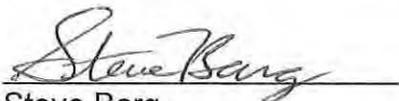
APPROVE a Conditional Use Permit for "Extractive Industries" in the M-3 General Industrial District, for the utilization of a sand processing facility on property located at 2609 E 4<sup>th</sup> Street, subject to the following conditions:

1. The Applicant shall continue to contain operations within a building or provide a dust and screening plan for any exterior operations.
2. Trucks transporting materials to and from the site shall use designated truck routes.

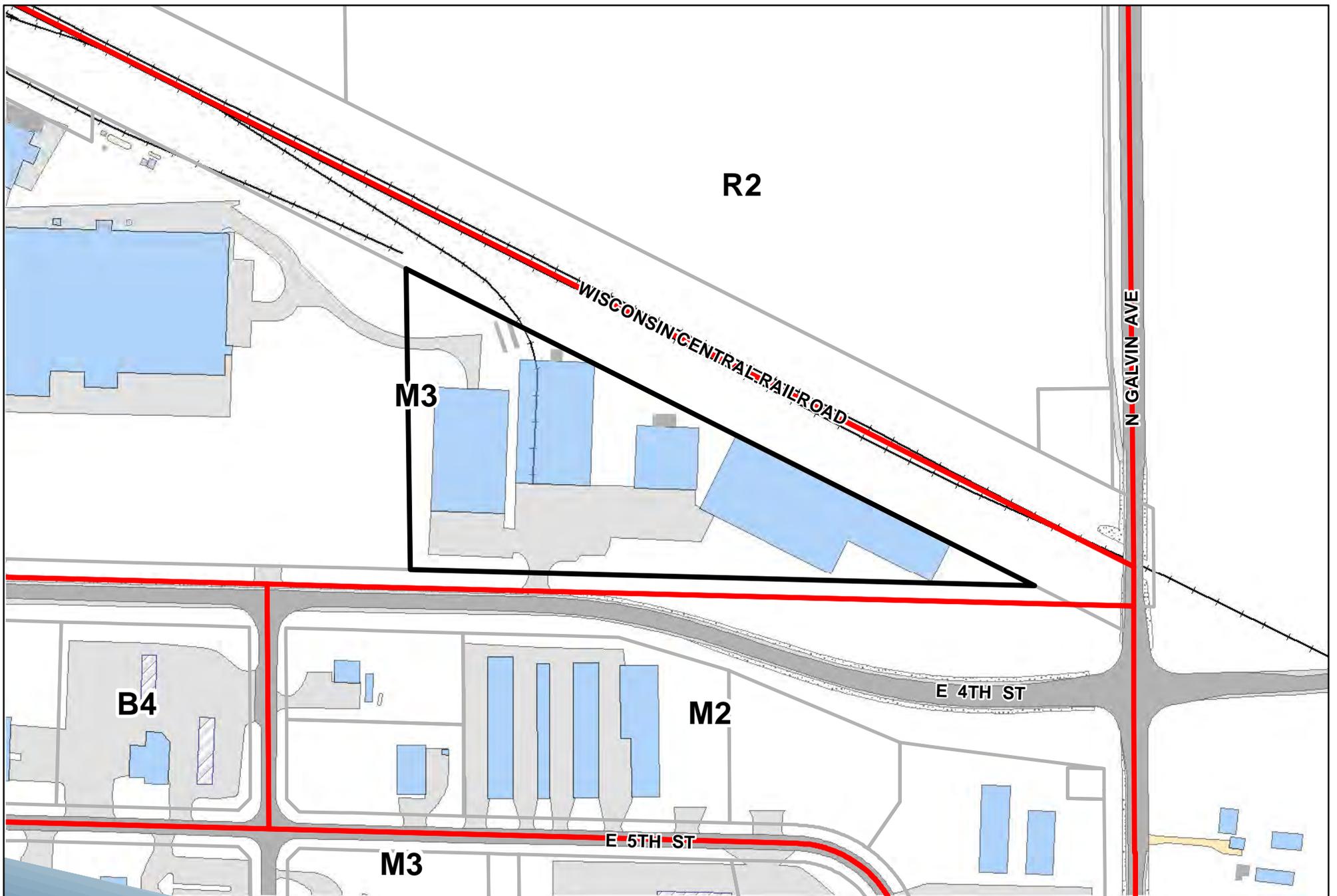
### **Attachments**

1. Location map
2. Site Plan

Concurrence:



Steve Barg  
City Administrator

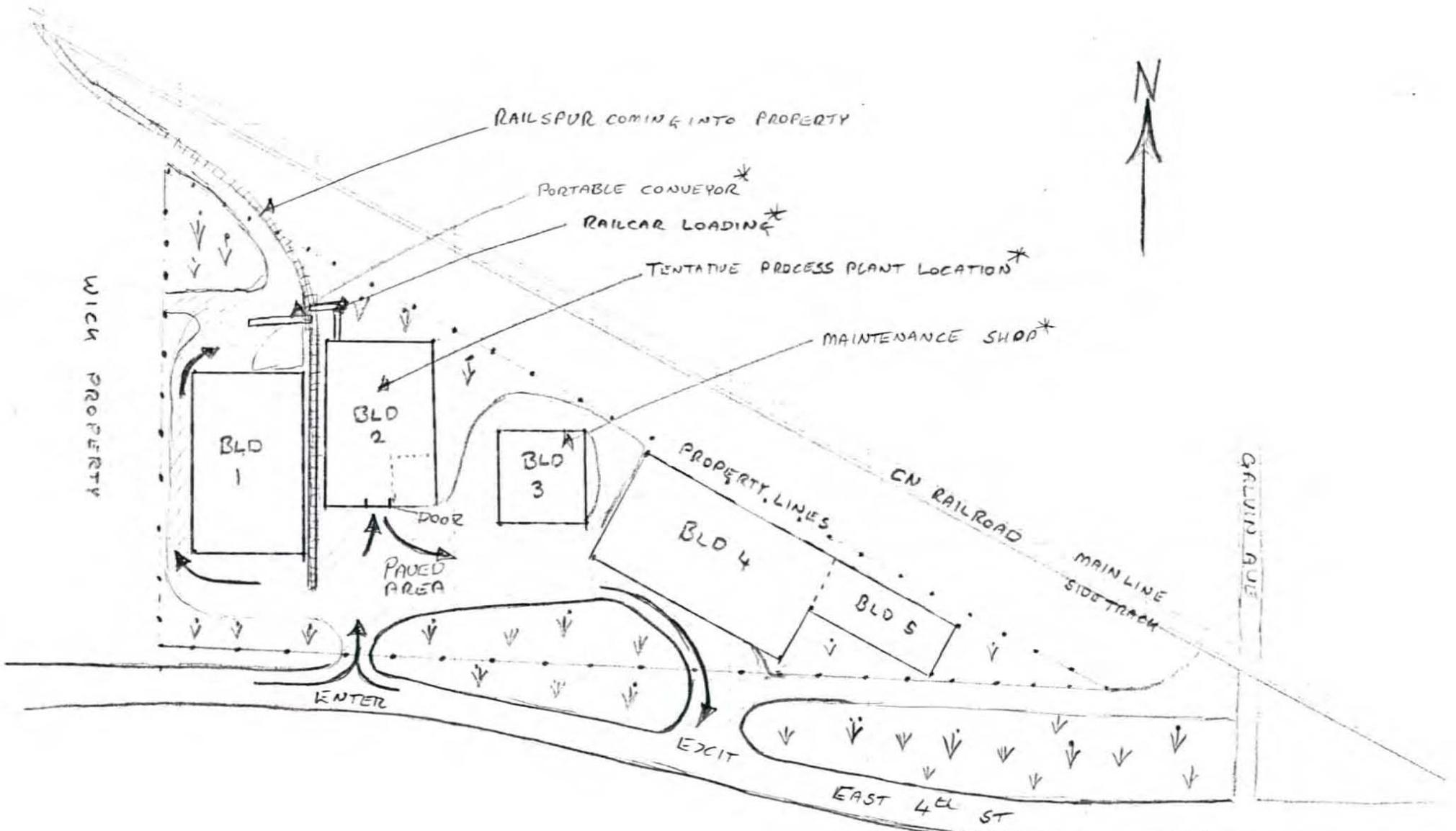


**CUP - Sand Processing Plant in 'M-3' General  
City of Marshfield - Plan Commission  
Meeting Date June 21, 2011  
Industrial**

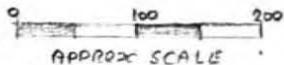
Map Not To Scale  
For Reference Only



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.



- ➔ TRUCK TRAFFIC FLOW PATTERN
- ▨ INDICATES PAVED OR ROCK BASE
- ∨ ∨ VEGETATION/UNPAVED
- \* PROPOSED USE



PANTHER CREEK SAND LLC  
 2609 EAST 4<sup>th</sup> STREET  
 MARSHFIELD WI  
 PROPOSED SITE PLAN  
 JUNE 21 2010



# City of Marshfield Memorandum

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TO: Plan Commission  
FROM: Josh Miller, Planner/Zoning Administrator  
DATE: September 18, 2012

RE: Discuss possible changes to the Draft Zoning Code and set the public hearing date.

## **Background**

Staff will be discussing some of the proposed changes that are being recommended since the last draft code was reviewed.

## **Analysis**

The analysis below is just a summary based on the proposed changes by staff. Due to the size of the document and the number of proposed changes, staff has put together the following summary. The redlined version of the code is available on the City's website. Please go to the City's home page at [www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us) and click on the blue button on the side that says 'Zoning Code Rewrite'. On that page will be a downloadable PDF file. It's a large file, so it may take a while to download. After the meeting, staff will update the draft code with a clean version that will be made available to the Common Council and public.

- 1. Added Definition for "Adjoining Lots" to allow averaging calculation to include lots in a line even if they are across a right-of-way.  
Adjoining Lots: Lots in contact at some point or in line with each other, such as a row of lots used to calculate an average setback. Lots separated by a right-of-way, may still be considered adjoining if the lots would potentially meet in the middle of the right-of-way if extended. (Sec. 18-12).**
- 2. Clarified that the density for zoning districts are approximate and not meant to be restrictive (Sec. 18-12 and 18-26).**
- 3. No more than one new food vender trailer is permitted per lot.  
Minimum parking for food vendor trailers is one space per 20 square**

**feet of gross floor area of the trailer. Previously established food vendor trailers are exempt from these requirements.**

- 4. Allow yard encroachments in all districts and uses, not just residential (Sec. 18-73).**
- 5. Added a limitation on new encroachments within 5 feet of an adjacent structure or 3 feet of a property line unless approved by the Building Inspector to ensure they have adequate fire protection (Sec. 18-73).**
- 6. Removed the term „nonconforming“ when referring to nonconforming structures as they are no longer considered nonconforming. They are now just structures that do not meet bulk and other requirements (Sec. 18-83).**
- 7. Changed the exemption for gravel driveways to the following: Gravel or similar unimproved driveways and parking areas existing as of the effective date of this Chapter are exempt from paving requirements unless gravel and sediments are being tracked or washed out onto the public right-of-way from an unimproved parking area. The City may, at its discretion, require any parking areas to be paved or vegetated where it can be determined that gravel or similar sediments are entering into the public right-of-way from the unimproved parking area (Sec. 18-103).**

The previous language allowed all gravel driveways to be grandfathered in under the current ownership, but required the parking areas to be improved upon the sale of the properties. Staff met with business owners at a workshop in August where it was stated that a provision like that could cause significant hardship for both the property owners and businesses. The primary reason for this requirement for existing driveways is due to stormwater management and staff felt that the existing gravel driveways would be acceptable, provided the code gives the City flexibility to require hard surfacing when there is a noticeable problem. This new provision, along with requiring all driveways to have hard surface aprons, should address the stormwater concerns of the existing driveways. All new parking areas will still comply with the hard surface requirements unless granted a Conditional Use Permit.

- 8. All access aprons from the street to the edge of sidewalk or right-of-way shall be paved with a hard, all-weather or other surface to the satisfaction of the City Engineer within 5 years of the adoption of this code (Sec. 18-103).**

9. **The City Engineer may require the property owner to replace portions of parking areas in disrepair (Sec. 18-103).**
10. **Exemptions for landscape requirements: The following are exempt from the landscape requirements in (1), (2), and (3) above (street, parking lot, and bufferyard landscaping) (Sec. 18-133).**
  - a. **Single family dwellings.**
  - b. **Two family dwellings.**
  - c. **All development in the Downtown Mixed Use district.**
  - d. **Farm buildings.**
11. **The following is exempt from the landscape requirements in (1) and (2) above (street and parking lot landscaping) (Sec. 18-133).**
  - a. **Development in the Light Industrial and General Industrial Districts when not adjoining residential or commercial zoned property.**
12. **Allows greater number of units to be developed on the same lot than just 24 units (Sec. 18-157 and throughout the code).**
13. **Changed the requirement for establishing campus development zoning from requiring a Transportation Demand Management Plan to saying the City may require one: 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 (Sec. 18-166).**
14. **Referenced the Lot Line Adjustment Procedure for Lot Combinations (Sec. 18-168).**
15. **Changed the fees for Conditional Use Permit and Variance from \$200 to \$250 due to the recording fee with the Register of Deeds (\$30 for recording information and \$30 releasing it on the deed) (Sec. 18-172).**

### **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.

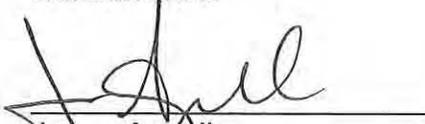
### **Recommendation**

ACCEPT proposed changes to the Draft Zoning Code and set the public hearing date for Tuesday, October 16, 2012.

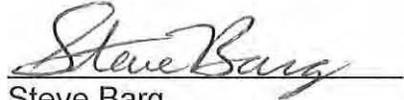
**Attachments**

1. None

Concurrence:

A handwritten signature in cursive script, appearing to read "J. Angell", written over a horizontal line.

Jason Angell  
Planning and Economic Development Director

A handwritten signature in cursive script, appearing to read "Steve Barg", written over a horizontal line.

Steve Barg  
City Administrator