

**CITY OF MERRILL  
CITY PLAN COMMISSION  
Tuesday, January 7, 2014 at 5:15P.M.  
City Hall Basement Conference Room  
1004 East First Street**

Voting members: Mayor William Bialecki, Chairperson, Alderperson Steve Hass, James Koppelman, Ken Maule, Melissa Schroeder, Dan Novitch, and Peter Lokemoen

**AGENDA**

1. Call to order
2. November 4, 2013 meeting minutes
3. Discussion on off street parking requirements as they relate to the Lincoln County Fairgrounds property.
4. Schedule date and time of next meeting
5. Public comment
6. Adjourn

***NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.***

**Agenda prepared by Shari Wicke at the request of Mayor William Bialecki**

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1311160

**City of Merrill  
City Plan Commission  
Monday, November 4, 2013 at 5:15 P.M.  
City Hall Basement Conference Room, 1004 East First Street**

Voting members present: Mayor Bill Bialecki (Chairperson), Alderman Steve Hass, Melissa Schroeder, Dan Novitch and Pete Lokemoen.

Other attendees: City Administrator Dave Johnson, City Attorney Tom Hayden (arr. 5:25), Alderwoman Kandy Peterson, Alderman Dave Sukow, Sue Weith, Lynn Zentner, Frank Saal Jr. and City Clerk Bill Heideman.

**Call to order**

Mayor Bialecki called the meeting to order at 5:15 P.M.

**Minutes of September 30<sup>th</sup>, 2013 meeting**

The minutes were in the meeting packet.

Motion (Hass/Novitch) to approve, as presented, the minutes of the September 30<sup>th</sup>, 2013 City Plan Commission meeting. Carried.

**Signage plan for four self-guided walking paths – Park City Paths**

No information was in the meeting packet.

Representing Park City Paths, Sue Weith and Lynn Zentner gave a presentation on a signage placement plan assembled by Park City Paths. The plan is the result of discussion held at a workshop last May. At that workshop, the idea was proposed to erect signs within the City for four self-guided walking paths. The plan has already been discussed by the City Plan Commission. At this time, Street Commissioner Lupton has been the liaison between the City and Park City Paths for this project.

At this time, Park City Paths is looking for a recommendation from the City Plan Commission to be forwarded to the Common Council. Pete Lokemoen mentioned that, for any signs to be erected on private property, Park City Paths should obtain a written waiver of liability from the property owner. He also suggested that sign permits not be required for this project.

1311161

Motion (Lokemoen/Hass) to approve, as submitted by Park City Paths, the signage placement plan for four self-guided walking paths (historical, retail fitness and parks). For all signs placed on private property, Park City Paths would be responsible for obtaining a written waiver of liability from the property owner. City sign permits would not be required. Carried.

**Next meeting**

Monday, December 2<sup>nd</sup>, 2013 at 5:15 P.M.

**Public Comment**

Frank Saal Jr. commented on the current lack of any plans or ordinances related to rental density. He stated that not having a plan and related ordinances results in a "messier Merrill". He noted that density-based zoning has been in existence in numerous municipalities for several years, and urged that density-based zoning and related ordinances be considered and adopted by the City.

**Adjournment**

Motion (Hass/Schroeder) to adjourn. Carried. Adjourned at 5:39 P.M.

Minutes prepared and submitted by:

William N. Heideman, CMC, WCMC  
City Clerk

**CITY PLAN COMMISSION**  
City Hall, Merrill, WI

**The City Plan Commission meeting has been cancelled on December 2, 2013 due to the lack of agenda items to discuss.**

Shari Wicke, recording.

**Sec. 113-166. Parking requirements.**

The off-street parking provisions of this chapter shall apply to all buildings and structures erected after the effective date of the ordinance from which this chapter is derived. Accessory parking shall be according to the provisions of this article; where an intensity of use of any building or premises shall be increased, additional parking to match the increased intensity shall be provided; or wherever an existing use within an existing building or structure is converted to a new use, parking shall be provided according to the requirements of the new use. All new nonresidential parking lots and all alterations of existing lots shall be subject to the review and approval by the zoning administrator and engineering department prior approval. Detailed plans shall be required and include existing and proposed topography, improvements, grading, drainage, landscaping, and if appropriate, lighting. In all districts, there shall be provided at the time any use or building is erected, enlarged, extended, or increased, off-street parking stalls for all vehicles in accordance with the following:

- (1) *Access.* Each off-street parking space shall open directly upon an aisle or driveway designed to provide safe and efficient means of vehicular access to such parking space. All off-street parking facilities shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.
- (2) *Design standards.*
  - a. Each parking space shall not be less than 18 feet in length and nine feet in width, exclusive of aisles and access drives. No parking area of more than two spaces shall be designed to require any vehicle to back into a public street.
  - b. Adequate parking spaces shall be provided in accordance with Americans with Disabilities Act recommendations. Sufficient number of designated spaces shall be included with each proposed, enlarged, or extended parking lot plan. The provisions contained in Wis. Stats. §§ 101.13, 346.503, and 346.56, and any state administrative code sections adopted pursuant thereto are hereby adopted by reference and made applicable to all parking facilities whenever constructed.
- (3) *Location.*
  - a. All parking spaces required herein shall be located on the same lot or parcel with the building or use served, except in cases where off-street parking facilities are located on land other than the same lot as the principal use. Such facilities shall be in the same control or possession as the lot or parcel occupied by the use to which the parking facilities are necessary or in the possession of the controller of the principal use to which the parking facilities are accessory. Such possession shall be by deed, lease or easement, whereby the owner of the land on which the parking facilities are to be located shall be bound by a covenant filed and recorded in the office of the county register of deeds requiring such owner, his heirs or assigns to maintain the required facilities for the duration of the use served. Such agreements shall be approved by the city attorney.
  - b. Off-street parking lots are permitted in all zoning districts, except in the nondriveway front yards of single-family and two-family residential zoning districts. Parking spaces or aisles shall not be closer than five feet to a

nonresidential side or rear lot line or closer than ten feet to a right-of-way. No parking space, aisle, or driveway, except those in residential districts, shall be closer than 25 feet to a residential district lot line.

- c. Off-street parking in the front yards of the single-family and two-family residential districts shall conform to the requirements in sections 113-168 and 32-54 of the Municipal Code.
- (4) *Surfacing and marking.*
- a. All off-street parking areas, or parking lots in the front or side yards of multi-family and commercial zoning districts and within 100 feet of a street right-of-way or the front yards of an industrial zoning district shall be surfaced with an all weather surface, such as bituminous or asphaltic mixtures, or concrete, or paving brick or blocks to reduce fugitive dust, aggregate, or particulate emissions.
  - b. Any parking area for more than five vehicles shall have the aisles and spaces clearly marked.
- (5) *Drainage.* All parking lots 3,000 square feet or larger shall have a storm water drainage plan and be drained internally with a combination of storm water collection structures, and storm sewers connected to a municipal storm sewer as approved by the engineering department. Alternate draining methods, such as porous pavements or rain gardens may be utilized but require prior approval by the zoning administrator and engineering department.
- (6) *Landscaping.*
- a. *Accessory landscape area.* All public and private off-street parking areas which serve ten vehicles or more, and created, redesigned or rebuilt shall provide accessory landscape areas totaling not less than five percent of the surfaced area. The minimum size of each landscape area shall not be less than 100 square feet or as may be approved by the engineering department.
  - b. *Location.* Location of landscape areas, plant materials and protection afforded the plantings, including curbing and provision for maintenance by the property owner, shall be subject to approval by the engineering department. The preservation of existing trees, shrubs and other natural vegetation in the parking area may be included in the calculation of the required minimum landscape area and requirements as determined by the zoning administrator.
  - c. *Special residential requirements.* Non-residential parking areas for five or more vehicles if adjoining a residential zoning district shall be screened from such use by a wall, hedge, or fence. Evergreen planting of equivalent visual density or other effective means may be installed and maintained at a minimum height of four feet and maximum height of eight feet as an alternative.
  - d. *Repair and service.* No motor vehicle repair work or service of any kind shall be permitted in association with parking facilities.
  - e. *Lighting.* Any lighting used to illuminate off-street parking areas shall be directed away from adjacent properties and public streets in such a way as not to create a nuisance. However, in no case, shall such lighting exceed three footcandles measured at the lot line within a business, commercial, or industrial district: One footcandle in a residential district.
- (7) *Curbs.* Curbs or barriers shall be installed so as to prevent the parked vehicles from extending over any lot lines.
- (8)

*Temporary off-street parking.* Temporary off-street parking shall be allowed in public and park and recreation zoning districts on a limited basis from time to time for special events such as concerts, fairs, carnivals, picnics and festivals when the expected attendance would exceed designated off-street and on-street parking areas and lots in the neighborhood and within reasonable walking distance of the event. Temporary off-street parking is permitted within all yards of the public or park and recreation zoning districts provided:

- a. Temporary parking in excess of four continuous days shall not be allowed except by condition use permit.
- b. Overnight parking or camping shall not be permitted except by issuance of a permit issued by the Merrill Police Department.

Nothing in this subsection (8) shall extend to any lands owned, leased or controlled by Lincoln County, Wisconsin or City of Merrill, Wisconsin.

- (9) *Number of spaces.* The number of parking spaces required are shown in the following table. Unless specifically noted in this or other chapters, a parking plan shall be submitted which gives a rationale for the number of spaces to be provided. No parking spaces provided on public properties or rights-of-way shall be included as part of the minimum off-street parking required.

Use	Minimum Parking Required
Single-family dwellings, two-family dwellings and manufactured home dwellings	2 spaces for each dwelling unit (not including the interior of garages or accessory buildings)
Multifamily dwellings	1.5 spaces for each dwelling unit + 10%
Hotels, motels, bed and breakfast	1 space for each guestroom
Hospitals, clubs, lodges, lodging houses and boardinghouses	1 space for each 2 beds
Sanitariums, institutions, rest and nursing homes	1 space for each 5 beds
Medical and dental clinics	3 spaces for each practitioner on the staff
Churches, theaters, auditoriums, community centers, vocational and night schools and other places of public assembly	1 space for each 4 seats
Colleges, secondary and elementary schools	1 space for each 2 employees, plus 1 stall for each 5 students of 16 years of age or more
Restaurants, bars, places of entertainment and clubs	1 space for each 150 square feet of floor area accessible to customers or patrons and 1 space for each employee per shift
Manufacturing and processing plants, laboratories and warehouses	1 space for each 2 employees, per shift plus sufficient stalls to accommodate all trucks and other vehicles used in connection with the business
Financial institutions; governmental and professional offices	1 space for each 300 square feet of net floor area
Funeral homes	The number of spaces shall equal 25% of the funeral home's maximum capacity
Bowling facilities (does not include attached lounges, restaurants, bars or clubs)	5 spaces for each bowling alley
Retail stores and shops	1 space for each 250 square feet of retail floor area
Shopping centers	1 space for each 300 square feet of gross floor area; or 25% may be determined based upon an approved traffic or parking study.

- (10) *Employee parking.* In addition to the requirements in subsection (9) of this section, in all districts, except industrial, there shall be employee off-street parking provided at the ratio of one off-street parking space for each fulltime employee. A fulltime employee shall be one working 40 hours per week. Required parking spaces for parttime employees shall be arrived at by finding the equivalent hours of number of parking spaces needed for fulltime employees based on hours worked. The number of employee parking spaces shall be based on employment at the time the building is erected, enlarged, structurally altered or changed to a higher classification use.
- (11) *Uses not listed.* In the case of structures or uses not mentioned, the provision for a use which is similar shall apply, as determined by the zoning administrator.
- (12) *Computing requirements.* In computing the number of spaces required, the following rules shall govern:
- a. Floor space shall mean the gross floor area of the specific use.
  - b. For structures containing more than one use, the required number of spaces shall be computed by adding the space required for each use.
  - c. Where parking spaces are calculated according to the use of the parcel.
- (13) *Combined uses.* Combinations of any of the uses mentioned in this section shall provide the total of the number of spaces required for each individual use. Two or more uses may provide required off-street parking spaces in a common parking facility less than the sum of the spaces required for each use individually, provided such uses are not operated during the same hours. The following conditions must be met for any joint use:
- a. The proposed joint parking space is within 500 feet of the use it will serve.
  - b. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.
  - c. A properly drawn legal instrument approved by the common council, executed by the parties concerned, for joint use of off-street parking facilities shall be filed with the city clerk-treasurer. Said instrument may be a three party agreement, including the city and all private parties involved. Such instrument shall first be approved by the city attorney.
- (14) *Changes in buildings or use.* Whenever a building or use is changed, structurally altered or enlarged to create a need for an increase of 20 percent or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use is enlarged to the extent of 50 percent or more in the floor area, said building or use shall then comply with the parking requirements set forth in the district in which it is located.
- (15) *Off-lot parking.*
- a. Off-lot parking spaces for multi-family residential uses shall be within 250 feet of the principal entrance or the entrance for the individual occupants for whom the spaces are reserved, while the farthest portions of a parking lot for all other uses shall be within 500 feet of the entrance of the establishment.
  - b. Accessory parking for business, commercial, or industrial may be located in residential districts provided that said lots or property are immediately adjacent to a commercial, business or industrial zoning district.
  - c.

All off-street parking lots adjoining lots zoned for residential use shall have a minimum setback of ten feet from any interior lot line, except if the adjoining lot is used for legally conforming parking purposes.

- (16) *Signs.* Signs located in parking areas necessary for orderly operation of traffic movement shall be permitted in addition to others permitted in this chapter.
- (17) *Off-street parking.* Off-street parking and loading requirements for all uses in the business district shall be as provided in article VI of this chapter, unless specifically altered as follows:
  - a. No parking or loading space shall be required for a commercial building erected, structurally altered, enlarged or changed to a higher classification if the floor area is less than 12,000 square feet, except as provided in this subsection.
  - b. Any building containing one or more residential dwelling units shall provide one parking space per dwelling unit regardless of the floor area of the building. If a building is occupied with another classification, the residential floor area shall not be computed as part of the floor area requirements for the building.
  - c. Off-street parking space shall be provided for each employee employed at the time of erection, enlargement, structural alteration or change of a building to higher classification.

(Ord. No. 2011-12, 12-13-2011)