



**CITY OF MENOMONIE
PLAN COMMISSION MEETING AGENDA**

Menomonie City Hall
800 Wilson Avenue
1st Floor, City Council Chambers
7:00pm
Monday – November 10, 2025

1. Roll Call.
2. Approval of Minutes – October 27, 2025.
3. Public Comments (agenda items only).
4. New Business:
 - a) Consider Approval of Ron Larson's Proposed Certified Survey Map on Cherry Blossom Lane – discussion and possible action.
 - b) Consider Approval of Kirk & Rhonda Tornow's Proposed Certified Survey Map on Nicholas Drive – discussion and possible action.
 - c) Consider recommendation regarding Proposed Ordinance 2025-10, an Ordinance Rezoning Certain Lands along 4th Avenue NE from Limited Multiple Family Residential District (R-2) to Multiple Family Residential District (R-3) – discussion and possible action
 - d) Consider Approval of Bridge to Hope, Inc.'s Proposed Certified Survey Map on 4th Avenue NE – discussion and possible action.
 - e) Consider recommendation regarding Proposed Ordinance 2025-11, an Ordinance amending portions of Section 14-5-2 relating to Subdivision Improvements – discussion and possible action.
 - f) Consider recommendation regarding Proposed Ordinance 2025-12, an Ordinance amending portions of Section 10-4-7 Off Street Parking – discussion and possible action.
 - g) Consider recommendation regarding Proposed Ordinance 2025-13, an ordinance creating Section 10-4-11 Site Lighting – discussion and possible action.
5. Adjourn.

Notice is hereby given that members of the Common Council may be present at the foregoing meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W.2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.

NOTE: Upon reasonable notice, efforts will be made to accommodate individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 232-2221.

PLEASE CONTACT PAM at (232-2221 x1000) or pwildner@menomonie-wi.gov

IF YOU ARE UNABLE TO ATTEND THE MEETING.

Plan Commission Meeting Minutes

Chairman Jeff Luther called the Plan Commission Meeting to order in the City Hall Council Chambers on Monday October 27, 2025 at 7:00 p.m.

1. Roll Call: Jeff Luther, Cody Gentz, Lowell Prange, Steve Lindberg, Dennis Kropp, Steve Cook, and Dick Martinson. Others Present: Eric Atkinson, David Schofield, Neil Koch, Mark Wallskog and Cory Giertz.
2. Correction of Minutes: Cook moved to correct the spelling of Hogseth in line 3-L of the July 28, 2025 Plan Commission minutes. Second by Martinson. Motion carried unanimously.
3. Approval of Minutes: Lindberg moved to approve the September 29, 2025, Plan Commission minutes. Second by Prange. Motion carried unanimously.
4. Public Comments:
 - a. Mark Wallskog spoke in favor of Item #5C. Noted that he intends to develop single family housing, that there will be no golf course alteration, and that he would prefer to do rural residential with well and septic due to cost, unless City is willing to provide TID incentives.
 - b. Cory Giertz spoke in favor of Item #5B.
 - c. Neil Koch spoke regarding Item #5C. Noted that 60% of groundwater recharge rural residential developments comes from septic systems.
5. New Business:
 - a. Schofield presented information regarding proposed Ordinance 2025-09, an Ordinance reducing single family residential minimum lot sizes. Schofield reviewed the staff report enclosed in the packet. Martinson moved to recommend approval of Proposed Ordinance 2025-09, an ordinance reducing single family residential minimum lot sizes. Second by Kropp. Motion carried unanimously.
 - b. Schofield presented information regarding Cory & Molly Giertz's proposed certified survey map on Canyon Road NE. Schofield reviewed the staff report enclosed in the packet. Kropp moved to approve Cory & Molly Giertz's proposed certified survey map on Canyon Road, as presented. Second by Cook. Motion carried unanimously.
 - c. Schofield presented information regarding Wallskog Rental Condos, LLC's proposed certified survey map on Crestwood Drive. Schofield reviewed the staff report enclosed in the packet. Several Commissioners expressed support for TID incentives for the project. Kropp moved to approve Wallskog Rental Condos, LLC's proposed certified survey map on Crestwood Drive, contingent upon receipt of the recorded utility easement. Second by Martinson. Motion carried 6-1, with Lindberg opposed.
 - d. Schofield indicated that the next two Plan Commission meetings will be Monday November 10 and Monday December 8. No formal action was taken.
6. Lindberg moved to adjourn. Second by Gentz. Motion carried unanimously.

Minutes Recorded by David Schofield



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther and Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Larson Certified Survey Map on Cherry Blossom Lane

DATE: November 10, 2025 Plan Commission Meeting

Ron and Gloria Larson own three existing lots at the west end of Cherry Blossom Lane. The owners have proposed to merge the parcels, then re-subdivide them to create a developable lot, upon which they have indicated they intend to build a new home.

City Staff have advised the owners that the developable lot contains a steep slope that has shown signs of instability in the past. City Staff have recommended that they engage a geotechnical engineer in the design of the new home.

City Staff, with assistance from Cedar Corporation, reviewed the proposed CSM and recommend approval as presented. If the Plan Commission concurs, the appropriate motion would be ***Approve Ron & Gloria Larson's Proposed Certified Survey Map on Cherry Blossom Lane, as presented*** (simple majority vote).

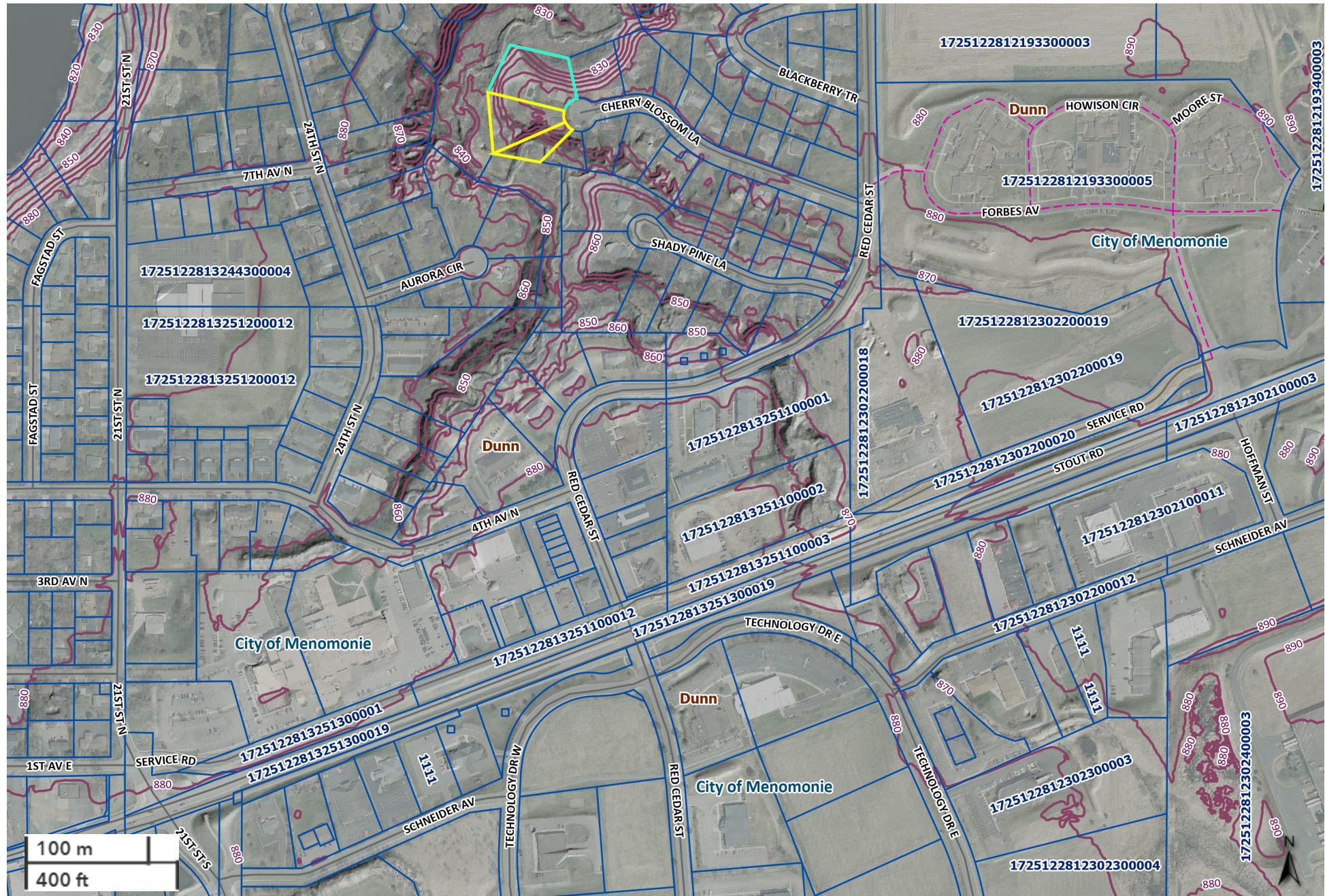
Attachments:

- Location Map
- Proposed CSM

Larson CSM

Created by: DAS

Cherry Blossom Lane





MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther and Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Tornow Certified Survey Map on Nicholas Drive

DATE: November 10, 2025 Plan Commission Meeting

Rhonda and Kirk Tornow own two existing lots along Nicholas Drive. The owners have proposed to adjust the location of the property line between the two lots.

City Staff, with assistance from Cedar Corporation, reviewed the proposed CSM and recommend approval as presented. If the Plan Commission concurs, the appropriate motion would be ***Approve Rhonda & Kirk Tornow's Proposed Certified Survey Map on Nicholas Drive, as presented*** (simple majority vote).

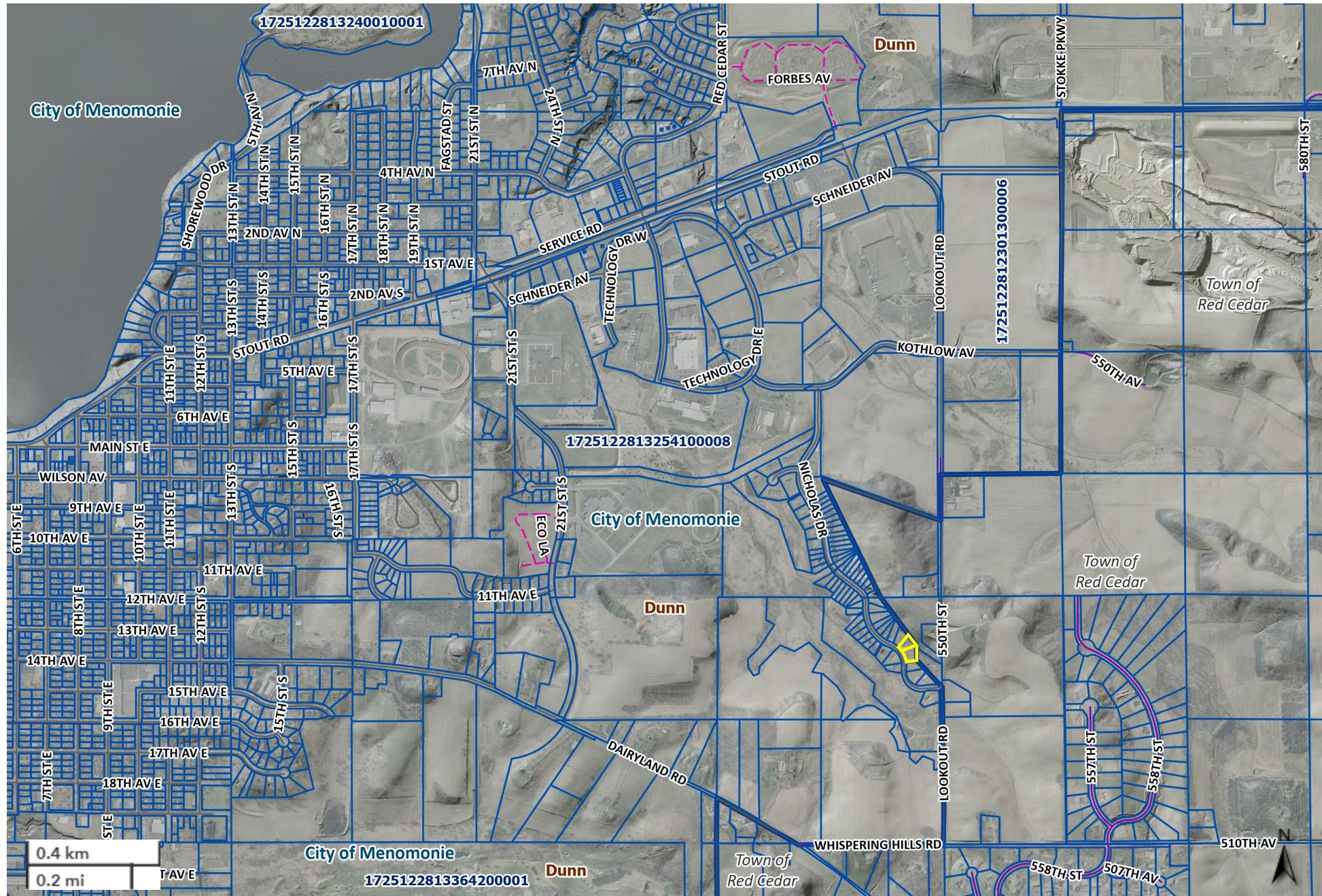
Attachments:

- Location Map
- Proposed CSM

Tornow CSM

Nicholas Drive

Created by: DAS



CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____

LOT 7, WHISPER RIDGE, LOT 33, WHISPER RIDGE II, ALL LOCATED IN PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 31, TOWNSHIP 28 NORTH, RANGE 12 WEST, CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN

NORTHWEST CORNER 2060.10' N89°39'51"W 2417.55' SECTION 31, FND. BRASS CAP. MON.

NORTH QUARTER CORNER SECTION 31, FND. ALUM. MON.

OWNER /

PREPARED FOR:

RHONDA K. AND KIRK W. TORNOW
3798 NICHOLAS DRIVE
MENOMONIE, WI 54751

PREPARED BY:

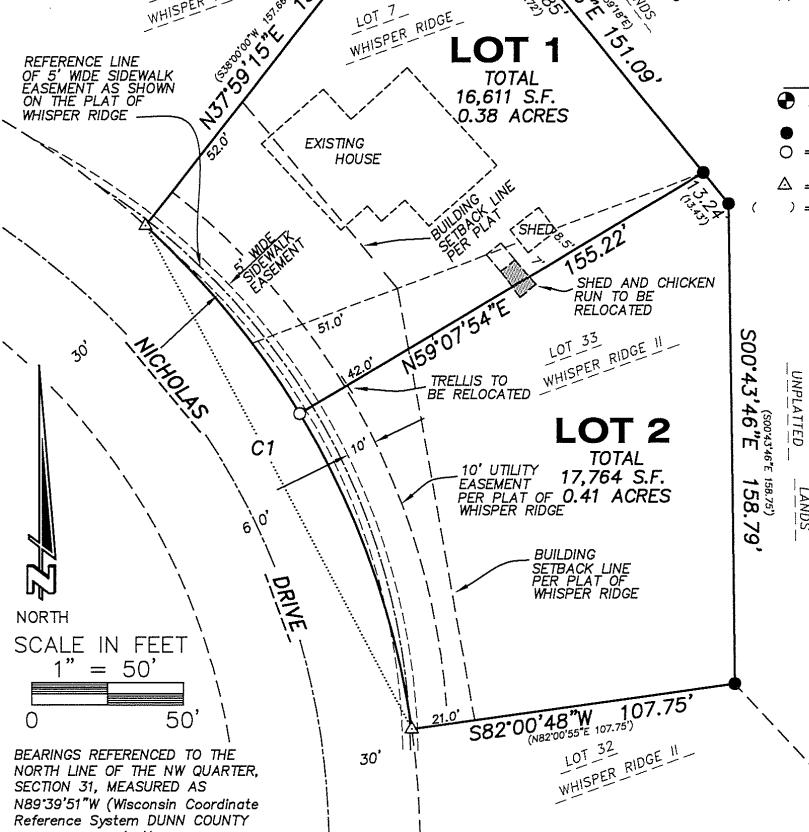
RONALD D. JASPERSON
AUTH CONSULTING
406 TECHNOLOGY DRIVE, SUITE A
MENOMONIE, WI 54751

CITY OF MENOMONIE PLAN COMMISSION

Resolved: That this Certified Survey Map in the City of Menomonie is hereby approved by the City of Menomonie Plan Commission.

Dated this _____ day of _____, 2025

Signature of Approving Authority



LEGEND

- = GOVERNMENT CORNER AS NOTED (TIES VERIFIED)
- = FOUND 1" O.D. IRON PIPE
- = SET 1" O.D. X 18' IRON PIPE WEIGHING 1.13 LBS. PER LINEAR FOOT
- △ = SET PK NAIL IN DRILL HOLE IN CONCRETE
- = RECORDED AS BEARING/DISTANCE

CURVE -C1

R= 280.00'
△= 39°18'48"
A= 192.12'
CB= N27°43'26"W
CL= 188.37'
TAN. IN= N08°04'02"W
TAN. OUT= N47°22'50"W

CURVE-C1-LOT 1

R= 280.00'
△= 16°30'30"
A= 80.67'
CB= N39°07'35"W
CL= 80.40'
TAN. IN= N30°52'20"W
TAN. OUT= N47°22'50"W

CURVE-C1-LOT 2

R= 280.00'
△= 22°48'18"
A= 111.45'
CB= N19°28'11"W
CL= 110.71'
TAN. IN= N08°04'02"W
TAN. OUT= N30°52'20"W

I, Ronald D. Jasperson, Professional Wisconsin Land Surveyor, hereby certify that by the direction of Kirk and Rhonda Tornow, I have surveyed and mapped Lot 7, Whisper Ridge and Lot 33, Whisper Ridge II, all located in part of the Northeast Quarter of the Northwest Quarter, Section 31, Township 28 North, Range 12 West, City of Menomonie, Dunn County, Wisconsin. Containing total of 0.79 Acres (34,375 Sq. Ft.), Parcels are subject to all and any easements, restrictions and covenants of record.

I also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the land subdivision ordinance of the City of Menomonie in surveying and mapping the same.

Ronald D. Jasperson PLS #2564

2025

(Proj. #1840-001) TORNOW
Field work completion date: 10-22-2025



**MEMORANDUM**

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther & Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Proposed Ordinance 2025-10 – Rezoning of Certain Lands Along 4th Avenue NE

DATE: November 10, 2025 Plan Commission Meeting

Bridge to Hope, Inc. has submitted the attached Request for Rezoning from Limited Multiple Family Residential District (R-2) to Multiple Family Residential District (R-3) for lands along 4th Avenue NE.

Bridge to Hope, Inc. has proposed to construct a new ground mounted solar panel system. City Staff determined that the existing Bridge to Hope campus is spread across two parcels in two different zoning districts. To address this discrepancy, Bridge to Hope has submitted the attached Request for Rezone and a certified survey map (which will be considered separately).

City Staff and Atty. Ludeman have prepared Proposed Ordinance 2025-10 which, if adopted, would complete the proposed rezoning. The City Council introduced Proposed Ordinance 2025-10 and referred it to the Plan Commission on November 3.

City Staff would suggest that the Plan Commission should consider the following questions with respect to the proposed rezoning:

1. Is the proposed Multiple Family Residential (R-3) District compatible with the applicant's request?
 - a. Yes. City Staff notes that the applicants requested Multiple Family Residential (R-3) District.
2. Is the current (and proposed to continue) land use compatible with the proposed Multiple Family Residential (R-3) District?
 - a. Yes.
3. Is the proposed Multiple Family Residential (R-3) District the most restrictive that accommodates the proposed (and current unpermitted) land use?
 - a. No. City Staff notes that the existing Limited Multiple Family Residential (R-2) also accommodates the existing (and proposed to continue) land use. However, this would leave the campus under two separate zoning districts.



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

4. Is the proposed rezoning consistent with the zoning of adjacent properties?
 - a. Yes. The remainder of the Bridge to Hope, Inc. property is zoned Multiple Family Residential (R-3) District.
5. Is the proposed rezoning consistent with the City's Comprehensive Plan?
 - a. Yes. The Comprehensive Plan does not contemplate changes in use in this area.

Property owners within 350-feet of the proposed rezoning were notified by letter that a public hearing will be held at the December 1 City Council meeting.

As previously stated, the City Council referred this matter to the Plan Commission for a recommendation. The Plan Commission may act as follows:

- If the Plan Commission supports the proposed rezoning, the appropriate motion would be ***Recommend Approval of Proposed Ordinance 2025-10, an Ordinance Rezoning Certain Lands along 4th Avenue NE from Limited Multiple Family Residential District (R-2) to Multiple Family Residential District (R-3)*** (simple majority).
- If the Plan Commission does not support the proposed rezoning, the appropriate motion would be ***Recommend Denial of Proposed Ordinance 2025-10, an Ordinance Rezoning Certain Lands along 4th Avenue NE from Limited Multiple Family Residential District (R-2) to Multiple Family Residential District (R-3)*** (simple majority).
- Although City Staff would not recommend proceeding in this manner, if the Plan Commission cannot come to an agreement as whether to recommend approval or denial of the proposed rezoning, the appropriate motion would be ***Return Proposed Ordinance 2025-10, an Ordinance Rezoning Certain Lands along 4th Avenue NE from Limited Multiple Family Residential District (R-2) to Multiple Family Residential District (R-3) to the City Council without a recommendation*** (simple majority).

The Plan Commission's recommendation will be provided to the City Council when they take up this matter on December 1.

Attachments:

- Location Map.
- Request for Rezoning.
- City Code 10-9 Multiple Family Residential (R-3) District.
- Proposed Ordinance 2025-10.



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther & Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Bridge to Hope, Inc. Certified Survey Map on 4th Avenue NE

DATE: November 10, 2025 Plan Commission Meeting

Bridge to Hope, Inc. has proposed to construct a new ground mounted solar panel system. City Staff determined that the existing Bridge to Hope campus is spread across two parcels in two different zoning districts. To address this discrepancy, Bridge to Hope has submitted the attached Request for Rezone (which will be considered separately) and a certified survey map.

City Staff, with assistance from Cedar Corporation, have reviewed the proposed certified survey map and recommend approval, contingent upon adoption of Proposed Ordinance 2025-10. This contingency is needed because the two parcels will remain in two separate zoning districts until adoption of said Ordinance.

If the Plan Commission concurs, the appropriate motion would be ***Approve Bridge to Hope, Inc.'s Proposed Certified Survey Map on 4th Avenue NE, contingent upon adoption of Proposed Ordinance 2025-10*** (simple majority).

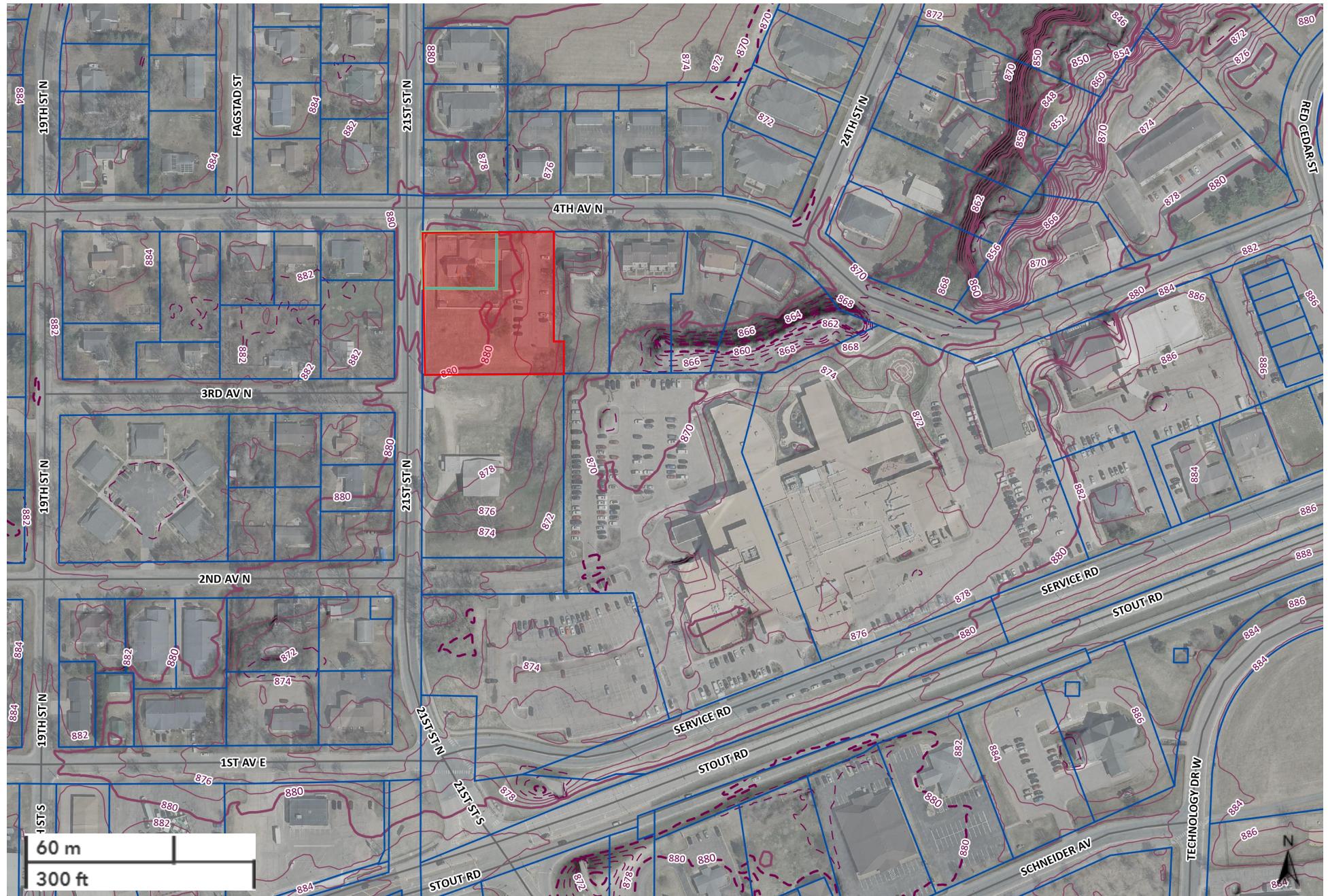
Attachments:

- Location Map
- Proposed Certified Survey Map

Bridge to Hope CSM

Created by: DAS

4th Avenue NE

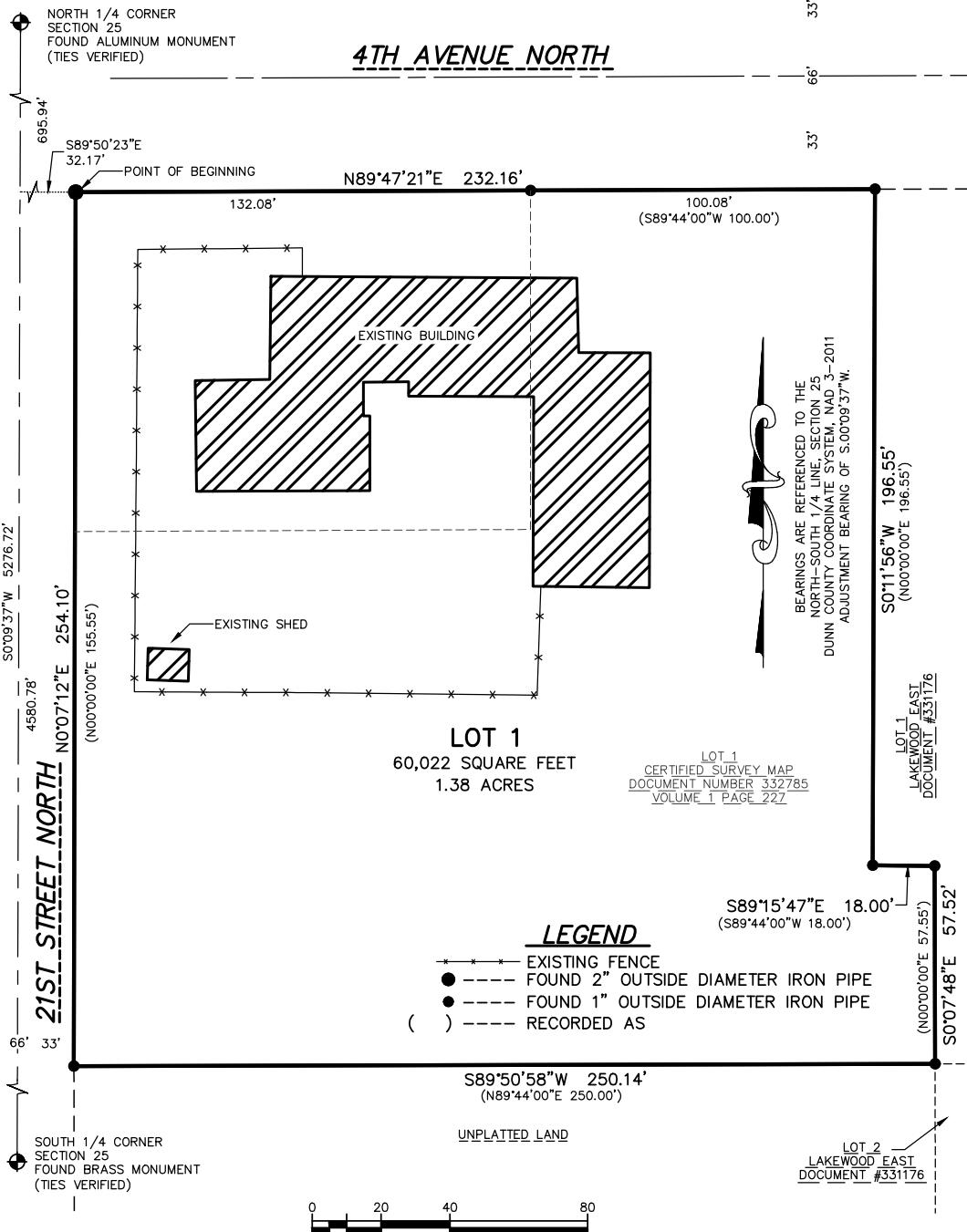


CERTIFIED SURVEY MAP, NUMBER _____

VOLUME _____ OF CERTIFIED SURVEY MAPS, PAGE _____

IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4,
SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST,
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN

INCLUDING ALL OF LOT 1 CERTIFIED SURVEY MAP,
VOLUME 1, PAGE 227, DOCUMENT #332785



VOLUME ____ OF CERTIFIED SURVEY MAPS, PAGE _____

CERTIFIED SURVEY MAP, NUMBER _____

LOCATED IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4,
SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST,
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN
INCLUDING ALL OF LOT 1 OF CERTIFIED SURVEY MAP,
VOLUME 1 OF CERTIFIED SURVEY MAPS, PAGE 227, DOCUMENT #332785

SURVEYOR'S CERTIFICATE:

I, PETER J. GARTMANN, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT BY THE DIRECTION OF THE BRIDGE TO HOPE INC., I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND PARCEL WHICH IS REPRESENTED BY THIS CERTIFIED SURVEY MAP.

THAT THE EXTERIOR BOUNDARY OF THE LAND PARCEL SURVEYED AND MAPPED IS AS FOLLOWS: A PARCEL OF LAND LOCATED IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 25, TOWNSHIP 28 NORTH, RANGE 13 WEST, CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN, INCLUDING ALL OF LOT 1 OF CERTIFIED SURVEY MAP, VOLUME 1 OF CERTIFIED SURVEY MAPS, PAGE 227, DOCUMENT #332785, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

- COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 25;
- THENCE, S.00°09'37"W., ALONG THE NORTH-SOUTH 1/4 LINE A DISTANCE OF 695.94 FEET;
- THENCE, S.89°50'23"E., A DISTANCE OF 32.17 FEET TO THE POINT OF BEGINNING;
- THENCE, N.89°47'21"E., ALONG THE SOUTH RIGHT OF WAY OF 4TH AVENUE NORTH, A DISTANCE OF 232.16 FEET;
- THENCE, S.00°11'56"W., ALONG THE EAST LINE OF LOT 1 CERTIFIED SURVEY MAP DOCUMENT #332785, A DISTANCE OF 196.55 FEET;
- THENCE, S.89°15'47"E., ALONG THE EXTERIOR BOUNDS OF SAID LOT 1, A DISTANCE OF 18.00 FEET;
- THENCE, S.00°07'48"E., ALONG THE EAST LINE OF SAID LOT 1 A DISTANCE OF 57.52 FEET;
- THENCE, S.89°50'58"W., ALONG THE SOUTH LINE OF SAID LOT 1 A DISTANCE OF 250.14 FEET TO THE EAST RIGHT OF WAY OF 21ST STREET NORTH;
- THENCE, N.00°07'12"E., ALONG SAID EAST RIGHT OF WAY, A DISTANCE OF 254.10 FEET TO THE POINT OF BEGINNING AND BEING SUBJECT TO EXISTING EASEMENTS.

THAT THIS CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY SURVEYED AND DESCRIBED, AND THE DIVISION OF IT. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AE-7 OF THE WISCONSIN ADMINISTRATIVE CODE, AND THE SUBDIVISION REGULATIONS OF THE CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN IN SURVEYING AND MAPPING THE SAME.

DATED THIS _____ DAY OF _____, 2025
PETER J. GARTMANN, P.L.S. NO. 2279

PREPARED FOR:

The Bridge To Hope, INC.
2110 4TH Avenue North
Menomonie, WI 54751

APPROVED: CITY OF MENOMONIE PLAN COMMISSION

BY: _____
CHAIRMAN

DATED THIS _____ DAY OF _____, 2025



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther & Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Subdivision Improvements Ordinance Amendment

DATE: November 10, 2025 Plan Commission Meeting

City Staff recently noted that the City Code 14-5-2-C-5 contains antiquated requirements for street improvements in new subdivisions which conflict with other portions of City Code.

City Staff recommend amending City Code 14-5-2-C-5.

On November 3, the City Council introduced and referred Proposed Ordinance 2025-11 to the Plan Commission for a recommendation. The Plan Commission may act as follows:

- If the Plan Commission supports the proposed ordinance, the appropriate motion would be ***Recommend Approval of Proposed Ordinance 2025-11, an Ordinance amending portions of Title 14, Chapter 5, Section 2 Subdivision Regulations Streets and Utilities*** (simple majority).
- If the Plan Commission does not support the proposed ordinance, the appropriate motion would be ***Recommend Denial of Proposed Ordinance 2025-11, an Ordinance amending portions of Title 14, Chapter 5, Section 2 Subdivision Regulations Streets and Utilities*** (simple majority).
- If the Plan Commission cannot come to an agreement as whether to recommend approval or denial of the proposed ordinance, the appropriate motion would be ***Return Proposed Ordinance 2025-11, an Ordinance amending portions of Title 14, Chapter 5, Section 2 Subdivision Regulations Streets and Utilities to the City Council without a recommendation*** (simple majority).

If these motions are approved, Proposed Ordinance 2025-11 would be reviewed at the December 1 City Council meeting, which will include a public hearing.

Attachments:

- Proposed Ordinance 2025-11

14-3-4: FINAL PLAT:

A. General Requirements:

1. The final plat shall conform, as applicable, to the approved preliminary plat, to sections 236.20 and 236.21, Wisconsin statutes, and to other applicable ordinances and state laws.
2. The plat shall be submitted for certification of those agencies having the authority to object to the plat, as provided in section 236.12, Wisconsin statutes.
3. Three (3) copies of the final plat and other required information shall be submitted to the city plan commission within six (6) months of preliminary plat approval, unless this requirement is waived by the plan commission.
4. The plan commission shall refer the final plat with its recommendations to the common council within thirty (30) days of its submission, unless this time is extended by the common council.
5. Final plats shall be accompanied by additional information required by the city including construction plans of all improvements to be installed by the subdivider.
6. Information shall be submitted at least ten (10) workdays prior to the regular meeting of the common council at which they may be considered.
7. The common council shall approve or reject the final plat within sixty (60) days of its submission, unless the time is extended by agreement with the subdivider.
8. Following approval, final plats shall be recorded in accordance with the requirements of section 236.25, Wisconsin statutes.

B. Methods Of Financing:

1. No final plat for the subdivision of land in the city, or within an area for which an annexation petition has been filed, shall be approved by the common council until the subdivider has made arrangements to install required improvements, as provided under subsection B2 of this section. In this section, "required improvements" means street improvements, including curb and gutter, water facilities, sanitary sewer facilities and storm drainage facilities.
2. Required improvements may be provided in one of the following ways at the discretion of the city:
 - a. By entering into a developer's agreement, suitable for recording in the office of the Dunn County register of deeds, with the city before the final plat is submitted for approval, whereby subdivider agrees to install the required improvements. The subdivider shall file with said agreement a bond meeting the approval of the city attorney or a certified check or letter of credit, the choice of the guarantee being at the discretion of the city, in an amount equal to the estimate of cost of said improvements as prepared by the city engineer. Such bond, check or letter of credit shall constitute a guarantee that such improvements will be completed by the subdivider not later than three (3) years from the date of recording of the plat. It shall constitute a further guarantee that all obligations to subcontractors for work on the development are satisfied. The agreement will provide for the subdivider to install the improvements, including engineering and inspection costs reimbursed to the city by the subdivider, the same to be guaranteed as provided herein.

All contractors and subcontractors who are to be engaged in construction or improvements on dedicated street rights of way shall be designated as qualified for such work by the city engineer.

- b. Installation by the city subject to payments by the subdivider as provided in subsections B2b(1), B2b(2) and B2b(3) of this section. The city may choose this option if the developer demonstrates to the common council the financial ability to reimburse the city for the installation of improvements by providing to the city sufficient financial guarantee, marketing plan, feasibility study,

14-5-2: STREETS AND UTILITIES:

A. Installation Procedure: Before the final plat of a subdivision located within the city limits or within an area for which an annexation petition has been filed will be approved, the subdivider shall complete one of the following alternative procedures with respect to the installation of water facilities, sanitary sewers, street grading and surfacing, and other required improvements:

1. Install such street grading, surfacing and utility improvements in accordance with plans developed by the city and pay the cost of engineering, legal, administration and inspection by the city prior to approval of the subdivision.
2. Enter into a contract with the city agreeing to install such improvements within a time schedule set by the plan commission and either file a bond or deposit a certified check with the city clerk, to guarantee such installations within such time. Such bond or certified check must be approved by the city attorney and shall be in an amount equal to the total estimated cost of the improvements, including inspection charges. The construction shall conform to a time schedule which shall not exceed five (5) years. The installation shall be in accordance with plans developed by the city. The developer shall pay the costs of engineering, legal, administration and inspection.
3. Petition the city clerk for installation of required improvements in accordance with the applicable city special assessment policy for installation of improvements and waive rights to notice and hearing for special assessments. This procedure for installation of improvements may be used only when approved by the common council following recommendation of the plan commission.

When special assessment procedure is used, the subdivider shall furnish evidence and security as required by the city to ensure payment of levied assessments including deposits and/or bonds.

B. Improvement Cost Sharing:

1. If any improvement is installed which benefits lands beyond the boundaries of the subdivision, the city may make provision for causing a portion of the cost of the improvement, representing the benefit to lands beyond the boundaries of the subdivision, to be assessed against the same and such portions of the whole cost of said improvements as will represent the benefit to the property within the subdivision.
2. When the proposed subdivision is not adjacent to existing utilities, the developer may request that the connecting utilities be installed by the city with costs assessed to benefitted properties. If the area between the subdivision and existing utilities is not developed, the city may require the installation of connecting utilities as part of required improvements in the subdivision with no participation by other properties. If assessment of benefits is not currently determined feasible, the subdivider may enter into an agreement with the city stating that the assessable costs of the utilities be refunded to the subdivider when benefitted properties are subdivided or connected to utilities. The agreement shall be consistent with the rules of the Wisconsin public service commission.

C. Improvements Required:

1. Water Supply: When a proposed subdivision is located adjacent to or reasonably near the existing service area of a public water system, water lines shall be extended and service connections shall be stubbed to the property line of each lot. Fire hydrants shall also be provided. The city shall determine whether public water supply to the subdivision is feasible.
2. Sanitary Sewer: When a subdivision is located in an area which can be served by public sewer, sanitary sewer mains and laterals shall be installed so that each lot is adequately served. The city shall determine whether the subdivision can be served by public sewer.
3. Storm Drainage: A drainage system that will adequately drain surface water runoff within the subdivision shall be provided including ditches, culverts, easements and piping if required.
4. Utilities:

a. The subdivider shall make necessary arrangements and pay assessable costs and fees for the installation of adequate electrical power and telephone within the subdivision. A copy of agreements for utility installation shall be submitted to the city for approval.

b. Electric distribution lines, telephone and telegraph lines, community antenna television cables, and services constructed within the subdivision shall be buried underground, unless the common council shall specifically find after study and recommendation by the plan commission that the placing of utilities underground would not be compatible or feasible within the subdivision.

5. Streets: Streets shall be graded to full width and roadways graded to subgrade according to plans developed by the city. After installation of water and sewer facilities, roadways shall be surfaced with six inches (6") of three-fourths inch (3/4") maximum size crushed gravel or lime rock and an asphalt seal coat in accordance with city specifications.

6. Public Access: Public access to waterways shall be graded and surfaced as a public street.

7. Streetlights:

a. The subdivider shall make necessary arrangements and pay costs and fees for the installation of adequate street lighting within the subdivision. Streetlights shall be installed at street intersections and at other locations designated by the city. Streetlight wires shall be consistent with electrical distribution wiring in the subdivision. Where underground wiring is installed the streetlight wires shall be underground.

b. The type of pole and fixture shall comply with standards set by the city. Fixtures shall be high pressure sodium or mercury vapor and provide a minimum of six thousand (6,000) mean lumens. Fixture height shall be approximately thirty feet (30').

c. Ornamental lighting may be installed if approved by the city.

D. Improvements Required; Extraterritorial Area: Improvements shall be installed as required by applicable city and county ordinances and regulations. (1975 Code Ch. 22 § VI)

ORDINANCE 2025 - 11 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2025.

An ordinance amending Title 14, Chapter 5, Section 2. C. 5. of the City Code.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Section 14-5-2 C. 5. of the City Code is hereby amended in its entirety to read as follows:

5. Streets: Streets shall be a minimum of thirty-two feet (32') wide (as measured from the face of curb to the face of curb), with twelve inches (12") of granular subbase, eight inches (8") of crushed aggregate base, three inches (3") of hot mix asphalt pavement, and twenty-four inch (24") wide mountable or barrier curb and gutter. Ribbon curbs with roadside ditches are prohibited.

Section 2. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

APPROVED THIS _____ DAY

FIRST READING _____

OF _____, 2025

SECOND READING _____

MAYOR, Randy Knaack

PASSED _____

SUBMITTED BY:

PUBLISHED _____

ATTEST _____

CITY CLERK, Catherine Martin

ALDERPERSON



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther & Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Off Street Parking Ordinance Amendment

DATE: November 10, 2025 Plan Commission Meeting

City Staff recently noted that the City Code 10-4-7-C contains antiquated requirements for off street parking. For example, the code refers to “dust free surfacing”, a term which is never defined.

City Staff recommend amending City Code 10-4-7-C as shown in Proposed Ordinance 2025-12.

On November 3, the City Council introduced and referred Proposed Ordinance 2025-12 to the Plan Commission for a recommendation. The Plan Commission may act as follows:

- If the Plan Commission supports the proposed ordinance, the appropriate motion would be ***Recommend Approval of Proposed Ordinance 2025-12, an Ordinance amending portions of Title 10, Chapter 4, Section 7 Off Street Parking*** (simple majority).
- If the Plan Commission does not support the proposed ordinance, the appropriate motion would be ***Recommend Denial of Proposed Ordinance 2025-12, an Ordinance amending portions of Title 10, Chapter 4, Section 7 Off Street Parking*** (simple majority).
- If the Plan Commission cannot come to an agreement as whether to recommend approval or denial of the proposed ordinance, the appropriate motion would be ***Return Proposed Ordinance 2025-12, an Ordinance amending portions of Title 10, Chapter 4, Section 7 Off Street Parking to the City Council without a recommendation*** (simple majority).

If these motions are approved, Proposed Ordinance 2025-12 would be reviewed at the December 1 City Council meeting, which will include a public hearing.

Attachments:

- Proposed Ordinance 2025-12
- City Code 10-4-7

10-4-7: OFF STREET PARKING:

Off street automobile parking spaces and truck parking and loading spaces shall be provided in various districts as required below for buildings hereafter erected, converted in use, structurally altered, enlarged or moved, for uses hereafter established.

A. Automobile Parking Spaces: "Employee parking", unless otherwise defined in this section, is meant to be the number of employee positions on the highest staffed shift of operations. Automobile parking spaces shall be provided as follows for buildings and uses:

<u>Type Of Use</u>	<u>Parking Spaces</u>
<u>Type Of Use</u>	<u>Parking Spaces</u>
Bowling alleys	7 spaces for each alley, plus 1 space for each employee at peak employment
Car service drive-in stands	5 spaces for each employee required during periods of capacity patronage
Colleges or universities	1 space for each 8 students, plus 1 space for each employee
Doctor and dentist offices, medical clinics	3 spaces for each doctor or dentist, plus 1 space for each employee
Hospitals, convalescent and nursing homes	1 space for 3 beds, plus 1 space for each employee on the 2 largest shifts combined, plus 1 space for each staff doctor, in addition to spaces required for ambulances and other vehicles for patient delivery and pick up
Lodging or rooming houses	1 space for each occupant of a lodging or rooming house
Motels, hotels, tourist homes and courts	1 space for each guest overnight accommodation, plus 1 space for manager and for each employee
Multiple dwelling	2 spaces for each dwelling unit
Multiple dwellings occupied exclusively by persons 60 years of age or older	1 space for each dwelling unit
One-family and two-family dwellings	2 spaces for each dwelling unit, plus 1 space for each boarder or lodger
Other uses	In applying for permits for buildings and uses not included above, the applicant shall specify the minimum off street parking spaces to be provided, and the zoning administrator shall issue the permit subject to such provisions, and on the condition that spaces for additional need shall be provided, if and when such need occurs
Restaurants, taverns, nightclubs	1 space for each 3 seats provided for customers, plus 1 space for each employee
Retail business and service establishments	1 space for each 350 square feet of gross business floor area
Secondary schools	1 space for each 5 students, plus 1 space for each employee
Service stations	Spaces for all vehicles used in the business, plus 1 space for each employee; 2 spaces for each gas

Warehouses, industries

pump; and 3 spaces for each grease rack and auto wash space

1 space for each 2 employees on the largest shifts combined

B. Truck Parking And Loading: Off street spaces sufficient for all truck loading and truck storage and parking shall be provided in connection with all buildings and uses delivering and receiving goods, materials and supplies by truck and those using trucks in their business or operation.

C. Supplemental Parking And Loading Space Requirements:

1. Each parking space shall be a minimum size of nine feet by eighteen feet (9' x 18') exclusive of aisles, driveways and walks, and shall not include any portion of a street or alley. Access aisles serving perpendicular double loaded parking spaces shall be a minimum of twenty four feet (24') in width.
2. Required parking spaces for dwellings, trailer coaches, mobile homes, motels, autocourts and auto camps shall be located on the same premises as the use served. For other uses, where this would be unreasonable or an unnecessary hardship, the board of appeals may approve the location of a portion of the required stalls on other nearby property.
3. Required parking spaces provided on a lot or in a building shall be kept clear of other uses and obstructions to parking.
4. All parking spaces shall be graded and drained, and parking lots containing three (3) or more spaces shall be given a dust free surfacing.

D. Applicability: The requirements of subsection A of this section shall not be applicable in that portion of the general commercial district described at subsection 10-11-1A of this title. (1975 Code Ch. 18 § IV; amd. Ord. 2008-05, 5-19-2008)

ORDINANCE 2025 - 12 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2025.

An ordinance amending Title 10, Chapter 4, Section 7 Off Street Parking.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Section 10-4-7-C of the City Code is hereby amended in its entirety to read as follows:

C. Supplemental Parking And Loading Space Requirements:

1. Each parking space shall be a minimum size of nine feet (9') wide by eighteen feet (18') long exclusive of aisles, driveways, and walks, and shall not include any portion of a street or alley, including its right-of-way.
2. Each parking space shall be directly accessible from an access aisle or from a street or alley.
3. Access aisles shall be a minimum of twenty-four feet (24') wide, shall connect to a street or alley, and shall include a ten foot (10') long turnaround extension at dead ends.
4. Required parking spaces for dwellings, trailer coaches, mobile homes, motels, autocourts, and auto camps shall be located on the same premises as the use served. For other uses, where this would be unreasonable or an unnecessary hardship, the board of appeals may approve the location of a portion of the required stalls on other nearby property.
5. Required parking spaces provided on a lot or in a building shall be kept clear of other uses and obstructions to parking.
6. All parking spaces shall be graded and drained.
7. All parking spaces in parking lots containing three (3) or more spaces shall be surfaced with concrete or hot mix asphalt.
8. All parking spaces in parking lots containing less than three (3) parking spaces shall be surfaced with concrete, hot mix asphalt, or crushed aggregate base.
9. All parking lots containing three (3) or more spaces shall be surrounded by six inch (6") tall barrier curb and gutter except at entrances from a street or alley, curb cuts for walkways, and curb cuts for drainage.

Section 2. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

FIRST READING _____

SECOND READING _____

PASSED _____

PUBLISHED _____

ATTEST _____

CITY CLERK, Catherine Martin

APPROVED THIS _____ DAY

OF _____, 2025

MAYOR, Randy Knaack

SUBMITTED BY:

ALDERPERSON



MEMORANDUM

David Schofield, Director of Public Works
dschofield@menomonie-wi.gov
715-232-2221 Ext.1020

TO: Chairman Luther & Plan Commission

FROM: David Schofield, Director of Public Works

SUBJECT: Site Lighting Ordinance Creation

DATE: November 10, 2025 Plan Commission Meeting

City Staff recently noted that the City Code does not address site lighting, except in the Neighborhood Office (B-4) District.

City Staff recommend creating City Code 10-4-11 Site Lighting as shown in Proposed Ordinance 2025-13.

On November 3, the City Council introduced and referred Proposed Ordinance 2025-13 to the Plan Commission for a recommendation. The Plan Commission may act as follows:

- If the Plan Commission supports the proposed ordinance, the appropriate motion would be ***Recommend Approval of Proposed Ordinance 2025-13, an Ordinance creating Title 10, Chapter 4, Section 11 Site Lighting*** (simple majority).
- If the Plan Commission does not support the proposed ordinance, the appropriate motion would be ***Recommend Denial of Proposed Ordinance 2025-13, an Ordinance creating Title 10, Chapter 4, Section 11 Site Lighting*** (simple majority).
- If the Plan Commission cannot come to an agreement as whether to recommend approval or denial of the proposed ordinance, the appropriate motion would be ***Return Proposed Ordinance 2025-13, an Ordinance creating Title 10, Chapter 4, Section 11 Site Lighting to the City Council without a recommendation*** (simple majority).

If these motions are approved, Proposed Ordinance 2025-13 would be reviewed at the December 1 City Council meeting, which will include a public hearing.

Attachments:

- Proposed Ordinance 2025-13

ORDINANCE 2025 - 13 OF THE ORDINANCES FOR THE CITY OF MENOMONIE FOR 2025.

An ordinance creating Title 10, Chapter 4, Section 11, Site Lighting.

THE COMMON COUNCIL OF THE CITY OF MENOMONIE DO ORDAIN AS FOLLOWS:

Section 1. Section 10-4-11 of the City Code is hereby created to read as follows:

10-4-11: SITE LIGHTING:

- A. Site lighting, including pole-mounted, building-mounted, and ground-mounted light fixtures used to illuminate driveways, parking areas, loading areas, walkways and buildings shall be downlit/cut off (horizontal).
- B. Site lighting light fixtures must be equipped with lenses, hoods, or other devices which concentrate the illumination upon driveways, loading areas, walkways, and buildings.
- C. A photometric plan shall be provided for any project which includes installation of new site lighting or modification of existing site lighting. Photometric plans shall show:
 1. Property lines;
 2. Proposed site conditions including, but not limited to, driveways, parking areas, loading areas, walkways, and buildings;
 3. Proposed light fixtures including model, location, and mounting height; and
 4. Light distribution upon the site and at least ten feet (10') beyond the property line in a grid, and measured by footcandles, rounded to the nearest one-tenth (0.1) of a footcandle.
- D. Light distribution shall not exceed one-half (0.5) footcandle ten feet (10') beyond the property line, except at driveway entrances.
- E. Exemptions: The following are exempt from this Section:
 1. Site lighting on any lot that is zoned for, and used as, one-family or two-family residential.
 2. Site lighting which existed prior to the effective date of this Ordinance, except if the existing site lighting is modified.
 3. Flagpole lighting.
 4. Landscape lighting of less than five hundred (500) lumens per fixture.
 5. Street lighting.
 6. Traffic signals.
 7. Outdoor sport field lighting (including, but not limited to, baseball fields, softball fields, soccer fields, football fields, outdoor pools, basketball courts, tennis courts, and pickleball courts).
 8. Building entrance and/or exit lighting required by Building Code.
 9. Airport lighting.
 10. City-owned security lighting.
 11. Illuminated signs permitted under Title 9, Chapter 6, of the City Code.
- F. Applicability: The requirements of this Section shall pertain to all zoning districts, except as specifically exempted above.

Section 2. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

INTRODUCED _____

APPROVED THIS _____ DAY

FIRST READING _____

OF _____, 2025

SECOND READING _____

PASSED _____

MAYOR, Randy Knaack

PUBLISHED _____

SUBMITTED BY:

ATTEST _____

CITY CLERK, Catherine Martin

ALDERPERSON