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PLAN COMMISSION
OFFICIAL NOTICE & AGENDA
Tuesday, November 10, 2026
2:30 pm – Marathon Municipal Center

1. **CALL TO ORDER**
   ROLL CALL: K. HANDRICK, M. AHRENS, M. TELFORD, C. STIEBER, S. CHEREK, L. OLBRANTZ, L. WIESMAN

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION OF VISITORS**
   a. Virtual Meeting Guidelines
      This meeting will be recorded and available upon request
   b. Public Participation at Government Meetings

4. **APPROVAL OF AUGUST 19, 2026 PLAN COMMISSION MEETING MINUTES**

5. **UNFINISHED BUSINESS**
   a. Discussion and Direction on Residential Subdivision Development Guidelines

6. **NEW BUSINESS**

7. **FUTURE MEETINGS – Scheduled as Needed**

8. **ADJOURNMENT**

PUBLIC VIRTUAL ACCESS
Join Teams Meeting: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting
Meeting ID: 272 531 376 063 188 7
Passcode: 9fq9JN6E

Kurt Handrick, Jr.
Village President
Cassie Lang
Village Clerk / Deputy Treasurer

PLAN COMMISSION
MINUTES
Wednesday, August 19, 2026

1. **CALL TO ORDER at 2:30 pm**
   ROLL CALL: K. HANDRICK-Present, M. AHRENS-Present at 2:53 pm, M. TELFORD-Present, C. STIEBER-Present, S. CHEREK-Present, L. OLBRANTZ-Absent, L. WIESMAN-Present

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION OF VISITORS**
   a. Virtual Meeting Guidelines
      This meeting will be recorded and available upon request
   b. Public Participation at Government Meetings
   In person Attendance: Eric Sonnleitner – North Central WI Regional Planning Commission, Brian Gumtz – St Matthews Church
   Virtual Attendance: Matt Muchow – Vierbicher Associates

4. **APPROVAL OF AUGUST 3, 2026 PLAN COMMISSION MEETING MINUTES**
   MOTION – Approve August 3, 2026 Plan Commission Minutes
   Motion made by Wiesman second by Telford. Motion passed by voice vote.

5. **UNFINISHED BUSINESS**
   a. Discuss and Approve Conditional Use Permit for Use of an Electronic Sign Submitted by St Matthew's Church
   Cherek shared an updated draft CUP with detailed illumination and time restrictions of the electronic sign.
   MOTION – Approve Conditional Use Permit for Use of Electronic Sign for St Matthew's Church and Move Forward to the Village Board for Final Approval
   Motion made by Stieber second by Telford. Motion passed by voice vote.

6. **NEW BUSINESS**
   a. Discussion and Direction on Residential Subdivision Development Guidelines
   Cherek has been working with Matt Muchow from Vierbicher Associates to establish a set of guidelines for residential development. Muchow presented a draft Design and Construction Guidelines for Public Works Construction outlining the requirements that potential developers would need to follow for a residential development. The guidelines follow the Village Ordinances relating to public infrastructure and include specific engineering and materials required by developers. The Guidelines incorporate regulations for sidewalks, driveways, curb & gutter, water & sewer mains, storm sewers, easements and streets to name a few. Cherek will discuss the water & sewer components with the Utility Commission at the August 26th meeting and finalize the guidelines with Matt before posting to the Village website for potential developers to utilize.

7. **DISCUSS DRAFT COMPREHENSIVE PLAN**
   a. Future Land Use – Residential Density
   Commission members reviewed the updated future land use map that was discussed at the June 23rd meeting and noted no further changes to be made. Sonnleitner from NCWRPC presented an updated version of Chapter 7 reflecting the Future Land Use Map Classifications and residential density as required by 2025 Wisconsin Act 173. Sonnleitner will compile all changes to the complete Comprehensive Plan in the next couple weeks and send out for final review by the Plan Commission.

8. **SET FUTURE MEETING(S) – NEXT STEPS IN PLANNING PROCESS**

9. **ADJOURNMENT at 4:12 pm**
   Motion to adjourn made by Telford second by Wiesman. Motion passed by voice vote.

Cassie Lang
Village Clerk / Deputy Treasurer

Design and Construction Guidelines

For Public Works Construction

All design and construction shall be in accordance with the Village of Marathon City Ordinances, as well as all other State and local government regulations. Plans and specifications for all public improvement shall be provided, signed and sealed by a Professional Engineer registered in the State of Wisconsin.

Concrete Sidewalk

1. Sidewalks shall be provided on both sides of arterial and collector streets. Sidewalks along minor streets shall be provided on at least one side of the street if within 1,000 feet of a school.
2. All new concrete sidewalks shall be a minimum of 5 feet wide in residential areas.
3. Sidewalk shall be a minimum of 4 inches thick on a base of 6 inches of dense aggregate base course. Sidewalks across driveways shall be a minimum of 6 inches thick on a base of 6 inches dense aggregate base course in residential areas and a minimum of 8 inches thick in commercial or industrial aeras.
4. Sidewalk shall be located 0.5 feet – 1.0 feet from the property line, except in areas in which an approved offset may be required to match existing conditions.
5. Sidewalks shall meet ADA requirements.
6. Sidewalks shall have a slope of 1.5% sloped toward the curb.
7. Curb ramps and detectable warning fields (truncated domes) will be required at all intersections and any mid-block crossings.

Multi-Use Path

1. Paved multi-use trails shall be provided in accordance with the sidewalk and trail plans or other approved development plans, and shall have a minimum width of 10 feet.
2. Multi-use trails shall be designed in accordance with the *Wisconsin Bicycle Facility Design Handbook*.
3. HMA pavement shall be a minimum of 2.5 inches thick on 12 inches of dense aggregate base course. Multi-use trails shall meet ADA requirements where practical.
4. The minimum terrace width between the curb and street edge of the trail shall be 6 feet unless otherwise approved by the Village.

Driveways

1. No residential driveway shall be less than 10 feet in width or more than 24 feet in width at the edge of the street or sidewalk.
2. Cutting of flow line is prohibited for driveway construction. The curb head shall be cut using a profile curb cut saw. Alternatively, the entire curb and gutter may be replaced.
3. Driveway width shall be in accordance with the appropriate Zoning District as noted in Chapter 6 – Public Works and labeled on the plan set.
4. Driveway slopes shall not exceed twelve percent (12%) unless approved by the Village Board.
5. Where concrete approaches are required, residential driveway approaches shall be constructed with a minimum of six (6) inches of concrete over a minimum of four (4)

inches of compacted crushed limestone. For asphalt driveways, a minimum of two and one half (2 ½) inches of bituminous surface material over a minimum of ten(10) inches of compacted crushed stone shall be provided.

6. Where concrete approaches are required, non-residential driveway approaches shall consist of a minimum of eight (8) inches poured concrete over a minimum of four (4) inches compacted crushed stone.

Streets, Grading, & Site

1. Streets shall conform to Chapter 14 of the Village Ordinance.
2. Streets shall have a minimum paving width of 32 feet for residential or minor streets and 40 feet for collector streets.
3. All streets shall include curb and gutter.
4. All pavements shall have a minimum crown cross slope of 2.0%. Detailed intersections plans shall be provided, showing design elevations and slopes. Crosswalks and curb ramps at intersections shall be ADA compliant.
5. The street surface shall consist of not less than ten inches of crushed gravel and surfaced with asphalt (3.5" minimum) or concrete (8" minimum). Additional base course may be required following a proof roll.
6. The constructed base course shall pass a proof roll prior to placement of asphalt paving.
7. Asphalt paving during inclement weather shall be completed in conformance with applicable WisDOT specifications.
8. The minimum terrace width shall be 6 feet and shall have a slope of 4%, draining towards the street.
9. Detailed engineering drawings shall be provided prior to final plan approval, including the following:

    a. Include a plan for streetlights and street signage. Signage shall include stop signs, street name signs, speed limit signs, and no parking signs.
    b. All crosswalks shall comply with ADA slope requirements.
    c. Provide construction details for proposed improvements including manholes, inlets, erosion control, hydrants, etc.
    d. Provide typical sections for all streets.
    e. Survey and clearly show all existing improvements at connection points including street, sanitary sewer, water main, storm sewer, and all dry utilities.
    f. Provide plan and profile drawings for all sanitary sewer, storm sewer, and water main outside the right of way.

Water Main

1. Water main shall be Ductile Iron pipe unless otherwise approved and bedded with Type 3 Embedment (sand or sand screenings). Bedding shall be a minimum of 6 inches under and 12 inches over top of the pipe. The Village may consider PVC C900 Pressure Class 150 (DR 18) Water Main on a case-by-case basis.
2. Water services 1 inches and smaller shall be copper.
3. The minimum spacing between taps on C900 water main shall be 3 feet and 2 feet away from any bell or joint restraint.

4. Water main shall be installed with tracer wire. Tracer wire shall extend to the surface at all hydrants in a tracer wire access box.
5. All mains shall be a minimum of 8 inches in diameter with the exception of hydrant leads, which shall be 6 inches.
6. Water main shall have a minimum cover of 7 feet, with proper clearances between the water main and storm/sanitary sewers. Detailed elevations shall be provided at all water and sewer crossings.
7. All water mains are required to be looped or as approved by Village Board.
8. Mechanical Joint fittings with mega lugs are required for all directional change fittings and water main ends.
9. Fire hydrants shall be located 3.5 feet behind the back of the curb unless otherwise approved. Hydrant valves shall be placed in the street.
10. A fire hydrant shall be required at the end of all dead-end lines.
11. Fire hydrants shall be Waterous Pacer WB67, or as approved by the Village Board.
12. Curb Boxes shall be Bingham and Taylor Buffalo Type and installed with the extension rod and guide ring.
13. Curb valves shall be Mueller H15209 for 1 inches services, equivalent for larger services, or as approved by the Director of Public Services.
14. Corporation stops shall be Mueller H15008 for 1 inches services, equivalent for larger services, or as approved by the Director of Public Services.
15. Curb boxes shall be located 3.5 feet behind the back of curb. Curb boxes shall be referenced by station and offset on the engineering drawings.
16. Water valves shall be American Flow Control Series 2500 Resilient Wedge Gate Valves or as approved by the Village Board.
17. A sign reading 'Water Valve' shall be installed next to any valves situated outside the right-of-way. These signs shall be affixed to treated 4 inches x 4 inches wooden posts.
18. Lateral ends shall be marked with a painted 4 inches x 4 inches wood post.
19. Water mains shall undergo a pressure and leakage test. Services shall be tested to the curb stop.
20. A minimum of two safe water samples are required, with a minimum of 24 hours between each sample. If the second water sample fails, two consecutive safe water samples are required.
21. Excavated material from the trench not suitable for backfill, as deemed by the Village, shall be removed and replaced with select trench backfill.
22. All water main construction shall meet the Standard Specifications for Sewer and Water Construction in Wisconsin.

Sanitary Sewer

1. The sanitary sewer shall be PVC and bedded with Class C Bedding (clear stone). SDR shall be determined by the design depth.
2. Tracer wire shall be installed with all new laterals.
3. Tracer wire boxes shall be provided and located 3.5 feet behind the back of the curb. Tracer wire shall extend to the right-of-way. “Sewer” shall be stamped on the lid of the access box.

4. All manhole castings shall be Neenah R-1550 with Type B Non-rocking lids and concealed pick holes.
5. Excavated material from the trench, deemed not suitable for backfill by the Village, shall be removed and replaced with select trench backfill.
6. All new sanitary sewer mains shall be televised. Two copies of the televising report and a suitable electronic file shall be provided to the Village.
7. Mandrel testing is required on all sanitary sewer. Low pressure air tests are required on all new sanitary sewer construction.
8. All manholes installed outside of the right-of-way shall have a rim elevation one foot above the existing ground. A sign with the text "Sanitary Sewer" shall be installed adjacent to manholes located outside of the right-of-way. Signs should be mounted on treated 4 inches x 4 inches wood posts.
9. Lateral depth at the right-of-way shall not exceed 12 feet without proper justification. Variances from this requirement may be approved by the Village.
10. Lateral ends shall be capped with a glued-on cap and marked with a painted 4 inches x 4 inches post.
11. All sanitary sewer construction shall meet the Standard Specifications for Sewer and Water Construction in Wisconsin.
12. Manholes shall be constructed with steps.

Storm Sewer and Storm Water Management

1. Storm sewer within street right-of-ways shall be reinforced concrete pipe.
2. All public endwalls shall be reinforced concrete pipe unless approved by the Village Board.
3. Storm sewer bedding shall be clear stone.
4. The minimum cover for all storm sewers shall be 2 feet unless approved by the Village.
5. Excavated material from the trench not suitable for backfill, as deemed by the Village Engineer, shall be removed and replaced with select trench backfill.
6. Adjustment rings for all curb inlets shall have a minimum height of 4 inches and a maximum height of 12 inches.
7. Manholes 3 feet deep and greater shall be constructed with steps.
8. All manholes installed outside of the right-of-way shall have a rim elevation 1 foot above the existing ground. A sign reading "Storm Sewer" shall be installed adjacent to manholes outside of the right-of-way. The signs shall be mounted on treated 4 inches x 4 inches wooden posts.
9. Inlets at low points shall have Neenah Type R grates. Inlets on grade shall be directional Type L. All inlets shall be stamped "Drains to River".
10. Infiltration basins shall not be restored until the remainder of the site has been fully restored.
11. Test pits shall be completed within the infiltration area of all proposed infiltration facilities. Test pit locations shall be shown on the engineering drawings.
12. All stormwater facilities shall conform to WDNR Technical Standards for pre and post construction stormwater management.

13. All storm sewer shall be sized for the 10-year storm event and a safe overflow shall be provided for the 100 year storm event. Large drainageways, as determined by the Village Board, may require additional capacity.
14. Double inlets shall be provided at all low points.
15. The last two pipes shall be strapped together at end sections on all pipes 18 inches and greater.
16. No slopes shall exceed 3:1 (H:V) unless approved by the Village.
17. Erosion matting is required for all restoration on slopes with a gradient of 4:1 or greater, as well as in areas that channel water.

Grading, Restoration & Erosion Control

1. All disturbed areas shall be seeded and mulched within 15 days of disturbance and shall be completed before the end of the construction season.
2. All storm drain inlets shall have adequate erosion control protection.
3. All silt fence shall be properly installed, maintained, and removed upon establishment of turf.
4. All sites shall be adequately protected to prevent sediment from leaving the site.
5. Adequate survey data shall be shown on the engineering drawings, showing existing elevations sufficient enough to ensure no adverse impacts to adjacent properties.

Easements

1. All Easements shall be specific to the intended use.
2. All sanitary sewer, water main, and storm sewer pipes outside of the right-of-way shall be covered by an easement to the benefit of the Village of Marathon City.
3. All sanitary sewer, water main, and storm sewer easements shall be a minimum of 30 feet, unless approved by the Village. Easements that hold two utilities shall be a minimum of 35 feet wide. Easements with more than two uses shall be determined by the Village. Additional easement width may be required, depending on the depth of utilities.