

City of

ABBOTSFORD

Wisconsin's First City

P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405

Phone: 715-223-3444 | Fax: 715-223-8891

Website: www.ci.abbottsford.wi.us

**AGENDA FOR
ABBOTSFORD PLAN COMMISSION
TO BE HELD FRIDAY, JUNE 24, 2016 9:30 A.M.
AT THE ABBOTSFORD COUNCIL CHAMBERS**

1. Call meeting to order
2. Roll call
3. Pledge of Allegiance
4. Comments from the Public
5. Discuss/review Appropriate Action related to Galvin Property Site Meeting
6. Discuss/review Appropriate Action relation to Blume Property Planning
7. Discuss/review Christensen Property
8. Discuss/review Contract with MSA to create TID #6
9. Adjourn



PROFESSIONAL SERVICES
 TRANSPORTATION • MUNICIPAL
 DEVELOPMENT • ENVIRONMENTAL

Professional Services Agreement

This AGREEMENT (Agreement) is made today July 5, 2016 by and between CITY OF ABBOTSFORD (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Abbotsford TID #6 Creation

The scope of the work authorized is: Assist the City of Abbotsford with with the creation of TID #6 (See Attachment A).

The schedule to perform the work is: approximate start: July 5, 2016
 approximate completion: December 31, 2016

The lump sum fee for the work is: \$12,500

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF ABBOTSFORD

MSA PROFESSIONAL SERVICES, INC.

 Dale Rachu
 Mayor

 Todd Trader, PE
 Team Leader

 Jennifer Lopez
 City Clerk

Date: July 5, 2016

Date: _____

203 North First Street
 Abbotsford, WI 54405
 Phone: (715) 223-3444

146 North Central Avenue, Suite 201
 Marshfield, WI 54449
 Phone: (715) 384-2133

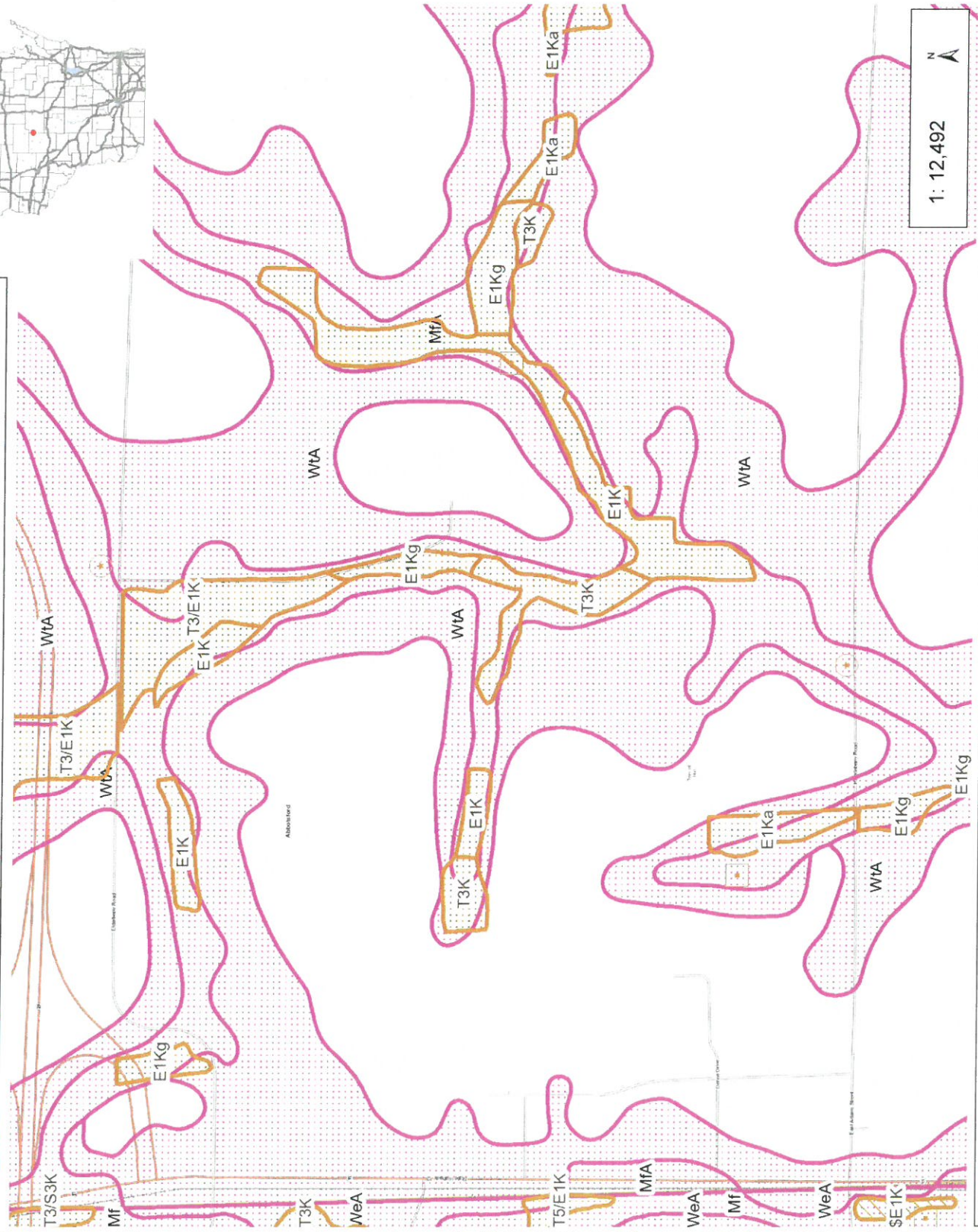
Attachment A: TIF CREATION

SECTION III: OWNER'S RESPONSIBILITIES

- 3.1 Provide a Planning Commission to direct the Plans.
- 3.2 Assist MSA in the establishment of a Joint Review Board.
- 3.3 Designate in writing a person to act as the OWNER's representative with respect to the services to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to the services.
- 3.4 Assist MSA with the assemblage of documentation required for determination of blight within the TID (if applicable).
- 3.5 Provide up-to-date tax parcel map information or documentation (i.e. tax parcel descriptions) for purposes of defining TIF District boundaries, descriptions, and determining property valuations within the District.
- 3.6 Provide copies of studies, plans and reports that include information on community goals, objectives, needs, and capacities of public facilities (as applicable).
- 3.7 Advertise for the required public hearings.
- 3.8 Review, approve and sign all documents and submittals.
- 3.9 Provide the services of the Attorney, Assessor and Clerk as needed in preparing the TIF Project Plan and/or DOR base packet.
- 3.10 Provide such legal, accounting, and insurance counseling services as may be required for the Project, and such auditing service as the OWNER may require.
- 3.11 Pay the Department of Revenue \$1,000.00 Review Fee.



Surface Water Data Viewer Map



Legend

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 - Dammed pond
 - Excavated pond
 - Filled excavated pond
 - Filled/draind wetland
 - Wetland too small to delineate
- Filled Points**
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- Tribal Lands**

Notes

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dmr.wi.gov/legal/>

0.4 Miles



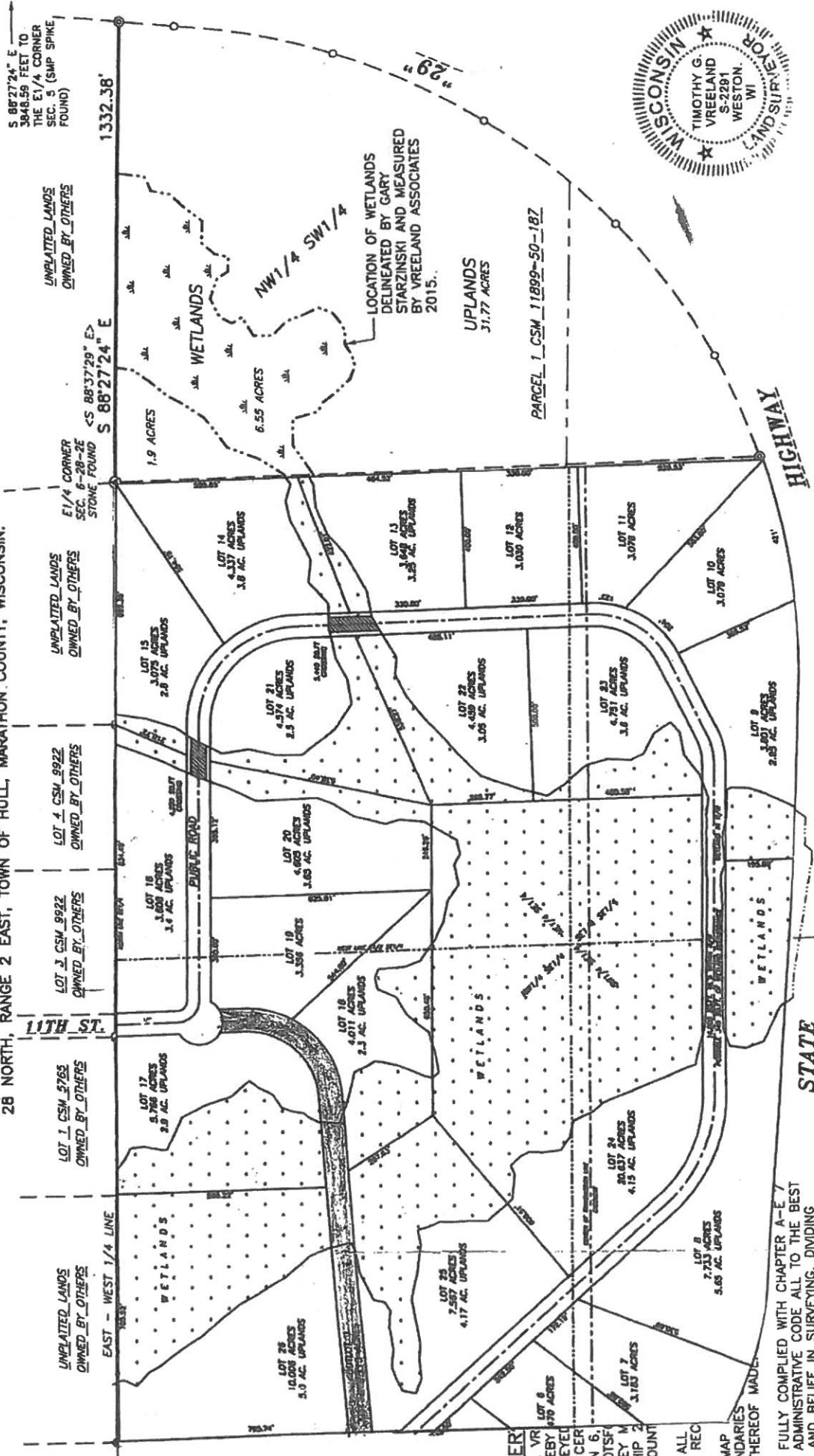
0.4

1: 12,492



PLAT OF SURVEY

THE NORTH LINE OF CSM #15369, SECTION 6, TOWNSHIP 28 NORTH, RANGE 2 EAST, CITY OF ABBOTSFORD AND THE NORTH LINE OF CSM #11899, SECTION 5, TOWNSHIP 28 NORTH, RANGE 2 EAST, TOWN OF HULL, MARATHON COUNTY, WISCONSIN.



PREPARED FOR:
PAT GALVIN

VREELAND ASSOCIATES, INC.
6103 DAWN STREET WESTON, WI. 54476
PH (715) 241-0947 OR TOLL FREE (866) 693-3979
FAX (715) 241-9826 tim@vreelandassociates.us

FILE #: G-266 GALVIN NORTH CSM DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND

FULLY COMPLIED WITH CHAPTER A-E / ADMINISTRATIVE CODE ALL TO THE BEST AND BELIEF IN SURVEYING, DIVIDING SAME.

[Signature]
P.L.S. 2291
JANUARY, 2016

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maintain compliance with the preventive action limit at a point of standards application in accordance with ch. NR 140. However, if site specific information indicates that compliance with a preventive action limit is not achievable, the infiltration BMP may not be installed or shall be modified to prevent infiltration to the maximum extent practicable.

- (b) Notwithstanding par. (a), the discharge from BMPs shall remain below the enforcement standard at the point of standards application.
- (7) **PRETREATMENT.** Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial, and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with sub. (6). Pretreatment options may include, but are not limited to, oil and grease separation, sedimentation, biofiltration, filtration, swales, or filter strips.
- (8) **MAXIMUM EXTENT PRACTICABLE.** Where the conditions of subs. (3) and (4) limit or restrict the use of infiltration practices, the performance standard of s. NR 151.124 shall be met to the maximum extent practicable.

History: CR 09-112: cr. Register December 2010 No. 660, eff. 1-1-11.

NR 151.125

NR 151.125 Protective areas performance standard.

- (1) **DEFINITION.** In this section, "protective area" means an area of land that commences at the top of the channel of lakes, streams and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the channel or delineated wetland boundary to the closest impervious surface. However, in this section, "protective area" does not include any area of land adjacent to any stream enclosed within a pipe or culvert, so that runoff cannot enter the enclosure at this location.
 - (a) For outstanding resource waters and exceptional resource waters, 75 feet.
 - (b) For perennial and intermittent streams identified on a U.S. geological survey 7.5-minute series topographic map, or a county soil survey map, whichever is more current, 50 feet.
 - (c) For lakes, 50 feet.
 - (d) For wetlands not subject to par. (e) or (f), 50 feet.
 - (e) For highly susceptible wetlands, 75 feet. Highly susceptible wetlands include the following types: calcareous fens, sedge meadows, open and coniferous bogs, low prairies, coniferous swamps, lowland hardwood swamps, and ephemeral ponds.

Note: Information on wetland types, including ephemeral ponds, is available at (608) 266-7012.
 - (f) For less susceptible wetlands, 10 percent of the average wetland width, but no less than 10 feet nor more than 30 feet. Less susceptible wetlands include: degraded wetlands dominated by invasive species such as reed canary grass; cultivated hydric soils; and any gravel pits, or dredged material or fill material disposal sites that take on the attributes of a wetland.
 - (g) In pars. (d) to (f), determinations of the extent of the protective area adjacent to wetlands shall be made on the basis of the sensitivity and runoff susceptibility of the wetland in accordance with the standards and criteria in s. NR 103.03.
 - (h) Wetland boundary delineation shall be made in accordance with s. NR 103.08 (1m). This paragraph does not apply to wetlands that have been completely filled in compliance with all applicable state and federal regulations. The protective area for wetlands that have been partially filled in compliance with all applicable state and federal regulations shall be measured from the wetland boundary delineation after fill has been placed. Where there is a legally authorized wetland fill, the protective area standard need not be met in that location.
 - (i) For concentrated flow channels with drainage areas greater than 130 acres, 10 feet.
 - (j) Notwithstanding pars. (a) to (i), the greatest protective area width shall apply where rivers, streams, lakes, and wetlands are contiguous.

Note: A stream or lake is not eligible for a lower protective area width even if contiguous to a less susceptible wetland.

- (2) **APPLICABILITY.** This section applies to post-construction sites located within a protective area, except those areas exempted pursuant to sub. (4).
- (3) **REQUIREMENTS.** The following requirements shall be met:
 - (a) Impervious surfaces shall be kept out of the protective area entirely or to the maximum extent practicable. If there is no practical alternative to locating an impervious surface in the protective area, the storm water management plan shall contain a written, site-specific explanation.
 - (b) Where land disturbing construction activity occurs within a protective area, adequate sod or self-sustaining vegetative cover of 70 percent or greater shall be established and maintained where no



WHAT IS A WETLAND?

Wetlands come in many different sizes and types, so it is difficult to explain in a simple manner what is and what is not a wetland. In general, wetlands have three primary characteristics (1) a dominance of water-loving plants; (2) wet or saturated soils; and (3) evidence of water. Many wetland types are only wet part of the year. In fact, some wetlands never have standing water in them at all. Wisconsin has more than a dozen different kinds of wetlands - everything from forests, to meadows, prairies, shrub thickets and even ephemeral or seasonal ponds. People sometimes call wetlands by other names, such as marshes, swamps, or bottom lands.

REGULATED ACTIVITIES:

Filling—Placing dredged or fill materials into a wetland (e.g. soil, wood chips, sand, gravel, etc.)
Excavating—Removing material from a wetland may require a permit
Grading—Conducting earth work to change the grade or contours of the land may require a permit
Mechanical Clearing—Clearing vegetation (shrubs and trees) from wetlands by bulldozing or grubbing, and removing the root structure may require a permit
Other Activities—Placing structures within a wetland and temporary wetland impacts (e.g. utilities, construction mats, sheds, soils stock piles, etc.) may require a permit
To verify if a proposed activity in wetlands requires a permit please contact the local DNR and ACOE permit review staff, see back of brochure for websites with contact information. These staff may also help inform you of any other activities, such as discharging to or withdrawing water from a wetland, which may require additional or different authorizations.



WHO TO CONTACT:

Wisconsin Department of Natural Resources
Waterways & Wetlands Permit Program

P.O. Box 7921
Madison, WI 53707-7921

Contacts: http://dnr.wi.gov/topic/Waterways/about_us/2012Contacts.pdf
<http://dnr.wi.gov/topic/wetlands/programs.html>

U.S. Army Corps of Engineers
St. Paul District Attn: O&R

190 Fifth St. E., Ste. 401
St. Paul MN 55101-1638
(800) 290-5847, Ext. 5525
mvp-reg-inquiry@usace.army.mil

Contacts: http://www.mvp.usace.army.mil/docs/regulatory/county_assignments/wi/Corps_Permit_Staff_WI.pdf
<http://www.mvp.usace.army.mil/regulatory/>

5 Wisconsin's percent recycled fibers, including 15 percent post-consumer waste

PUB-WT-587-2012

Got Wetlands? Know Before You Buy or Build

READ THIS FIRST!

A guide to state and federal permits required to work in or adjacent to Wisconsin's wetlands.



Wisconsin Department of Natural Resources

WHAT WETLANDS ARE REGULATED IN WISCONSIN?

The Wisconsin Department of Natural Resources (DNR) regulates all "Waters of the State". Waters of the State generally includes all wetlands, lakes, rivers, streams and ponds. Most Waters of the State are also considered "Waters of the United States" - these waters are regulated by the U.S. Army Corps of Engineers (ACOE). It is important to determine if wetlands are present before you buy or build on a piece of property because certain activities in wetlands are regulated by DNR and the ACOE and state and/or federal permit approvals are required.



WHY ALL THE FUSS ABOUT WETLANDS?

Wetlands benefit people and nature by:

- purifying the water we drink;
- reducing flooding;
- protecting shorelines from erosion;
- providing nurseries for fish and wildlife; and
- providing recreational opportunities to hunt, fish, hike, bird watch and explore.

THE DNR WETLAND PERMIT PROCESS:

Half of Wisconsin's wetlands have been destroyed since the 1800's so state and federal laws protect remaining wetlands and permits are required for those projects that propose wetland impacts. This step-by-step guide briefly describes the Wisconsin DNR's wetland permit process, and gives tips for making the process run as smoothly as possible. You can learn more about each step of the permit process; obtain application forms and find contact information for DNR permit review staff by visiting our website at: <http://dnr.wi.gov/topic/Waterways/construction/wetlands.html>.

Please also check with the U.S. Army Corps of Engineers and your local government for detailed information regarding federal and local regulations and permit requirements.

1. Got Wetlands? Know Before You Buy or Build

Wetlands aren't always obvious so it's critical to know if you've got wetlands on property you own or want to buy since state and federal laws require permits to develop within wetland areas. Wetlands provide a poor foundation for structures, such as buildings or roads, as wetland soils can be unstable and flood. So know before you buy or build. Visit our website and learn how to determine if a property contains wetlands <http://dnr.wi.gov/topic/wetlands/locating.html>.

TIP: Our locating wetlands web pages contain videos to help you identify physical wetland clues and a checklist of things to look for when you visit the site.



4. Submit a Complete Application to DNR

Determine the appropriate permit application package and fee to submit for your project – a General Permit (GP) or an Individual Permit (IP). You can determine if your project qualifies for a statewide GP by verifying all eligibility standards and permit conditions are met for the designated project type. If your project does not qualify for a GP, an IP application package must be submitted that includes the required compensatory wetland mitigation. DNR wetland permit applications are available at <http://dnr.wi.gov/topic/Waterways/construction/wetlands.html>. To ensure a timely permit process it is important to submit a complete application package that includes your Practicable Alternatives Analysis (PAA) and other required enclosures.

TIP: Apply for permits early – it is recommended to apply several months in advance of when you would like to start construction.

2. Avoid and Minimize Wetland Impacts

Property owners must document if there are alternatives they can pursue to avoid their project impacting wetlands, including a different site or a different project design or configuration. State and Federal law requires you to minimize project impacts to wetlands to the maximum extent practicable.

TIP: It is important to document all of the avoidance and minimization alternatives you considered as this information is required as part of your permit application process referred to as the Practicable Alternatives Analysis.

3. Coordinate Early with DNR

Discuss your preliminary project proposal with DNR staff to determine what alternatives should be considered to avoid and minimize wetland impacts, what permit type is required, and to identify any compensatory wetland mitigation requirements or other issues. This will help the process go smoothly and increase your chances of obtaining a wetland permit. Prepare for your meeting by filling out our Pre-Application Meeting Checklist at http://dnr.wi.gov/topic/waterways/construction/wetland_IP/wetland_pre_application_checklist.pdf. The pre-application meeting is a requirement for all projects that require an IP and is optional for GP's.

TIP: If federal and/or local permits are also required it is recommended that a joint pre-application meeting be held.

5. DNR Reviews Application & Conducts Site Investigation

DNR permit staff will review your permit application to determine if the application is complete and to verify that you have avoided and minimized wetland impacts to the maximum extent practical. This review will take place within 30-days after DNR receives your application package. Staff may also inspect the proposed site to evaluate the potential impacts to wetlands and other aquatic resources.

TIP: Be sure to submit all the required information with your application, including the Practicable Alternatives Analysis and respond promptly to requests for more information to keep the permit review process moving forward.

6. Permit Decision

If DNR permit review staff determines the project will not result in significant adverse impacts to wetlands or other aquatic resources, and all other permit requirements have been met, a permit can be issued authorizing the project. For projects that qualify for a GP you will receive a letter confirming coverage under the statewide GP. Before a final permit decision can be issued for projects that require an IP you will be required to public notice the project that allows for a 30-day public comment period and the opportunity for the public to request an informational hearing. IP's will receive a permit decision with conditions specific to the project. In some cases you may not receive immediate approval to precede with your project, but DNR staff will explain what issues must be addressed in order for your project to receive approval.

TIP: Following all conditions attached to your approval will ensure your project avoids any delays and will protect wetlands for future generations to enjoy.

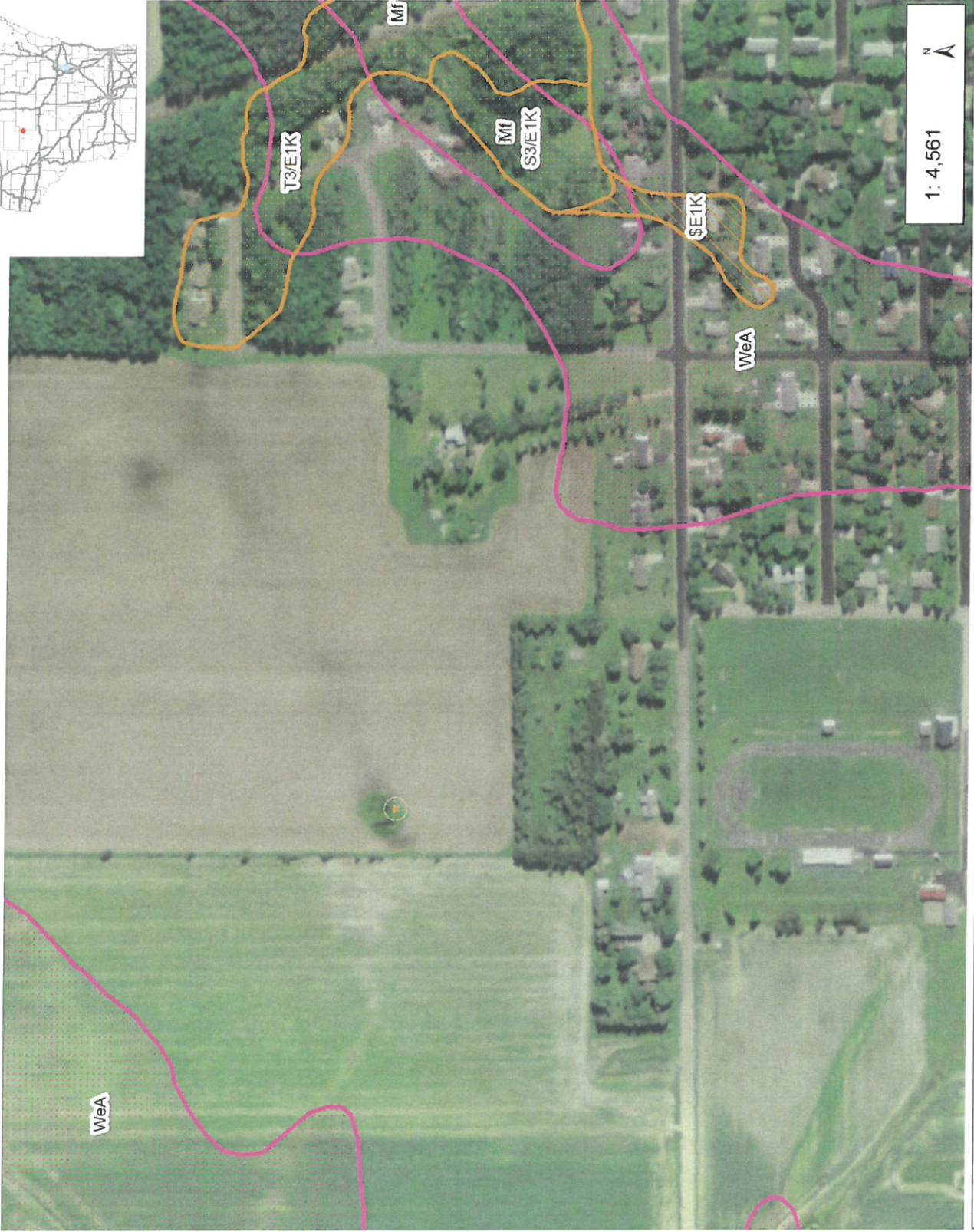
BEST TIP:

It is important to verify early in your project planning if wetlands are present and involve DNR and ACOE as soon as possible in the process. State and Federal staff are available to answer questions, give input and help you through the permit process so you can move forward with an approvable project.





Surface Water Data Viewer Map



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0.07

0.1 Miles

1 : 4,561



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