

SECTION 9.0 SEWER SERVICE AREA PLAN ADMINISTRATION

9.1 INTRODUCTION

As with any planning program, the success of the program depends on if and how it is implemented. The degree to which the program is implemented will often depend not only on the political atmosphere in the planning area, but on the clarity of the implementation guidelines set forth as part of the plan. The purpose of this section is to establish simple, complete guidelines for putting the Plan to use. Specific topics addressed in this section include the local review of sewage treatment facility proposals, how the Plan can be amended and by whom, and when and how the Plan will be subject to comprehensive updating processes.


The Wood County Planning Department has agreed to act as a neutral third-party, designated agent for the administrative procedures for this Plan.

9.2 SEWER EXTENSION REVIEW PROCESS

This Plan provides the necessary guidelines for local review of applications for extension of sanitary sewers in the Marshfield sewer service area. The local review will be conducted to determine whether or not the proposed sewer extension is in conformance with the approved Plan. The determination will focus on the location of the proposed extension; that is, does the extension lie within the delineated sewer service boundaries but not within an environmentally sensitive area? The following paragraphs outline the local review process:

- 1) The City should submit a letter and simple plan map of the proposed sewer extension and approximate ~~20-year~~ service area for the proposed extension to the Wood County Planning Office. To avoid unnecessary project delays, this submittal should be made early in the planning process, prior to completing detailed plans and specifications for the project. Submitting the plans early will insure that local review is made prior to submittal of the plans to the state and that costly detailed sewer design and specification documents are not prepared for areas that do not conform to the Sewer Service Area Plan and are subsequently rejected by the state.
- 2) The staff of the Wood County Planning Office will review all submissions and will provide the City with a review letter within 15 days of receipt of the plan map. If the proposed sewer extension is in conformance with the Plan, the letter from the County Planning Office should be attached to

the sewer extension plans which are submitted to the state by the applicant.

- 3) If the proposed sewer extension is not in conformance with the Plan or if there are questions about consistency, the City will be notified by letter from the Wood County Planning Office within 15 working days after receipt of the proposal.
- 4) If the proposed extension is not in conformance with the approved Plan, the City should determine if it wishes to further pursue the sewer extension proposal. If not, no further action is necessary.
- 5) If the proposal is to be pursued, the Sewer Service Area Plan must be amended in order for the proposed extension to be in conformance. The process for amending the Plan is contained in Section 9.5, below. With the approval of the appropriate amendment, the Wood County Planning Office may issue the letter of conformance for the sewer extension.
- 6) Sewer extension requests or Plan amendments denied by the Wood County Planning Office may be appealed directly to the Department of Natural Resources under Section 9.6, below. 

Section 9.2.1 WELLHEAD PROTECTION REVIEW PROCESS

The Sewer Service Area Plan maps will show the Well Recharge Areas for each municipal well. However, these Well Recharge Areas will not be designated as "environmentally sensitive areas". Sanitary sewer service may be extended into these areas, as in many cases it may be more beneficial to serve these areas with sewer rather than with holding tanks or drain fields.

The Sewer Service Area Plan should be used as a tool to assist in providing public utilities and services which efficiently meet the needs of each community while protecting water resources and the quality of the environment. To that end, the Marshfield Electric and Water Department recommends that future development within the Well Recharge Areas for the municipal wells be monitored.

The following types of development in the Well Recharge Areas should be evaluated on a case-by-case basis to determine if the development poses a threat to the quality of the water:

1. Asphalt products manufacturing plants
2. Automobile car washes
3. Automobile service stations

4. Building materials and product sales
5. Cemeteries
6. Chemical storage, sale, processing or manufacturing plants
7. Dry cleaning establishments
8. Electronic circuit assembly plants
9. Electroplating plants
10. Exterminating shops
11. Agriculture chemical manufacturing distributing, or storage plants
12. Foundries and forge plants
13. Garages-for repair and servicing of motor vehicles, including body repair, painting or engine rebuilding
14. Highway salt storage areas
15. Industrial liquid waste storage areas
16. Junkyards and auto graveyards
17. Landfills
18. Metal reduction and refinement plants
19. Mining operations (gravel pits)
20. Motor and machinery service and assembly shops
21. Paint products manufacturing
22. Petroleum products storage or processing
23. Plastics manufacturing
24. Printing and publishing establishments
25. Pulp and paper manufacturing
26. Trucking terminals
27. Dairy or cheese processing plants
28. Feedlots
29. Photography studios, including the development of film and pictures
30. Private on-site sewage disposal systems where sanitary sewer already exists
31. Other uses/conditions as may be determined by City zoning and well head protection ordinances.

It may be possible that certain development could be operated in an environmentally sound manner with special material storage, handling, and monitoring practices. While the listed industries should be scrutinized closely, we recommend that any proposed industry be evaluated for their potential to contaminate ground water.

These requirements are not intended to be needless burdens or restrictions on any particular industry. Rather, they reflect the level of care necessary to protect the availability of a critical resource for the community. Careless handling of industrial chemicals in sensitive areas can do irreparable harm to the aquifer. This can result in serious damage to the health and vitality of the local

economy and create a substantial financial liability to the industry at fault. These requirements should be viewed as protection for the industries as well as protection of the aquifer.

9.3 REVIEW OF PLUMBING PLANS SUBMITTED FOR STATE APPROVAL

Plumbing plans which must be submitted for state approval under Wisconsin Administrative Code Chapter Comm 82 (see lists below) must also be in conformance with the Sewer Service Area Plan (Comm 82.20(4)(b)2.a. This includes new commercial buildings and apartments larger than a duplex. Before the Department of Commerce - Safety and Building Division can approve the plumbing plans, the contractor needs a conformance letter from the water quality planning agency (Wood County Planning Office) stating that the proposed structure is within the sewer service area but not within an environmentally sensitive area. The review procedures for such plumbing plans follows the same outline as for sewer extensions, above.

Plumbing plans which must be submitted for state approval under Wisconsin Administrative Code Chapter Comm 82 are as follows: 

Comm 82 Table 82.20-1 Type of Plumbing Installation:

1. All plumbing, new installations, additions and alterations, regardless of the number of plumbing fixtures involved, serving hospitals, nursing homes and ambulatory surgery centers.^a
2. Plumbing, new installations, additions and alterations involving 16 or more plumbing fixtures, serving buildings owned by a metropolitan or sanitary sewer district.^b
3. Plumbing, new installations, additions and alterations involving 16 or more plumbing fixtures, serving buildings owned by the state.^b
4. Alternate and experimental plumbing systems.
5. Reduced pressure principle backflow preventers, reduced pressure fire protection principle backflow preventers, pressure vacuum breaker assemblies, reduced pressure detector fire protection backflow prevention assemblies, and spill resistant vacuum breakers serving health care and related facilities.
6. Stormwater and clearwater infiltration plumbing systems serving a public building or facility.^c
7. Treatment systems, other than POWTS, designed to treat water for compliance with Comm 82.70-1.^c

^aThe registration of cross connection control devices as required under Comm 82.20(1)(c) is included as part of plan review and approval.

^bWater heaters, floor drains, storm inlets, roof drains and hose bibbs are to be counted as plumbing fixtures.

^cAgent municipalities may perform this review when so authorized by Commerce.

or

Comm 82 Table 82.20-2 Type of Plumbing Installation:

1. New installations, additions and alterations to drain systems, vent systems, water service systems, and water distribution systems involving 16 or more plumbing fixtures to be installed in connection with public buildings.^{a,b}
2. Grease interceptors to be installed for public buildings.
3. Garage catch basins, carwash interceptors and oil interceptors to be installed for public buildings and facilities.
4. Sanitary dump stations.
5. Piping designated to serve as private water mains.
6. Water supply systems and drain systems to be installed for manufactured home communities and campgrounds.^c
7. Piping designed to serve as private interceptor main sewers greater than 4 inches in diameter when sized for gravity flow.
8. Chemical waste systems regardless of the number of plumbing fixtures.^c
9. Stormwater systems, not including infiltration plumbing systems, serving a public building or facility where the drainage area is one acre or more.^d

^aWater heaters, floor drains, storm inlets, roof drains and hose bibbs are to be counted as plumbing fixtures. For a phased project such as a mall or office complex, fixture count includes all proposed fixtures connected to a common building sanitary sewer, a common water service and all storm sewers serving the building.

^bFor the purpose of plan submittal, public buildings do not include zero-lot-line row houses where each living unit is served by an individual water service and an individual building sewer.

^cOnly agent municipalities which are cities of the first class may review these types of installations.

^dPlan review involving 16 or more plumbing fixtures also applies.


9.4 OTHER REVIEWS

From time to time, the Department of Natural Resources or other state agency may request / require review of various activities related to sewer service, but not specifically identified within this Plan. These reviews should parallel procedures established in this Section. If it is determined that the requested review does not fit within guidelines of this plan, the Marshfield Sewer Service Area Planning Advisory Committee should meet to discuss and make a recommendation.

9.5 AMENDMENT PROCESS

9.5.1 INTRODUCTION

The purpose of this section is to detail the process to be followed by the Sewer Service Area Planning Advisory Committee in amending this Plan, a process which is essential for maintaining a service area which is in the best interest of the communities in the Marshfield area and in the best interest of the area's water quality. Amendments will provide communities and private developers with the needed flexibility to incorporate unanticipated community growth, additional technical data, changing community trends and continuous public input into the sewer service area planning process. The Wood County Planning Office will maintain the records of boundary amendments and incorporate those amendments on the service area map and in the text of the Plan during the updating process.

Two types of amendments to the service area boundaries can be expected. The first, a "Type I Amendment", involves a situation where the service boundary is changed, but the service area acreage is not increased. Under these circumstances, the amendment would be handled by the community, and the Sewer Service Area Planning Advisory Committee would not become involved in this type of amendment. Instead, the administrative procedure for acting on local service area boundary changes would be quite similar to that used for local zoning ordinance amendments. 

The second type of boundary amendment, a "Type II Amendment", would increase the service area acreage. The primary justification for a Type II Boundary Amendment is for unanticipated new population or mercantile growth to be served by sanitary sewers above that which was projected in the Plan. In all likelihood, if the Plan is updated every five years, there will not be any amendment of this type. However, if there is a need for this type of amendment, the Sewer Service Area Planning Advisory Committee would hear and take action on the proposed boundary expansion.


Both types of amendment procedures were developed to provide a fair and reasonable means of reviewing service area boundary changes. These procedures include public notice, public hearings and public records of the hearing proceedings.

Service area boundary amendment standards were established to provide a broad framework for analyzing the merits of proposed amendments and to identify basic parameters for the two types of amendments. These amendment standards are presented below and the detailed procedures for both types of

amendment follows.

9.5.2 AMENDMENT STANDARDS

In order to provide an equitable and uniform basis for revising the sewer service boundaries, all proposed amendments which would add territory to the service area should meet standards 1 through 3 below, as well as standard 4 or 5. Annexations or detachments of territory, as defined in Chapter 66, Wis. Stats., within the boundaries of the sewer service area do not constitute amendments to the service boundaries and are therefore not subject to the amendment procedures.

- 1) There will be minimal adverse impacts on water quality as a result of development stimulated by the amendment.
- 2) Existing or planned sewage facilities and interceptors must have sufficient capacity to treat the projected wastewater flows generated by the added territory.
- 3) The boundary amendment must be in  conformance with adopted County or local community development or land use plans and the established goals and objectives of this Plan.
- 4) The configuration of sewer service area boundaries may be modified provided there is no increase in the total acreage projected in the Plan for the service area and modifications of the boundary ~~can be shown to be~~ cost-effective, orderly and a logical extension of sewered development. (This type of amendment would most likely occur where development in a particular location abuts the current limits of the service area; a developer or municipality proposes an additional development beyond this boundary {in conformance with adopted County or local plans}; and there are adequate existing or planned sewer facilities to serve the needs of the area added.) Since this type of boundary amendment does not involve an increase in the total service area acreage, an area which is equal to the amount of land added must be removed from the service area.
- 5) The established acreage of the service area may be increased by amending the service boundary only when it can be demonstrated to meet one of the following criteria:
 - A. There is a documented need for a sanitary sewer collection system for areas of existing development.

- B. There is a documented need for sanitary sewer to serve a proposed unique facility or development.
- C. There is a documented need for flexibility to accommodate unanticipated short-term development required for reasonable community growth that is consistent with adopted community plans.
- D. An environmentally sensitive area is redesignated provided there are no significant adverse water quality impacts.
- E. There is an error in the maps, data, projections or allocations of the adopted Plan.

9.5.3 AMENDMENT PROCEDURES

9.5.3A TYPE I AMENDMENT

Amendment of service area boundaries without increasing the land area within the sewer service area boundary. For every acre added to the service area, an area of equal size is removed. For this type of change, the following procedures should be used:

- 1) A petition to include or exclude a particular area is filed with the City Plan Commission. The petition should include:
 - A. A map showing the location of the property with reference to the existing sewer service area boundary;
 - B. General development plans for the area including land use proposals, environmentally sensitive areas to be excluded, and a preliminary timetable for implementing the development plan;
 - C. Estimates of existing and anticipated population, wastewater generation and means of collection from the area; and
 - D. Other information deemed relevant to the application.
- 2) The Plan Commission refers the petition to the Wood County Planning Office for review and recommendation.
- 3) If the petition proposes an addition to the sewer service area, the County Planning Office, working with the City Plan Commission, shall propose an area of equal size for removal. Generally, land recommended for removal from the service area will have a low potential for development

in the near future because of recent development trends in the community, inadequate urban services, unique environmental features, or poor site conditions due to slopes, soils or groundwater.

- 4) The Plan Commission, holds a public hearing on the proposed amendment following publication of a Class I Notice in accordance with Chapter 985, Wis. Stats. In formulating a recommendation, the Commission should consider:
 - A. testimony received at the public hearing;
 - B. comments from other local committees and the DNR;
 - C. information on the impact the amendment would have on sewer line and treatment plant capacity, water supply facilities and other needed services;
 - D. conformance with community plans;
 - E. development trends in the area;
 - F. features of the physical environment; and
 - G. conformance with the adopted Sewer Service Area Plan goals and objectives and the amendment standards.

A record of the public hearing proceedings and testimony shall be kept by the Plan Commission.

- 5) Following the public hearing, the recommendations of the Plan Commission, other local committees, and agencies should be submitted to the City Council within 7 days after the petition is received.
- 6) The Council shall review the recommendations and take final action on the amendment. All or any part of the petitioned land may be added to the service area.
- 7) Amendments approved by the City shall be submitted to the County Planning Office within 30 days of approval. The Planning Director shall transmit the amendment to the DNR for final approval.
- 8) The DNR will review the amendment and notify the City and County Planning Director of their decision. If the DNR rejects the amendment, the City may appeal the decision under Section 9.6, below.

9.5.3B TYPE II AMENDMENT

Amend service area boundary and increase the total service area acreage.

It is anticipated that Type II Amendments will be relatively infrequent because the sewer service area boundaries will be periodically re-evaluated during the Plan update process. This update will, among other things, propose modifications to the service boundary based upon unanticipated growth occurrences. The following procedure should be used for a Type II Amendment:

- 1) The City submits a petition to expand its service area acreage to the Sewer Service Area Planning Advisory Committee via the Wood County Planning Office. The petition should:
 - A. compare the population projections of the Plan with actual population increases in the community;
 - B. compare vacant land projections in the Plan with the actual amount of land vacant;
 - C. provide data on the current development density of the community; and
 - D. supply information on the capacity of existing sewer lines and treatment facilities to serve the area.

The Wood County Planning Office shall also submit the petition and related information to the DNR for review and comment.

- 2) Within 60 days after receiving the petition, the Sewer Service Area Planning Advisory Committee shall hold a public hearing on the petition following publication of a Class I Notice in accordance with Chapter 985, Wis. Stats. A record of the public hearing proceedings and testimony shall be maintained by the Committee in the Wood County Planning Office.
- 3) Within 30 days of the public hearing, the Committee shall take action on the amendment. The amendment standards, adopted goals and objectives of this Plan, and public hearing testimony should be weighed by the Committee during the decision-making process.
- 4) Amendments approved by the Sewer Service Area Planning Advisory Committee shall be transmitted by the Wood County Planning Office to the DNR for final approval.
- 5) The DNR's decision may be appealed under Section 9.6, below.

9.5.3C OTHER PLAN AMENDMENTS

Except for sewer service area boundary changes which follow the specific

procedures above, any other amendments to this Plan will require approval of the Sewer Service Area Planning Advisory Committee.

Proposed amendments should be submitted to members of the Sewer Service Area Planning Committee at least one week prior to the meeting at which action on the amendment is expected to be taken. Amendments approved by the Committee will be transmitted by the Wood County Planning Office to the DNR for review and final approval.

9.6 APPEALS



Any person aggrieved by a Department of Natural Resources water quality management plan decision has the right to file a judicial appeal of the decision. Wisconsin Statutes and Administrative Code establish time periods within which requests to review department decisions must be filed. For judicial review of a decision pursuant to s.227.52 and 227.53, Wisconsin Statutes, a petition for review must be filed within 30 days after service of the decision. The respondent in an action for judicial appeal is the DNR.

9.7 PLAN UPDATE

A comprehensive review and update of this Plan should be undertaken by the Sewer Service Area Planning Advisory Committee at least once every five years, with the first such review and update to be completed in 2015. The update should include the following as a minimum:

A review and update of population and the demographic projections to the year 2035.

A review of population densities, household size changes and urban development trends in the area.

The impact of major land use changes or developments in the urban area should be assessed.

A review of any significant changes to environmentally important lands in the area.

Revisions to the goals and objectives of the Plan to reflect changing conditions, trends and socio-economic atmosphere.

A brief description of relevant events occurring during the preceding five years which impact on area-wide water quality management planning.

A brief description of amendments to the Plan and service area boundaries which were made during the preceding five years.

A revised service area boundary extended to accommodate the urban area's year 2035 population.

A review of housing starts during the preceding five years.

A review of changes in the institutional structure for Plan review and implementation.