

Ordinance No. 193-2

The Village Board of the Village of Spencer, Marathon County, Wisconsin do hereby ordain that 193-2 is amended to read-

C. Site plan approval.

(1) Site plan approval. All applications for building permits for any construction, reconstruction, expansion or conversion, shall require site plan approval by the Village Administrator in accordance with the requirements of this section. The applicant shall submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the Village Administrator or their expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this chapter.

(2) Administration. The Building Inspector shall make a preliminary review of the application and plans and refer them along with a report of his findings to the Village Administrator. The Village Administrator shall review the application and may refer the application and plans to one or more expert consultants selected by the Village Administrator to advise whether the application and plans meet all the requirements applicable thereto in this chapter. Within 30 days of its receipt of the application, the Village Administrator shall authorize the Building Inspector to issue or refuse a building permit.

(3) Requirements. In acting on any site plan, the Village Administrator shall consider the following:

(a) The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.

(b) The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading; and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.

(c) The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.

(d) The landscaping and appearance of the completed site. The Village Administrator may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns, and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent of purposes of this section.

(4) Effect on municipal services. Before granting any site approval, the Village Administrator may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Building Inspector or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional


facilities be needed, the Village Administrator shall not issue the final approval until the Village has entered into an agreement with the applicant regarding the development of such facilities.

(5) Appeals. Denials of building permits contingent upon site plan approval may be appealed to the Zoning Board of Appeals by filing a notice of appeal with the Village Administrator-Clerk/Treasurer within 10 days of the denial.

Dated this 9th day of May, 2022



Harry Toufar, Village President

Attest: 

Paul Hensch, Village Clerk