



**PLANNING COMMISSION
MEETING**
January 8, 2024
4:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Lee Thao
Eric Daven
Ben Goodreau
Thaddeus Kubisiak
Jeff Marutz

AGENDA ITEM RECIPIENTS

Sue Schill, City Attorney
Erika Esser, Secretary
Jennifer Gossick, City Clerk

Notice is hereby given of a meeting of the Wisconsin Rapids Planning Commission to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Monday, January 8, 2024, at 4:00 PM**. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Planning Commission may appear remotely via video or audioconferencing for this meeting.

AGENDA

1. Approval of the report from December 4, 2023, Planning Commission meeting.
2. **Request from the Engineering Department** to dedicate parkland property from Witter Park, addressed as 681 Chestnut Street (Parcel ID 3407850), for the purpose of right-of-way, totaling approximately 1,411.04 square feet and as depicted on the attached Lincoln Street Transportation Project Plat 2022-14; and recommend to the Council a resolution dedicating said property. (See attached Resolution)
3. **23-001248; Engineering Department** - request for Site Plan Review to perform site improvements at 40 North Fourth Avenue (Parcel ID 3402593 and Parcel ID 3402594).
4. **23-001206; City of Wisconsin Rapids** – public hearing and action on a request to amend Chapter 11 - Zoning Ordinance, Appendix A and Appendix B, specifically relating to personal storage facilities, to modify the land use definition and allow the use with a conditional use permit in the General Commercial (B-2) District.

- 5. 23-001207; City of Wisconsin Rapids** – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance; Appendix B, to amend the land use description of mobile vending and permit an exception within residential zoning districts.
- 6. Adjourn**

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

PUBLISH: December 22nd and 29th, 2023

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, January 8, 2024, at 4:00 PM** within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Participation at the public hearing is encouraged. The public can also submit comments prior to the hearing by contacting the Community Development Department at 715-421-8228 or CommunityDevelopment@wirapids.org. The following items will be heard and possibly acted on:

1. Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 - Zoning Ordinance, Appendix A and Appendix B, specifically relating to personal storage facilities, to modify the land use definition and allow the use with a conditional use permit in the General Commercial (B-2) District.
2. Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance, Appendix B, to amend the land use description of mobile vending and permit an exception within residential zoning districts.

Further details regarding the specific requests can be obtained within the Community Development Department at City Hall, or by calling the department at 715-421-8228.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the Clerk at (715) 421-8200 to request accommodations.

Jennifer Gossick,
Wisconsin Rapids City Clerk

REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 4, 2023

Report #1

The Planning Commission met at 4:00 p.m. on December 4, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present in the Chambers included Chairperson Shane Blaser, Ryan Austin, Jeff Marutz, Lee Thao, Ben Goodreau and Eric Daven. Thad Kubisiak was absent. Also present in the Chambers were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Dennis Polach and Tom Rayome as well as others indicated on the meeting sign-in sheet. Kelly Wendorf and John Kastner attended via Zoom.

The meeting was called to order at 4:00 p.m.

1. Approval of the report from the November 6, 2023, Planning Commission meeting

Motion by Marutz to approve the report from the November 6, 2023, Planning Commission meeting; second by Goodreau.

Motion carried (6 – 0)

2. **23-001108; Badger Land Survey, LLC.** – request for a Certified Survey Map to create one lot from two lots addressed at 1212 Snyder Street (Parcel ID 3409102) and 1220 Snyder Street (Parcel ID 3409100)

Kyle Kearns provided a brief synopsis of the request, recommending approval for the request, including the street dedications on Snyder Street and Daly Avenue.

Motion by Daven to approve the request for a Certified Survey Map to create one lot from two lots addressed at 1212 Snyder Street (Parcel ID 3409102) and 1220 Snyder Street (Parcel ID 3409100), including the street dedication on Snyder Street and Daly Avenue; second by Austin.

Motion carried (6 – 0)

3. **23-001067; John Kastner** – public hearing and action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to an Industrial land use classification.

Mr. Kearns provided background information and a review of agenda item 3 in conjunction with item 4. Denial was recommended, as the proposals are not consistent with the City's Comprehensive Plan or the City's Zoning Ordinance.

Public hearing opened at 4:09 p.m.

Speaking against: none

Speaking in favor: Brandon Locke, Kelly Wendorf and John Kastner

Public hearing closed at 4:15 p.m.

Chairperson Blaser expressed his concerns regarding potential future uses of the identified property and Mr. Daven asked about the zoning classifications for other storage unit locations in the City, to which Kyle Kearns responded. Mr. Kearns also discussed alternatives to the proposal including a use variance through the ZBA, Planned Unit Development or the possibility of an ordinance amendment. Mr. Blaser

stated that it might make more sense if within the Zoning Code storage units were allowed in other districts besides Industrial, to which Carrie Edmondson and Kyle Kearns replied. Ryan Austin, Eric Daven and Ben Goodreau agreed with Shane Blaser's comments. It was suggested that Community Development draft an amendment to the zoning ordinance that would address personal storage based on the feedback received, which would be brought to the January 2024 Planning Commission meeting.

Motion by Blaser to approve the request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to an Industrial land use classification; second by Daven.

Motion failed (0 – 6)

- 4. 23-001067; John Kastner** – public hearing and action on a request for a zoning map amendment, specifically to rezone a portion of 1501 24th Street South (Parcel ID 3409200) from a R-2 Mixed Residential District to an M-1 General Industrial District (approx. 9.897 acres)

Public hearing opened at 4:36 p.m.

Speaking against: none

Speaking in favor: none

Public hearing at 4:37 p.m.

Motion by Blaser to approve the request for a zoning map amendment, specifically to rezone a portion of 1501 24th Street South (Parcel ID 3409200) from a R-2 Mixed Residential District to an M-1 General Industrial District (approx. 9.897 acres); second by Austin.

Motion failed (0 – 6)

- 5. 23-001092; Howald, LLC. – Tweet Garot Mechanical, Inc.** - request for Site Plan Review to perform site improvements at 2810 Jefferson Street (Parcel ID 3400696)

Carrie Edmondson provided a review of the request. Approval was recommended with the conditions outlined in the staff report.

Motion by Austin to approve the request for Site Plan Review to perform site improvements at 2810 Jefferson Street (Parcel ID 3400696) with the recommended conditions in the staff report:

1. A revised landscape plan must be submitted to Community Development Department staff for review and approval.
2. Light from the parking area shall not exceed 0.2 foot-candles at neighboring property lines.
3. The drainage swale located above the storm sewer within the public right-of-way along Jefferson Street shall be maintained.
4. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
5. All applicable permits through the City shall be obtained.
6. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Daven.

Motion carried (6 – 0)

6. Discussion on Zoning Ordinance changes to simplify the review process for certain requests, developments, and uses – no action.

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

7. Discussion on Zoning Ordinance change for mobile vendors to operate in residential zoning districts – no action.

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

8. Discussion on downtown planning initiatives – no action

Discussion occurred amongst staff and the Commission regarding this item. No action was taken.

9. Adjourn

Motion by Austin to adjourn the meeting; second by Thao.

Motion carried (6 – 0)

Meeting adjourned at 4:57 p.m.

Respectfully Submitted by Erika Esser, Secretary



Memo

To: Plan Commission

From: Kyle Kearns, Community Development Director
Carrie Edmondson, Associate Planner

Date: 12/27/2023

Subject: **Request from the Engineering Department** to dedicate parkland property from Witter Park, addressed as 681 Chestnut Street (Parcel ID 3407850), for the purpose of right-of-way, totaling approximately 1,411.04 square feet and as depicted on the attached Lincoln Street Transportation Project Plat 2022-14; and recommend to the Council a resolution dedicating said property. (See attached Resolution)

The request from the Engineering Department is to dedicate property, currently owned by the City as parkland, for right-of-way for the purpose of reconstructing Lincoln Street, slated for 2024. The dedicated area totals approximately 1,411.04 square feet and is wider nearer Chestnut Street before tapering off to the north, as shown below. The request is consistent with the City's Official Street Map, which identifies Lincoln Street as a minor arterial (80' wide), therefore staff would recommend approval.

Vicinity Map



RESOLUTION No. _____ (2024)

CITY OF WISCONSIN RAPIDS

A RESOLUTION APPROVING DEDICATION OF CITY-OWNED LANDS
REQUIRED FOR LINCOLN STREET RIGHT-OF-WAY

WHEREAS, the City of Wisconsin Rapids ("City") is acquiring right-of-way for the Lincoln Street road improvement project; and

WHEREAS, the City currently owns park lands that are affected by said improvement project; and

WHEREAS, the City's official street map provides for the right-of-way width as is being proposed to be acquired; and

WHEREAS, the Lincoln Street Transportation Project Plat 2022-14 ("Plat") is attached hereto and incorporated herein by reference, and said Plat lays out the portions of City property which are proposed to be dedicated as right-of-way, with said property marked as acquisition area "12", which is part of Tax Parcel No. 34-07850; and

WHEREAS, it has been recommended by the Planning Commission to dedicate such lands for the right-of-way for the Lincoln Street improvement project; and

WHEREAS, it is in the best interests of the City to dedicate such lands;

BE IT RESOLVED, by the Wisconsin Rapids Common Council, as follows:

1. That the lands as described above and as depicted in the Lincoln Street Transportation Project Plat 2022-14 required for Lincoln Street be dedicated for public street right-of-way purposes.
2. That the Mayor, City Clerk, and City Attorney are authorized and directed to take such steps and execute any documents as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of Wisconsin Rapids, Wisconsin this 16th day of January, 2024.

APPROVED:

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

Ayes: _____

Nays: _____

Attachment: Lincoln Street Transportation Project Plat 2022-14

TRANSPORTATION PROJECT PLAT 2022-14

THAT PART OF LOT 23 AND 43 OF EAST SIDE ASSESSOR'S PLAT NO. 42 LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, AND PART OF LOTS 1, 2, 3, 4 OF BLOCK 3, AND LOTS 1, 2, 3, 4 OF BLOCK 4, AND LOTS 1, 2, 3, 4 OF BLOCK 5 OF SUBDIVISION OF SW 1/4 OF SARGENT'S PLAT OF THE CITY OF GRAND RAPIDS WISCONSIN LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, AND PART OF LOT 2 OF WCCSM NO. 4814 LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF TOWNSHIP 22 RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN.

RELOCATION ORDER LINCOLN STREET (EAST RIVERVIEW EXPRESSWAY TO D STREET)

TO PROPERLY ESTABLISH, LAYOUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, THE CITY OF WISCONSIN RAPIDS DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE PROJECT

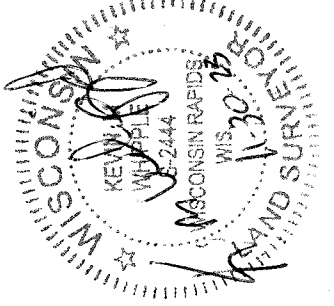
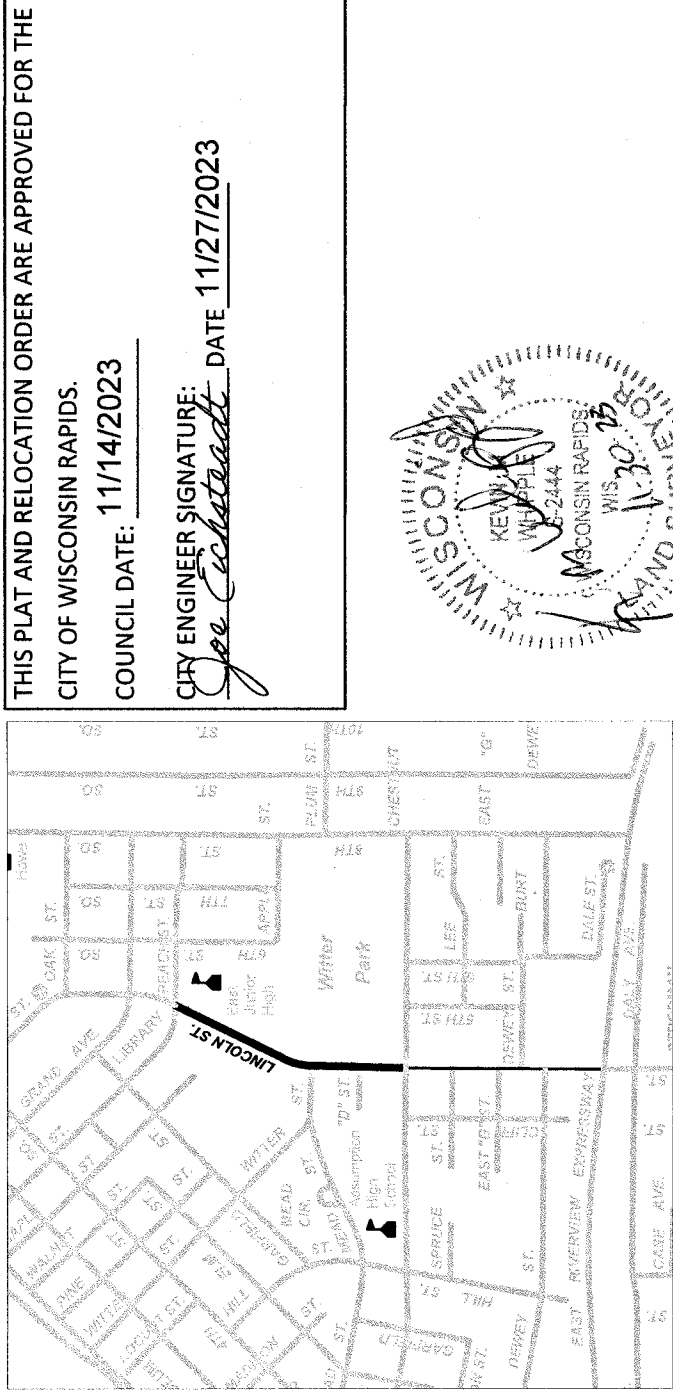
TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SECTION 84.02 (3), 84.09 AND 84.30, WISCONSIN STATUTES, THE CITY OF WISCONSIN RAPIDS HEREBY ORDERS THAT:

- 1. THAT PORTION OF SAID HIGHWAY AS SHOWN ON THIS PLAT IS LAID OUT AND ESTABLISHED TO THE LINE AND WIDTHS AS SO SHOWN FOR THE ABOVE PROJECT
- 2. THE LANDS OF INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE DEPARTMENT FOR THE ABOVE PROJECT AND SHALL BE ACQUIRED IN THE NAME OF THE CITY OF WISCONSIN RAPIDS, PURSUANT TO THE PROVISIONS OF SECTION 84.09 (1) OR (2), WISCONSIN STATUTES.

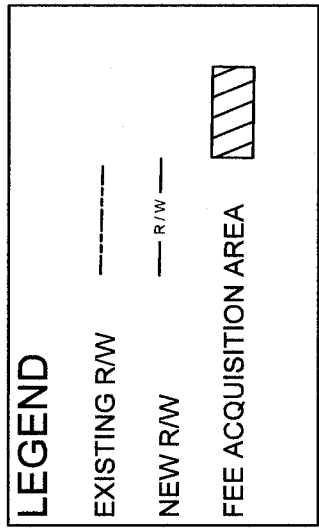
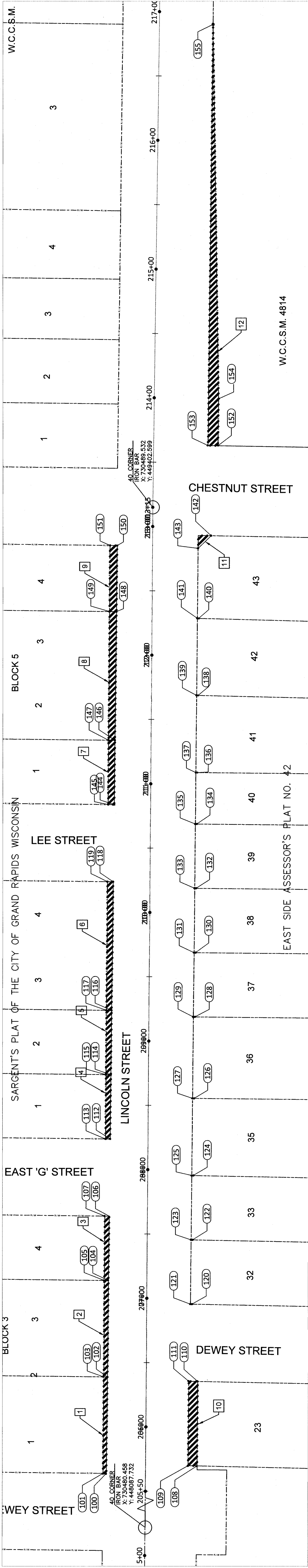
2023R08973
TIFANY R. RINGER
WOOD COUNTY
REGISTERED OF DEEDS
RECORDED ON
11/06/2023 02:24 PM
EXEMPT #:
PAGES: 1

COUNCIL DATE: 11/14/2023

CRY ENGINEER SIGNATURE: *[Signature]* DATE 11/27/2023



RESERVED FOR REGISTER OF DEEDS
PROJECT NUMBER 2022-14
SHEET 1 OF 1



NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), WOOD COUNTY, NAD83 (2011), IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 3/4" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE REPLACED PRIOR TO THE COMPLETION OF THE PROJECT.

EXISTING HIGHWAY RIGHT-OF-WAY SHOWN HEREIN IS BASED ON THE FOLLOWING POINTS OF REFERENCE:

EAST SIDE ASSESSOR'S PLAT NO. 42

SARGENT'S PLAT

A FEE SIMPLE MEANS AN ABSOLUTE ESTATE OR OWNERSHIP IN PROPERTY INCLUDING UNLIMITED POWER OF ALIENATION, EXCEPT AS TO ANY AND ALL LANDS ACQUIRED OR TAKEN FOR HIGHWAY, ROAD, OR STREET PURPOSES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL (TLEs) ON THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

A PERMANENT LIMITED EASEMENT (PLE) IS A RIGHT FOR CONSTRUCTION AND MAINTENANCE PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE, BUT WITHOUT PREJUDICE TO THE OWNER'S RIGHTS TO MAKE OR CONSTRUCT IMPROVEMENTS ON SAID LANDS OR TO FLATTEN THE SLOPES, PROVIDING SAID ACTIVITIES WILL NOT IMPAIR OR OTHERWISE ADVERSELY AFFECT THE HIGHWAY FACILITIES.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, CENTERLINE OF EXISTING PAVEMENTS AND/OR EXISTING OCCUPATIONAL LINES.

SCHEDULE OF LANDS & INTERESTS				OWNERS NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY, AND ARE SUBJECT TO CHANGE PRIOR TO TRANSFER OF LAND INTERESTS TO THE DEPARTMENT			
PARCEL #	ID	OWNERS	INTERESTS REQUIRED	R/W SF REQUIRED			FEE SF REQUIRED
				NEW	EXISTING	TOTAL	
1	3408351	JOSEPH B & GAYLE A PELLETT	FEE	205.66			205.66
2	3408352	BRADEN B MUELLER	FEE	228.01			228.01
3	3408353	JAMES R RINKER JR & JUDITH L RINKER	FEE	164.42			164.42
4	3408343	KATHY M LAMB	FEE	186.28			186.28
5	3408344	STEVE P HEATH & S M SKIBA	FEE	196.21			196.21
6	3408346	KATHRYN KULIK	FEE	422.23			422.23
7	3408335	CHRISTOPHER J BALL	FEE	242.90			242.90
8	8408337	KELLY JOSSART & SHERYL FORS	FEE	515.60			515.60
9	3408338	JOHN L & ELIZABETH G TURNER	FEE	280.24			280.24
10	3407923	ALEXANDER J JESSICA S WODLARSKI	FEE	459.35			459.35
11	3407943	BARBARA A KUBAT	FEE	49.99			49.99
12	3407850	CITY OF WISCONSIN RAPIDS	FEE	1411.04			1411.04

R/W COURSE TABLE				STATION & OFFSET TABLE			
COURSE	BEARING	DISTANCE		POINT	STATION	OFFSET	POINT
100-101	N89° 20' 31.65"W	2.69		100	205+43.63	-30.50'	117
101-103	N07° 23' 43.35"E	75.00		101	205+43.64	-33.10'	118
103-105	N07° 23' 43.35"E	75.00		102	206+38.63	-30.19'	119
105-107	N07° 23' 43.35"E	50.00		103	206+38.64	-33.08'	142
107-106	S89° 20' 31.65"E	3.39		104	207+13.63	-29.88'	143
106-110	N07° 23' 43.35"E	7.00		105	207+13.64	-33.07'	144
110-111	N89° 52' 17.81"W	7.00		106	207+43.63	-29.68'	145
111-113	N89° 20' 31.65"W	3.63		107	207+43.64	-33.07'	146
113-115	N07° 23' 43.35"E	50.00		108	205+46.93	39.91'	147
115-117	N07° 23' 43.35"E	50.00		109	205+70.04	32.91'	148
117-119	N07° 23' 43.35"E	100.00		110	206+35.57	39.92'	149
119-118	S89° 20' 31.65"E	4.42		111	206+35.66	32.92'	150
121-120	S89° 52' 17.81"E	1.00		112	208+23.63	-29.43'	151
143-142	N45° 47' 37.54"E	14.07		113	208+23.64	-33.06'	152
144-145	N89° 20' 31.65"W	4.76		114	208+73.63	-29.27'	153
145-147	N07° 23' 43.35"E	50.00		115	208+73.65	-33.05'	154
147-149	N07° 23' 43.35"E	100.00		116	205+23.63	-29.02'	155
149-151	N07° 23' 43.35"E	51.36					
151-150	S89° 16' 36.41"E	5.56					
152-154	N07° 46' 28.27"E	36.46					
154-155	N07° 50' 54.34"W	290.87					

R/W COURSE TABLE				STATION & OFFSET TABLE			
COURSE	BEARING	DISTANCE		POINT	STATION	OFFSET	POINT
100-101	N89° 20' 31.65"W	2.69		100	205+43.63	-30.50'	117
101-103	N07° 23' 43.35"E	75.00		101	205+43.64	-33.10'	118
103-105	N07° 23' 43.35"E	75.00		102	206+38.63	-30.19'	119
105-107	N07° 23' 43.35"E	50.00		103	206+38.64	-33.08'	142
107-106	S89° 20' 31.65"E	3.39		104	207+13.63	-29.88'	143
106-110	N07° 23' 43.35"E	7.00		105	207+13.64	-33.07'	144
110-111	N89° 52' 17.81"W	7.00		106	207+43.63	-29.68'	145
111-113	N89° 20' 31.65"W	3.63		107	207+43.64	-33.07'	146
113-115	N07° 23' 43.35"E	50.00		108	205+46.93	39.91'	147
115-117	N07° 23' 43.35"E	50.00		109	205+70.04	32.91'	148
117-119	N07° 23' 43.35"E	100.00		110	206+35.57	39.92'	149
119-118	S89° 20' 31.65"E	4.42		111	206+35.66	32.92'	150
121-120	S89° 52' 17.81"E	1.00		112	208+23.63	-29.43'	151
143-142	N45° 47' 37.54"E	14.07		113	208+23.64	-33.06'	152
144-145	N89° 20' 31.65"W	4.76		114	208+73.63	-29.27'	153
145-147	N07° 23' 43.35"E	50.00		115	208+73.65	-33.05'	154
147-149	N07° 23' 43.35"E	100.00		116	205+23.63	-29.02'	155
149-151	N07° 23' 43.35"E	51.36					
151-150	S89° 16' 36.41"E	5.56					
152-154	N07° 46' 28.27"E	36.46					
154-155	N07° 50' 54.34"W	290.87					

PROJECT NO: 2022-14

HWY:

COUNTY: WOOD

LINCOLN STREET

SHEET

E

FILE NAME : S:\ENGINEERING\PROJECTS\2022-14 LINCOLN ST - EAST GRAND AVE TO EXPRESSWAY\CAD\DRAWINGS\TRANSPORTATION PLAT.DWG

PLOT DATE : 11/27/2023 2:30 PM

PLOT BY : KIEFER, ANDREW

PLOT NAME :

WSDOT/CADDs SHEET 41

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Administrative Staff Report

Engineering Department

Site Plan Review

40 Fourth Avenue North

December 29, 2023



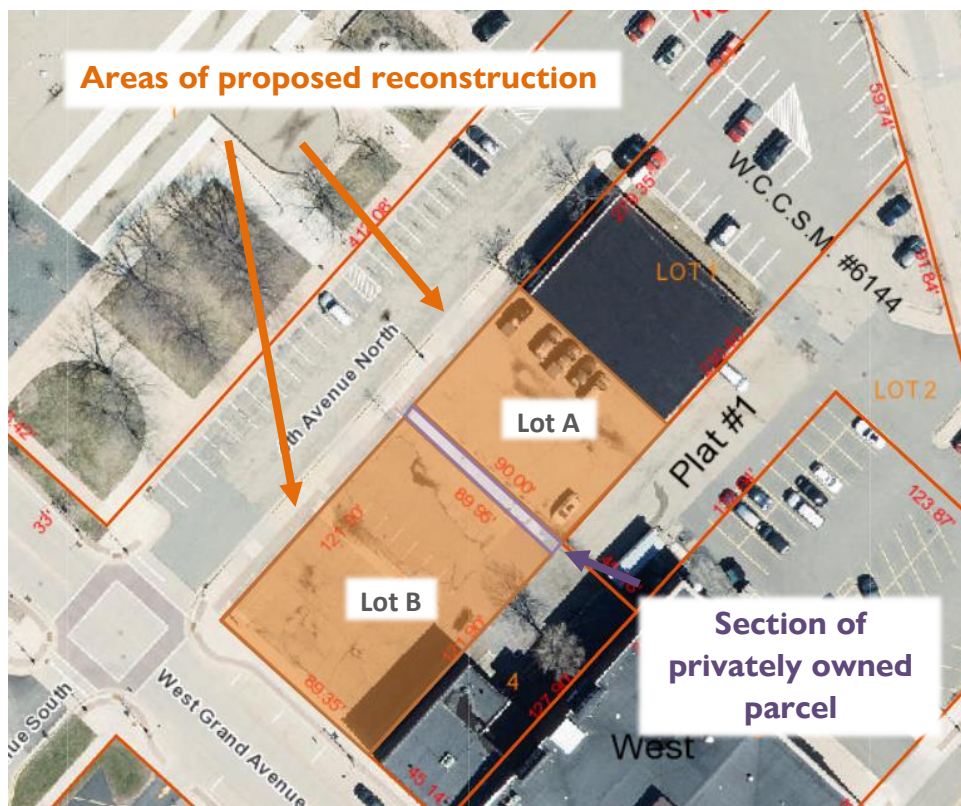
<p>Applicant(s):</p> <ul style="list-style-type: none"> Engineering Department <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Community Development Director Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3402593 and 3402594 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 192 feet Effective Depth: 89 feet Square Footage: 33,976.8 Acreage: 0.78 Acre <p>Zone(s):</p> <ul style="list-style-type: none"> Downtown Commercial (B-1) District <p>Council District:</p> <ul style="list-style-type: none"> District 1 – Ryan Austin <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Current Use:</p> <ul style="list-style-type: none"> Parking <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 – Zoning 	<p>Request</p> <p>23-001248; Engineering Department – request for a Site Plan Review to perform site improvements at 40 North Fourth Avenue (Parcel ID 3402593 and Parcel ID 3402594).</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Plans <p>Findings of Fact</p> <ol style="list-style-type: none"> The City is requesting reconstruction of the existing parking lot at the subject location. The proposed parking lot is approximately 17,262 square feet. The property is zoned Downtown Commercial (B-1) District. Parking is a permitted use in the Downtown Commercial (B-1) District. A building plan – site plan (SP), plan of operation (PO), and zoning permit (ZP) are required. <p>Staff Recommendation</p> <p>Approve the request for a Site Plan Review to perform site improvements at 40 North Fourth Avenue (Parcel ID 3402593 and Parcel ID 3402594), subject to the following condition(s):</p> <ol style="list-style-type: none"> A revised landscape plan must be submitted for review and approval by the Community Development Department. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department. All applicable permits through the City shall be obtained. Community Development Department staff shall have the authority to approve minor modifications to the plans.
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Background

The sections of the public parking lots outlined below are in need of reconstruction.



Lot A across from the main City Hall entrance is adjacent to the accessory building used to store City owned vehicles. Lot B is located on the northeast corner of West Grand Avenue and 4th Avenue North, also across from City Hall. Chapter 27 Parking outlines the following under 27.13 Parking Regulations:

- (14) City-owned parking lot north of city-owned Dixon Parking Lot, adjacent to 4th Avenue, the second row north of the Dixon Lot from the 1st space east of 4th Avenue to 9 spaces east of 4th Avenue. This is designated reserved parking for authorized city employees parking, between 7:00 a.m. and 10:00 p.m., Monday through Friday, except holidays. (C#923)

(15) City-owned parking lot north of city-owned Dixon Parking Lot, east of 4th Avenue, South of West Jackson Street, not including the first 9 spaces east of 4th Avenue in the second row north of the Dixon Lot, except authorized city employee's vehicles, persons transacting business at city hall, or at businesses located at 320 West Grand Avenue, between 7:00 a.m. and 10:00 p.m., Monday through Friday, except holidays. (MC#765)

The nine spaces along the accessory structure to the north are signed for employee parking only from 7:00 a.m. to 10:00 p.m., except holidays. The remainder of that north lot is signed for City employees or those transacting business during the same hours. The south lot is a public lot requiring a permit 7:00 a.m. to 5:00 p.m. Monday through Friday, or two-hour signed parking Monday through Friday 9:00 a.m. to 5:00 p.m.

The lots are in disrepair and in need of reconstruction. Article 17 Parking and Loading Facilities in Chapter 11 – Zoning states the following are required when more than 10 percent of an existing off-street parking area is repaved or reconstructed:

- 11.17.03(h) *Surfacing*
- 11.1703(i) *Marking of parking spaces*
- 11.17.03(j) *Drainage*
- 11.17.03(l) *Landscaping; specifically, 25 percent of the total Parking lot landscape requirements shall be met*
- 11.17.03(q) *Dimensional Standards*
- 11.17.03(w) *Stormwater Management*
- 11.17.04 *Accessible parking and passenger loading*

The standards of review are analyzed in greater detail below:

Standards of Review

1) Use

Analysis: Parking is a permitted use in the Downtown Commercial (B-1) District.

Findings: Note that a building plan – site plan review (SP), plan of operation (PO), and zoning permit (ZP) are required.

2) Dimensional Standards

Analysis: Lot A at 6,349 square square feet meets all dimensional requirements for 90-degree parking. Lot B at 10,913 square feet meets all dimensional requirements for 60-degree parking.

3) Ingress/Egress

Findings: The proposed points of ingress and egress and circulation pattern will function adequately throughout the site.

Analysis: City Hall would be categorized as an Administrative Government Center under Chapter 11 – Zoning and the use requires 1 space for each 350 square feet of gross floor area. In addition, five ADA accessible parking spaces would be required under the current zoning code near the front entrance. The lots under review serve

only as overflow parking for City Hall, permit parking, and public parking. None of the parking under review is categorized as required parking. Therefore, ADA accessibility standards would not apply. However, there are two ADA accessible spaces proposed in conjunction with the project.

Findings: There are nine spaces that are signed for City employee parking only. There are 31 parking spaces that contain a mix of permit parking and two hour parking requirements. Two ADA accessible spaces are proposed near the corner curb cut that contains tactical paving. All proposed parking meets a community need but is not fulfilling a parking requirement. Therefore, the number of type of stalls meet all requirements. In addition, the downtown zoning district does not require parking.

5) Landscaping

Analysis: The proposed parking lot reconstruction requires that 25 percent of the total parking lot points be met. A total of 17,263 square feet will be reconstructed. Therefore, a total of 44 points are required. One tall tree and 9 shrub points must be included. A total of 143 square feet of landscaping must be included within the perimeter of the paved area.

Findings: The 2009 Wisconsin Rapids Downtown Waterfront Plan calls for pedestrian zone expansion and “greening opportunities”. The concept shown is detailed for these lots.

This proposed concept is very consistent with this rendering, with a mix of low deciduous trees and shrubs breaking up the two parking lots. A total of 79 landscape points are proposed. Most plantings are proposed interior of the parking area. Landscape point requirements are met. Allocations are not, but easily can be with some relatively minor changes. Therefore, a condition has been added requiring the approval of a revised landscape plan.



6) Architectural Review

Analysis: Architectural standards do not apply for parking areas.

Findings: Not applicable

7) Lighting & Photometric Plan

Analysis: No changes to lighting are proposed.

Findings: N/A

In summary, the proposed parking lot reconstruction is needed and will be an significant overall improvement. Therefore, staff would recommend approval of the site plan review, subject to the items mentioned above and summarized on page one of the staff report.



Site Plan & Plan of Operation Application City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
P: (715) 421-8228 Fax: (715) 421-8291

Overview: The Planning Commission reviews site plans and plans of operation for those land uses specifically requiring such review as listed in the land-use matrix (Appendix A of the zoning code).

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

General instructions: Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>

Application fee: \$175.00 for new; \$125.00 for amendment of prior approval

Note: Site plan/plan of operation review and architectural review can be combined into one application fee.

Application submittal deadline: Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

Mandatory meeting with staff: To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items. Please contact the Community Development Department to schedule an appointment.

Office Use Only

Date Received _____

Received By _____

Fee _____

Case # _____

Aldermanic District _____

Plan Commission Date _____

1. Applicant information

Applicant name _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

2. Agent contact information

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Agent 1

Name _____

Company _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

Agent 2

Name _____

Company _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

3. Type of application (check all that apply)

☐ Site plan Complete Part A, B and D

☐ Plan of operation Complete Part A, C and D

☐ New project

☐ Amendment of prior approval (if any)

If an amendment, the date of last approval (if any): _____

Part A. About the Property

4. Subject property information

Physical address _____

Parcel number(s) _____

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

Is the subject property currently in violation of the City's zoning ordinance as determined by the City's zoning administrator?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, special charges, or other required payments that are specifically related to the subject property?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, special assessments, special charges, or other required payments are delinquent and unpaid.

5. Zoning information (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

The subject property is located in the following base zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> RR Rural Residential | <input type="checkbox"/> R-8 Manufactured Home Park | <input type="checkbox"/> M-1 General Industrial |
| <input type="checkbox"/> R-1 Single-family Residential | <input type="checkbox"/> B-1 Downtown Commercial | <input type="checkbox"/> M-2 Heavy Industrial |
| <input type="checkbox"/> R-2 Mixed Residential | <input type="checkbox"/> B-2 General Commercial | <input type="checkbox"/> I-1 Institutional |
| <input type="checkbox"/> R-3 Multi-family Medium Density Residential | <input type="checkbox"/> B-3 Neighborhood Commercial | <input type="checkbox"/> P-1 Park and Recreation |
| <input type="checkbox"/> R-4 Multi-family High Density Residential | <input type="checkbox"/> B-5 Mixed Use Commercial | <input type="checkbox"/> C-1 Conservancy |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Planned Development (PDD) | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Downtown Design | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

Part B. Site Plan (See the standards and requirements in Division 6 of Article 6.)

6. Building type. Which of the following building types best describes the building?

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Work/live | <input type="checkbox"/> Parking structure |
| <input type="checkbox"/> Institutional | | |

Please refer to Appendix D for any design requirements that may apply.

7. Encroachments.

Aside from driveways connecting to the street, will any part of the proposed project encroach into a public right-of-way?

- ☐ No
☐ Yes

If yes, please explain.

8. Site parameters (area in square feet or acres)

Subject property	
Building coverage	
Outdoor storage	
Stormwater facilities	
Impervious surfaces	
Landscaping and other undeveloped areas	
Wetlands	
100-year floodplain	

Impervious surfaces include buildings, parking areas and driveways, sidewalks, decks, patios, and other types of 'hard' surfaces.

Attach appropriate documentation if there are any wetlands.

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Traffic generation

Will the proposed project create 500 trips per day or more?

- ☐ No
☐ Yes Attach a traffic impact report to this application. See s. 11.06.151 of the zoning code for additional details.

Will the proposed project create 300 trips per day or more, but less than 500?

- ☐ No
☐ Yes The city may require a traffic impact report as described in s. 11.06.151 of the zoning code. Please contact the Community Development Department for further guidance.

11. Parking (See the standards and requirements in Article 17 of the zoning code.)

Minimum number of required spaces		See Appendix B of the zoning code for parking requirements for the proposed land use(s).
Proposed number of spaces		If the number of proposed spaces exceeds what is required by more than 15 percent, the Planning Commission may grant a special exception to allow oversized parking areas. (See s. 11.17.03(r) of the zoning code.)
ADA van accessible spaces		

Other ADA accessible spaces		
Number of electric charging stations (if any)		Charging stations are not required, but are recommended.
Bicycle parking spaces		Bike parking is not required, but is recommended. (See s. 11.17.06 of the zoning code.)
Number of spaces in front of the building		The number of spaces in front of the building may be limited depending on the zoning district. (See Appendix C of the zoning code.)
Number of spaces on the side(s) of the building		
Number of spaces to the rear of the building		

12. Outdoor lighting (See the standards and requirements in Article 18 of the zoning code.)

	Number of Fixtures	Lumens
Building 1		
Building 2		
Building 3		
Parking lot 1		
Parking lot 2		
Parking lot 3		
Other		
Other		
Total		

Maximum lighting levels at each property boundary line (in footcandles):		Attach a photometric plan to this application along with manufacturer's cut sheets for the different kinds of light fixtures.
Height of parking lot lights above grade (if any):		

13. Fencing. Will the proposed project include fencing?

- ☐ No
- ☐ Yes (See Article 15 of the zoning code for the standards and requirements that apply.)
- If yes, please describe and/or attach a fencing plan.

14. Stormwater. Describe how stormwater generated on the site will be handled.

15. Site plan. Attach a site plan drawn to scale with the following information to the extent it applies to the proposed project. The items with an asterisk are required. Check those elements that are included.

Background Project Information	Buildings and Outdoor Storage/Activity Areas	Transportation Facilities (existing and proposed)
<input type="checkbox"/> Project name*	<input type="checkbox"/> Existing and proposed	<input type="checkbox"/> Streets
<input type="checkbox"/> Applicant name*	<input type="checkbox"/> Existing within 50 feet of subject property	<input type="checkbox"/> Driveways and road access onto public and private roads
<input type="checkbox"/> Preparation date/revision*	Required Setbacks	<input type="checkbox"/> Sidewalks and trails
<input type="checkbox"/> Name of preparer*	<input type="checkbox"/> Yard setbacks (front, side, rear and shore)	<input type="checkbox"/> Fire lanes (i.e., fire apparatus access)
	<input type="checkbox"/> On-site septic systems	<input type="checkbox"/> Clear visibility triangles (location and dimensions)
Survey Information	<input type="checkbox"/> On-site wells and off-site wells within 10 feet of the perimeter of the subject property	On-Site Parking (existing and proposed)
<input type="checkbox"/> North arrow and graphic scale*	Landscaping Features (existing and proposed)	<input type="checkbox"/> Access aisles and parking spaces by size
<input type="checkbox"/> Address of subject property or legal description*	<input type="checkbox"/> Fences, buffers, and berms	<input type="checkbox"/> Location of accessible parking spaces
<input type="checkbox"/> Property boundaries *	<input type="checkbox"/> Pervious and impervious surfaces by type	<input type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input type="checkbox"/> Acreage of subject property*	<input type="checkbox"/> Site amenities (benches, fountains, etc.)	<input type="checkbox"/> Type and location of on-site parking signs and traffic control signs
Project Development Information	<input type="checkbox"/> Existing trees and other prominent vegetation	<input type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<input type="checkbox"/> Land use summary table by density/intensity and acreage*	<input type="checkbox"/> Trees / shrubs to be planted, including a plant list and specs.	<input type="checkbox"/> Snow storage areas
<input type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input type="checkbox"/> Areas designated for queuing of vehicles for drive-through facilities (e.g., car washes, drive-up service windows, etc.)
<input type="checkbox"/> Common areas/conservancy areas (location, purpose, ownership)	Outdoor Lighting (existing and proposed)	<input type="checkbox"/> Pedestrian walks between the parking lot and the building
<input type="checkbox"/> Land to be dedicated to the public (boundaries, area, purpose)	<input type="checkbox"/> Location	<input type="checkbox"/> Designated areas of a parking area for pedestrian walks
Setting	<input type="checkbox"/> Fixture specifications	<input type="checkbox"/> Loading lanes and loading docks
<input type="checkbox"/> Property boundaries within 50 feet of the subject property	Stormwater Facilities (existing and proposed)	<input type="checkbox"/> Stormwater drainage
<input type="checkbox"/> Land uses within 50 feet of the subject property	<input type="checkbox"/> Location	<input type="checkbox"/> Distance between parking areas and adjoining properties if less than 20 feet
<input type="checkbox"/> Zoning district boundaries within 50 feet of the subject property	<input type="checkbox"/> Specifications for each facility	<input type="checkbox"/> Areas designated for bicycle parking
<input type="checkbox"/> Municipal boundaries within 50 feet of the subject property		
Site Features (existing and proposed)	Utilities (existing and proposed)	Signs (existing and proposed)
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<input type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Woodlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input type="checkbox"/> Environmentally sensitive features		
<input type="checkbox"/> Water resources (rivers, ponds, etc.) and ordinary high-water mark for navigable waters		
<input type="checkbox"/> Floodplain boundaries and elevations of the same		

Part C. Plan of Operation

16. Operating conditions

Hours of operation:		
Estimated number of full-time employees		
Estimated number of part-time employees		
Maximum number of employees onsite at peak hours		
Will the proposed business operation create any noise outside of the building?		Refer to s. 11.06.147 of the zoning code.
Will the proposed business operation create any emissions (e.g., fumes, smoke, steam, vapor, dust,) to the atmosphere?		Refer to s. 11.06.148 of the zoning code.
Will the proposed business operation create any vibrations outside of the building?		Refer to s. 11.06.149 of the zoning code.
Will the proposed business operation involve any explosives or other flammable materials?		Refer to s. 11.06.150 of the zoning code.
Will the proposed business operation involve any radioactive materials?		
Will the proposed business operation create special needs for wastewater disposal?		
Will the proposed business operation require unusually high levels of public water?		

17. Licensing. What kind of federal, state, county or city licensees will be required to operate the proposed business?

Part D. Other

18. Attachments List any attachments included with your application.

19. Other information You may provide any other information you feel is relevant to the review of your application.

20. Mandatory meeting with staff


When did you meet with the Community Development Director? _____ Month/year

21. Applicant certification

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:

Name – print



Name – Signature

Date

Name – print

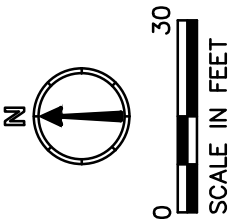
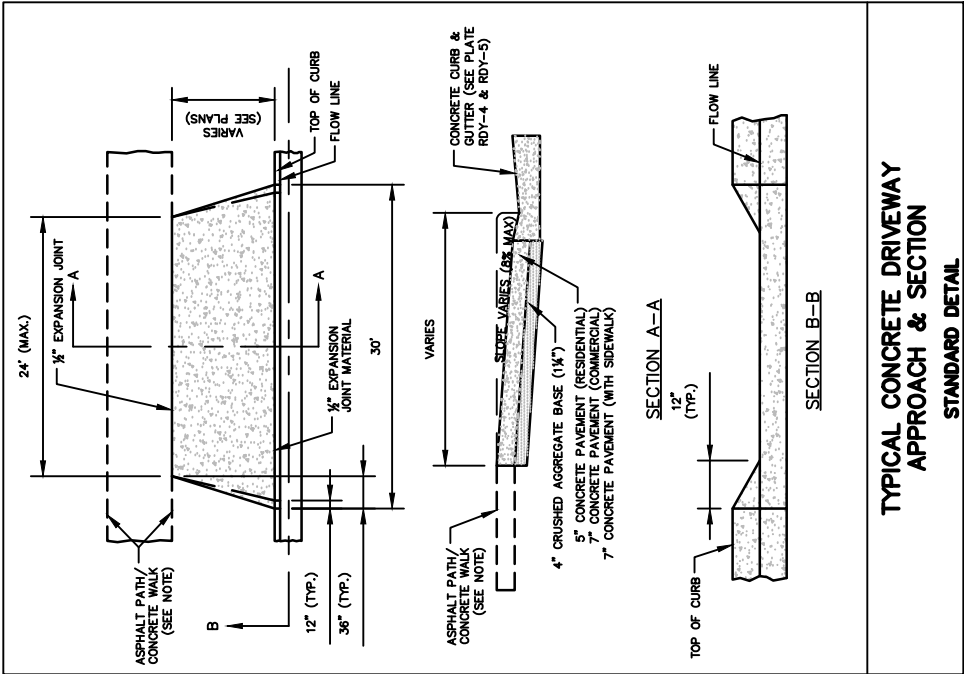
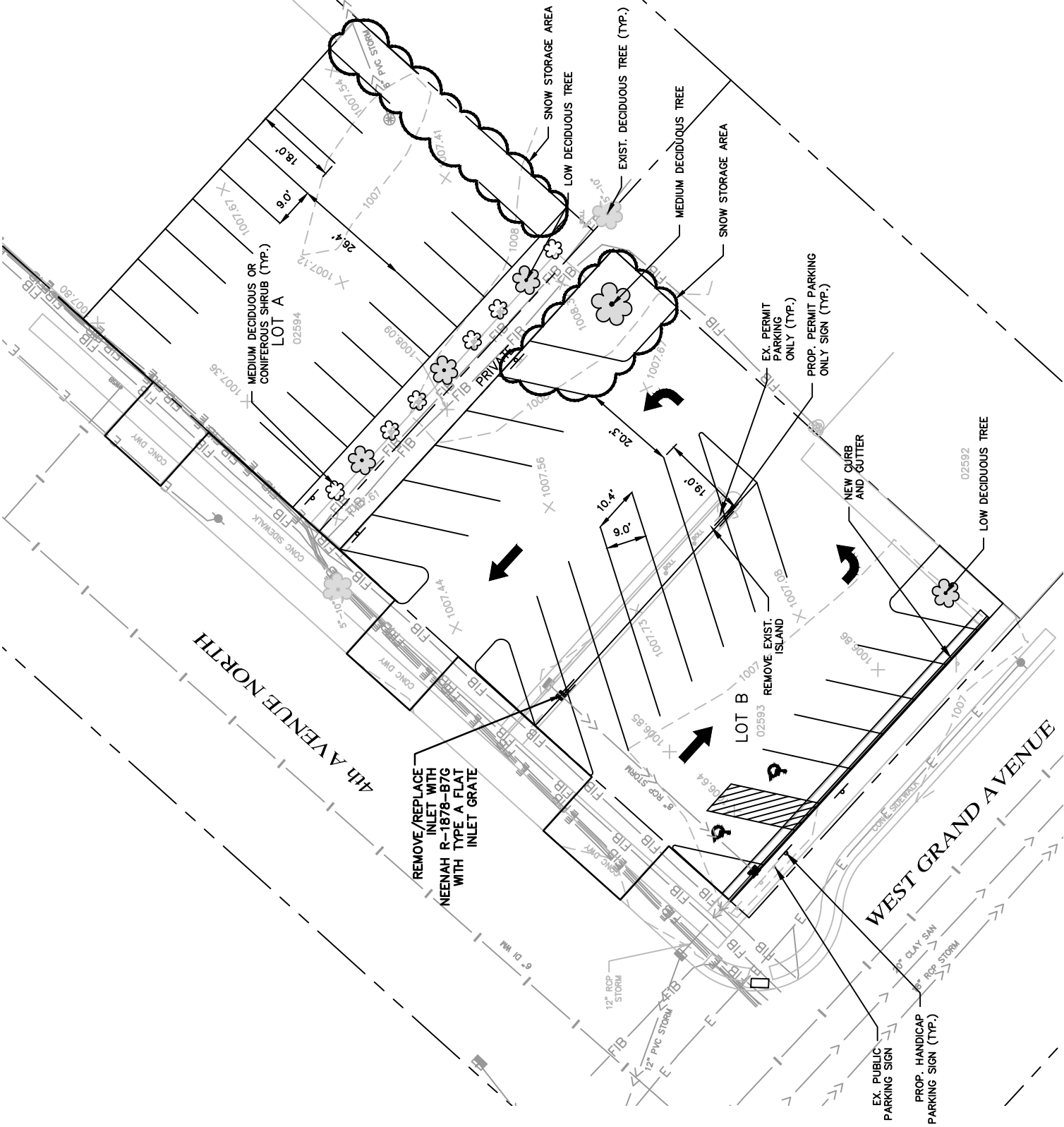
Name – Signature

Date

Exhibit 14-2. Classification of plants		
Type and point value	Botanical name	Common name
Tall deciduous trees (20 points) (40-100 feet)	Acer spp.	maple red [1], silver [1], sugar [1]
	Carya occidentalis	Hickberry [1]
	Fraxinus spp.	ash [2]
	Gliricidia bicolor	Ornamental Mimosa
	Gliricidia floribunda	honey locust [1]
	Gymnocladus dioica	spotted Kentucky coffeetree
	Quercus spp.	oak red [1], white [1], pin, bur [1]
	Ulmus spp.	elm American [1], European [1], winged [1]
	Ulmus americana	American Elm
	Ulmus americana (hybrids only)	American Elm (hybrids only)
Medium deciduous trees (15 points) (30-40 feet)	Aesculus glabra	Ohio buckeye
	Betula spp.	black birch [1], paper [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
	Prunella americana	black cherry [1], pin [1]
Low deciduous trees (10 points) (15-30 feet)	Amelanchier spp.	serviceberry
	Crataegus spp.	hawthorn [1], downy [1], Washington crabapple [1]
	Malus spp.	mountain ash European, snowy [1]
	Sorbus spp.	American plum
	Osma virginiana	Ironwood
	Abies balsamea	white fir
	Picea canadensis	spruce Norway, white pine red [1], white [1], Scots
	Thuja occidentalis	Canadian hemlock
	Juniperus spp.	American arborvitae
	Juniperus spp.	Juniper mountain, red cedar [1]
Medium evergreen trees (20 points) (12-20 feet)	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
	Thuja occidentalis	Juniper mountain, red cedar [1]
Tall deciduous shrubs (5 points)	Cornus spp.	dogwood gray [1], dogwood, red [1]
	Rhus spp.	sumac smooth [1], staghorn [1]
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
	Syringa spp.	lilac Chinese, hybrid
Medium deciduous shrubs (3 points)	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
	Cornus americana	American Blueberry
Low deciduous shrubs (1 point)	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
	Rosa spp.	rose Virginia, rugosa
Medium evergreen shrubs (1 point)	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
	Berberis thunbergii	Japanese barberry
Low evergreen shrubs (3 points)	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer
	Juniperus chinensis	Juniper, Pfitzer

Notes:
1. Native to Wisconsin.
2. See "A" guide to selecting landscape plants for Wisconsin, E.E. Haeussler, University of Wisconsin-Extension, Publication A2865 for more plants.
3. See "A" guide to selecting landscape plants for Wisconsin, E.E. Haeussler, University of Wisconsin-Extension, Publication A2865 for more plants.
4. This above table may include plants that are not suitable for zones 4a or 4b.

- LOT A:
6,333.88 SQ.FT. BEFORE RECONSTRUCTION
6,349.06 SQ.FT. AFTER RECONSTRUCTION
- 16 LANDSCAPE POINTS
- LOT B:
10,923.87 SQ.FT. BEFORE RECONSTRUCTION
10,913.56 SQ.FT. AFTER RECONSTRUCTION
- 27 LANDSCAPE POINTS
- LANDSCAPE:
1 - MEDIUM DECIDUOUS TREE - 15 POINTS
4 - LOW DECIDUOUS TREES - 10 POINTS (EA)
3 - MEDIUM DECIDUOUS SHRUB - 3 POINTS (EA)
3 - MEDIUM CONIFEROUS SHRUB - 5 POINTS (EA)
2 - HANDICAP SIGNS
2 - HANDICAP SPACES
6 - PARKING PERMIT SIGNS
52 - SPACES IN THE PARKING PERMIT AREA
22 - ANGLED PARKING SPACES



PROJECT: DIXON PARKING LOT RESURFACE

LOCATION: 40 4TH AVE N

ENGINEERING DEPARTMENT
444 WEST GRAND AVENUE
WISCONSIN RAPIDS, WI 54495
PHONE 715-421-8205 / FAX 715-421-8291

W I S C O N S I N



DRAWN BY: SNL

PLOT DATE: 3/22/21

PROJ. NO. 2023-10

SCALE: 1" = 30'

SHEET 1



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

MEMO

To: Plan Commission

From: Kyle Kearns, Director of Community Development
Carrie Edmondson, Associate Planner

Date: December 27, 2023

RE: **23-001206; City of Wisconsin Rapids** - public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, Appendix A and Appendix B, specifically relating to personal storage facilities, to modify the land use definition and allow the use with a conditional use permit in the General Commercial (B-2) District.

Staff has recently undertaken a comprehensive analysis of personal storage facilities including the use categorization, definition, and supplemental standards. Personal storage facilities are described in Chapter 11 – Zoning, as follows:

Description: *A place where individual storage units are offered for rent, lease, sale, or other arrangement. The term includes a tract of land used to store motor vehicles and watercraft.*

Vehicle Parking: *1 space for each 50 rental units when an office is provided; plus 1 space for each employee on the largest work shift*

Supplemental Standards:

(a) Minimum lot area. *The minimum lot area for a personal storage facility is 2 acres.*

(b) Access. *Access to a cubicle shall not open directly onto a public road right-of-way.*

(c) Internal access drives. *An internal access drive providing access to a storage unit must be hard surfaced.*

(d) Storage of prohibited substances. *No cubicle shall be used to store explosives, toxic substances, hazardous materials, or radioactive materials.*

(e) Uses. *Only uses that are accessory to storage shall occur. Human habitation, fabrication, repair, sales of any type including garage sales, and any similar use are prohibited.*

(f) Fencing of outdoor storage area. *An area used for outdoor storage of operational vehicles, watercraft, and the like shall be enclosed by a security fence as approved by the Planning Commission through the site review process.*

(g) Setback of outdoor storage area. *Outdoor storage areas shall comply with the setback standards for the zoning district in which the use is located.*

At present, personal storage facilities are permitted only in industrial zoning districts, more specifically they are permitted by right in the General Industrial (M-1) District and conditionally permitted in the Heavy Industrial (M-2) District.

Series / Land Use	Secondary Review	RR	R-1	R-2	R-3	R-4	R-8	B-1	B-2	B-3	B-5	I-1	P-1	M-1	M-2	C-1
14.04 Personal storage facility	AR,SP,PO,ZP	-	-	-	-	-	-	-	-	-	-	-	-	P	C	-

After surveying a variety of communities across the state, it is not uncommon to allow personal storage facilities in the most intensive commercial district with a conditional use permit. More specifically the cities of Janesville, Beloit, Sheboygan, and the Village of Rib Mountain all allow personal storage facilities in their most intensive commercial district with a conditional use permit.

The City of Wisconsin Rapids has four commercial districts as follows:

Downtown commercial (B-1) district. This district is primarily intended to accommodate and create a high level of employment and business activity consisting of large- and small-scale uses. Smaller retail stores and specialty shops are common along with indoor attractions. Although professional services are allowed, they are less common. Sidewalk cafes are common during the warmer months of the year. The wide range of permissible uses and development standards are intended to provide significant incentives for infill development, redevelopment, and the continued economic viability of existing development. Residential uses can occur in this district primarily on the upper levels of buildings. Parking is available on the street and in nearby public parking lots and garages. There is a balanced mix of one and multi-story buildings.

General commercial (B-2) district. This district is primarily intended to accommodate a wide range of large- and small-scale commercial development generally on or near a major arterial along with compatible community and civic uses.

Neighborhood commercial (B-3) district. This district is intended to accommodate low-intensity commercial uses in a residential setting.

Mixed use commercial (B-5) district. This district is intended to be applied exclusively to those areas depicted on the city's adopted land use plan map as "general mixed use." These areas have been determined, via the city's comprehensive master planning process, to potentially be appropriated for a variety of land uses given the character of the existing development pattern in the area, the proximity of the area to major transportation facilities, and the availability of blocks of land which are sufficiently large to allow for integrated, coordinated, comprehensive site planning and mixing of compatible, wellplanned land uses.

The most intensive commercial district is the General Commercial (B-2) District which includes those sites situated along the City's more heavily traveled corridors including West Grand Avenue, West Riverview Expressway, and 8th Street South. Arguably there are sites that are more preferable for this type of development than others. The lots situated toward

the exterior of these corridors would likely be most suitable for the development of personal storage facilities. The sites concentrated within the interior of the City would not. The more concentrated interior lots tend to be smaller than those contained within the outskirts of the City. It is suggested that in commercial districts the minimum lot size be 5 acres, in lieu of the 2 acre minimum listed for industrial districts. This will direct the development of personal storage facilities more appropriately.

Additionally, there are architectural requirements that apply to commercial districts. This would help to differentiate the scale, style, and aesthetic appeal of the development of personal storage facilities in commercial districts as compared to industrial districts. The Plan Commission would have the ability to add conditions to create development that adds to the architectural appeal of the area, is screened appropriately, and blends with surrounding properties.



In summary, staff is suggesting the following amendments:

Series / Land Use	Secondary Review	RR	R-1	R-2	R-3	R-4	R-8	B-1	B-2	B-3	B-5	I-1	P-1	M-1	M-2	C-1
14.04 Personal storage facility	AR,SP,PO,ZP	-	-	-	-	-	-	-	C	-	-	-	-	P	C	-

14.04 Personal storage facility

Description: A place where individual storage units are offered for rent, lease, sale, or other arrangement. The term includes a tract of land used to store motor vehicles and watercraft.

Vehicle Parking: 1 space for each 50 rental units when an office is provided; plus 1 space for each employee on the largest work shift

Supplemental Standards:

(a) Minimum lot area. ~~The minimum lot area for a personal storage facility is 2 acres. The minimum lot area is 2 acres in industrial districts and 5 acres in commercial zoning districts.~~

(b) Access. Access to a cubicle shall not open directly onto a public road right-of-way.

(c) Internal access drives. An internal access drive providing access to a storage unit must be hard surfaced.

(d) Storage of prohibited substances. No cubicle shall be used to store explosives, toxic substances, hazardous materials, or radioactive materials.

(e) Uses. Only uses that are accessory to storage shall occur. Human habitation, fabrication, repair, sales of any type including garage sales, and any similar use are prohibited.

(f) Fencing of outdoor storage area. An area used for outdoor storage of operational vehicles, watercraft, and the like shall be enclosed by a security fence as approved by the Planning Commission through the site review process.

(g) Setback of outdoor storage area. Outdoor storage areas shall comply with the setback standards for the zoning district in which the use is located.

(h) Vehicle storage. When outdoor motor vehicle and watercraft storage is located in a commercial zoning district, the storage must be accessory to the principal building and use. Storage of motor vehicles and watercraft must be located behind the rear plane of the principal building and must be screened appropriately. There is no limitation on the number of motor vehicles that can be stored overnight. Storage of unlicensed vehicles is strictly prohibited.



MEMO

To: Plan Commission
From: Kyle Kearns, Director of Community Development
Date: December 27, 2023
RE: **23-001207; City of Wisconsin Rapids** – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance; Appendix B, to amend the land use description of mobile vending and permit an exception within residential zoning districts.

Mobile vending was added to the Zoning Ordinance a few years ago, to create consistency with Chapter 6, Streets and Sidewalks, which already defined the use. The zoning definition for the use is similar to Chapter 6, however clarifies the zoning districts with which allows operation. Moreover, it clearly prohibits the use within the residential districts, as identified below in the Land-Use Matrix.

Series / Land Use	Secondary Review	RR	R-1	R-2	R-3	R-4	R-8	B-1	B-2	B-3	B-5	I-1	P-1	M-1	M-2	C-1
6 Food and Beverage Sales																
6.01 Brewpub	AR,SP,PO,ZP	-	-	-	-	-	-	P	P	-	C	-	-	-	-	-
6.02 Food Pantry	AR,SP,PO,ZP	-	-	-	-	-	-	-	P	-	P	-	-	P	-	-
6.03 Mobile Vending	ZP	-	-	-	-	-	-	P	P	P	P	P	P*	P	P	P*
6.04 Restaurant	AR,SP,PO,ZP	-	-	-	-	-	-	P	P	-	C	-	-	-	-	-
6.05 Tavern	AR,SP,PO,ZP	-	-	-	-	-	-	P	P	-	C	-	-	-	-	-

“P” indicates that the use is permitted with a special event permit under Section 20.08 of the Municipal Code.*

This prohibition within residential districts was intended to prevent a mobile vendor, such as a food truck, from operating in a residential district, thereby changing the characteristics of the district. Staff continues to recommend the prohibition of a mobile vendor (i.e., food truck and vegetable stand) from operating in residential districts, however, an ice cream truck, also falls under the definition of mobile vendor and is currently prohibited from operating in neighborhoods. While an ice cream truck is a mobile vendor and shall meet the requirements of the required permit, they typically operate significantly differently than the other examples above. They tend to always be on the move, transecting slowly throughout residential neighborhoods, only stopping when patrons show interest and for very short periods of time. They also tend to offer prepacked frozen or similar foods. An ice cream truck, in the traditional form, can add character to the community and bolster the residential sense of place within neighborhoods. Given the supportive feedback from last month’s meeting, an ordinance amendment has been drafted, specifically related to the mobile vendor definition and the operation within residential districts.



Appendix B
Land Uses

- 6.03 Mobile vendor **Description:** Mobile Vendor/Vending Unit: Mobile vendor means a person who peddles, vends, sells, serves, displays, offers to sell or give away food, beverages, and related items from a mobile vending unit. Mobile Vending Unit means any motorized or non-motorized vehicle, trailer, kiosk, push, or pedal cart, stand, display, carried container, blanket, ground covering, or other devices, designed to be portable and not permanently attached to the ground from which food, beverages, or related items are being peddled, vended, sold, serviced, displayed, offered for sale or given away. Mobile vending does not include a mobile wholesale delivery unit, a vehicle which is used solely to transport or deliver food, or a common carrier regulated by the state or federal government.
- Vehicle Parking:** Exempt. If a permanent or regular location has been identified a site plan shall accompany a Zoning permit application.
- Supplemental Standards:**
- (a) Local permit. A local permit is required to operate, in addition to Zoning review procedures as identified in Appendix A.
 - (b) Health Department Permit. A local health department permit may be required, dependent upon the use.
 - (c) Liquor license: Not permitted
 - (d) Location. See the land use matrix table (Appendix A). *An 'Ice Cream Vending Vehicle' shall be exempt from location requirements.*
- [1] Commentary: See ch. DHS 196, Wis. Admin. Code

Appendix E
General Definitions

(156) 'Ice cream vending vehicle' shall mean every motor vehicle from which ice cream, ice milk, frozen dairy products, ice flavored with syrup, or other confections are sold at retail, and that does not typically stop in a fixed location to wait for customers if customers are not present. Ice cream vending vehicle shall not include refrigerated, retail trucks which deliver pre-ordered ice cream or other frozen dairy products to a customer's residence.