



**PLANNING COMMISSION
MEETING**
January 9, 2023
4:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Lee Thao
Eric Daven
Susan Feith
Ben Goodreau
Thaddeus Kubisiak

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 9, 2023, 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 the December 5, 2022, Plan Commission meeting
2. **Theresa Cashman – 22-001285:** request for a special exception from architectural standards for trash enclosures in commercial districts at 3820 8th Street South (Parcel ID 3413806)
3. **N&N Auto Outlet – 22-001286:** request for site plan review to perform site improvements at 641 Dale Street (Parcel ID 3408020, 3408029, and 3408021)
4. 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.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 5, 2022

Report #1

The Planning Commission met at 4:00 p.m. on December 5, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Ryan Austin, and Eric Daven; Susan Feith and Ben Goodreau attended via Zoom. Thaddeus Kubisiak was absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson and Alderperson Dennis Polach.

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

1. Approval of the report from the November 7, 2022 Plan Commission meeting

Motion by Daven to approve the report from the November 7, 2022 Plan Commission meeting; second by Austin.

Motion carried (6 – 0)

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update and progress report.

Kyle Kearns indicated that the economic recovery portion of the Plan was in its draft form. A joint meeting between Plan Commission, Council and the public may occur in early 2023.

3. City of Wisconsin Rapids – 22-001275: public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.

Mr. Kearns provided a summary of the proposed code amendment, recommending approval with the standards set forth in the staff report.

Public hearing opened at 4:06 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:07 p.m.

Chairperson Blaser asked about current non-conforming properties to which Kyle Kearns responded. Chairperson Blaser also stated that he was hopeful that discussions take place in the future regarding gravel surfacing on residential and industrial properties. Ryan Austin expressed his concerns regarding potential added costs that may be incurred for gravel containment barriers should standard (b) be included as a requirement in the code amendment, to which Chairperson Blaser concurred.

Motion by Austin to approve the request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses, as proposed except for standard b.

- a. Gravel/Granite shall be permitted on a lot and not within the setbacks as described below. Areas within the right-of-way and required setback shall be surfaced with asphalt bituminous, concrete, or dustless material approved by the Zoning Administrator.
 - 1. Front yard: 10 feet
 - 2. Side yard: 5 feet
 - 3. Rear yard: 5 feet
- ~~b. A containment barrier or edging made of masonry, wood, or synthetic material shall be installed along the edges of the gravel surface.~~
- d. A minimum gravel layer 4 inches thick shall exist.

Second by Blaser.

Motion carried (6 – 0)

4. Adjourn

Motion by Thao; second by Daven.

Motion carried (6 – 0)

Meeting adjourned at 4:23 p.m.

Respectfully Submitted by Erika Esser, Secretary

Administrative Staff Report

Theresa Cashman
Special Exception
3820 8th Street South
December 30, 2023



| | |
|---|--|
| <p>Applicant(s):</p> <ul style="list-style-type: none"> Theresa Cashman <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Director Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3413806 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 195 feet Effective Depth: 206 feet Square Footage: 37,897 Acreage: 0.870 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> General Commercial (B-2) <p>Council District:</p> <ul style="list-style-type: none"> District 7 - Delaney <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Current Use:</p> <ul style="list-style-type: none"> Restaurant <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 – Zoning | <p>Request</p> <p>Theresa Cashman, Out of the Box – 22-001023: request for a special exception from architectural standards for trash enclosures in commercial districts at 3820 8th Street South (Parcel ID 3413806)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Special Exception Application <p>Findings of Fact</p> <ol style="list-style-type: none"> The property is currently being utilized as a restaurant. The property is located within the B-2 General Commercial district. Restaurants are a permitted use in the B-2 General Commercial district. The request includes a special exception from architectural standards for trash enclosures within the B-2 General Commercial district. Plan Commission can approve special exceptions from these standards. <p>Staff Recommendation</p> <p>Deny the request for a special exception from architectural standards for trash enclosures in commercial districts at 3820 8th Street South (Parcel ID 3413806).</p> |
|---|--|

Vicinity Map



Background

The applicant is requesting a special exception from architectural standards for trash enclosures within commercial zoning districts. In July of 2020, the applicant was before the Plan Commission for Site Plan Review to construct a new coffee shop. Since that time, they have applied for a building addition, accessory structure, and parking lot expansion due to the nature of their growing business.

When the project was approved, trash enclosures in commercial districts were required to be brick, textured concrete masonry units, and/or wood. Since that time, the Plan Commission has approved the following special exception process:

Section 11.06.203 Architectural standards:

(13) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. When located in a commercial zoning district, the enclosure must be made of brick, textured concrete masonry units, and/or wood. When located in an industrial zoning district, the enclosure must be made of brick, textured concrete masonry units, wood, and/or chain-link with slats.

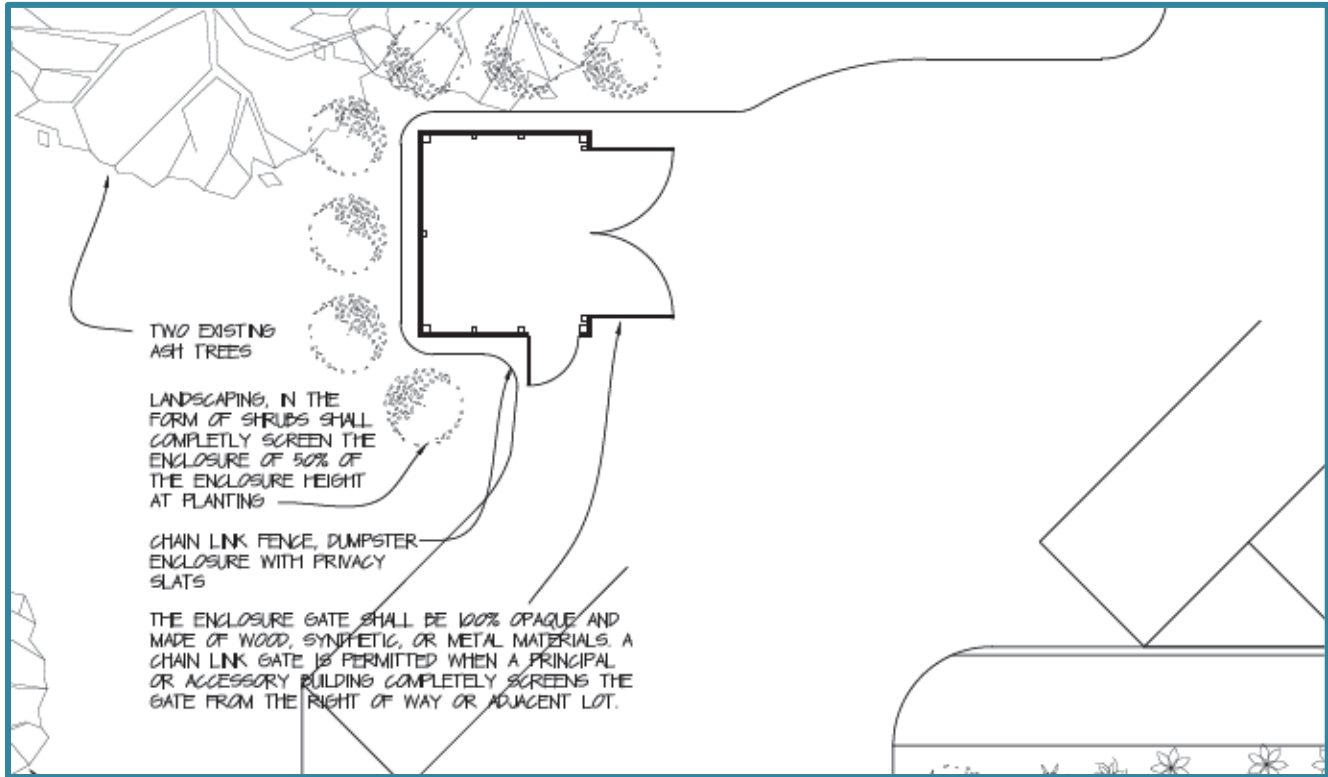
The Plan Commission, via special exception, can approve a chain link enclosure in a commercial zoning district when the following standards are met:

- 1. The enclosure shall be located within the rear yard.*
- 2. The chain link fence shall have privacy slats installed.*

3. Landscaping, in the form of shrubs shall completely screen the enclosure at maturity and be a minimum of 50% of the enclosure height at planting, except the enclosure gate.

4. The enclosure gate shall be 100% opaque and made of wood, synthetic or metal materials.

The applicant is requesting that a special exception be granted for their commercial trash enclosure and have provided the following proposal:



Standards of Review

The trash enclosure has been constructed and is chain link. The applicant is proposing shrubs to be planted around the enclosure but has not specified the type. They have indicated that the plantings will completely screen the enclosure at 50% of the enclosure height at planting.

They have also indicated that privacy slats will be installed. They have not provided information about what material will be used for the enclosure gate. They have only indicated that they have read the language in Chapter 11 – Zoning and have reiterated this on the plans.



1. The enclosure shall be located within the rear yard.
Analysis: The trash enclosure is located in the northwest corner of the property, where parking stalls converge and the drive-thru queuing begins.
Findings: This area is fitting for refuse storage and is located within the rear yard of the property.
2. The chain link fence shall have privacy slats installed.
Analysis: Privacy slats are installed that allow approximately 50% transparency.
Findings: While the privacy slats are not a higher opaque percentage, they do offer some screening. Landscaping around the refuse storage will improve the screening, especially at full growth.
3. Landscaping, in the form of shrubs shall completely screen the enclosure at maturity and be a minimum of 50% of the enclosure height at planting, except the enclosure gate.
Analysis: A total of 7 shrubs are shown on the plan, but species are not identified.
Findings: Staff would recommend a shrub species be identified prior to approval, to ensure the planting size will meet this requirement and screen the enclosure at maturity.
4. The enclosure gate shall be 100% opaque and made of wood, synthetic or metal materials.
Analysis: No specifics have been provided on the gate materials.
Findings: Staff would recommend the gate materials be identified prior to approval, to ensure this requirement is met. At a minimum, a narrative on the materials should be provided, or renderings and photos of similar examples.

Without knowing what specifically is being proposed in terms of plantings or of the gate materials it is difficult for staff to make a recommendation, as special exceptions are already granting some relief from accepted standards. Therefore, it is reasonable to expect applicants to provide details about how they will be implementing measures required for the relief.

Based on the above review and findings, staff is recommending denial of the request for a special exception since the standards outlined above cannot be confirmed. If additional materials are provided prior to the meeting or at the meeting, the staff recommendation may change.



Special Exception
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: Upon written petition, the Planning Commission may, on a case-by-case basis, grant a special exception for those development standards specifically noted as special exceptions in the zoning code. (See section 3 of this application for a listing). In making its decision, the Planning Commission must consider a variety of factors. General evaluation criteria apply to all special exceptions and special evaluation criteria may also apply.

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: \$75.00

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 11/15/22

Received By CE

Fee \$75.00

Case # 22-001285

Aldermanic District 2-DeLaney

Plan Commission Date _____

1. Applicant information

Applicant name Theresa Cashman

Street address 3280 8th Street South

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number _____

Email theresa.cashman@gmail.com

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 Rose Rose

Company Arc Central LLC

Street address 1930 1st Street North

City, state, zip code Wisconsin Rapids

Daytime telephone number 7159352001

Email arangeofrose@outlook.com

Agent 2

Name Jim Lucas

Company Arc Central LLC

Street address 1930 1st Street North

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-572-2698

Email arccentralinc@outlook.com

3. Type of special exception. Select the special exception you are requesting.

- ☐ s. 11.06.35 Allow removal of a principal building, while retaining the accessory building
- ☐ s. 11.06.108 Allow spires, steeples, copulas, and chimneys on institutional, commercial, and industrial buildings
- ☐ s. 11.06.108 Allow roof-mounted solar systems that exceed building height limitations
- ☐ s. 11.06.117 Allow accessory building in front of principal building
- ☐ s. 11.06.118 Allow a greater amount of parking in front of a building in the B-2 and B-3 districts
- ☒ s. 11.06.203 Allow overhead doors to face a public street (Architectural Review)
- ☐ s. 11.17.03 Allow a lesser standard for parking requirements
- ☐ s. 11.17.03 Allow more parking than what is required
- ☐ s. 11.18.43 Allow more outdoor lighting when needed to ensure public safety
- ☐ Appendix B (3.07) Allow the use of other exterior building materials on a single-family residence

- ☐ Appendix B (17.14) Allow a deviation from standards for a home occupation when operator has a temporary or permanent disability
- ☐ Appendix B (17.27) Allow a free-standing solar energy system to extend into a setback when no other location on the parcel is acceptable
- ☐ Appendix B (17.27) Allow a free-standing solar energy system to be located in the front yard when no other location on the parcel is acceptable
- ☐ Appendix C (M-1 & M-2 Districts) Allow an increase in building height

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.

Chain Link

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. Evaluation criteria The factors listed below will be used in evaluating this application. Your responses are important.

1. The size of the property in comparison to other properties in the area.

2. The extent to which the issuance of the special exception would be in keeping with the overall intent of the zoning code.

Section 11.06.203 (13) 2. The chain link fence shall have privacy slats installed.

3. Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception.

Amendment to Chapter 11- Zoning Ordinance- Screening trash enclosure

4. The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted.

n/a

5. The nature and extent of anticipated positive and negative effects on properties in the area.

n/a

6. Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception.

7. A factor specifically listed under a section of this chapter authorizing the issuance of a special exception.

Section 11.06.203 Archtiectural standards-standard 13 of chapter 11 (13)

8. Any other factor that relates to the purposes of this chapter set forth in s. 11.01.05 or as allowed by state law.

6. **Attachments** List any attachments included with your application.

RRose 7. **Other information** You may provide any other information you feel is relevant to the review of your application.

8. **Mandatory meeting with staff**

When did you meet with the Community Development Director?

10/2022

Month/year

9. **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:

Rose Rose

Name – print

Rose Rose

Name – Signature

Digitally signed by Rose Rose
Date: 2022.11.25 15:18:01
+06'00'

11/25/22

Date

Name – print

Name -- Signature

Date

90 Administrative Staff Report

N & N Auto Outlet
Site Plan Review
641 Dale Street
January 3, 2023



| | |
|---|---|
| <p>Applicant(s):</p> <ul style="list-style-type: none"> N & N Auto Outlet <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"> 3408020, 3408029, and 3408021 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 340 feet Effective Depth: 131 feet Square Footage: 37,897 Acreage: .87 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" General Commercial <p>Council District:</p> <ul style="list-style-type: none"> District 5 - Evanston <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Current Use:</p> <ul style="list-style-type: none"> Vehicle Sales <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning | <p>Request</p> <p>22-001286; N & N Auto Outlet – request for a site plan review to perform site improvements at 641 Dale Street (Parcel ID's 3408020, 3408029, and 3408021)</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 request is to make site improvements to the parking on the property. The property is zoned "B-2" General Commercial District. The applicant is simultaneously seeking a Certified Survey Map to consolidate three parcels. Vehicle sales is a permitted use in the "B-2" General Commercial District Any significant changes to the site require site plan review by Plan Commission. A building plan – architectural review (AR), plan of operation (PO), site plan (SP), and zoning permit (ZP) are required. <p>Staff Recommendation</p> <p>Approve the request from the applicant for a request for a site plan review to perform site improvements at 641 Dale Street (Parcel ID's 3408020, 3408029, and 3408021), subject to the following condition(s):</p> <ol style="list-style-type: none"> A Certified Survey Map demonstrating lot consolidation of the three parcels must be finalized prior to construction. Proper signage shall be installed identifying vehicle directions. The six parking spaces adjacent to the residential properties to the north shall be marked employee parking only. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line once mitigation measures are implemented. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction. All applicable permits through the City shall be obtained. |
|---|---|

-
8. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Vicinity Map



Site Photos



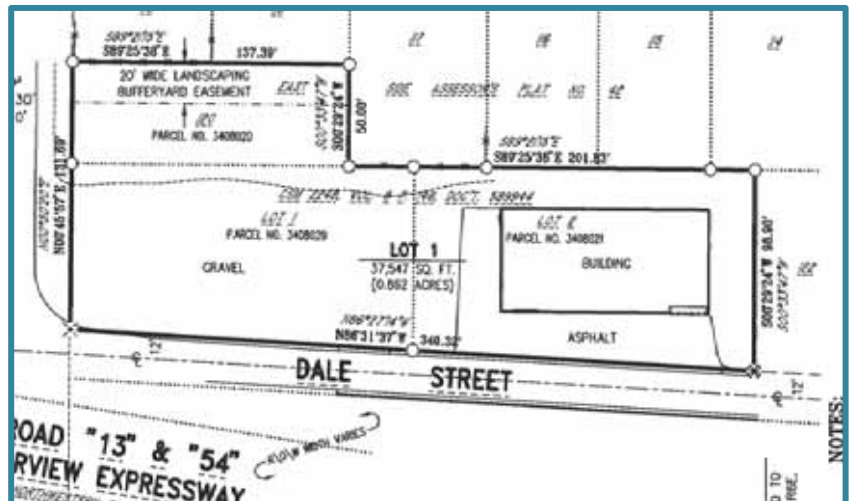


Background

N & N Auto Outlet LLC has recently chosen to locate in the City of Wisconsin Rapids. They are proposing vehicle sales at 641 Dale Street. As part of this proposal, they are consolidating three parcels as shown below:

This will enable them to construct a parking lot to provide the required parking for the existing building. Vehicle sales is a permitted use in the B-2 General Commercial District. A description and supplemental standards for the use are outlined here:

Description: A place where new and used cars, light trucks, motorcycles, mopeds, and rental snowmobiles, and all-terrain vehicles (ATVs) are offered for rent, sale, lease, or exchange, or are taken on consignment. This use may include the repair of such vehicles as a subordinate use to the extent deemed appropriate by the Planning Commission.



Vehicle Parking: 1 space for each 300 square feet of gross floor area, plus 1 space for each employee on the largest work shift

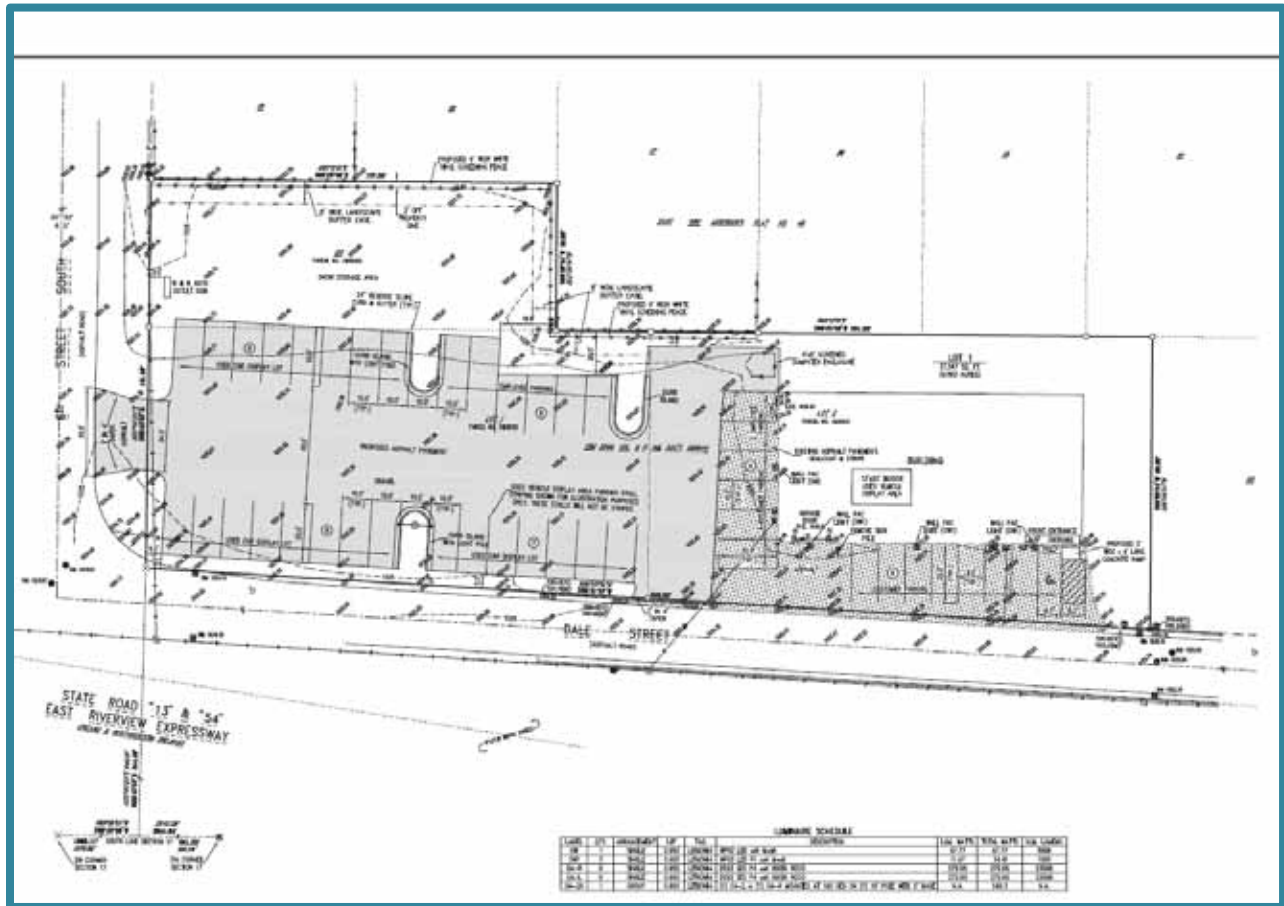
Supplemental Standards:

(a) State license. Prior to the establishment of this use, the operator shall obtain a motor vehicle dealer license from the Wisconsin Department of Transportation and maintain such license for the life of the use or until the state no longer requires such license.

(b) Show room. An indoor vehicle display area shall be provided that is at least 12 feet by 20 feet. If only motorcycles are sold, the indoor vehicle display area shall be large enough to display at least 3 motorcycles.[2] **(c) Setback for display area.** Display areas and other activity areas shall be located at least 30 feet from a property in a residential zoning district or a planned development district that allows residential

uses and 10 feet from a property in a commercial zoning district. (e) Junk vehicles. Junk vehicles and inoperable vehicles shall not be kept out-of-doors

The existing 50 foot by 102 foot building will serve as the showroom or indoor vehicle display area. The lot combination and parking lot construction will enable the applicant to meet vehicle parking requirements and provide an outdoor display area for the vehicles available for purchase.



Standards of Review

1) Use

Analysis: Vehicle sales is a permitted use in the B-2 Zoning District.

Findings: The use is permitted. Construction of a parking lot enables the applicant to meet vehicle parking requirements and provide an area for vehicles for sale. Note that a building plan – architectural review (AR), plan of operation (PO), site plan review (SP), and zoning permit (ZP) are required.

2) Dimensional Standards

Analysis: The B-2 district requires a 10,000 minimum square foot lot area. The lot resulting from lot combination of three parcels is 37,897 square feet. The existing building is legal nonconforming as it does not meet setback requirements. Once lots are combined, the building coverage ratio is 13.2% meeting the 60% maximum allowed and proposed impervious surface is approximately 64.7% meeting the 80% maximum allowed.

Findings: The proposed site design bring the building closer to conformity with the expanded lot, proposed parking and landscaping. The building remains nonconforming due to not meeting the required rear setback. However, commercial operation can continue given the existing nature of the building. Overall, the proposed improvements will enhance the site.

3) Ingress/Egress

Analysis: At present, access for ingress and egress exists from Dale Street. The proposal will create an additional point of two-way ingress and egress from Sixth Street South. Two-way drive aisle access is proposed within the site.

Findings: Driveway standards are met, and the proposed improvements will not alter or impede ingress and egress.

4) Parking

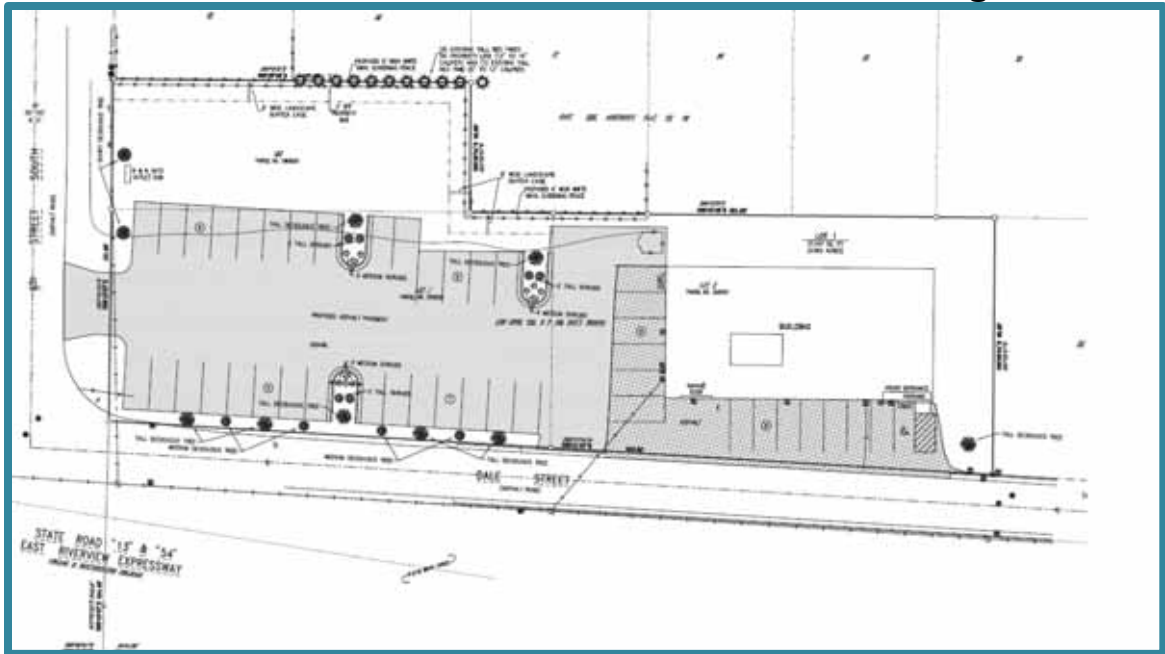
Analysis: The use (vehicle sales and rental) requires 1 parking space for each 300 square feet of gross floor area, plus 1 space for each employee on the largest work shift (17 plus 3 employee for 20 total). Projects that require between 1 and 25 parking spaces require 1 ADA approved accessible parking space. In the B-2 District, no more than 35% of the on-site parking can be located between the street and the building, Plan Commission can grant a special exception to allow up to 50%.

Findings: The applicant is proposing a total of 42 parking spaces plus 1 ADA approved accessible space. This meets the minimum parking requirement and provides extra parking for the display vehicles. Because the supplemental standards require that display areas and activity areas be located at least 30 feet from properties in residential zoning districts, a condition of approval has been added that the six spaces in the north central portion of the lot be marked for employee parking only.

For new development, no more than 35% of parking shall exist in front of the building, but Planning Commission can approve up to 50%. However, as the building is existing and the parking improvements are within an expanded lot area, this section would not apply. Furthermore, the corner lot creates a uniqueness on the elongated site where a side yard along 6th Street is then created.

5) Landscaping

Analysis: This project includes an existing developed lot to the east and a newly developed portion consisting of parking lot to the west. Landscape standards are being applied to the newly constructed portion only, as the eastern portion consists of existing development. Therefore, frontage, parking, and bufferyard landscape requirements apply, and foundation planting requirements do not. The undeveloped portion of the site includes 171 feet along Dale Street and 132 feet along 6th Street South. Therefore, 182 frontage landscape points are required. The paved parking area includes a total of 14, 949 square feet and therefore, 150 total parking lot landscape points are required, and 488 square feet must be located within the interior. The applicant has installed a fence within the bufferyard and therefore, 330 bufferyard points are required.



Findings: The applicant is proposing 200 frontage points, 60% of which are tall and 30% of which are medium meeting the frontage planting requirements. There are a total of 150 parking lot points provided with approximately 540 square feet being located within the interior of the parking area. Of the points total, 60% are tall trees and the remaining plantings are shrubs. There are mature red pines along the north property line. The Zoning Code provides credit for existing plantings to incent tree preservation. The applicant is receiving half of the credit amount since the trees are located along the property line, for a total of 435 points. Therefore, they are meeting the bufferyard planting requirement with the construction of a fence.

6) Architectural Review

Not Applicable – No improvements are proposed to the building.

7) Lighting & Photometric Plan

Analysis: Regulations for onsite lighting are related to light trespass (foot-candles) beyond the property line and total lighting levels (lumens). Lighting from the business use should not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles for residential.

Findings: The applicant has submitted a lighting plan. There is a small area at the north central section of the property where the parking lot lighting exceeds the specified standard with no plantings or fencing. However, since the applicant is proposing both, staff believes that the requirement will be met.

In summary, the proposed site improvements bring the building and use closer to conformity and are appropriate. The nature and scale of improvements are consistent with the surrounding area and with overarching planning documents. Additionally, the proposed landscaping will provide enhancement to the site. Therefore, staff would recommend approval of the site plan, subject to the conditions 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 11/28/22

Received By CE

Fee \$175.00

Case # 22-001286

Aldermanic District _____

Plan Commission Date 1/23

1. Applicant information

Applicant name N&N Auto Outlet

Street address 641 Dale Street

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-712-1765

Email nnauto.outlet@gmail.com

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 Larry D. Koopman, P.E.

Company Lampert-Lee & Associates

Street address 10968 State Highway 54 E

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-424-3131

Email lkoopman@lampertlee.com

Agent 2

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 **641 Dale Street, Wisconsin Rapids, WI 54494**

Parcel number(s) **3408021** **3408029** **3408020**

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 checked="" 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 checked="" 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 37,680 sq. ft.

Building coverage 4,800 sq. ft.

Outdoor storage 0 sq. ft.

Stormwater facilities 3,000 sq. ft.

Impervious surfaces 22,620 sq. ft.

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

Landscaping and other undeveloped areas 12,060 sq. ft.

Wetlands 0 sq. ft.

Attach appropriate documentation if there are any wetlands.

100-year floodplain 0 sq. ft.

9. Street access

| Name | New Access | Change to Existing Access | No Change to Existing Access |
|------------------|-------------------------------------|---------------------------|-------------------------------------|
| Dale Street | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6th Street South | <input checked="" 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

20

See Appendix B of the zoning code for parking requirements for the proposed land use(s).

Proposed number of spaces

13

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

1

| | | |
|---|----------|---|
| Other ADA accessible spaces | <u>0</u> | |
| Number of electric charging stations (if any) | <u>0</u> | Charging stations are not required, but are recommended. |
| Bicycle parking spaces | <u>0</u> | 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 | <u>7</u> | 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 | <u>6</u> | |
| Number of spaces to the rear of the building | <u>0</u> | |

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

| | Number of Fixtures | Lumens |
|---------------|-------------------------------|-----------------------------|
| Building 1 | <u> </u> | <u> </u> |
| Building 2 | <u> </u> | <u> </u> |
| Building 3 | <u> </u> | <u> </u> |
| Parking lot 1 | <u> </u> | <u> </u> |
| Parking lot 2 | <u> </u> | <u> </u> |
| Parking lot 3 | <u> </u> | <u> </u> |
| Other | <u> </u> | <u> </u> |
| Other | <u> </u> | <u> </u> |
| Total | <u> </u> | <u> </u> |

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.

6' high white vinyl screening fence between storm water basin and residential properties

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

South 1/2 of roof and parking between building & Dale Street will drain to Dale Street storm sewer.
North 1/2 of roof will drain to lawn on back side of building.
Runoff from west parking and used vehicle display area will be collected in slot drains that outfall to a new storm water basin in the northwest part of site.

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 checked="" type="checkbox"/> Project name* | <input checked="" type="checkbox"/> Existing and proposed | <input checked="" type="checkbox"/> Streets |
| <input checked="" type="checkbox"/> Applicant name* | <input checked="" type="checkbox"/> Existing within 50 feet of subject property | <input checked="" type="checkbox"/> Driveways and road access onto public and private roads |
| <input checked="" type="checkbox"/> Preparation date/revision* | Required Setbacks | <input type="checkbox"/> Sidewalks and trails |
| <input checked="" type="checkbox"/> Name of preparer* | <input checked="" 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 checked="" type="checkbox"/> North arrow and graphic scale* | Landscaping Features (existing and proposed) | <input checked="" type="checkbox"/> Access aisles and parking spaces by size |
| <input checked="" type="checkbox"/> Address of subject property or legal description* | <input checked="" type="checkbox"/> Fences, buffers, and berms | <input checked="" type="checkbox"/> Location of accessible parking spaces |
| <input checked="" type="checkbox"/> Property boundaries * | <input checked="" type="checkbox"/> Pervious and impervious surfaces by type | <input checked="" type="checkbox"/> Location and specifications/dimensions for accessibility ramps |
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Trees / shrubs to be planted, including a plant list and specs. | <input type="checkbox"/> Snow storage areas |
| <input checked="" 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) | | <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) | Outdoor Lighting (existing and proposed) | <input type="checkbox"/> Designated areas of a parking area for pedestrian walks |
| Setting | <input checked="" type="checkbox"/> Location | <input type="checkbox"/> Loading lanes and loading docks |
| <input checked="" type="checkbox"/> Property boundaries within 50 feet of the subject property | <input checked="" type="checkbox"/> Fixture specifications | <input checked="" type="checkbox"/> Stormwater drainage |
| <input type="checkbox"/> Land uses within 50 feet of the subject property | Stormwater Facilities (existing and proposed) | <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 checked="" type="checkbox"/> Location | <input type="checkbox"/> Areas designated for bicycle parking |
| <input type="checkbox"/> Municipal boundaries within 50 feet of the subject property | <input type="checkbox"/> Specifications for each facility | |
| Site Features (existing and proposed) | Utilities (existing and proposed) | Signs (existing and proposed) |
| <input type="checkbox"/> Ground contours when slopes exceed 8 percent | <input checked="" type="checkbox"/> Location | <input type="checkbox"/> Location |
| <input type="checkbox"/> Wetlands | <input checked="" 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 checked="" 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: | Monday-Friday 9:00AM-4:00PM Saturday 9:00AM-2:00PM Sunday Closed | |
| Estimated number of full-time employees | 4 | |
| Estimated number of part-time employees | 0 | |
| Maximum number of employees onsite at peak hours | 4 | |
| Will the proposed business operation create any noise outside of the building? | No | 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? | No | Refer to s. 11.06.148 of the zoning code. |
| Will the proposed business operation create any vibrations outside of the building? | No | Refer to s. 11.06.149 of the zoning code. |
| Will the proposed business operation involve any explosives or other flammable materials? | No | Refer to s. 11.06.150 of the zoning code. |
| Will the proposed business operation involve any radioactive materials? | No | |
| Will the proposed business operation create special needs for wastewater disposal? | No | |
| Will the proposed business operation require unusually high levels of public water? | No | |

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

WDOT motor vehicle dealer license

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?

November 2022

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:

Nathan Flinders

Name – print

Nathan Monville

Name – print



Name – Signature

11/28/2022

Date



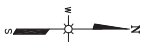
Name – Signature

11/28/2022

Date



SHEET INDEX



BASIS FOR ELEVATIONS:
LEANDER CR. 13% ELEVATION = 108.00 NAVD 83

BASIS FOR BEARINGS:
CO. COUNTY CORNER SYSTEM AND REFERENCED TO
SECTION 17, T22N, R6E, S4E, 1ST
CONSISTED TO BEAR N69°29'24" W.

CALL DIGGERS HOTLINE
AT 1-800-242-8511 BEFORE
DOING ANY EXCAVATION.



☐ **PRELIMINARY**
NOT FOR CONSTRUCTION
DATE: _____ BY: _____

☐ **FOR BIDDING ONLY**
DATE: _____ BY: _____

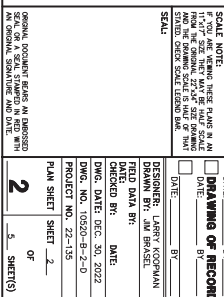
☐ **FOR CONSTRUCTION**
DATE: _____ BY: _____

ESP GROUP, INC.
LAMPERT-LEE & ASSOCIATES
ENGINEERS • SURVEYORS • PLANNERS

10968 State Hwy. 54 East • Wisconsin Rapids, WI 54494-8718
715-424-3131 • FAX 715-423-8774

COPYRIGHT © 2022 BY ESP GROUP, INC. ALL RIGHTS RESERVED. DUPLICATION BY WRITTEN PERMISSION ONLY

| REVISIONS | | |
|-----------|------|-------------|
| BY | DATE | DESCRIPTION |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |



☐ **PRELIMINARY**
NOT FOR CONSTRUCTION
DATE: _____ BY: _____

☐ **FOR BIDDING ONLY**
DATE: _____ BY: _____

☐ **FOR CONSTRUCTION**
DATE: _____ BY: _____

CLIENT:
PROJECT:
TITLE:

PARKING LOT DESIGN

PROPOSED SITE PLAN & LIGHTING PLAN

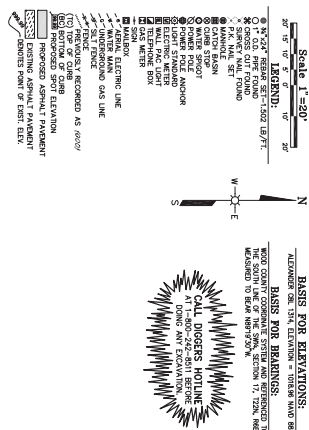


ESP GROUP, INC.
LAMPERT-LEE & ASSOCIATES
ENGINEERS • SURVEYORS • PLANNERS

10968 State Hwy. 54 East • Wisconsin Rapids, WI 54494-8718
715-424-3131 • FAX 715-423-8774

COPYRIGHT © 2022 BY ESP GROUP, INC. ALL RIGHTS RESERVED. DUPLICATION BY WRITTEN PERMISSION ONLY

| REVISIONS | | |
|-----------|------|-------------|
| BY | DATE | DESCRIPTION |
| - | | |
| - | | |
| - | | |
| - | | |

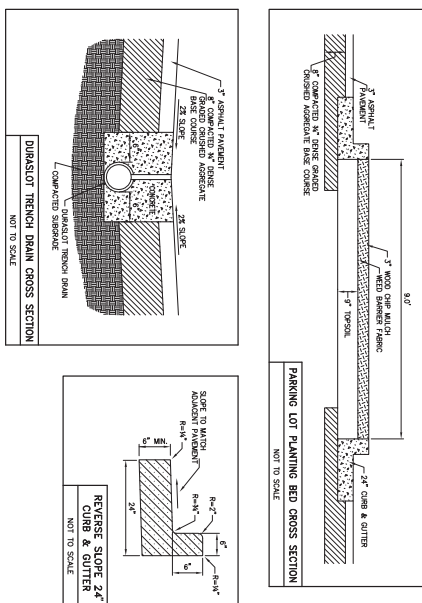
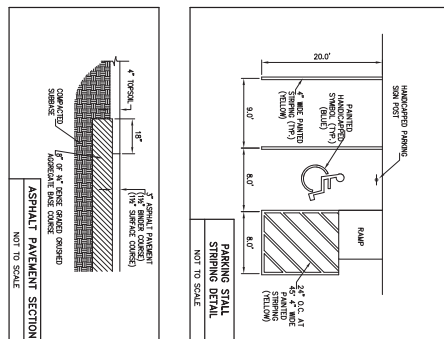



| | |
|---|-------------------------|
| <input type="checkbox"/> DRAWING OF RECORD | |
| DATE: _____ | BY: _____ |
| DATE: _____ | BY: _____ |
| DESIGNER: LARRY KOOPMAN | |
| DRAWN BY: JIM BRANSEL | |
| FIELD DATA BY: _____ | |
| CHECKED BY: _____ | DATE: _____ |
| DWG. DATE: DEC. 30, 2022 | |
| DWG. NO. 10320-B-3-D | |
| PROJECT NO. 22-135 | |
| PLAN SHEET | SHEET <u>3</u> OF _____ |
| 3 | <u>5</u> SHEET(S) |

N & N AUTO OUTLET
PARKING LOT DESIGN
PROPOSED GRADING, DRAINAGE & EROSION CONTROL PLAN



| REVISIONS | |
|-----------|------------------|
| BY | DATE DESCRIPTION |
| - | |
| - | |
| - | |
| - | |
| - | |



 *ESP GROUP, INC.*
LAMPERT-LEE & ASSOCIATES
ENGINEERS • SURVEYORS • PLANNERS

10968 State Hwy. 54 East • Wisconsin Rapids, WI 54494-8718
715-424-3131 • FAX 715-423-8774

COPYRIGHT © 2022 BY ESP GROUP, INC. ALL RIGHTS RESERVED. DUPLICATION BY WRITTEN PERMISSION ONLY.

| | |
|---|---|
| CLIENT: _____ | |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> PRELIMINARY NOT FOR CONSTRUCTION DATE: _____ BY: _____ </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> FOR BIDDING ONLY DATE: _____ BY: _____ </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> FOR CONSTRUCTION DATE: _____ BY: _____ </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> DRAWING OF RECORD DATE: _____ BY: _____ </div> <div style="border: 1px solid black; padding: 5px;"> DATE: _____ BY: _____ </div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> PROJECT: _____ </div> <div style="border: 1px solid black; padding: 5px;"> TITLE: _____ </div> |
| DESIGNED BY: LARRY KOPPELMAN DRAWN BY: AMY BRUNSEL FIELD DATA BY: _____ CHECKED BY: _____ DATE: _____ DWG. NO. 10200-B-4-0 PROJECT NO. 22-15 | |
| PLAIN SHEET | SHEET 4 OF _____ (SHEETS) |



(1) OAL + (1) OA-R MOUNTED AT 180 DEG ON (1) 18 POLE WITH Z BASE

| | | | |
|----|-----|-----|----|
| | | | |
| Fc | 246 | 129 | 00 |

REVISIONS

| |
|---------------------|
| DRAWN BY : LB |
| DATE : DEC 28, 2022 |
| |

| |
|-----------------------------|
| N&N AUTO OUTLET |
| WISCONSIN RAPIDS, WISCONSIN |

SITE LIGHTING LAYOUT