

REPORT OF THE PLANNING COMMISSION

Date of Meeting: April 1, 2024

Report #1

The Planning Commission met at 4:00 p.m. on April 1, 2024 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, Eric Daven, Lee Thao, and Thad Kubisiak. Ben Goodreau attended via Zoom. Jeff Marutz and Ryan Austin were excused. Also attending were Community Development Director Kyle Kearns, Associate Planner Lizabeth Edwardsen, Alderperson Dennis Polach, those indicated on the meeting sign-in sheet, and representatives for Valvoline joined via Zoom.

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

1. Approval of the report from March 4, 2024, Planning Commission meeting.

Motion by Kubisiak to approve the report from March 4, 2024, Planning Commission meeting.

the report from March 4, 2024, Planning Commission meeting; second by Goodreau.

Motion carried (5 – 0)

2. **24-000234; Valvoline LLC** – request for a Site Plan Review to construct a vehicle service shop at 1140 East Riverview Expressway (Parcel ID 3411798)

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

Member Kubisiak asked about the accessibility of sewer and water laterals as well as vision triangle issues, and Eric Daven inquired about traffic flow in the parking lot, to which Mr. Kearns replied.

Motion by Daven to approve the request for a Site Plan Review to construct a vehicle service shop at 1140 East Riverview Expressway (Parcel ID 3411798) subject to the following conditions:

- 1) An exception shall be included for overhead doors facing 12th Street.
- 2) An updated lighting plan shall be submitted showing that light trespass does not exceed 0.2 foot candles on property lines to adjacent commercial uses.
- 3) Staff recommends a special exception to allow up to 50% of the parking stalls in front of the principal building
- 4) All required stormwater requirements and permits shall be met and obtained by the applicant.
- 5) An updated landscaping plan shall be provided after the existing vegetation is surveyed by a landscape architect to ensure street frontage plantings are met.
- 6) Applicable permits through the City shall be obtained.
- 7) Community development department shall have the authority to approve minor modifications to the plans.

Second by Kubisiak

Motion carried (5 – 0)

3. **24-000246; City of Wisconsin Rapids** – request for a Site Plan Review to construct park improvements at Mead Park, 311 17th Avenue South (Parcel ID 3402825)

Mr. Kearns explained that the Planning Commission is the acting body to approve all City owned parcel improvements and park space improvements and provided a summary of the request. Approval was recommended with the conditions identified in the staff report.

Thad Kubisiak asked for clarification about parking spaces and overflow parking. Mr. Kearns provided feedback regarding the parking and also about storm water grading.

Motion by Blaser to approve the request for a Site Plan Review to construct park improvements at Mead Park, 311 17th Avenue South (Parcel ID 3402825) with the conditions outlined in the staff report:

1. All required stormwater requirements and permits shall be met and obtained by the applicant.
2. Applicable permits through the City shall be obtained.
3. Community Development Department shall have the authority to approve minor modifications to the plans.

Second by Thao

Motion carried (5 – 0)

4. Adjourn

Motion by Kubisiak to adjourn the meeting; second by Daven.

Motion carried (5 – 0)

Respectfully Submitted by Erika Esser, Secretary