



**PLAN COMMISSION
MEETING**
May 2, 2022
4:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Shane Burkart
Lee Thao
Susan Feith
Eric Daven
Ben Goodreau

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 Plan Commission held within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote audioconferencing on **May 2, 2022, at 4:00 PM. The public can listen to the meeting by calling 1-312-626-6799, Access code: 837 8307 1658.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. 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. If a member of the public wishes to submit comments to the Commission regarding an agenda item, please contact the Community Development Department via email or phone at CommunityDevelopment@wirapids.org or 715-421-8228 before the meeting.

AGENDA

1. Approval of the report from the April 18, 2022, Plan Commission meeting
2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
3. Election of a Vice Chairperson
4. **Julie Gessert; Extraterritorial CSM** – request for a Certified Survey Map to create 2 lots, which are under 5 acres, within the Town of Grand Rapids. The subject property is 2840 Saratoga Street (Parcel ID 0700282).
5. **PLAN 22-000287 – Happy Hippo Construction, LLC** – request for a Certified Survey Map to create 2 lots at 2211 8th Street South (Parcel ID 3412196), and dedicate right-of-way on 8th Street South, Goodnow Avenue, and 10th Street South.
6. **PLAN-22-000256; Dan Gunsteen** – request for a site plan review to construct a car wash at 4120 8th Street South (Parcel ID 3414102)
7. **PLAN 22-000205: Anderson's Bulk Fuel Storage** – public hearing and action on a request for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 3409858).

- 8. PLAN-22-0195; Mario Dickens** – public hearing and action on a request from Mario Dickens for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803).
- 9. PLAN 22-000259 – Community Development Department** – public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an onsite manager as an accessory use within a dwelling unit.
- 10. 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: April 15th & April 22th, 2022

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, May 2, 2022 at 4:00 PM** within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Participation at the public hearing can be in-person or via remote audioconferencing. **The public can also participate in the hearing by calling 1-312-626-6799, Access code: 837 8307 1658.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. The following items will be heard and possibly acted on:

1. Public hearing and action on a request from The Andersons Inc. for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 3409858).
2. Public hearing and action on a request from Kristie Ponce for a conditional use permit to construct an addition onto the building to expand the small animal veterinary clinic at 1221 Parkwood Drive (Parcel ID 3411869).
3. Public hearing and action on a request from Mario Dickens for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803).
4. Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an onsite manager within a legal dwelling unit.

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: April 18, 2022

Report #1

The Planning Commission met at 4:00 p.m. on April 18, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Ryan Austin (acting chairperson), Susan Feith, Lee Thao, Eric Daven, and Ben Goodreau attended via Zoom. Shane Burkart was absent, and Shane Blaser was excused. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Chris Steckbauer, and Jane Przychocki.

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

1. Approval of the reports from the April 4, 2022 Plan Commission meeting

Motion by Thao to approve the reports from the April 4 Plan Commission meeting; second by Daven.

Motion carried (5 – 0)

2. PLAN-23-000223; C & C Steckbauer LLC – public hearing and action on a request for a conditional use permit to operate an outdoor food and beverage service as an accessory use at the vacant lot adjacent to 150 2nd Street North (Parcel ID 3408144 & 3408147).

Carrie Edmonson provided an analysis on the conditional use and a site plan review. Staff recommended approval with the conditions in the staff report.

Mr. Kearns addressed concerns about fencing, the liquor license, and the ratio of the outdoor food and beverage area to the floor space of the tavern. Susan Feith requested clarification regarding the property line that extends the length of the Bender building and abuts Whisky Rapids and about access to the rescue platform and HVAC units, to which Chris Steckbauer responded. Ms. Edmonson also indicated that she had confirmed with the Fire Department that the platform meets all Fire Department requirements and standards. Member Daven inquired about condition number three, regarding the entry gate and Mr. Steckbauer replied. Daven also asked about the music and Carrie Edmondson and Kyle Kearns provided additional information pertaining to the music hours and outdoor use standards. Mr. Daven additionally asked about the dumpsters and Mr. Kearns provided a brief summary of the design of the enclosure. Commissioner Feith expressed concern about the access for passing beverages, particularly on the alley and Jackson Street side. Mr. Steckbauer replied to Mr. Feith's questions and included information about security cameras and fencing.

Public hearing opened at 4:18 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:19 p.m.

Motion by Daven to approve the request for a conditional use permit to operate an outdoor food and beverage service as an accessory use at the vacant lot adjacent to 150 2nd Street North (Parcel ID 3408144 & 3408147), subject to the following conditions:

1. The tavern lot and proposed patio lot shall be combined into one parcel.
2. Outdoor food and beverage use shall be limited to the outdoor patio area.

3. Access to patio area shall only occur through the tavern entrances and exits when in use
4. Live music shall occur no later than 10:00 p.m. Sunday through Thursday and no later than 12:00 a.m. on Friday and Saturday.
5. A lighting plan or fixtures specifications shall be submitted, meeting applicable standards, to be reviewed by the Community Development Department.
6. Applicable building and stormwater permits, state and local, shall be obtained.
7. The conditional use permit shall be reviewed withing 1 year, upon which the Community Development Department shall have the authority to extend the conditional use permit for successive years.
8. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Second by Thao

Motion carried (5 – 0)

3. **PLAN-22-000177; James Gannigan** –request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366)

An analysis of the request was provided by Carrie Edmondson, noting that an updated landscaping plan meeting requirements would be needed. Staff recommended approval with the conditions indicated in staff report.

Susan Feith commented on concerns about re-zoning the property in earlier Plan Commission discussions and emphasized the importance of adhering to proper landscaping and parking plans. Eric Daven had questions about the proposed windows on the property to which Carrie Edmondson and Jane Przychocki responded. Ms. Przychocki also provided supplemental documentation regarding proposed building architecture and landscaping on the west side of the property and handed out copies to Staff and Commissioners (attached). Carrie Edmondson noted that the addition of a second overhead door would require asphalt paving to be changed. Eric Daven asked if approval of the plan would still allow for the placement of two garage doors. Mr. Kearns added that action could be made by Commissioner with conditions regarding the second garage door and the asphalt area. Parking requirements and the need or an updated landscape plan were also discussed.

Mr. Daven suggested that the item be revisited at the May meeting once all plans are complete and finalized and included in the Plan Commission packet. Mr. Kearns added that updated site and landscaping plans would be needed before any building permits were issued. Additionally, the Plan Commission would not be able to approve the plan as presented due to the parking standard, requiring no more than 50% of the parking in front of the principal building, unless conditions for parking were included as part of the approval. Chairperson Austin agreed with Commissioner Daven that it would be best to have more completed plans before action is taken.

Chairperson Austin recommended that action be postponed until the next Plan Commission meeting, or when further detail is provided, to which the other Commissioners agreed.

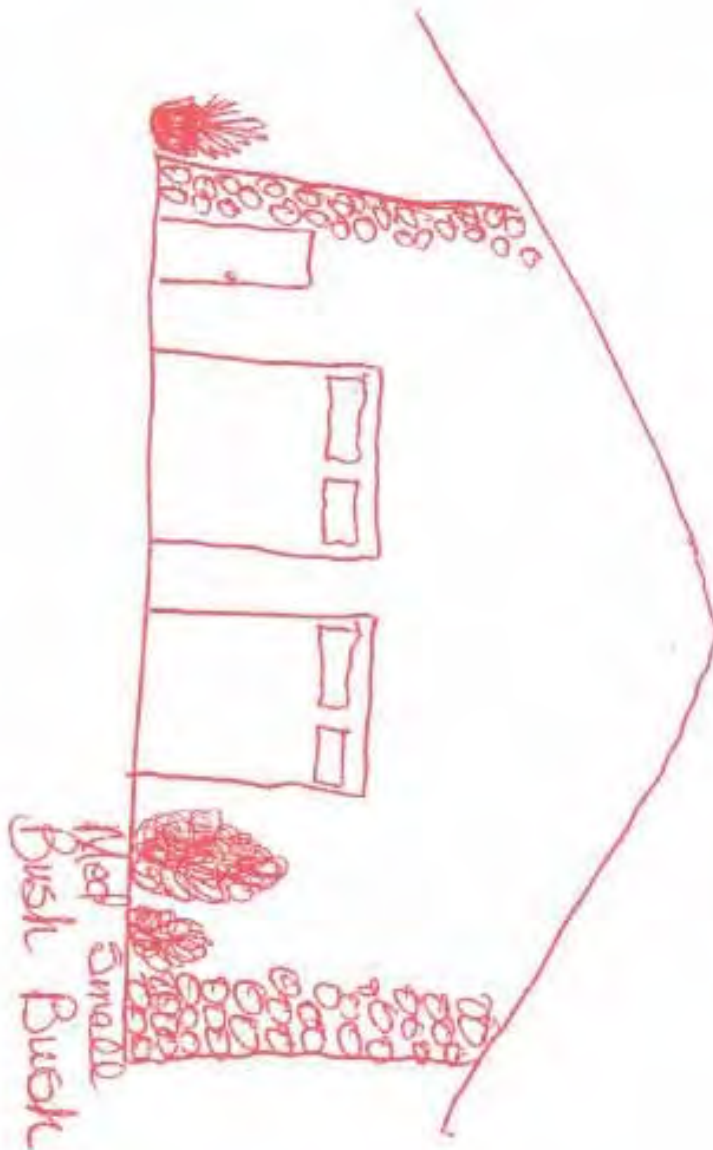
4. Adjourn

Motion by Thao to adjourn; second by Daven

Motion carried (5 – 0)

Meeting adjourned at 4:32 p.m.

Attachment 1: West Side Building Rendering Handout





To: Common Council, City of Wisconsin Rapids
Plan Commission, City of Wisconsin Rapids
Recovery and Reuse Project Steering Committee

From: Scott Harrington, AICP, Principal Planner
Sonja Kruesel, AICP, Associate Planner

Date: April 22, 2022

Re: Recovery and Reuse Plan Progress Report

Vandewalle & Associates and a sub-consultant team have contracted with the City of Wisconsin Rapids to develop a Recovery and Reuse Plan and Implementation Strategy in response to the idling of the Verso Papermill. This memo provides a status update as project work continues to progress, and supplements previous reports submitted.

Current Tasks in Progress

- “Forest Industries of the Future” industry symposium targeted late May. Together with sub-consultant Eric Singaas, detailed planning of invitees, symposium format, and coordination of industry speakers is in progress. An earlier date was initially targeted for this event. However, after discussions regarding other regional efforts occurring through March, specifically the EDA Grant application lead by the Wisconsin Paper Council related to forest industry products, we determined a later date was best suited to avoid any scheduling conflicts between symposium participants and grant writing participants, or confusion of efforts. This event will be held virtually, and invites will be extended to a broad group of industry, legislative, and economic development leaders. All Plan Commission and Common Council members will receive an invitation. Confirmation of speakers is currently in progress.
- A joint work session of the Plan Commission and Common Council is scheduled for Tuesday May 10, 2022, at 5pm.
- A public visioning work session is scheduled for Wednesday June 1, 2022.
- The sale of the property to Billerud Corporation has been finalized. As such, Vandewalle & Associates is seeking additional feedback from the new owner regarding the future of the property.
- Completing detailed inventory of structures on the Rapids site and analyzing reuse potential.
- Completed initial report on workforce data and supply chain analysis and impacts. Findings from these reports will be summarized in the upcoming events and public work sessions listed above.
- Completed EDA grant reporting.



Memo

To: Plan Commission

From: Kyle Kearns

Date: 4/25/2022

Subject: 1. **Julie Gessert; Extraterritorial CSM** – request for a Certified Survey Map to create 2 lots, which are under 5 acres, within the Town of Grand Rapids. The subject property is 2840 Saratoga Street (Parcel ID 0700282).
2. **PLAN 22-000287 – Happy Hippo Construction, LLC** – request for a Certified Survey Map to create 2 lots at 2211 8th Street South (Parcel ID 3412196), and dedicate right-of-way on 8th Street South, Goodnow Avenue, and 10th Street South.

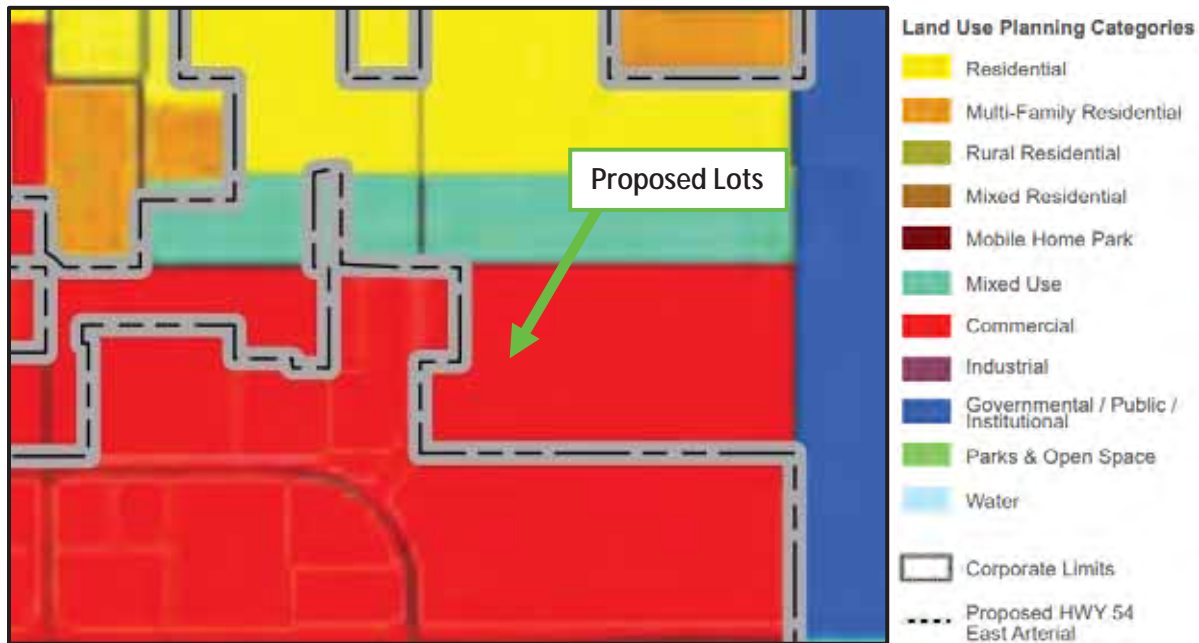
The first request is for an extraterritorial certified survey map to create two lots, directly adjacent to the City. The lots are requested in the Town of Grand Rapids, and both are under 5 acres, which requires Plan Commission review. A vicinity map has been provided below showing the location of the lots.

Vicinity Map



The area in question is in a transitional zone between residential, multi-family, institutional and commercial uses. The City's Comprehensive Plan future land use map specifically identifies the area to develop as commercial. The surrounding single-family homes vary in lot size, between ½ acre and several acres. City utilities surround the property.

Future Land Use Map



In reviewing the request, the smaller lots proposed may better mirror adjacent single-family lots, however it is inconsistent with the City's Comprehensive Plan. The City's Woodlands Business Park exists directly south which could create incompatible uses next to prospective residential. Future residential will require well and septic also. The City Water Works and Lighting Commission has confirmed the property does not exist within the Grownwater Protection Zone, and given the 4 acre size is not concerning for nitrate contamination.

Wisconsin Platting Manual – Extraterritorial Approval

A municipality may not deny approval of a plat or certified survey map within its extraterritorial jurisdiction based upon the proposed use of the land within the plat or certified survey map, unless such use conflicts with plans or regulations adopted by the municipality under s. 62.23 (7a) (c), Wis. Stats (related to extraterritorial zoning).

Unfortunately, In citing the Wisconsin Platting manual above and State Statute 236.45(3), staff would not have the ability to deny the CSM based on land use conflicts, as we do not have a joint committee between the City and Town with an approved plan and regulations for the extraterritorial area.

Therefore, staff would recommend approving the csm based solely on the City's ability to regulate extraterritorial plat review.

The second request is for a two-lot certified survey map within the City on developed property. Currently, two primary buildings exist on the single lot with separate users. They currently share ingress and egress via multiple driveways, as well as parking. It is important to note the buildings have separate exterior walls but are located directly adjacent to one another. The request would create two lots to separate the buildings and parking. The applicant has indicated the reason for the request is to simplify property tax charges for the rental properties, and possibly sell the buildings in the future. Below is a map of the existing lot, and the proposed separation can be seen on the attached survey.

The existing lot is irregularly shaped, and the proposed survey would maintain an irregular shape for each lot, resulting in a 74,142 square foot lot and 40,803 square foot lot respectively. Both lots meet the minimum lot requirements for the B-2 Commercial Zoning District and have access to roads via existing driveways. An existing 10th Street easement is referenced on the survey regarding access.

Vicinity Map



The request is unique in that it could create two nonconforming buildings, due to the required side yard setback between the buildings. Moreover, the zoning ordinance does not typically recommend the approval of nonconformities via certified survey maps. However, it also alludes to zero-lot line developments, such as those found for duplexes and rowhouses. Condominium developments are also referenced, specifically for multi-family, whereby the tenant only owns the dwelling unit. An analysis of parking for each lot and use has also been provided below.

Parking Analysis:

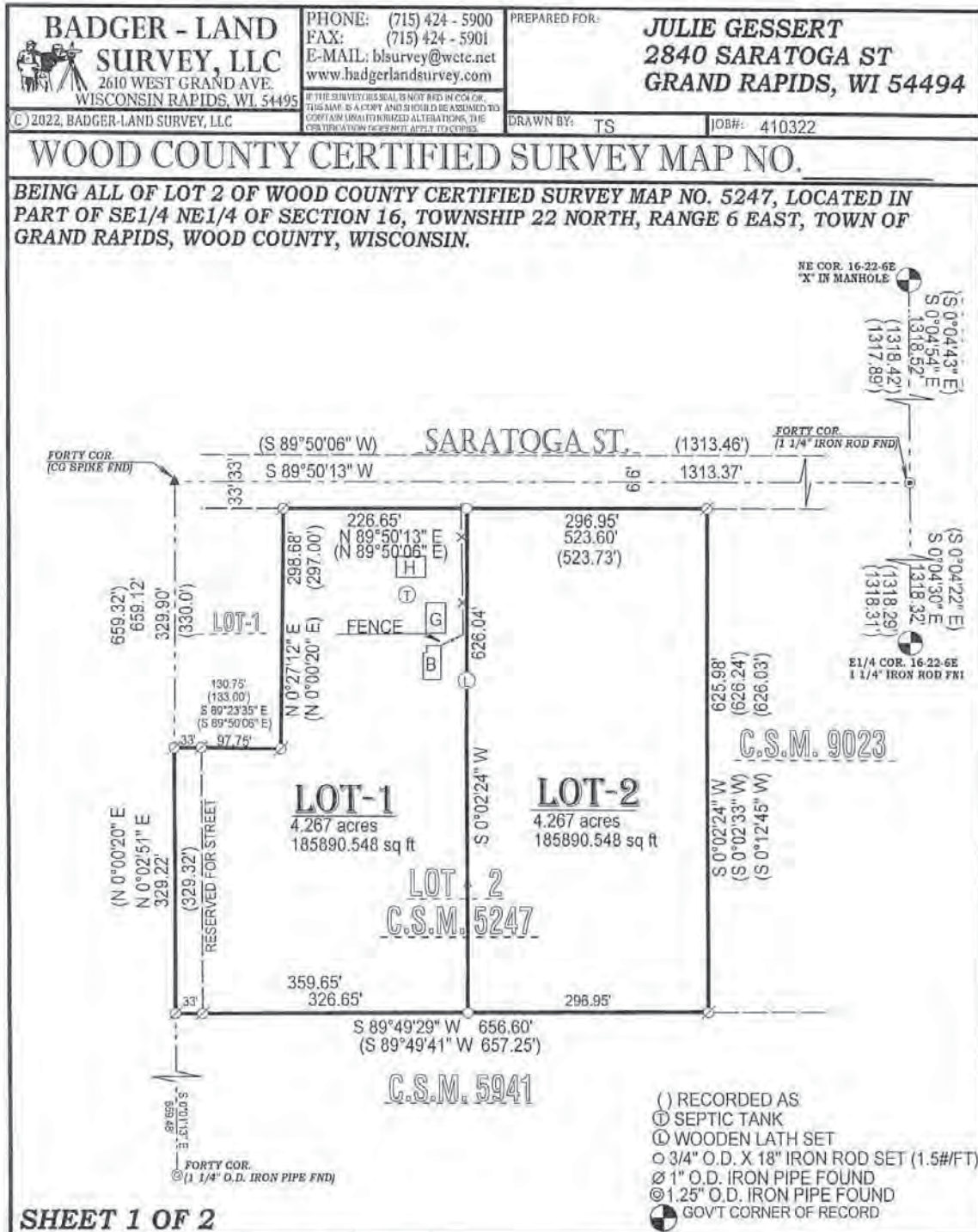
Retail Space (lot 1): $23,820 \text{ sq. ft.} / 300 = 79.4 = 80$ (85 stalls exist on lot 1)

Social Security Office (lot 2): $7,568 \text{ sq. ft.} / 350 = 21.62 = 22$ stalls required (55 stalls exist on lot 2)

In Summary, the proposed lots would meet the minimum lot requirements, parking, and ingress/egress. Similar lots are found within the City for commercial properties but appear to have been originally platted as such decades ago. Staff have not recently received similar requests, and an approval could set precedent. On the contrary, commercial developments find value in having separation between tenant spaces, like zero-lot line duplexes, and it can result in denser development.

Staff have reservations about the request given the nonconforming building that would result and the adherence to section 11.19.04 Nonconforming Buildings.

It is important to note that as part of the survey, the Engineering Department has requested right-of-way to be dedicated on Goodnow Avenue, 8th Street South, and 10th Street South, to meet the standards necessary for the street classification.



WOOD COUNTY CERTIFIED SURVEY MAP NO.

BEING ALL OF LOT 2 OF WOOD COUNTY CERTIFIED SURVEY MAP NO. 5247, LOCATED IN PART OF SE1/4 NE1/4 OF SECTION 16, TOWNSHIP 22 NORTH, RANGE 6 EAST, TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, KEVIN M. WHIPPLE, PROFESSIONAL LAND SURVEYOR, hereby certify;

That I have surveyed, divided and mapped this Certified Survey Map being all of Lot 2 of Wood County Certified Survey Map No. 5247, located in part of the SE1/4 NE1/4 of Section 16, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin; subject to right-of-ways, easements, restrictions and reservations of record.

That I have made such survey at the direction of **LINDA STONER - OWNER**
6110 STH 13 SO
WISCONSIN RAPIDS, WI 54494

That such map is a correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made; That I have complied fully with the provisions of Chapter 236.34 Wisconsin Statutes and the WOOD County Subdivision Ordinance to the best of my knowledge and belief.

Kevin M. Whipple 4-22-22
KEVIN M. WHIPPLE P.L.S. 2444
Drafted By: KEVIN WHIPPLE
Field work completed on 4/13/22.





CSM Review Application
City of Wisconsin Rapids, Wisconsin

Page 14 of 73
Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Ph: (715) 421-8228

Overview: All certified survey maps shall be prepared in accordance with Sections 236.34 and 236.20(5)(a) of the Wisconsin Statutes, and Chapter 12 of the Revised Municipal Code of the City of Wisconsin Rapids. Certified survey maps shall be reviewed by the City Plan Commission within 40 days as described below.

(2) Any division of land other than a subdivision within the city or its extraterritorial plat approval jurisdiction, or which a plat has not been approved and recorded, shall be surveyed and a certified survey map of such division approved and recorded as required by Section 12.09 of this Municipal Code and the Wood County Land Subdivision Ordinance and Chapter 236, Wisconsin Statutes. (MC#1000)

The provisions of this section shall not apply to:

- (a) Transfers of interests in land by will or pursuant to court order.
- (b) Leases for a term not to exceed 10 years, mortgages or easements.
- (c) Combining of two or more adjacent, previously surveyed parcels of land, under the same ownership, placed under one parcel number, for tax assessment purposes only. (MC#1000)

When it is proposed to divide land into two or more parcels, lots, outlots or building sites, or any combination thereof (not requiring a subdivision plat) any of which is five acres or less in size, or when it is proposed to divide a block, lot or outlot into more than two parcels or building sites within a recorded plat, or when it is proposed to combine previously surveyed and recorded parcels with other surveyed or unsurveyed parcels, the subdivider shall utilize a Certified Survey Map prepared in accordance with Section 236.34, Wisconsin Statutes, and this ordinance. In cases where lots are being created from a large tract of land, tracts over twenty acres in size need not be mapped. However, tracts of lands of five acres or less in size shall not be left as unplatted lands. Creation of land-locked parcels shall not be allowed.

General instructions: Complete this application and submit one copy along with the proposed Certified Survey Map to the Zoning Administrator for review. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>.

Application fee: \$50.00 plus \$10.00 per PC number of lots

Application submittal deadline: Applications may be submitted at any time, but are recommended to be submitted two weeks prior to a Plan Commission Meeting. The City Plan Commission meets regularly the first Monday of the month.

OFFICE USE ONLY

Application Number: _____ Fee Paid: \$ _____ Fee Received By: _____ Date Received: _____

Parcel Number: 3412196 Property Address: 2211 8th Street South

Property Owner / Applicant (circle)		Agent, if any
Name	<u>Happy Hippo Construction, LLC</u>	<u>Lampert-Lee & Associates</u>
Street address	<u>4900 Olson Drive, Lot 66</u>	<u>10968 State Highway 54 E</u>
City, state, zip code	<u>Eau Claire, WI 54703</u>	<u>Wisconsin Rapids, WI 54494</u>
Daytime telephone	<u>715-456-5899</u>	<u>715-424-3131</u>
E-mail address	<u>happyhippoc@ gmail. com</u>	<u>lkoozman@ lampertlee. com</u>

CSM Number (if any): 6546

Description and reason for the proposed Certified Survey Map:

Subdivide parcel into 2 lots so each leased building
is on its own lot. This will simplify property tax
charges for rental properties.

<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

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 and/or Applicant:

Larry D. Koopman, P.E.
Name – print

Larry D. Koopman
Name – Signature

4/22/2022
Date

Name – print

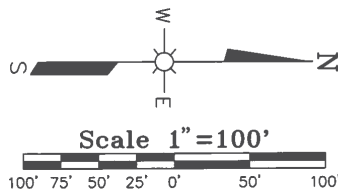
Name – Signature

Date

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____
FOR

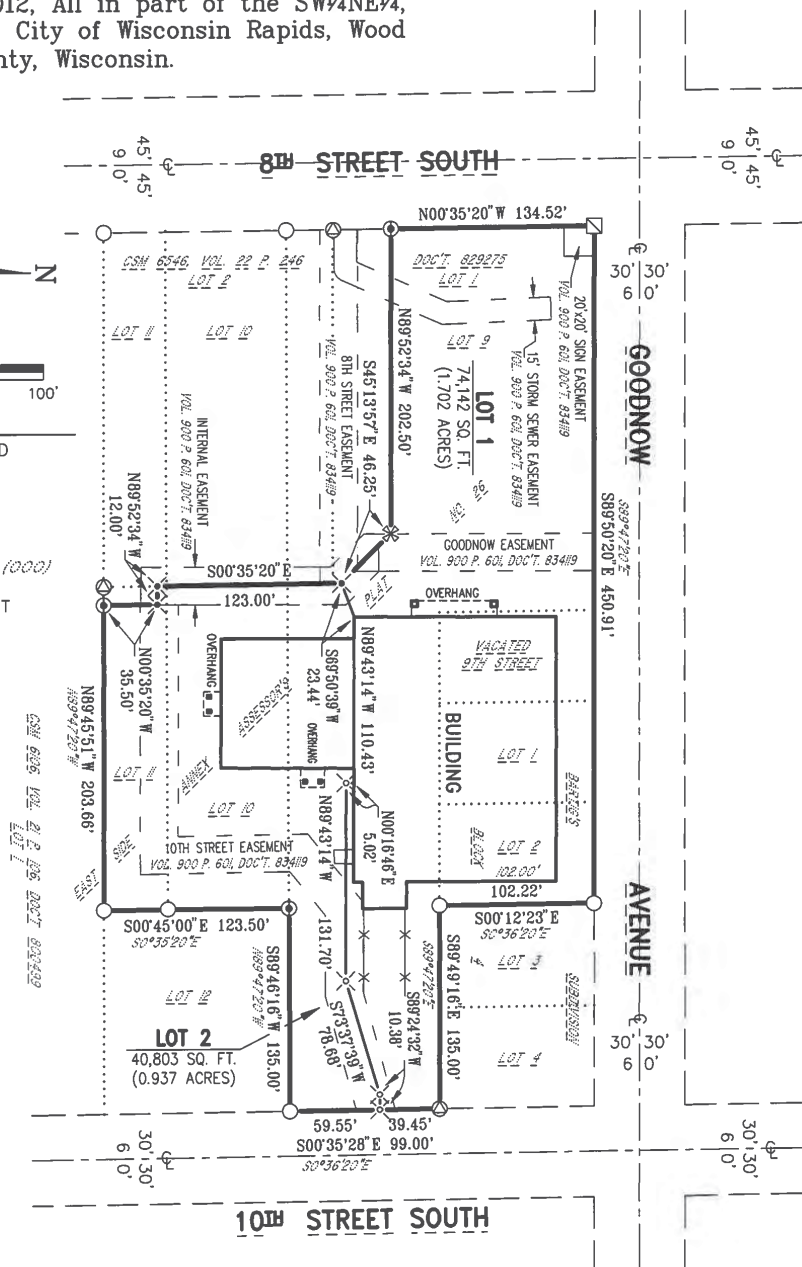
Happy Hippo Construction LLC

All of Lot 1, CSM 6546 as recorded in Volume 22 on Page 246 as Document No. 829275, Being part of Lots 9, 10 & 11, East Side Annex Assessor's Plat No. 26 in Volume 11 of Plats on Page 122 as Document No. 526066 and all of Lots 1, 2 & Vacated Street, Block 4, Bartig's Subdivision in Volume 6 of Plats on Page 20 as Document No. 374012, All in part of the SW $\frac{1}{4}$ NE $\frac{1}{4}$, Section 20, T22N, R6E, City of Wisconsin Rapids, Wood County, Wisconsin.



LEGEND:

- ☐ CONCRETE MONUMENT FOUND
- ⊙ 3/4" ROD FOUND
- ⊙ 3/4" O.D. PIPE FOUND
- ⊙ 1" O.D. PIPE FOUND
- ⊙ P.K. NAIL FOUND
- ⊙ P.K. NAIL SET
- ⊙ PREVIOUSLY RECORDED AS (DOC)
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT



BASIS FOR BEARINGS:

THE EAST LINE OF 8TH STREET SOUTH,
 ASSUMED TO BEAR N00°35'20"W.

OWNER:

HAPPY HIPPO CONSTRUCTION LLC
 4900 OLSON DRIVE - LOT 66
 EAU CLAIRE, WI 54703

Dwg. No. 8205-K-1-A

Project No. 22-

Drawn By: Jim Brasel

Date: April 6, 2022

Sheet 1 of 2 Sheets



ESP GROUP, INC.

LAMPERT-LEE & ASSOCIATES

ENGINEERS • SURVEYORS • PLANNERS

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

This map does not transfer property ownership.
 Sale or transfer of property requires a deed.

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____

All of Lot 1, CSM 6546 as recorded in Volume 22 on Page 246 as Document No. 829275, Being part of Lots 9, 10 & 11, East Side Annex Assessor's Plat No. 26 in Volume 11 of Plats on Page 122 as Document No. 526066 and all of Lots 1, 2 & Vacated Street, Block 4, Bartig's Subdivision in Volume 6 of Plats on Page 20 as Document No. 374012, All in part of the SW1/4NE1/4, Section 20, T22N, R6E, City of Wisconsin Rapids, Wood County, Wisconsin

**STATE OF WISCONSIN)
WOOD COUNTY)^{ss}**

I, Thomas J. Trzinski, Professional Land Surveyor, hereby certify:

That I have surveyed and mapped the property described and represented on this certified survey map.

That I have made such survey and map by the direction of Richard Hajek of Happy Hippo Construction LLC.

That such survey and map is a correct representation of the exterior boundaries of the land surveyed, described as:

All of Lot 1, CSM 6546 as recorded in Volume 22 on Page 246 as Document No. 829275, Being part of Lots 9, 10 & 11, East Side Annex Assessor's Plat No. 26 in Volume 11 of Plats on Page 122 as Document No. 526066 and all of Lots 1, 2 & Vacated Street, Block 4, Bartig's Subdivision in Volume 6 of Plats on Page 20 as Document No. 374012, All in part of the SW1/4NE1/4, Section 20, T22N, R6E, City of Wisconsin Rapids, Wood County, Wisconsin, containing 114,945 square feet or 2.639 acres.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and Chapter 12, Subdivisions and Platting of Land, of the City of Wisconsin Rapids Code of Ordinances in surveying, dividing and mapping the same.

Dated this 6TH day of April, 2022.

**Thomas J. Trzinski
Professional Land Surveyor, S-2636**

CITY OF WISCONSIN RAPIDS PLANNING COMMISSION

There are no objections to this survey map with respect to Chapter 12, Municipal Code and amendments thereto.
Certified this _____ day of _____, 2022.

Planning Commission
City of Wisconsin Rapids

Secretary – City Engineer

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____
All of Lot 1, CSM 6546 as recorded in Volume 22 on Page 246 as Document No. 829275, Being part of
Lots 9, 10 & 11, East Side Annex Assessor's Plat No. 26 in Volume 11 of Plats on Page 122 as
Document No. 526066 and all of Lots 1, 2 & Vacated Street, Block 4, Bartig's Subdivision in Volume
6 of Plats on Page 20 as Document No. 374012, All in part of the SW1/4NE1/4, Section 20, T22N, R6E,
City of Wisconsin Rapids, Wood County, Wisconsin

OWNER'S CERTIFICATE OF DEDICATION

As owner, I do hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

We do further certify that this certified survey map is required by s236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Wisconsin Rapids

Witness the hand of said on this _____ day of _____, 2022.

In the presence of:

Richard Hajek

x

STATE OF WISCONSIN)
_____ COUNTY)^{ss}

Personally came before me this _____ day of _____ 2022, the above named Richard Hajek of Happy Hippo Construction LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin

My commission expires _____

Administrative Staff Report

Car Wash

Site Plan & Architectural Review

4120 8th Street South

April 25, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Dan Gunsteen <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Director of Community Development Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3414102 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 133 feet Effective Depth: 300 feet Square Footage: 46,324 Acreage: 1.06 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" General Commercial District <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"> Commercial <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>PLAN-22-000256; Dan Gunsteen – request for a site plan review to construct a car wash at 4120 8th Street South (Parcel ID 3414102)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Site Plan Building Renderings Landscape Plan Plat of Survey <p>Findings of Fact</p> <ol style="list-style-type: none"> The proposed project is to construct a drive-through car wash. Ingress and egress is proposed on both 8th Street South and Dove Avenue. The property is zoned "B-2" General Commercial District. A vehicle service shop, or car wash, is permitted in the B-2 District. 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 site plan review and architectural review to construct a car wash at 4120 8th Street South (Parcel ID 3414102), subject to the following condition(s):</p> <ol style="list-style-type: none"> A six-foot privacy fence shall be constructed along the full west property line. The refuse enclosure shall match the design and colors of the primary building. Sidewalks along Dove Avenue shall be installed as proposed. The site plan shall be amended to show ingress only for the 8th Street South driveway, or removal of the eastern most driveway on Dove Avenue. A lighting plan shall be submitted for review and approval by the Community Development Department. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines. Applicable permits through the City shall be obtained.
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- h) Community development department shall have the authority to approve minor modifications to the plans.

Vicinity Map



Site Photos





Background

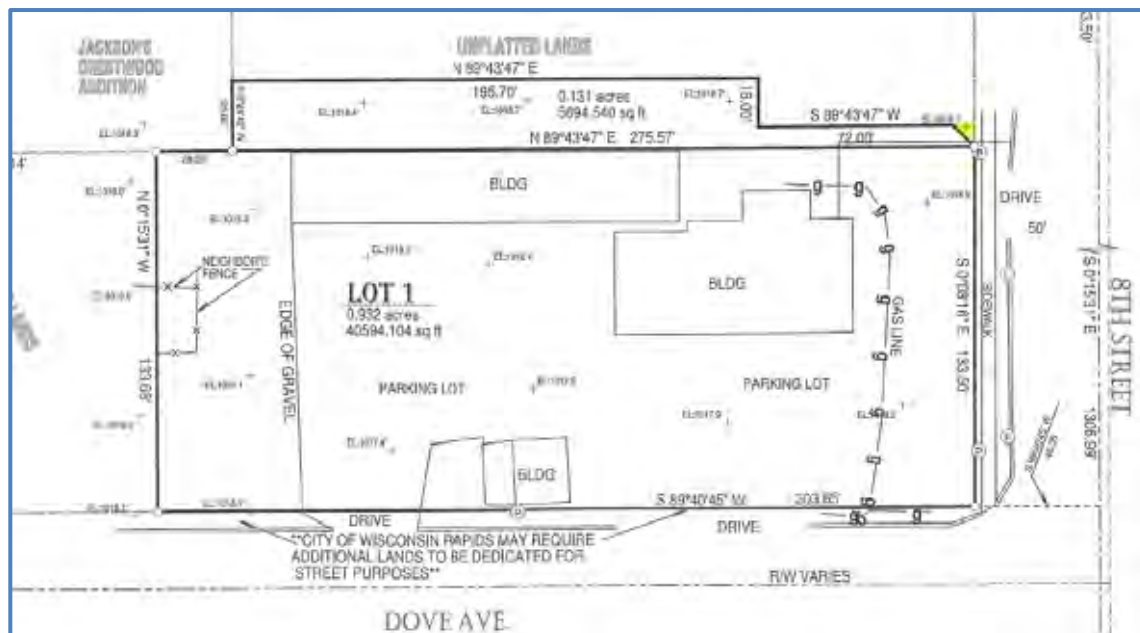
The applicant, representing Wisconsin Rapids Car Wash is proposing to construct a new car wash, kiosk station, and vacuum stall area on the site. Car washes are a permitted use in the B-2 General Commercial District and fall under the vehicle service shop description:

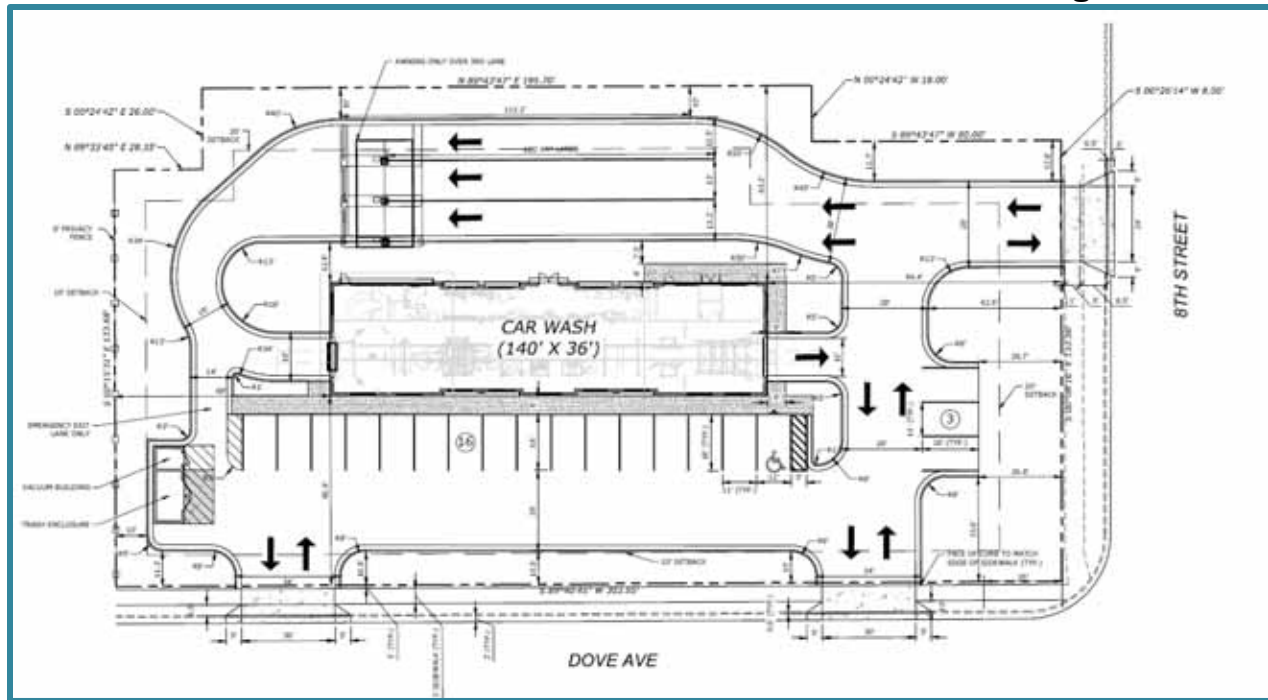
7.06 Vehicle service shop Description: A place where motor vehicles, such as cars, motorcycles, and light trucks, are serviced while the owner waits and typically are not left overnight. Examples include quick lube/oil change facilities, tire stores, car washes, and vehicle detailing.

Parking Requirements: 1 space for each service bay; plus 1 for each employee on the largest work shift

Supplemental Standards: Motor vehicles shall not be serviced or repaired outside of the principal structure intended for such use, except when this use is located in an industrial zoning district, if otherwise allowed.

Vehicles can enter the car wash from 8th Street South or Dove Avenue. Vehicles travel through one of three queuing lanes. Three pay kiosks are located under a covered canopy area on the north side. Once patrons proceed through the car wash, they can stop in a parking stall to the south of the car wash to access the vacuum area. They can exit onto 8th Street South or Dove Avenue thereafter. The business will operate from 7:00 a.m. to 8:00 p.m. The applicant has included a survey to acquire property to the north, which creates new property boundaries as seen on below:





It's important to note that sale or exchange of land is exempt from local land division if it does not reduce the parcels or lots below the minimum size as required by State Statute Chapter 236 or other laws, or local zoning standards or ordinances. However, the City has strongly recommended a Certified Survey Map (CSM) to delineate the lot line adjustment, address the potential house and fence encroachment, and mirror the official street map with right-of-way dedications. If a CSM is pursued and associated dedication of right-of-way, the site plan may be slightly impacted, which should not significantly impact the site design, and would be considered a minor modification unless specifically noted by the Plan Commission.

Standards of Review

1) Use

Analysis: A vehicle service shop (car wash) is a permitted use in the B-2 General Commercial District. The business is proposed to operate from 7:00 a.m. to 8:00 p.m.

Findings: The use is permitted and consistent with other uses in the B-2 General Commercial District. The hours of operation are well suited to commercial use. 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 10,000 square feet, and the lot is 46,324 square feet. The building footprint is approximately 5,040 square feet. The building coverage ratio is about 11% meeting the 60% (max.) requirement and impervious surface is approximately 68% which meets the 80% (max.) requirement.

Findings: The applicable dimensional standards appear to be met.

3) Ingress/Egress

Analysis: Two-way access to the site is proposed via 8th Street and Dove Avenue. The engineering department has some concerns regarding ingress/egress on 8th Street, as well as the close proximity of the eastern most driveway on Dove Avenue to the intersection.

Findings: Driveway standards are met, regarding width and location, however, to minimize vehicle conflict points, staff would recommend ingress only for the 8th Street South driveway, or removal of the eastern most driveway on Dove Avenue.

4) Parking

Analysis: The use requires 1 space for each service bay plus 1 space for each employee.

Findings: The development meets the parking requirements with a total of 19 stalls, as well as the dimensional standards. One ADA approved accessible stall is included as well. Chapter 11 – Zoning does have a maximum number of parking spaces as well as a minimum:

(s) Maximum number of spaces. For land uses located in a business, mixed-use, or industrial zoning district, the number of parking spaces provided in a ground surface parking lot shall not exceed the number of minimum parking spaces by more than 15 percent, except that the Planning Commission may allow more parking spaces above that threshold as a special exception pursuant to the procedures and requirements in Article 5 provided the commission determines that additional spaces are needed for that particular use or location.

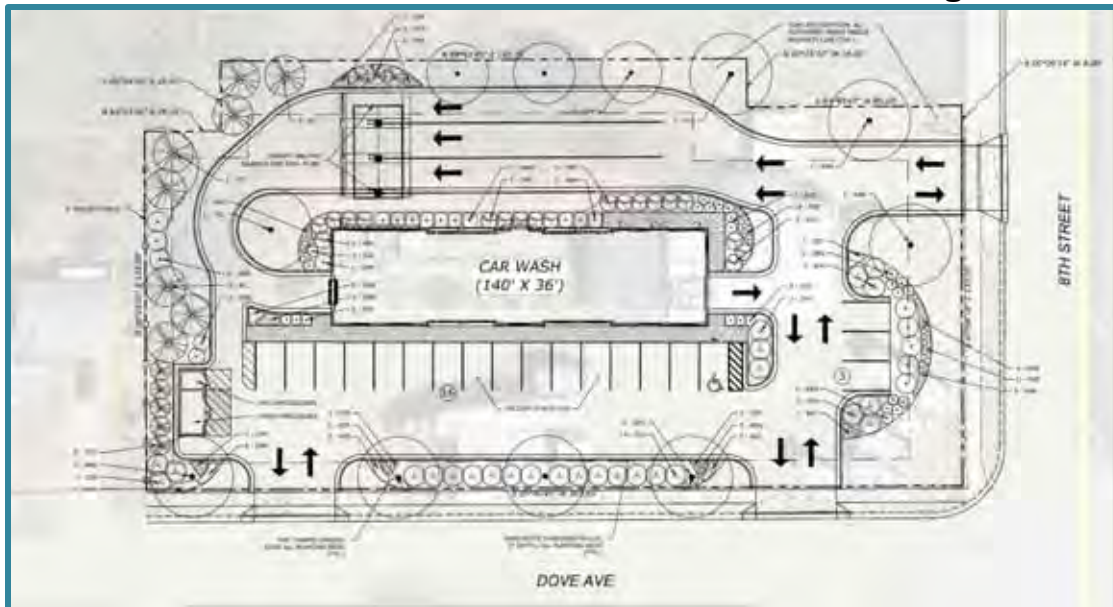
Staff is recommending that due to the distinct needs of this particular use including days of high utilization due to favorable weather conditions and seasonal fluctuations, that the Plan Commission grant the special exception. Chapter 11 – Zoning also requires that no more than 35 percent of the on-site parking be located in front of the principal building. Frontage is defined in the Zoning Code as:

*(140) Frontage The portion of a lot abutting a public street measured along the street line. On corner lots, this shall be interpreted as the portion of the public street by which the structure is addressed. In all commercial and industrial zones, the front yard dimension must be taken from the right-of-way line of the principal street, as determined by the engineering department.
(current zoning code)*

This is a corner lot and because this business would be addressed from 8th Street, staff is considering front of the principal building to be the portion on 8th Street where there are only 3 parking stalls, or 16 percent of the total parking. Therefore, the 35 percent standard is met.

5) Landscaping

Analysis: A total of 60 landscape points shall be provided along the frontage, prorated for every 100 linear feet, meaning 261 points are required. A total of 40 landscape points shall be provided on a prorated basis for every 100 feet of building foundation perimeter, meaning 141 points are required. Lastly the parking lot landscaping requires a minimum of 100 landscape points for every 10,000 square feet paved area; meaning 264 points are required. The applicant has submitted a complete landscape plan. Note that a bufferyard is not required for this development as it was not created by a land division or rezoned after August 1, 2018.



Findings: The site plan shows extensive and varied plantings, and the amount and type are sufficient to meet the points requirements. Six maple and skyline honeylocust trees are proposed along the two street frontages for a total of 180 points. In addition, 20 juniper trees are proposed along the two street frontages for a total of 240 points. These combine to meet the points requirements and the other planting will contribute to visual interest along the street frontage as well. The combination of 3 juniper trees for 36 points, 16 medium yew evergreen shrubs for 80 points, 10 chokeberry trees for 150 points, and perennial plantings will exceed the 141 points required. The generous mix of eastern white pine and white fir trees along the western and northern property lines, along with the smaller arborvitae and lilac trees, meet the parking lot points requirements. In addition, the percentage requirements for tall and medium trees are well met.

6) Architectural Review

Analysis: Renderings have been submitted, showing façade finishing materials primarily of neutral toned split faced block with stone veneer accents. The building will have red accents and black goose neck lighting over a black flat metal awning. The style will be integrated into the pay station as well and will include split-faced block, stone veneer, and a red canopy. The trash enclosure will be constructed of split-faced block. Note: this proposal does not include a canopy over the vacuum stall area.



Findings: From an architectural standpoint, the building is aesthetically appealing and incorporates a variety of finishing materials. Furthermore, the brick, stone, glass, and other accents will make up over 50% of all front façades. The variety of split-faced block, stone accents and overall building design have a modern feel and will add character to the area. Overall, the building will create an attractive and inviting element on 8th Street South and will enhance the corridor.

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 at a neighboring residential property.

Findings: Staff would recommend cut-off lighting fixtures or equivalent be used for the development, and that lighting from the business not exceed 0.2 foot-candles at neighboring commercial property lines and 0.1 foot-candles at neighboring residential property lines. In addition, a lighting plan shall be submitted for review and approval by the Community Development Department.

In summary, the proposed building and development plan provide an enhancement to the 8th Street corridor. The fence along the western property line combined with the generous amount and variety of landscaping proposed provide sensitivity to the neighboring northwest property. Therefore, staff would recommend approval of the site plan and architectural 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 Dan Gunsteen

Street address 651 South Sutton Rd Suite 305

City, state, zip code Streamwood, IL 60107

Daytime telephone number (630) 688-5843

Email DHGunsteen@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 Ryan Swanson

Company Arc Design Resources, INC.

Street address 5291 Zenith Parkway

City, state, zip code Loves Park, IL 61111

Daytime telephone number (815) 484-4300 EXT. 217

Email ryans@arcdesign.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 4120 8th Street South, Wisconsin Rapids, WI 54494

Parcel number(s) 3414102

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 46324.8 SF

Building coverage 5040 SF

Outdoor storage 251 SF

Stormwater facilities _____

Impervious surfaces 31437.5 SF

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

Landscaping and other undeveloped areas 14884.2

Wetlands N/A

Attach appropriate documentation if there are any wetlands.

100-year floodplain N/A

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
8th Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dove Ave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dove Ave	<input type="checkbox"/>	<input checked="" 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	<u>17**</u>	See Appendix B of the zoning code for parking requirements for the proposed land use(s).
Proposed number of spaces	<u>19</u>	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	<u>1</u>	

Other ADA accessible spaces	N/A	
Number of electric charging stations (if any)	N/A	Charging stations are not required, but are recommended.
Bicycle parking spaces	N/A	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	16	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	3	
Number of spaces to the rear of the building	0	

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

	Number of Fixtures	Lumens
Building 1	TBD	TBD
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.

6'-0" Fence to be constructed along the west end of the property line to give adjacent residential property privacy from the car wash

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

Stormwater generated on the site will be handled by the existing stormwater system and flow to the Village's ROW

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 checked="" 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 type="checkbox"/> Pervious and impervious surfaces by type	<input 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 checked="" type="checkbox"/> Existing trees and other prominent vegetation	<input checked="" type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<input checked="" 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 type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input checked="" 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	Utilities (existing and proposed)	Signs (existing and proposed)
Site Features (existing and proposed)	<input type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<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"/> Wetlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Woodlands		
<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.

Site Plan; Site Plan w/ aerial image; Landscape Plan; Survey (done by others)

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:

Ryan C. Swanson (owners agent)

Name – print


Name – Signature

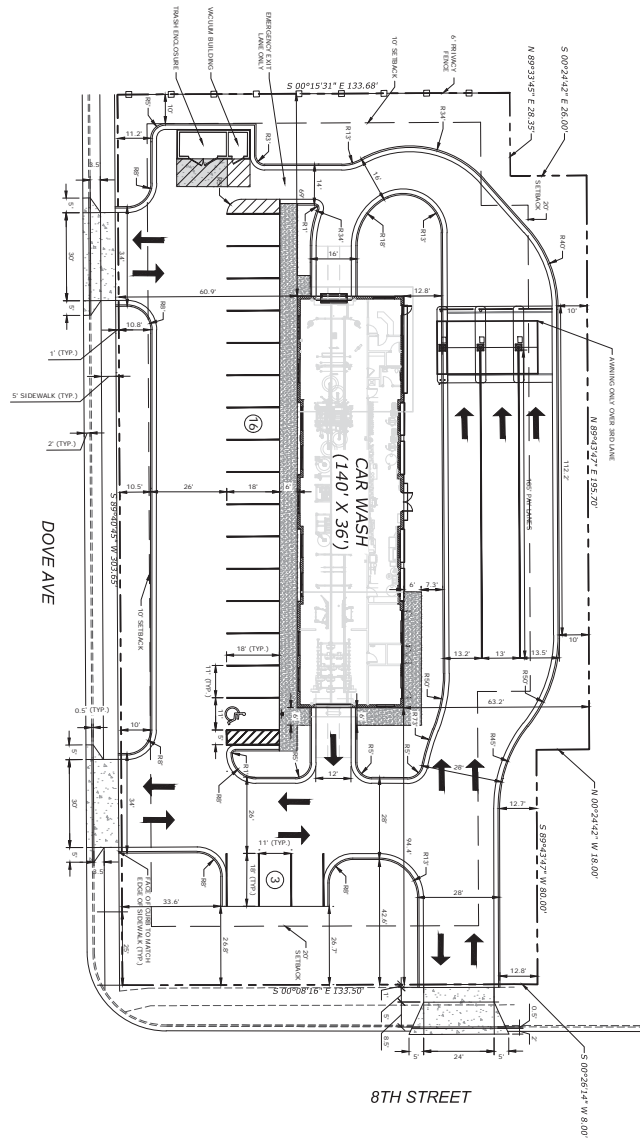
4-15-2022
Date

Name – print


























































Name – Signature

Date

SITE AREA TABLE	
APPROXIMATE	314,439 SF (9.72 AC)
• BUILDING	60,040 SF
• PAVEMENT	242,399 SF
TOTAL SITE AREA	444,375 SF (10.06 AC)
% APPROXIMATE AREA	68%



LEGEND

	PROPERTY LINE
	LOT LINE
	EXISTING RIGHT OF WAY
	EXISTING EASEMENT LINE
	EXISTING EASEMENT LINE
	EXISTING CURB AND GUTTER
	EXISTING CURB AND GUTTER
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ARC DESIGN
RESOURCES INC.

6261 ZEPHYR PARKWAY
LOVELAND, CO. 80538
PAC. (303) 464-4303

WWW.ARCDSIGN.COM

Trade Design Firm License No. 194-001534

OWNER'S NAME
WISCONSIN
RAPIDS CAR
WASH
4120 8TH STREET
WISCONSIN RAPIDS,
WI 54494
M&O ENTERPRISES
651 S. SULLIVAN ROAD, SUITE 305
STEREAMWOOD, IL 60107
(630) 688-5843

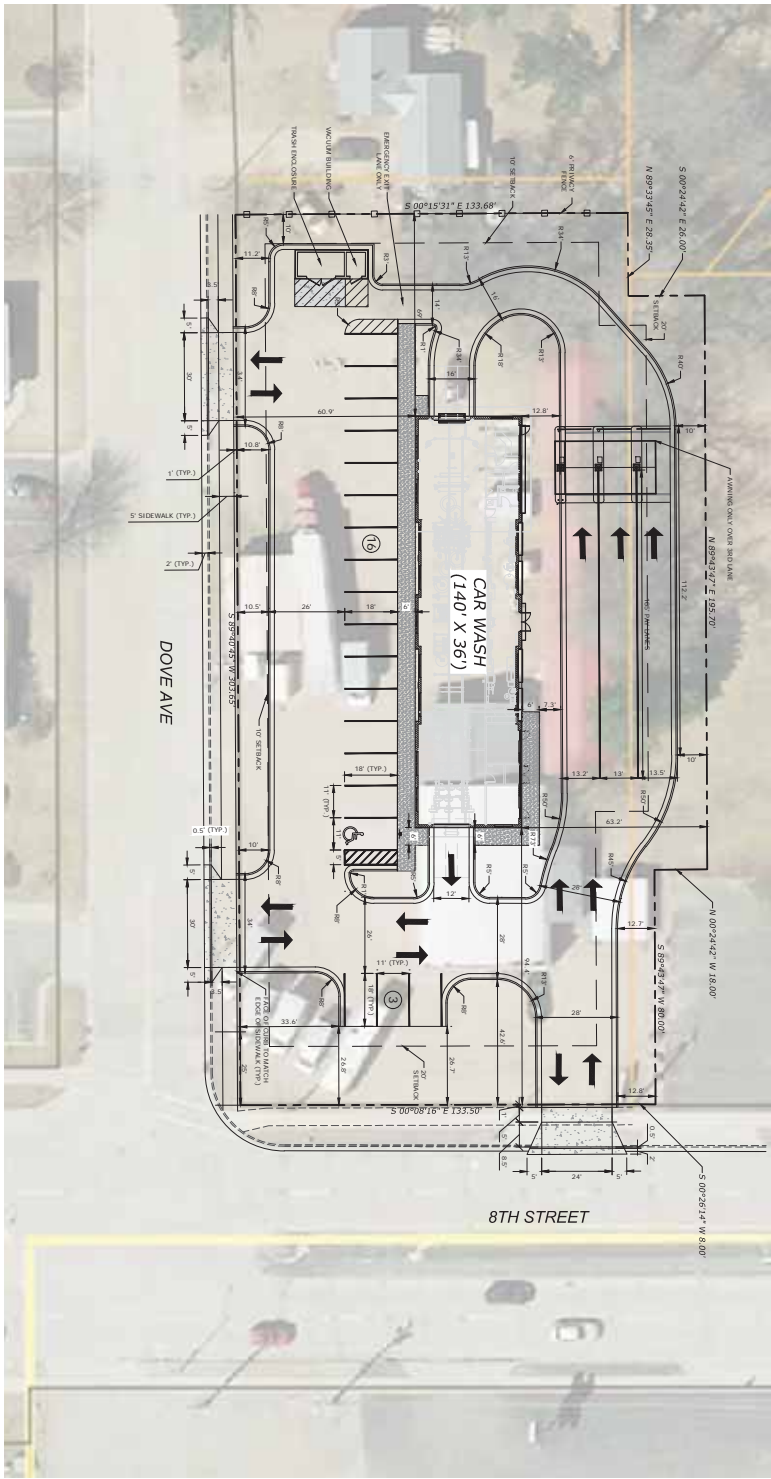
CONSULTANTS

ISSUED FOR		DATE
1	CAR REPAIR	10/22/82
2	CAR REPAIR	10/22/82
3	—	—
4	—	—
5	—	—
6	—	—
7	—	—
8	—	—
9	—	—
10	—	—
11	—	—
12	—	—
RECEIVED		
1	TRIP	DATE
2	—	—
3	—	—
4	—	—
5	—	—

WISCONSIN RAPIDS
SITE PLAN

PROJECT NUMBER	21211
SHEET NUMBER	C.O.2

SITE AREA TABLE	
APPROXIMATE AREA	31,548 SF (0.72 AC)
BUILDING	2,648 SF
PAVEMENT	2,648 SF
TOTAL SITE AREA	5,296 SF (0.12 AC)
% IMPERVIOUS AREA	88%



LEGEND

- PROPERTY LINE
- LOT LINE
- EXISTING RIGHT OF WAY
- EXISTING PARKING LINE
- PROPOSED PARKING LINE
- EXISTING DRIVE AND UTILITY
- PROPOSED DRIVE AND UTILITY
- PROPOSED ADA PARKING SPACE
- NUMBER OF PROPOSED PARKING SPACES IN A ROW
- PROPOSED PARKING STALLS
- PROPOSED CONCRET SIDEWALK
- PROPOSED CONCRET SIDEWALK
- PROPOSED STANDARD CITY ASPHALT PAVEMENT
- PROPOSED HEAVY DUTY CONCRET PAVEMENT



ARK DESIGN
RESOURCES INC.

504 27TH AVENUE
SUITE 200
WISCONSIN RAPIDS, WI 54494
PHONE: (920) 848-3443
WWW.ARKDESIGNRESOURCES.COM

PROJECT NAME
WISCONSIN RAPIDS CAR WASH

**4120 8TH STREET
WISCONSIN RAPIDS,
WI 54494**

AND ENTERPRISES
651 S. SUTTON ROAD, SUITE 305
WISCONSIN RAPIDS, WI 54494
(920) 848-3443

CONSULTANTS

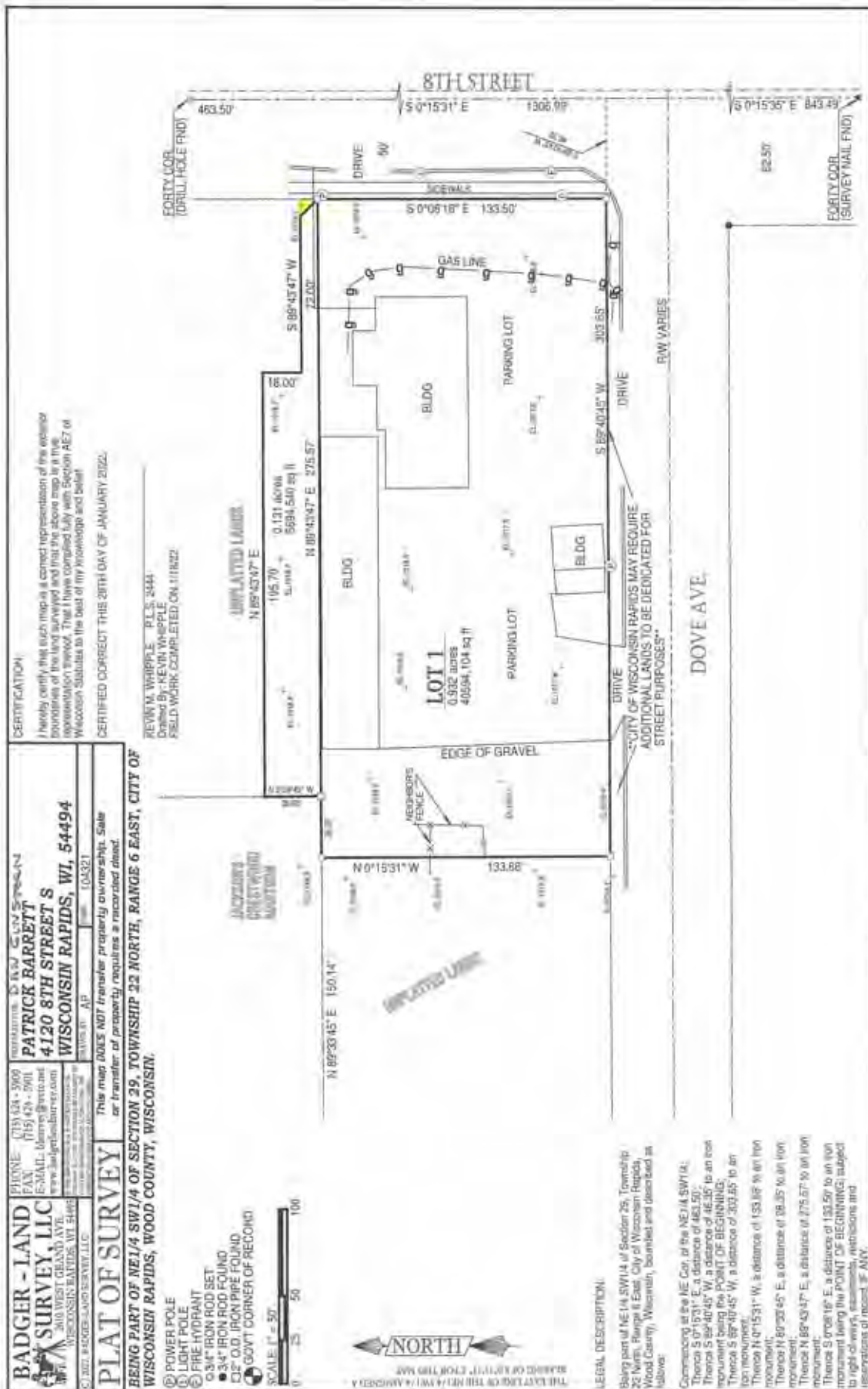
REVISIONS

NO.	DATE	DESCRIPTION
1	1/20/20	1. JUAN REVEN
2	2/20/20	2. JUAN REVEN
3	3/20/20	3. JUAN REVEN
4	4/20/20	4. JUAN REVEN
5	5/20/20	5. JUAN REVEN
6	6/20/20	6. JUAN REVEN
7	7/20/20	7. JUAN REVEN
8	8/20/20	8. JUAN REVEN
9	9/20/20	9. JUAN REVEN
10	10/20/20	10. JUAN REVEN
11	11/20/20	11. JUAN REVEN
12	12/20/20	12. JUAN REVEN

**WISCONSIN RAPIDS
SITE PLAN WITH
AERIAL**

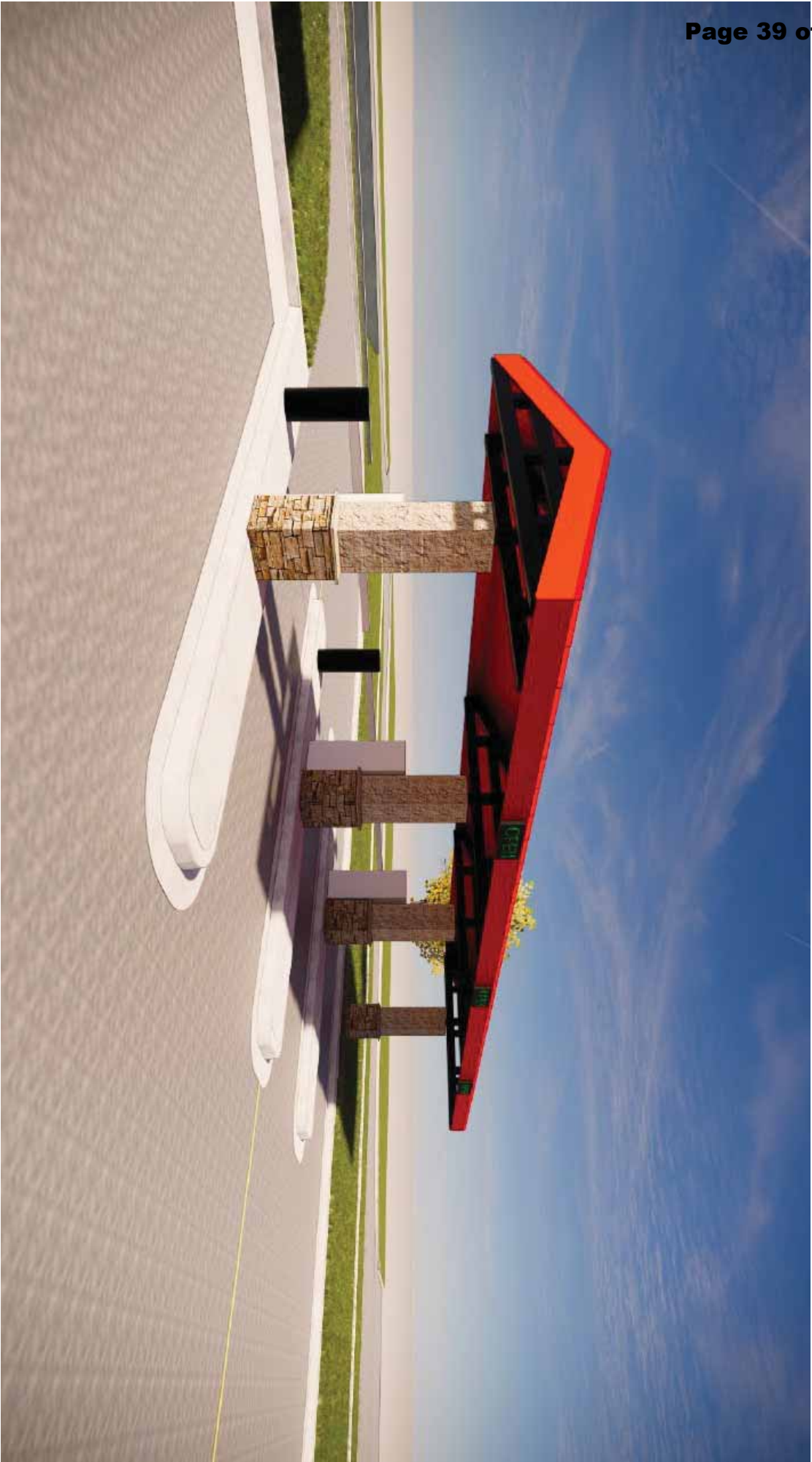
PROJECT NUMBER
21211

SHEET NUMBER
C.0.1









[illegible]

Administrative Staff Report

Conditional Use: Bulk Fuel Storage
4000 Commerce Drive
April 25, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> The Andersons, Inc. <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Director of Community Development Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3409858 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 692 feet Effective Depth: 802 feet Square Footage: 786,258 Acreage: 18.05 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" General Commercial District <p>Council District:</p> <ul style="list-style-type: none"> District 4 - Rayome <p>Master Plan:</p> <ul style="list-style-type: none"> Industrial <p>Current Use:</p> <ul style="list-style-type: none"> Industrial <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 – Zoning 	<p>Request</p> <p>PLAN 22-000205: Anderson's Bulk Fuel Storage – public hearing and action on a request for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 34009858)</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 property is 786,258 square feet with an approximate 2,320 square foot commercial building. The property is located within the M-1 General Industrial District. The applicant is proposing construction of three 60,000-gallon LP storage tanks. Bulk fuel storage is a conditionally permitted use in the M-1 General Industrial District. Access to the site is via Commerce Drive. <p>Staff Recommendation</p> <p>Approve the request from the applicant to construct bulk fuel storage at 4000 Commerce Drive, subject to the following condition(s):</p> <ol style="list-style-type: none"> 1) This approval is for the installation of three tanks. Installation of an additional storage tank would require an amendment to this conditional use permit. 2) Any driveways, aisles, or parking that is extended or installed shall be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers, or similar product). 3) Applicable building permits though the City shall be obtained. 4) Community Development staff shall have the authority to approve minor modifications to the plans.
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Vicinity Map



Site Photos





15.05 Manufacturing

Supplemental Standards:

Page 3 of 7

(b) Location of outdoor activity areas. Outdoor activity areas shall be located at least 100 feet from a property in a residential zoning district or a planned development district that allows residential uses.

The site is located within the Rapids East Commerce Center. This application is for a bulk fuel storage use and involves the construction of three 60,000-gallon LP tanks on the property. The submitted tank concept shows four, as one tank may be added in the future. If this tank were added, an amendment to the conditional use permit would be required and would again go before the Plan Commission. The vessels would be installed on site. They then would be filled using rail enabling rail cars to be offloaded into the propane storage tanks through a compression mechanism. To access the storage vessels by rail, the applicant is including a proposed rail spur extension as a part of this application. Trucks would then offload propane from the vessels for delivery. Bulk fuel storage requires a conditional use permit in the M-1 General Industrial District. Further details regarding the use are provided in the attached application. Standards of review for the conditional use are analyzed below.

14.02 Bulk fuel storage

Description: A place where liquid or compressed fuel products may be stored in bulk.

Parking Requirements: 1 space for each employee on the largest work shift

Supplemental Standards:

(a) Additional standards. Upon recommendation of the fire chief, the reviewing authority may impose development standards when needed to protect the public health, safety, and welfare.

(b) Access. A bulk fuel storage facility shall have legal and physical access to a street designated by the City as a truck route.

Standards of Review

11.05.55 Basis of decision

Generally. When reviewing conditional uses other than nonconforming conditional uses, the review authority shall consider the following factors:

1) the size of the parcel on which the proposed use will occur;

Analysis: The use is proposed to occur on an 18.05-acre parcel.

Findings: The parcel is sufficient in size to accommodate both the wholesale manufacturing and distribution fertilizer terminal and the bulk fuel storage use.

2) the presence of and compatibility with other uses on the subject property, if any;

Analysis: The existing business is a manufacturing and wholesale business that is industrial in nature.

Findings: The bulk fuel storage use is consistent and compatible with manufacturing and wholesale business.

3) the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);

Analysis: The proposed bulk fuel storage tanks are proposed to be 175 feet east of the existing dry fertilizer building.



Findings: The use is suitably separated from the existing wholesale and manufacturing fertilizer terminal.

- 4) effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;

Analysis: The proposed business would require 1 space per employee on the largest work shift. There will be increased truck traffic on Commerce Drive and 48th Street North for trucks that are arriving to be bulk loaded. They are also working to extend their railroad spur as shown. This would allow them to unload rail cars into the bulk storage tanks and store rail cars on site. The supplemental standards require that the business have physical and legal access to a truck route. State Highway 54 is a WisDOT Designated Long Truck Route. The area is not well suited to pedestrian traffic and is not designed with pedestrian circulation in mind.





Findings: The subject property includes a hardscaped driveway area and vehicle parking area sufficient to accommodate the required parking. In addition, there is sufficient space for a turning radius for large vehicular truck traffic. In addition, truck traffic has access to State Highway 54 from 48th Street North from Commerce Drive. There will be increased truck traffic on these roads due to the bulk fuel storage. However, the area is zoned M-1 General Industrial and is surrounded by uses and lot sizes that are compatible with increased truck traffic. Staff would recommend that if any driveways, aisles, or parking be extended or installed it be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers, or similar product).

5) the suitability of the subject property for the proposed use;

Analysis: See the above standards regarding lot size and other site specifics. The site is suitable for the proposed use. There is ample space and consistent with other uses that exist on the property. The property can easily accommodate the increased vehicular traffic and the containers themselves.

Findings: The site is sufficient and suitable to accommodate the proposed use.

6) effects of the proposed use on the natural environment;

Analysis: There is limited impact to the natural environment. There will be some natural space cleared for the installation of the tanks.

Findings: There would be minimal impact to the natural environment, as the area where the tanks will be installed is now green space. However, considering the scale and size of the lot there will be a limited amount of disruption to the natural space. There will be some air quality impact due to emissions from the increased truck traffic on site. However, the area surrounding the lot is very low density and industrial in nature.

7) effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;

Analysis: The surrounding properties are low intensity and are all industrial properties. The trucks will have access to the facility 24 hours/7 days per week through driver training and gate code openers. The existing fertilizer terminal operates similarly, with trucks able to load at all hours.

Findings: Steady 24-hour truck traffic is consistent with the surrounding industrial uses and the low density that exists within the Rapids East Commerce Center at the City edge. The noise is similar to noise created by the railroad line and steady traffic on State Highway 54.

- 8) **effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and**

Analysis: The use is consistent with the normal and orderly development of an industrial business park. The surrounding properties are large sites with industrial uses and this use is consistent with the surrounding area.

Findings: The use should not impede the normal development and improvement of the surrounding area.

- 9) **any other factor that relates to the purposes of this chapter set forth in s. 11.01.05 or as allowed by state law.**

Analysis: Notices regarding the request were sent to neighbors within a 300-foot boundary of the property.

Findings: Concerned citizens can attend the meeting and provide input at the public hearing. As of the date of this memo, no neighbors have inquired about the project.

In summary, the proposed bulk fuel storage use is in keeping with the larger planning vision for this area and is consistent with the intent for the Rapids East Commerce Center. The use is suitable for the site and surrounding properties. Sufficient access for truck traffic exists on site and via State Highway 54. In conclusion, staff feels that with the above interpretation, analysis, and findings, the use would be fitting for the property and therefore would recommend approval, subject to the conditions described above.



Conditional Use 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 City's zoning regulations identify land uses that may be allowed in each of the zoning districts either by right or as a conditional use. By definition, a conditional use is a land use that may or may not be appropriate on a given parcel depending on a wide range of factors that relate to the proposed use and the particular circumstances relating to the parcel and surrounding properties. Conditional uses are therefore considered on a case-by-case basis. As part of the review process, the Planning Commission and Common Council conduct a joint public hearing to solicit input from the general public and other interested parties. When reviewing conditional use applications, the Planning Commission serves in an advisory capacity to the Common Council, which makes the final decision. The recommendation of the Planning Commission and the decision of the Village Board are based on the evidence and testimony received as part of the application and through the public hearing process.

If you submit an application, do not contact any member on the Planning Commission or the Common Council until after a final decision has been made.

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: \$250.00 for principal and accessory uses; \$100.00 for temporary uses and \$50.00 for administrative renewals

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.

Aldersperson notification Before you submit your application, you will need to send a letter to the Aldersperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials.

Office Use Only

Date Received 4/14/22
 Received By CE
 Fee 250.00
 Case # 22-000205
 Aldermanic District 4-Rayome
 Plan Commission Date 5/2/22

1. Applicant information

Applicant name The Andersons Inc.
 Street address 4000 Commerce Drive
 City, state, zip code Wisconsin Rapids, WI 54494
 Daytime telephone number 608-574-6076
 Email jeff_masephol@andersonsinsinc.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.

	<u>Agent 1</u>	<u>Agent 2</u>
Name	<u>Troy Case</u>	
Company	<u>Westmor Fluid Solutions</u>	
Street address	<u>14044 W. Freeman Drive</u>	
City, state, zip code	<u>Columbus, MN 55038</u>	
Daytime telephone number	<u>651-319-7835</u>	
Email	<u>troy.case@westmor-ind.com</u>	

3. Type of application (select one)

☐ New conditional use

☒ Yes ☐ No Are there any other current conditional use approvals for the property?

If yes, provide the year of issuance and a short description.

None the I am aware of

☐ An amendment of a previously approved conditional use

4. Subject property information

Physical address 4000 Commerce Drive

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 checked="" 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 |

6. Current use Describe the current use of the subject property.

The current use of the property is wholesale fertilizer business, the land just east of our dry building is where this business will be built

7. Proposed use Describe the proposed conditional use or the proposed amendment.

Offload Highway transports of propane into 3 60,000 gallon storage vessels.
Bulk loaded onto truck/transport for delivery.

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

1. The size of the parcel on which the proposed use will occur.

The property parcel is approximately 5 acres and the dry building is on the parcel also

2. The presence of and compatibility with other uses on the subject property if any.

Currently we have rail service for our other businesses and will work to extend our spur, the employees are trained in the off loading of LP as we have it in one of our other locations.

3. The location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses).

Propane terminal(storage tank area) will be located 175' east of the existing dry fertilizer building.

4. Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site.

With this business there will be more truck traffic to our location from 48th st. There shouldn't be any effect on pedestrians in the area as this is a commerce park.

5. The suitability of the subject property for the proposed use.

Preliminary layout of the propane facility meets requirements of NFPA 58, with regards to property lines, building and points of transfer. The propane terminal will be installed per NFPA 58, and will meet the required state and city codes.

6. Effects of the proposed use on the natural environment.

There will be no proposed effects on the natural environment as this lot has been designed for future expansion.

7. Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances.

The property is located in the East Commerce Park off 48th street where it is a business park. We currently have trucks picking up 24/7 for fertilizer and the additional truck traffic should interfere with anything in the park.

8. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts.

The effects on the development of property should assist in the city developing more properties as the added tax revenue will assist with the City's expenses.

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

None at this time.

9. Supplemental materials Attach the following to this application form.

1. A project map with the information listed in Appendix F of the zoning code.
2. Proposed construction plans (if applicable)
3. The letter you sent to the Alderperson for the district in which the project is located.

10. Attachments List any attachments included with your application.

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

Since first building in 2006, we have continued to expand our business. In 2014, we added a \$4 Million dry fertilizer building and now would like to add a \$1.5 million propane terminal.

12. Mandatory meeting with staff

When did you meet with the Community Development Director?

left message on March 22, 2022

Month/year

13. Applicant certification

- I understand that I, or any of my agents, may not discuss this application with any member of the Planning Commission or the Common Council until after a final decision is rendered.
- 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:

The Andersons Inc.

Name – print

Jeffrey Masephol

Name – Signature

3/25/22

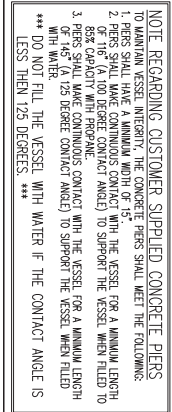
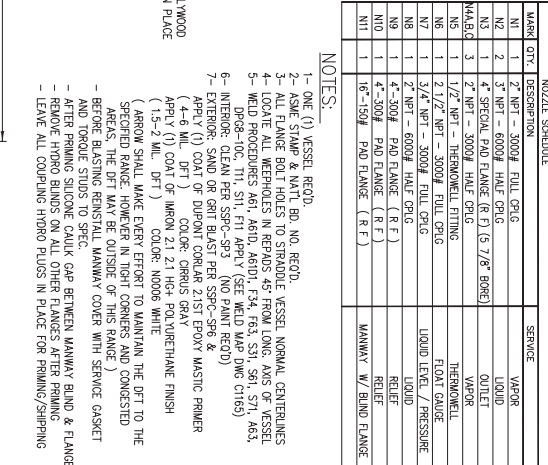
Date

Name – print

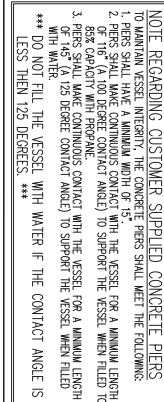
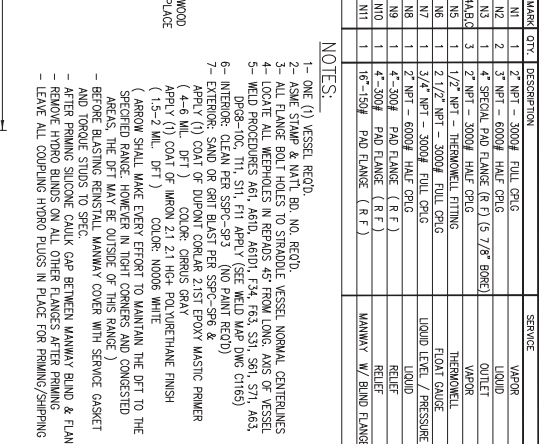
Name – Signature

Date



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APPROVED
For Production
Order No. 32828-18
Date 12/18/2020
By Jerry Kugler



		60-120 lbs. ± 1% MINUS 11/2"	J-P LACES # .015
7			
6			
5			
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3			
2			
NO.			
DATE			
	REVISION		
ARROW TANK & ENGINEERING INC			
WINNEPULUIS-CAMBRIDGE MINNESOTA			
60,000 GAL UPG STORAGE VESSEL			
	DRAWN BY TK	CUSTOMER	
	CHECKED ENG	SHEET	WESTTOR
	SCALE 1/32		DRAWING NO
	DATE 12/3/18	OF 2	D 3828-1

APPROVED
For Production
Order No. 32828-18
Date 12/18/2020
By LARRY K. KELLEY

WIDSETH SMITH NOLTING

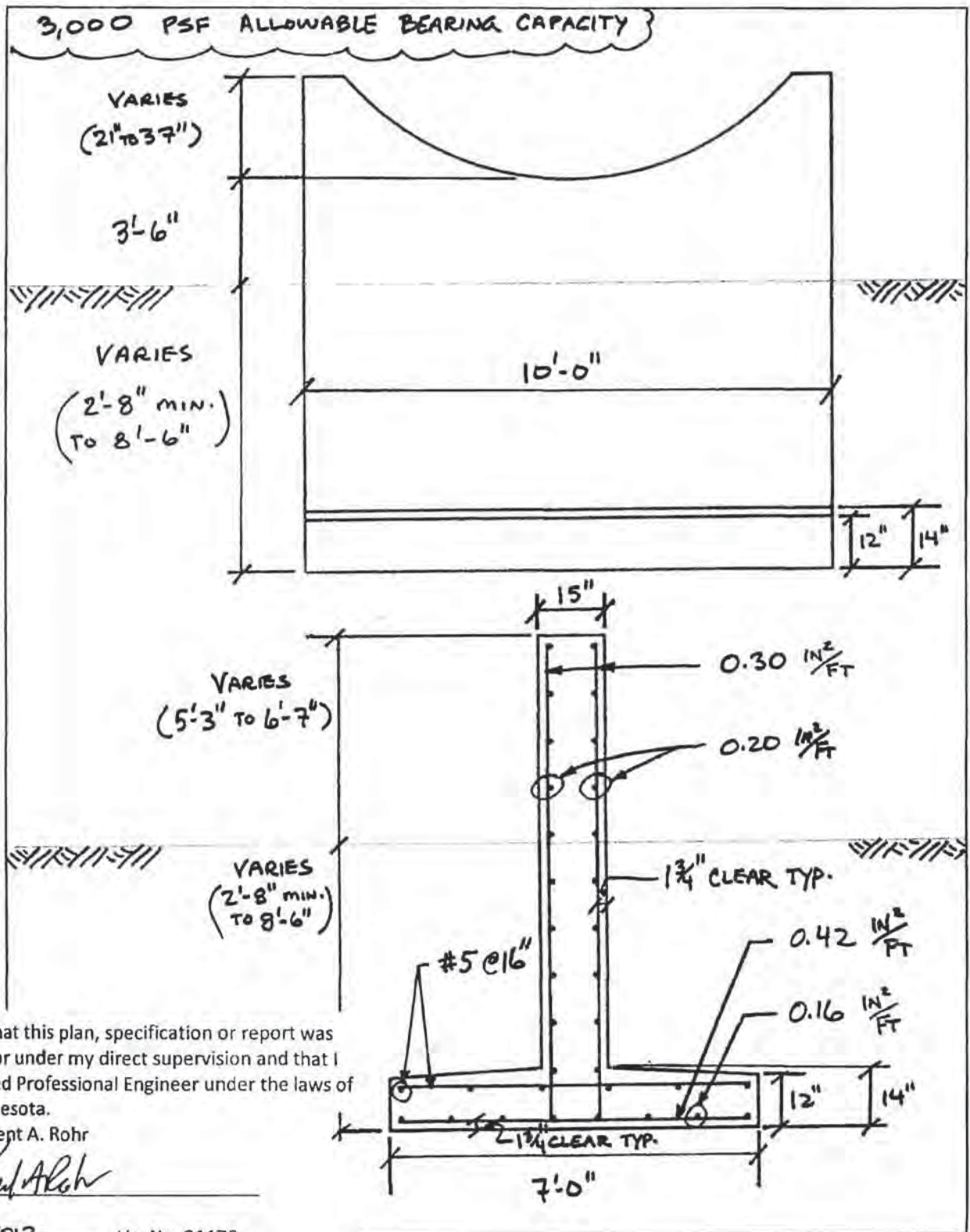
JOB HANCOCK CONCRETE

TANK SUPPORT PIERS JOB NO. _____

CALCULATED BY DNDATE 08/13/13

CHECKED BY _____

DATE _____



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Printed Name: Kent A. Rohr

Signature: Kent A. Rohr

Date: 8-13-2013 Lic. No. 21179

Administrative Staff Report

Conditional Use: Truck-Trailer Rental Establishment

711 E. Grand Avenue
April 25, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Mario Dickens <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Director of Community Development Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3407803 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 100 feet Effective Depth: 238 feet Acreage: 0.535 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"> Retail printing and truck-trailer rental <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>PLAN-22-0195; Mario Dickens – public hearing and action on a request from Mario Dickens for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803).</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Floor Plan Plans <p>Findings of Fact</p> <ol style="list-style-type: none"> The applicant is currently operating a truck-trailer rental establishment. The property is located within the "B-2" general Commercial District. Truck-trailer rental establishments require a conditional use permit in the B-2 District. The applicant was issued a zoning use violation letter in February which described the conditional use permit requirement. The applicant is requesting conditional approval to continue operation of the truck-trailer rental establishment. <p>Staff Recommendation</p> <p>Approve the request from the applicant for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803), subject to the following condition(s):</p> <ol style="list-style-type: none"> All applicable building permits must be obtained and occupancy granted before commencing business operations. The conditional use permit shall be reviewed by Community Department Staff within one year of approval to ensure compliance. If determined to be out of compliance the use shall be reviewed by the Plan Commission. The premise shall be kept clean and orderly. The applicant shall submit an updated site plan showing exact parking for all vehicles and drive aisles. Parking shall not impede building access or driveways and onsite circulation shall be maintained. Parking must be striped consistent with the approved site plan and applicable parking standards. All trucks and trailers must be parked in the area delineated below, and not within the 25-foot front yard setback along 7th Street South, E Grand Avenue, or 8th Street South nor within the 20 foot side yard setback.
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7. No more than a total of 15 trucks and trailers shall be parked on the premise.
8. Trucks are limited to those that (i) have no more than two axles per unit, (ii) have a maximum box length of 17 feet, (iii) have a maximum height of 12 feet, and (iv) do not require a commercial driver's license to operate.

Vicinity Map



Site Photos



Exhibit Map



Background

The buyer/operator of the property identified above is requesting a conditional use permit to operate a truck-trailer rental establishment in the B-2 General Commercial District. It was brought to the attention of staff that there was a truck-trailer rental establishment in operation on the property without approval of a conditional use permit. A zoning

Page 3 of 6

violation letter was issued in February which detailed the conditional use permit requirement. Upon receipt of the letter, the applicant promptly met with staff to begin the conditional use permit process.

Chapter -11 Zoning defines a truck-trailer rental establishment as follows and outlines the following supplemental standards:

7.02 Truck-trailer
rental
establishment

Description: A place where trucks, utility trailers, and related items are kept and rented out, generally to those moving their personal and household belongings. Servicing of vehicles and trailers stored on site is allowed provided such use is clearly incidental as may be established by the Planning Commission.

Parking Requirements: 1 space for each employee on the largest work shift; plus 1 space for each 7 trucks and trailers stored on site.

Supplemental Standards:

(a) Standards for placement in B-2. When located in the Highway Business (B-2) zoning district, trucks and trailers shall not be stored within the front yard setback, the side yard setback, or the rear yard setback.

(b) Maximum number of units in B-2. When located in the Highway Business (B-2) zoning district, no more than a total of 15 trucks and trailers may be stored on site.

(c) Size limitations in B-2. When located in the Highway Business (B-2) zoning district, trucks and trailers are limited to those that (i) have no more than two axles per unit, (ii) have a maximum box length of 17 feet, (iii) have a maximum height of 12 feet in height, and (iv) do not require a commercial driver's license to operate.

(d) Site plan. The location on the property where trucks and trailers may be stored shall be clearly indicated on an approved site plan.



A truck trailer establishment is a conditionally permitted use in the B-2 General Commercial District. The property is currently being utilized as a truck-trailer rental establishment and is a "U-Haul Neighborhood Dealer" facility. This model enables clients to book rentals and pay virtually. Customers meet someone outside to pick-up the key and leave the key in a drop box when done. The applicant would eventually like to become a full service retail dealer. This would include a retail space within the building that would contain items for sale used for towing and moving. The applicant is also presently securing the proper building permits to bring the building into code compliance and enable the space to be used for commercial retail. Further details regarding the proposed use are provided in the attached application. Standards of review for the conditional use are analyzed below.

Standards of Review

11.05.55 Basis of decision

Generally. When reviewing conditional uses other than nonconforming conditional uses, the review authority shall consider the following factors:

1) the size of the parcel on which the proposed use will occur;

Analysis: The use is proposed to occur on approximately 0.535 acres. One commercial building exists on this parcel. The supplemental standards require that trucks and trailers not be stored within the setback areas.

Findings: The lot appears to be large enough to accommodate the use. Even outside of the setback areas, there appears to be sufficient area to store approximately 11 trucks and/or trailers.

2) the presence of and compatibility with other uses on the subject property, if any;

Analysis: No other uses exist on the subject property, however the potential owner/operator is planning to add retail commercial space within the building.

Findings: Even if additional commercial and/or retail uses are added on site, a truck-trailer rental establishment is compatible with these uses, as a retail space is proposed to accommodate the truck-trailer business. The site plan shows parking that is sufficient to accommodate this use as well as future uses.

3) the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);

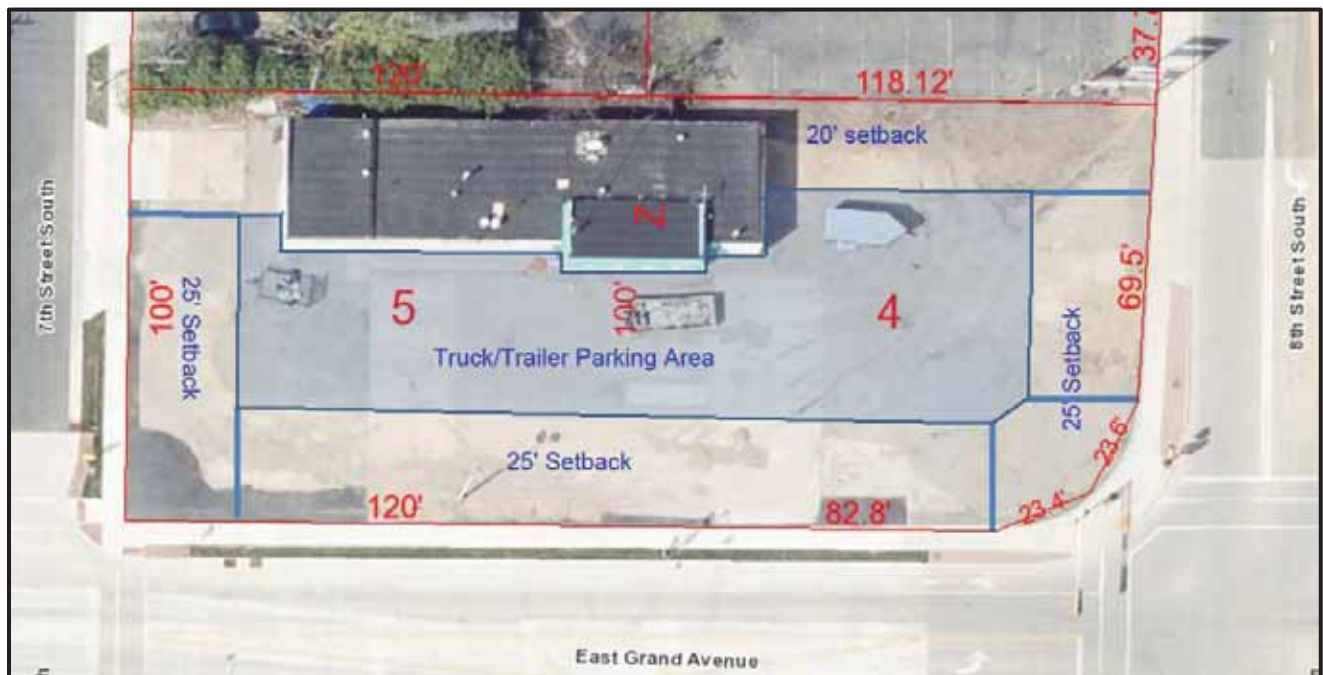
Analysis: Below is a land use table summarizing surrounding uses.

Direction	Zoning	Use
North	R-3 Multi-Family Residential/B-2 General Commercial	Residential Home/Commercial Uses
South	B-2 General Commercial	Commercial Uses
East	B-2 General Commercial	Commercial Uses
West	B-2 General Commercial	Commercial Uses

Findings: This property is surrounded mainly by other commercial uses that are similar in intensity, with the exception of the residential property to the north. The trucks and trailers are required to be stored outside of the side yard setback to the north (20 feet from the property line), which helps to mitigate the impact to the residential property to the north. Additionally, the building location and existing garage doors limit parking along the north side yard property line. Therefore, the proposed use is compatible to surrounding uses.

4) **effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;**

Analysis: The applicant submitted a site plan showing the location of truck and trailer storage, along with other vehicle parking proposed for additional uses. It is important to note that the site is currently paved and is not proposed to be reconstructed. Therefore, the existing area can be used to accommodate the truck-trailer use, with minimal improvements. Two driveways exist to serve the site along 7th Street South and 8th Street South, which are proposed to remain two-way. Truck and trailers for the use shall not exist within the front setback area (25 feet), which limits them to the center of the site nearer the building. Below is diagram showing the permitted parking area for trucks and trailers that does not impede the driveways or garages, nor encroach within the setbacks.



Patron or employee parking can occur within the setback area within designated compliant stalls. Any internal building area used for the truck-trailer rental establishment shall also provide 1 space for each employee on the largest work shift; plus 1 space for each 7 trucks and trailers stored on site. Handicap stalls shall also be provided per the zoning ordinance.

Findings: Given the uniqueness of the use and future uses, staff would require an updated site plan showing exact parking for all vehicles and drive aisles. The site plan shall show parking which does not impede building access or driveways, and maintains onsite circulation. Staff would also require stalls to be striped. Additionally, the parking of trucks or trailers shall not occur within the setbacks as identified above. No more than a total of 15 trucks and trailers shall be parked on the premise.

5) the suitability of the subject property for the proposed use;

Analysis: See the above standards regarding lot size and other site specifics relating to access, etc. The applicant has described the use further within the application.

Findings: The property can be accessed from either 7th Street South or 8th Street South. There is adequate paved area on the lot for storage of trucks and trailers as well as parking. In the case of parking lot reconstruction, the applicant would need to incorporate required landscaping. The setbacks area required and foundation perimeter around the building would provide adequate space to do this in the future, however may reduce available space for the use and parking.

6) effects of the proposed use on the natural environment;

Analysis: At present, the site is wholly impervious and has functioned in this capacity for many decades.

Findings: Because the site is wholly impervious, the proposed use does not have a detrimental environmental impact. However, when parking lot reconstruction is required, the applicant would be required to meet the current landscape requirements.

7) effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;

Analysis: The applicant is proposing operational hours of 9:00 a.m. to 7:00 p.m. The "B-2" General Commercial District is the most intensive commercial land use category within the City.

Findings: The proposed hours of operation are consistent with an intensive commercial district within a City. The site is located upon a primary commercial corner within the City at a significant transportation intersection. Additionally, the business hours remain sensitive to the residential property to the north.

8) effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and

Analysis: The surrounding area is primarily developed.

Findings: The use is consistent with other uses permitted in this zoning district and surrounding zoning districts.

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

Analysis: Notices regarding the request were sent to neighbors within a 300-foot boundary of the property.

Findings: Concerned citizens can attend the meeting and provide input at the public hearing. As of the date of this memo, one neighbor has called the department to voice opposition against the request.

In summary, the proposed use is appropriate in the district and on the site, as well as compatible to surrounding uses. This is a busy commercial area on a focal corner within the City. The lot should remain orderly due to the delineated area for trucks and trailers, combined with an updated site plan showing parking spaces and clear drive aisles for vehicular circulation. Landscaping shall be integrated when the parking lot is reconstructed. In addition, business hours are consistent with others along this commercial corridor. For these reasons, staff is recommending approval of the truck-trailer rental establishment subject to the conditions found on page 1 and 2 of the staff report.



Conditional Use 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 City's zoning regulations identify land uses that may be allowed in each of the zoning districts either by right or as a conditional use. By definition, a conditional use is a land use that may or may not be appropriate on a given parcel depending on a wide range of factors that relate to the proposed use and the particular circumstances relating to the parcel and surrounding properties. Conditional uses are therefore considered on a case-by-case basis. As part of the review process, the Planning Commission and Common Council conduct a joint public hearing to solicit input from the general public and other interested parties. When reviewing conditional use applications, the Planning Commission serves in an advisory capacity to the Common Council, which makes the final decision. The recommendation of the Planning Commission and the decision of the Village Board are based on the evidence and testimony received as part of the application and through the public hearing process.

If you submit an application, do not contact any member on the Planning Commission or the Common Council until after a final decision has been made.

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: \$250.00 for principal and accessory uses; \$100.00 for temporary uses and \$50.00 for administrative renewals

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.

Aldersperson notification Before you submit your application, you will need to send a letter to the Aldersperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials.

Office Use Only

Date Received _____
Received By _____
Fee _____
Case # _____
Aldermanic District _____
Plan Commission Date _____

1. Applicant information

Applicant name MARIO DICKENS
Street address 711 E GRAND AVE
City, state, zip code WIS RAPIDS WI
Daytime telephone number 715-712-8396
Email IFPINT@MARIODICKENSCREATIONS.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	Agent 2
Name	<u>CHARLES DICKENS</u>	_____
Company	<u>NEW MILLIONA DESIGN LLC</u>	_____
Street address	<u>9400 N. 16TH ST</u>	_____
City, state, zip code	<u>WILKINSON WI 53224</u>	_____
Daytime telephone number	<u>414-394-2369</u>	_____
Email	<u>Bryson Cro @ yahoo.com</u>	_____

3. Type of application (select one)

☒ New conditional use

☐ Yes ☒ No Are there any other current conditional use approvals for the property?

If yes, provide the year of issuance and a short description.

☒ An amendment of a previously approved conditional use

4. Subject property information

Physical address 711 E GRAND AVE WISCONSIN RAPIDS WI 54494

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.

IM TOLD I NEED A TRUCK TRAILER RENTAL PERMIT

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 checked="" type="checkbox"/> Downtown Design | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

6. **Current use** Describe the current use of the subject property.

PRINTING / RETAIL ENVIRONMENT

7. **Proposed use** Describe the proposed conditional use or the proposed amendment.

WOULD LIKE TO BECOME A NEIGHBOR HOOD CHAUV & TRAILER RENTAL ESTABLISHMENT AND SELL CHAUV PRODUCTS ON WEST END OF PROPERTY

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

1. The size of the parcel on which the proposed use will occur.

2. The presence of and compatibility with other uses on the subject property if any.

LOT SIZE IS SUFFICIENT BASED ON CODE

3. The location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses).

ADJACENT TO IMPINT FRONT ENTRANCE OCCUPYING 200' OF PROPERTY

4. Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site.

ONLY ENTRY ON EAST END 7TH ST EXIT ON EAST END
VERY LITTLE TRAFFIC

5. The suitability of the subject property for the proposed use.

100% SUITABLE, APPROVED BY CHAUV CORPORATE ASSESSOR

6. Effects of the proposed use on the natural environment.

NO ENVIRONMENTAL EFFECTS

7. Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances.

HOURS 9AM-7PM / NO NUISANCES WE CAN FORESEE

8. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts.

BASED ON SURROUNDING ESTABLISHMENTS IT WILL ONLY ~~ADD~~ UPGRADE THE AESTHETICS OF THE AREA

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

N/A

9. Supplemental materials Attach the following to this application form.

1. A project map with the information listed in Appendix F of the zoning code.
2. Proposed construction plans (if applicable)
3. The letter you sent to the Alderperson for the district in which the project is located.

10. Attachments List any attachments included with your application.

SITE PLAN ATTACHED

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

WE ARE A PREMIER DEALER OFFERING SERVICES NOT AVAILABLE CURRENTLY IN THIS AREA SUCH AS SALES OF HITCHES & OTHER UHAWI AUTHORIZED RETAIL PRODUCTS

12. Mandatory meeting with staff

When did you meet with the Community Development Director?

31
March 21, 2022 Month/year

13. Applicant certification

- I understand that I, or any of my agents, may not discuss this application with any member of the Planning Commission or the Common Council until after a final decision is rendered.
- 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:

Marco Dickens
Name – print

[Signature]
Name – Signature

April 1, 2022
Date

Name – print

Name – Signature

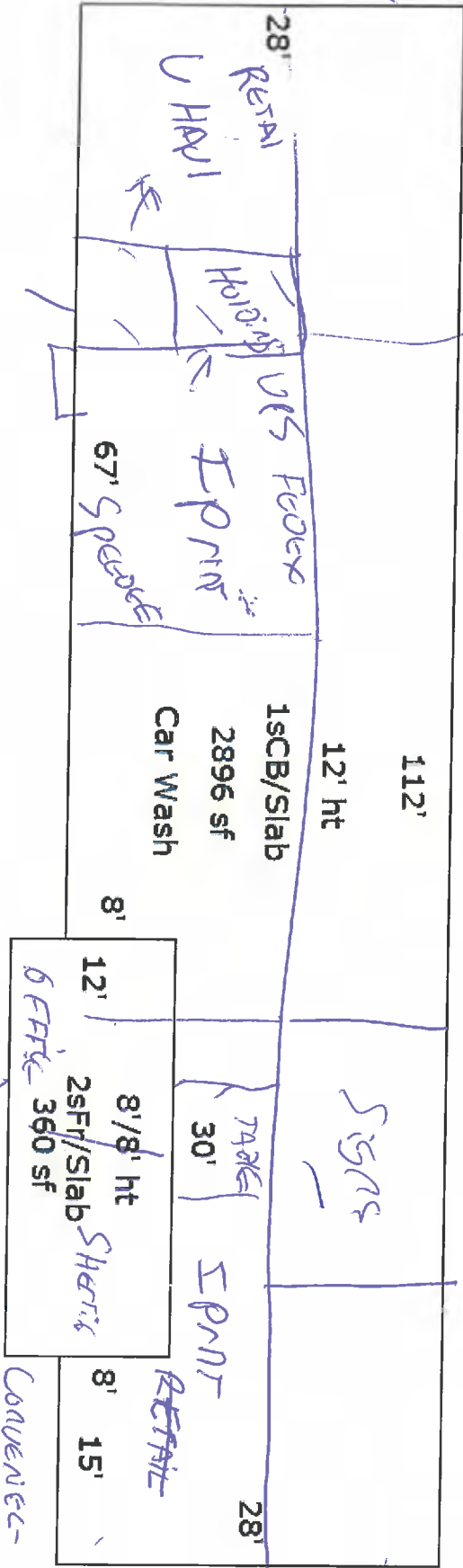
Date

2021 Property Records for City of Wisconsin Rapids, Wood County

March 31, 2022

C70
700
250
XEROX
ROIANO

CARLOT
EAST P.OES



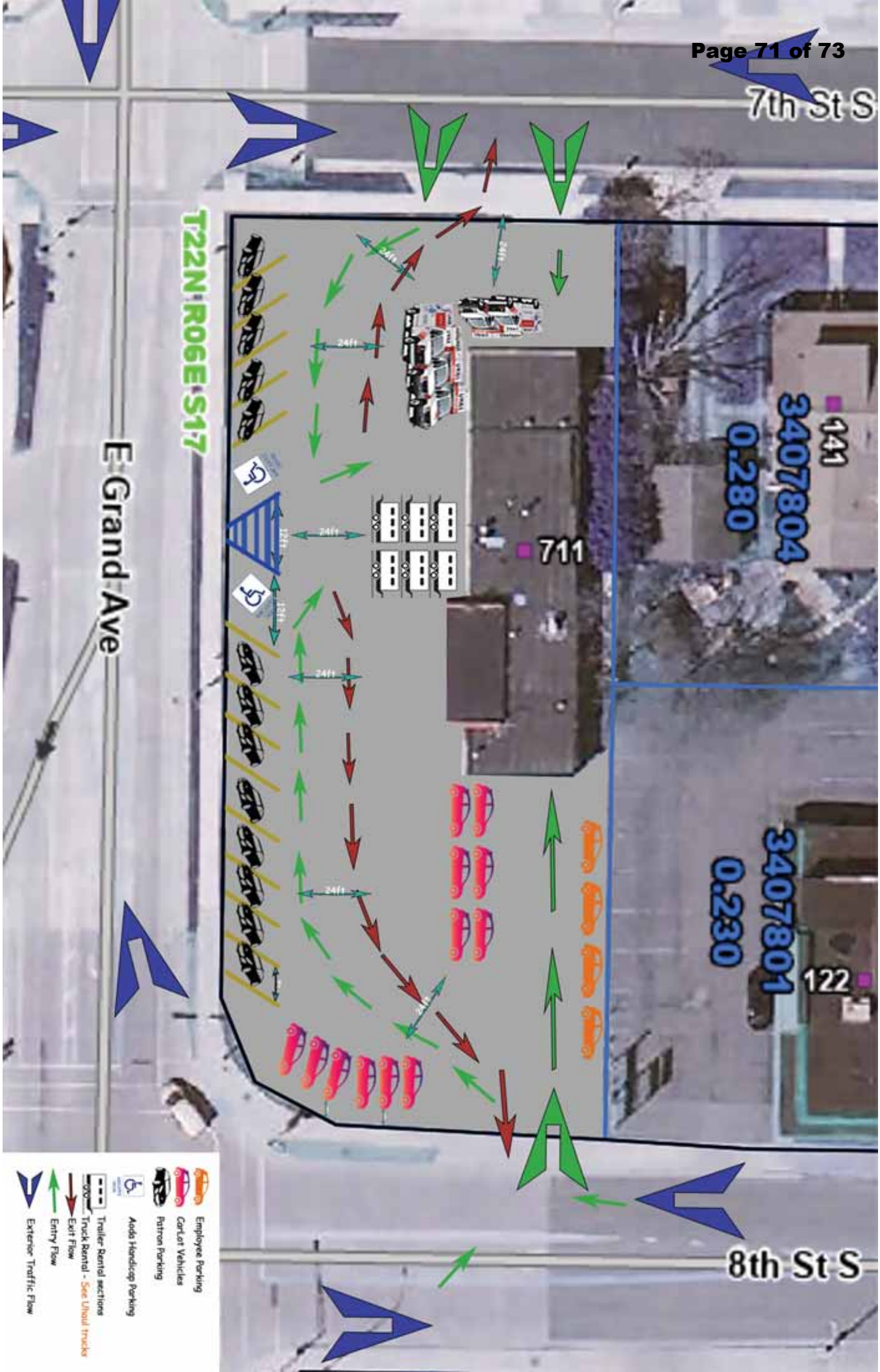
2021 Property Records for City of Wisconsin Rapids, Wood County

March 31, 2022

Section name: Section 2
 Year built: 1989
 % complete: 100%
 Stories: 2.00
 Perimeter: 84 LF
 Total area: 720 SF (all stories)



Occupancies		Designed Use	Actual Use	Units	Area per Unit	Construction Class	Avg Ht	Quality	CDU
		Retail store	Retail, warehouse	1	720	Wood or steel framed exterior w	8.00	C (AV)	Average
Exterior walls		Component Description		Count	Stops	Area (sf)	Area (%)	Quality	
		Stud-Walls-Wood Siding				720	100.0%	C (AV)	
HVAC		Package unit				720	100.0%	C (AV)	



Employee Parking

Carlot Vehicles

Button Parking

Aside Handicap Parking

Trailer Rental sections

Truck Rental - See Unload Trucks

Exit Flow

Entry Flow

Exterior Traffic Flow



MEMO

To: Plan Commission
From: Kyle Kearns, Director of Community Development
Carrie Edmondson, Associate Planner
Date: April 25, 2022
RE: **PLAN 22-000259 – Community Development Department** – public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an onsite manager as an accessory use within a dwelling unit.

Concerns have been identified and brought to the attention of the Community Development Department involving extended patron stays in overnight lodging facilities within the City. Chapter 11 – Zoning describes an overnight lodging facility as:

***Overnight lodging description:** A place where individual guest rooms with private bathrooms are offered to transient guests for rent. This use may also include (1) recreational/fitness rooms and a food service area for the exclusive use of guests and (2) banquet facilities for meetings and other gatherings. The term includes hotels and motels but does not include bed and breakfasts.*

A transient guest is defined as:

“A person who travels to a location away from his or her permanent address for a period of less than 30 consecutive calendar days for vacation, pleasure, culture, business, or employment.”

The Community Development Department has had the opportunity to consistently apply this standard to ensure that hotel owners are aware of the policy and that guests are not staying in excess of 29 days. Staff has identified a reasonable exception to this standard, which is a case where there is a hotel manager living on site.

In cases where an on-site manager is desired, the property owner would be required to obtain the necessary permits to construct a separate dwelling that meets the International Existing Building Code (IEBC) and International Building Code (IBC). However, at present Chapter 11 – Zoning does not provide allowance for a dwelling unit for an on-site manager, although both 5.02 Campground and 5.03 Group Recreation Camp do and have the following descriptions:

***Campground description:** A place where members of the general public may set up tents, campers and trailers of all types, and recreational vehicles for camping and sleeping purposes. Accessory uses may include individual cabins, [a dwelling unit for the manager of the campground](#), and one or more buildings to house a laundromat and retail sales for the*



convenience of campground guests, an office, maintenance equipment, supplies, and related materials.

Group recreation camp description: *A place where members of an association or other similar group, which operates the premises, and their invited guests may set up tents, campers and trailers of all types, and recreational vehicles for camping and sleeping purposes or stay overnight in a lodge, cabin, or other similar accommodation. Accessory uses may include a dwelling unit for the manager of the camp, sleeping accommodations for resident staff, and one or more buildings to house guest services, administrative offices, recreational facilities, maintenance equipment, supplies, and related materials. The term includes youth camps and church camps.*

Although overnight lodging is different from a campground or group recreation camp, staff does feel there is intrinsic benefit to the on-site presence of a manager at a hotel. Potentially, this would involve enhancements to patron health and safety and increased communication between the Wood County Health Department, the City, or other oversight agencies as needed.

It would still be necessary for overnight lodging facilities to maintain the operational standards and aesthetic of a commercial business, as the overnight lodging would be the primary use of the property. The manager unit would be an accessory use and staff would have an opportunity to review the plan upon submittal of building permits to ensure that the design is consistent with the overnight lodging use. Therefore, staff is suggesting the overnight lodging description be amended as follows:

5.04 Overnight lodging

Description: *A place where individual guest rooms with private bathrooms are offered to transient guests for rent. Accessory uses may include a dwelling unit for an on-site hotel/motel manager. This use may also include (1) recreational/fitness rooms and a food service area for the exclusive use of guests and (2) banquet facilities for meetings and other gatherings. The term includes hotels and motels but does not include bed and breakfasts.*

Parking Requirements: *1 space for each guest room and 1 space for each employee on the largest work shift, plus any required spaces for other uses such as restaurants or banquet facilities*

Supplemental Standards:

(a) State permit. *Prior to the establishment of overnight lodging, the operator shall obtain a hotel/motel permit from the Wisconsin Department of Health Services, or the department's authorized agent, and maintain such permit for the life of the use or until the department no longer requires such permit.[1]*

(b) Location of entrance. *A customer entrance to an overnight lodging facility that is located on the side or rear of the building shall not be located within 100 feet of a parcel in a residential zoning district or a planned development district that allows residential uses.*

[1] Commentary: See ch. DHS 195, Wis. Admin. Code