

REPORT OF THE PLANNING COMMISSION

Date of Meeting: June 6, 2022

Report #1

The Planning Commission met at 4:00 p.m. on June 6, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Eric Daven, Ben Goodreau, and Susan Feith. Lee Thao was excused; Ryan Austin was absent. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Colleen Abbott, Lois Moadlo, David and Deb Kuschel, Edward Hasenohrl, Pete Augustyniak, Jan and Jerry Oleson, Bob and Debbie Beyer, Paul and Pam Kubisiak, David Baehr, Shawn and Sara Lewis, Leo Dewitt, Shane Ruesch, Shawn Becker, Reuben Van Tassel, Quentin Ellis, Jason Gruenberg, Tim Norland, Phil Kolman, and Kurt Berner. Attending via Zoom were Don Nummerdor, Tom Richards, Ryan Wilgreen, Jerry Wick, Don Mega, Don Garrison, Sue S. and two unidentified participants.

The meeting was called to order at 4:02 p.m.

1. Approval of the report from the May 2nd and May 10th, 2022 Plan Commission meeting.

Alderperson Dennis Polach noted that he had not been listed in the meeting minutes as a participant in the May 2nd Plan Commission meeting.

Motion by Feith to approve the reports from the May 2nd and May 10th, 2022 Plan Commission meeting; second by Goodreau.

Motion carried (4 – 0)

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

Kyle Kearns gave a reminder for an upcoming symposium being led by the consultants to discuss the future. The date is not yet determined but will likely occur at the end of June or early July. This meeting will be open to the public. Additionally, the consultant is on pace to complete the plan by the end of the summer.

3. **Michael Flory – 22-000418:** request for a Certified Survey Map to combine 2 lots at 1810-1820 Apricot Street (Parcel ID 3405112 & 3405111), and dedicate right-of-way on Apricot Street

Kyle Kearns noted that agenda items 3, 4 and 5 were before the Plan Commission due to the dedication of right-of-way. Staff recommends approval

Motion by Daven to approve 22-000418, the request for a Certified Survey Map to combine 2 lots at 1810-1820 Apricot Street (Parcel ID 3405112 & 3405111) and dedicate right-of-way on Apricot Street as presented; second by Goodreau.

Motion carried (4 – 0)

4. **Todd Bloyd – 22-000490:** request for a Certified Survey Map to create 2 lots at 2934 State Highway 73 (Parcel ID 3400836), and dedicate right-of-way on State Highway 73

Kyle Kearns provided background information on the property and the previous request for a conditional use permit. Staff recommended approval of 22-000490.

Motion by Goodreau to approve 22-000490, a request for a Certified Survey Map to create 2 lots at 2934 State Highway 73 (Parcel ID 3400836) and dedicate right-of-way on State Highway 73; second by Daven.

Motion carried (4 – 0)

5. **Excel Engineering – 22-000503:** request for a Certified Survey Map to create 2 lots at 1100 E Riverview Expressway (Parcel ID 3411796), and dedicate right-of-way on East Riverview Expressway

Mr. Kearns provided a summary of the request and confirmed that a shared access agreement exists for Lot 2, CSM 8722. Staff recommended approval of 22-000503.

Motion by Goodreau to approve 22-000503, the request for a Certified Survey Map to create 2 lots at 1100 E Riverview Expressway (Parcel ID 3411796) and dedicate right-of-way on East Riverview Expressway; second by Feith.

Motion carried (4 – 0)

6. **Central Wisconsin Cultural Center – 22-000381:** request for a site plan review to construct an accessory building at 2651 8th Street South (Parcel ID 3412629)

Carrie Edmondson provided a synopsis of 22-000381. Staff recommended approval with the conditions outlined in the staff report.

Motion by Blaser to approve 22-000381, a request for a site plan review to construct an accessory building at 2651 8th Street South (Parcel ID 3412629), subject to the following conditions:

- a) Light from the business shall not exceed 0.2 foot-candles at neighboring commercial property lines or 0.1 foot-candles at neighboring residential property lines.
- b) Applicable permits through the City shall be obtained
- c) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Feith

Motion carried (4 – 0)

7. **Theresa Cashman, Out of the Box Coffee House – 22-000495:** request for a site plan review to construct an accessory structure at 3820 8th Street South (Parcel ID 3413806)

Commissioner Feith had noted an error in the Findings of Fact portion of the staff report. Carrie Edmondson provided background information about the property, giving a summary of the request, and recommending approval with the conditions. Mr. Kearns informed the Plan Commission that a temporary 60-day occupancy was granted for the recent addition, with the condition that landscaping, building and refuse container requirements be met. Member Feith noted that a storage container was already installed on the site and asked about the need for electricity in the unit, to which Kyle Kearns responded. Commissioner Daven had questions about the service door and window on the east side and Commissioner Goodreau inquired about the foundation; Mr. Kearns replied.

Motion by Daven to approve 22-000495, a request for a site plan review to construct an accessory structure at 3820 8th Street South (Parcel ID 3413806), subject to the following conditions:

1. The accessory building shall be painted similar in color to the principal building
2. A service door and window shall be added to the east façade of the accessory building

3. Trim features shall be incorporated into the design of the accessory building, such as a roof cornice or corner edge trim
4. The accessory building shall be placed on a stable foundation and anchored appropriately, to be approved by the Community Development Department.
5. The applicant shall submit a rendering showing the architectural features of the accessory building, to be reviewed and approved by the Community Development Department.
6. Applicable permits through the City shall be obtained.
7. Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Blaser

Motion carried (3 – 1; member Feith voting against)

8. **PH Wisconsin Rapids LLC – 22-000515:** request for a sign exception to replace the cabinet of a nonconforming freestanding sign for the Qdoba Restaurant at 1821 8th Street South (Parcel ID 3411790)

Carrie Edmondson provided a summary of the request and noted staff recommended denial as the proposed sign does not comply with the current City's Sign Code.

Commissioner Feith had a question about which part of the setback violated the ordinance, to which Carrie Edmondson and Kyle Kearns replied. Mr. Kearns also responded to Chairperson Blaser's inquiry about refacing of the existing sign, other sign options, and whether a drive-through existed on the property. Commissioner Daven and Goodreau had further questions about setbacks and pavement on the property, as well as, whether the applicant planned on having the property surveyed. The Commission agreed that limited options existed on site for freestanding signage.

Motion by Feith to approve 22-000515, a request for a sign exception to replace the cabinet of a nonconforming freestanding sign for the Qdoba Restaurant at 1821 8th Street South (Parcel ID 3411790); second by Blaser.

Motion carried (4 – 0)

9. **Donald Garrison – 22-000298:** Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 465 Shady Lane (Parcel ID 3412824)

Carrie Edmondson provided a synopsis of 22-000298. Approval was recommended with the conditions outlined in the staff report.

A letter received in Community Development was provided to Plan Commission members; the sender was opposed to the request. (attached)

Public hearing opened at 4:42 p.m.

Speaking against:

- Mr. and Mrs. Paul Kubisiak of 459 Shady Lane
- Pete Augustyniak of 464 Glenwood Heights
- Edward Hasenohrl of 444 Glenwood Heights
- Mr. and Mrs. Robert Beyer of 464 Shady Lane
- Jan and Jerry Oleson of 454 Glenwood Heights

Speaking in favor: Don Garrison (applicant) and his mother

Public hearing closed at 4:45 p.m.

Commissioner Feith asked the applicant about the terms for the length of stay for guests and member Blaser asked him how the property would be advertised, to which Don Garrison responded. Chairperon Blaser asked how the request differed from a single-family rental to which Mr. Kearns clarified. Commissioner Goodreau inquired about the current number of tourist rooming houses in the City and indicated that the tourist rooming houses in his neighborhood have not caused any problems to his knowledge. Commissioner Feith asked the objectors if any of them had changed their minds about the proposal given the information provided by the applicant or from discussions in the meeting.

Jan Oleson asked if the conditional use permit would stay with the property if it were sold, to which Kyle Kearns and Carrie Edmondson confirmed. Additional information was added by Staff regarding the City's ability to regulate tourist rooming houses. Commissioner Daven asked if there could be a review of the property after a specified period of time to which Kyle Kearns responded. Commissioner Goodreau spoke about the economic impact of these types of properties and indicated that he was in favor of the proposal.

Motion by Goodreau to approve 22-000298, request for a conditional use permit to operate a tourist rooming house at 465 Shady Lane (Parcel ID 3412824), subject to the following conditions:

1. No more than six guests total shall be permitted at any given time.
2. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
3. The applicable permit must be displayed in a conspicuous location.
4. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
5. An accurate register of guest names shall be maintained for a guest history of no less than one year.
6. An agent who resides within 5 miles of the City must be named as a primary point of contact.
7. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.

Second by Daven.

Motion failed (2 – 2; members Feith and Blaser voting against).

Final action will be taken by the Common Council at their next meeting.

10. David Zielke – 22-000440: Public hearing and action on a request for a conditional use permit to operate a vehicle repair shop at 2200-2240 8th Street South (Parcel ID 3412139)

Carrie Edmondson provided a summary of 22-000440. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 5:01 p.m.

Speaking against: none

Speaking in favor: David Baehr of 2616 Happy Valley Rd, representing the applicant

Public hearing closed at 5:04 p.m.

David Kuschel of 2251 6th Street South had questions about fencing, vehicle storage, zoning and long-term plans, to which Carrie Edmondson responded and David Baehr responded.

Motion by Goodreau to approve 22-000440, action on a request for a conditional use permit to operate a vehicle repair shop at 2200-2240 8th Street South (Parcel ID 3412139), subject to the following conditions:

1. No more than 15 vehicles shall be stored out-of-doors overnight.
2. Parts and equipment associated with the use shall be stored in-doors or within a fully screened area.
3. Overnight vehicles must be screened from public view from 8th Street South with fencing to be approved by the Community Development Department.
4. Motor vehicles shall not be serviced or repaired outside of the principal structure.
5. All designated parking must be striped to meet current dimensional standards.
6. Applicable building permits though the City shall be obtained.
7. The Community Development Department shall have the authority to approve minor modifications to the plans.

Second by Feith.

Motion carried (4 – 0)

11. County of Wood – 22-000423: Public Hearing and action on a request for a Planned Development District for the County Campus and the construction of a Public Safety Facility at 400 Market Street (Parcel ID's 3407750, 3407748, 3407751)

Kyle Kearns provided a summary of 22-000423. Approval was recommended with the conditions indicated in the staff report, and a condition for a certified survey map to be submitted to combine lots and dedicate the appropriate right-of-way, as identified on the official street map, with minor related plan changes to be approved by staff.

Public hearing opened at 5:13 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:14 p.m.

Mr. Kearns shared that an e-mail was received from Emily Kent of 231 5th Street North, who is opposed to the proposal (attached).

Jason Gruenberg, Director of Wood County Planning and Zoning and Reuben Van Tassel, Facilities Manager for Wood County, and Kurt Berner for the Samuels Group introduced themselves and provided more information about the project. Commissioner Feith asked the applicant how parking could be accommodated on the property and about truck traffic on Jackson Street, to which Mr. Gruenberg responded. Director Gruenberg also responded to Mr. Daven's concerns regarding parking, building height and a stormwater catch basin. Mr. Gruenberg, Mr. Berner and Mr. Kearns further commented on the proposed height of the building. Discussions continued between commissioners and the applicants regarding parking, right-of-way, building security, setbacks, building height and other design aspects of the building.

Motion by Blaser to approve 22-000423, a request for a Planned Development District for the County Campus and the construction of a Public Safety Facility at 400 Market Street (Parcel ID's 3407750, 3407748, 3407751), including the precise implementation plan, and deviations, subject to the following conditions:

- 1) This approval includes both the General Development Plan for the overall district and Precise Implementation Plan for the County Campus and Public Safety Facility.
- 2) A certified survey map shall be submitted to combine lots and dedicate the appropriate right-of-way as identified on the official street map with any associated changes to the Precise Implementation Plan to be reviewed and approved by the Community Development Department as it relates to proposed site improvements effected by the dedication, such as parking and landscaping.
- 3) Minor or major alterations to the Precise Implementation Plan shall be pursuant to Section 11.05.36 of the Zoning Ordinance.
- 4) A lighting plan shall be submitted for review and approved by the Community Development Department. Cut-off fixtures shall be used where applicable. Page 93 of 144 Page 2 of 9
- 5) Accurate impervious surface calculations shall be submitted for the proposed development, to be reviewed and approved by the Community Development Department.
- 6) Exact setbacks for the building and parking lots shall be provided, to be reviewed and approved by the Community Development Department.
- 7) The Planned Development District shall be developed in accordance with the applicable I-1, Institutional District regulations with the following exceptions and modifications: see page 8-9 of memo.
- 8) Applicable building permits though the City shall be obtained.
- 9) Community Development staff shall have the authority to approve minor modifications to the plans, such as changes to landscape species, which would not constitute an alteration.

Second by Daven

Motion carried (4 – 0)

12. City of Wisconsin Rapids – 22-000398: Public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically regarding garage requirements for two-family dwellings, twinhomes, townhouses, and multi-family 2 units

Carrie Edmondson provided a summary of 22-000398: approval recommended.

Public hearing opened at 5:51 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:52 p.m.

Shane Ruesch provided his perspective on the Zoning Ordinance amendment, and Kyle Kearns shared his reasonings for supporting the amendment.

Motion by Daven to approve the request to amend Chapter 11-Zoning Ordinance, specifically regarding garage requirements for two-family dwellings, twinhomes, townhouses, and multi-family 2 units; second by Goodreau.

Motion carried (4 – 0)

13. Adjourn

Motion by Goodreau to adjourn the meeting; second by Daven

Motion carried (4 – 0)

Meeting adjourned at 5:57 p.m.

Respectfully submitted by Erika Esser, Secretary

Community Development Dept.
City of Wis. Rapids.

June 6, 2021

My husband and I ran a resort in downtown Fish Creek, in Door Cty. for year

What we found was that people on vacation do Not care about neighbors at all.

They were more interested in there all night parties, space for there friends to park there cars, and don't forget about the trash thrown everywhere.

They pay there rent, just chaos + a free for all.

We live in a quiet area, our home is very close to Dr. Carison's. The Dr. hasn't lived in that house, maybe 2 years, not sure if he realizes our family neighborhood wants peace and quiet.

Maybe he'd be better off, to invest in a hotel on 8th Street where rentals are more prominent.

We do Not want vacation/short term rentals in our family neighborhood, or tourist rooming house as per your letter

Mr. + Mrs. Beyer

464 Shady Ln.

Wis. Rapids WI

54494

Minute Attachment 1: Letter submitted for Item 11

From: [Emily Kent](#)
To: [Austin, Ryan](#); [sfeith@charter.net](#); [edaven51@gmail.com](#); [benjamingoodreau@gmail.com](#); [leepaothao@hotmail.com](#); [Blaser, Shane](#); [Evanson, Sheri](#); [Kearns, Kyle](#); [Edmondson, Carrie](#)
Subject: Planning Commission - Item #11 Wood County
Date: Friday, June 3, 2022 5:42:59 PM

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon, Members of the Planning Commission and District 5 Alderperson Evanson:

I'm writing to provide input on item #11 of the 6/6 Planning Commission agenda, in case I am unable to attend the public hearing. As some of you may be aware, I am opposed to expanding the jail on the current site for a number of reasons, many of which I shared in a Letter to the Editor in the City Times last June. However, now that the County is moving forward with the jail project downtown, I think it is important to consider how you might **limit the negative impact on the surrounding residential neighborhood and downtown riverfront district.** As you review each of the proposed zoning deviations, I ask that you please consider the impact on home values, tourism, aesthetic and lifestyle in my charming, friendly neighborhood and our beautiful downtown. For example, the proposed jail addition is quite large, so deviating from the height requirements, even by adding just a few feet, can make a significant difference in the appearance of the building in our neighborhood of (mostly) small houses. As you review and respond to each requested deviation, I urge you to consider solutions that are responsive to the wellbeing of the community, while providing the necessary facilities for our incarcerated population. Please let me know if you'd like me to provide any additional feedback or specific examples.

Thank you for your consideration.

Kindly,

Emily A. Kent
231 5th St. N
Wisconsin Rapids, WI 54494
Cell: 414.477.6865
Email: emilyannkent@gmail.com
Web: [linkedin.com/in/emilyannkent/](https://www.linkedin.com/in/emilyannkent/)