

REPORT OF THE PLANNING COMMISSION

Date of Meeting: July 7, 2022

Report #1

The Plan Commission met at 4:00 p.m. on July 7, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Lee Thao, Eric Daven, Susan Feith (via Zoom), and Ben Goodreau. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderman Dennis Polach, Jason Grueneberg, David Weiler, Rita Weiler, Jim Lucas, Chad Wirl, and Reuben Tassel. Others attending via Zoom included City Engineer Joe Eichsteadt and Tracey Traut.

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

1. Approval of the reports from the June 6th 2022, Plan Commission meeting and June 1st Public Meeting.

Motion by Daven to approve the reports from the June 6th, 2022 Plan Commission meeting and the June 1st Public Meeting; second by Goodreau.

Motion carried (6 – 0)

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

Kyle Kearns stated that the consultant is planning a symposium on July 21. The event will be virtual and there is no need to register. Links to the event will come out via email. There was minimal turn out for both the joint session and public meeting. Therefore, the consultant will be developing a survey to be available on the City's website to garner more feedback. The consultant is expecting to have a draft document ready by late summer/early fall.

3. **Dan Inc; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D)

Mr. Kearns noted the item was being considered because we have extraterritorial plat review within a three-mile radius of the city. They are requesting creation of three lots and staff feels this is an appropriate plat division and is recommending approval.

Motion by Goodreau to approve the request for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D); second by Austin.

Motion carried (6 – 0)

4. **RC West, LLC CSM – 22-000531:** request for a Certified Survey Map approval to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South

Mr. Kearns explained that this is being considered because of a five-foot street dedication associated with the lot combination. Staff is recommending approval.

Motion by Daven to approve 22-000531, a request for a Certified Survey Map to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South; second by Goodreau.

Motion carried (6 – 0)

5. Review of Tourist Rooming House definition, supplemental standards, and conditional use permit process within the City of Wisconsin Rapids Zoning Code

Mr. Kearns provided a summary of the staff memo that outlines the description and supplemental standards for tourist rooming houses. He also reviewed the process for conditional use permit applications including the City's procedure for tourist rooming houses. He noted that the Common Council asked at their last meeting for the Plan Commission to review the standards and process in place for tourist rooming houses. He also reviewed staff analysis of surrounding communities and explained similarities and differences with the City's processes. He explained that a conditional use permit could be revoked as needed. He recommended that we retain our standards and process. However, he did note that if the Plan Commission would like to direct staff to undergo a Code Amendment, staff would do so.

Commissioner Goodreau asked for clarification about the six-month review procedure and about the ability to customize conditions of approval based upon the project. Mr. Kearns noted that properties could be reviewed as specified and would be required to come back to Commission only if there were documented issues. He also noted that conditions could be applied to each specific conditional use permit. Conditions should be site specific.

Commissioner Feith asked for clarification about if conditional use permits can be required to be reviewed if there is an ownership transfer, rather than run with the land. Commissioner Daven asked if a conditional use permit can be brought back to Plan Commission for reasons outside of conditions of approval. Mr. Kearns answered yes to both.

Commissioner Austin reiterated the importance of conditional use permits being reconsidered in case of ownership transfer. Mayor Blaser and Commissioner Feith agreed that conditional use permit be reaffirmed when property ownership changes. Discussion ensued about the best way to incorporate this requirement into future applications. No action was taken.

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

Mr. Kearns reiterated that this item was postponed by Common Council and sent back to Plan Commission, however he emphasized the importance of taking action to adhere to due process. Carrie Edmondson provided a synopsis of 22-000298. Staff recommended approval with the conditions outlined in the staff report.

Motion by Goodreau to approve 22-000298, a 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.
- 8) The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- 9) The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- 10) The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Austin.

Motion carried (6 – 0)

This item will be presented to Common Council for the final determination.

7. Rita Weiler – 22-000541: public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9)

Ms. Edmondson provided a summary of the request. She noted that the owner is proposing to be on-site and has a separate area with a separate exterior entrance for the use. She also noted that a condition requiring a six-month review had been suggested by staff and that the Plan Commission may want to add the same two conditions that were added to the previous item.

Commissioner Austin inquired about the necessity of having a conditional use permit required for an owner-occupied property. Mr. Kearns stated that based on the previous conversation retaining the conditional use permit application seemed to be a good option.

Public hearing opened at 4:41 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:41 p.m.

Motion by Goodreau to approve 22-000541, a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9), subject to the following conditions:

- 1) No more than two 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.

- 8) The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- 9) The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- 10) The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Daven

Motion carried (5-0), Commissioner Feith abstained.

This item will be presented to Common Council for their final determination.

- 8. Marshfield Clinic Health System (MCHS) – 22-000600:** request for a sign exception to increase the maximum number and the maximum height of ground signs at 440 24th Street South (Parcel ID 3410784)

Ms. Edmondson summarized the request for the sign exception at the Marshfield Clinic Health System site. The exception included increasing the maximum number of ground signs to three total and increasing the height beyond the maximum allowed for ground signs. Staff is recommended approval due to site difficulties associated with size and scale of the site.

Motion by Blaser to approve 22-000600, a request for a sign exception to increase the maximum number and maximum height of ground signs at 440 24th Street South (Parcel ID 3410784); second by Goodreau.

Motion carried (6 – 0)

- 9. Chad Wirl – 22-000643:** Request for a site plan review to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550)

Ms. Edmondson provided a synopsis of 22-000643. Approval was recommended with the conditions outlined in the staff report.

- 10. Motion by Blaser to approve 22-000643, a site plan review request to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550), subject to the following conditions:**

- a) The exterior materials of the addition shall match the design and color of the existing building.
- b) Light from the business shall not exceed 0.1 foot-candles at neighboring property lines to the north and west and 0.2 foot-candles at properties to the south.
- c) Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
- d) A landscape plan shall be submitted to the Community Development Department for review and approval, identifying building foundation landscaping.
- e) A required ADA accessible parking space shall be installed on the property.
- f) No residential occupancy shall be permitted.
- g) This approval is associated with Zoning Board of Appeals variance(s) approval for setbacks.
- h) Community development staff shall have the authority to approve minor modifications to the plans.

second by Daven.

Motion carried (6 -0)

11. City of Wisconsin Rapids – 22-000573: Public hearing and action on a request to Amend the Official Street Map of the City of Wisconsin Rapids

Mr. Kearns provided a summary of 22-000573. He noted that the last official street map had been adopted in 2009 and suggested some updates including the reduction of street right-of-way width along East Jackson Street. Approval of three main changes in the staff memo were recommended.

Public hearing opened at 4:54 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:54 p.m.

Commissioner Feith inquired about the bike trail proposed to be incorporated along East Jackson Street. Joe Eichsteadt clarified that the path is within the right-of-way and is like the West Jackson Street cross-section and connects with other bike mapping routes. Commission Goodreau asked for further clarification about safety and Mr. Eichstaedt elaborated. Commissioner Feith asked for clarification about the redesignation of some of the street classifications and Mr. Eichstaedt explained it would not impact state funding but would provide a more accurate designation.

Motion by Austin to approve 22-000573 to Amend the Official Street Map of the City of Wisconsin Rapids; second by Thao.

Motion carried (6 – 0)

12. City of Wisconsin Rapids – 22-000398: Public Hearing and action to amend Chapter 11 – Zoning Ordinance, specifically regarding maximum building coverage for principal and accessory structures on lots in residential districts.

Ms. Edmondson provided a summary of 22-000398. Staff recommended a total maximum building coverage for each zoning district in lieu of separate coverage requirements for principal and accessory structures.

Commissioner Goodreau asked what spurred this amendment and Mr. Kearns clarified that it was largely the result of difficulty with consistent implementation. Commissioner Austin asked why the Rural Residential district was remaining at 30% coverage, to which Mr. Kearns noted that the district still allows for significant development at a 5-acre minimum lot size and typically borders agricultural.

Public hearing opened at 5:13 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:13 p.m.

Motion by Daven to approve 22-000398, to amend Chapter 11 – Zoning Ordinance, specifically regarding maximum building coverage of principal and accessory structures on lots in residential districts.

Second by Goodreau

Motion carried (6 – 0)

13. City of Wisconsin Rapids – 22-000648: Public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically to allow Temporary Residential Shelters as a permitted or conditional use within other residential of commercial districts.

Mr. Kearns provided a summary of 22-000648: approval recommended.

Public hearing opened at 5:18 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:19 p.m.

Commissioner Feith asked for clarification about the permitted or conditional use wording and noted she would prefer conditional use versus permitted use. Mayor Blaser and Commissioner Goodreau concurred.

Motion by Goodreau approving the request to amend Chapter 11-Zoning Ordinance, specifically to allow Temporary Residential Shelters as conditional uses within B-1 Downtown Commercial, B-2 General Commercial and R-3 Multi-Family Medium Density districts; second by Blaser.

Motion carried (6 – 0)

14. Adjourn

Motion by Daven to adjourn the meeting; second by Goodreau

Motion carried (6 – 0)

Meeting adjourned at 5:53 p.m.

Respectfully submitted by Carrie Edmondson, Associate Planner