

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: August 1, 2022

### Report #1

The Planning Commission met at 4:00 p.m. on August 1, 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, Eric Daven, Ben Goodreau, and Thaddeus Kubisiak. Susan Feith was excused; Lee Thao was absent. Also, in attendance were, Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Bob Kolrud, Len Erickson, Craig Broeren, Geno Carlson, Debra Pritchett, Mary Schill, Meredith Kleker, and Kim Kinsey. Attending via Zoom were Alderperson Dean Veneman and Aaron Nelson.

The meeting was called to order at 4:01 p.m.

1. Approval of the reports from the July 7, 2022 Plan Commission meeting.

Motion by Goodreau to approve the report from the July 7, 2022 Plan Commission meeting including the attendee correction; second by Austin.

Motion carried (5 – 0)

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

Kyle Kearns provided a review of the Forest Industries of the Future symposium which was held on July 21<sup>st</sup>, 2022. The webinar was recorded and available on the Community Development web page under Planning and Zoning. The on-line survey for this project will remain for another week or two.

3. **Wisconsin Rapids Public Schools District – 22-000749:** request for site plan review to perform site improvements at 1801 16<sup>th</sup> Street South (Parcel ID 3414751)

Mr. Kearns provided a synopsis of project 22-000749. Staff recommended approval with the 8 listed conditions from the staff report as well as an additional condition that an updated site plan showing proper dimensions of parking stalls and aisles be submitted to the Community Development for review.

Conversations ensued between Commissioners and Staff regarding the additional footage to the east, the distance to the road to the back of the lot, ingress and egress, the traffic flow at the northern entrance, and sidewalk requirements. Craig Broeren added his comments about the location of the sidewalks and addressed Mr. Daven's questions about the drop-off area.

Motion by Blaser to approve the request for site plan review to perform site improvements at 1801 16<sup>th</sup> Street South (Parcel ID 3414751), subject to the following conditions:

1. Proper signage shall be installed identifying vehicle directions.
2. 3,413 square feet of landscaping plantings must be integrated within the parking lot perimeter.
3. A lighting plan shall be submitted for review by the Community Development Department.
4. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line.
5. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.

6. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
7. An updated site plan shall be submitted showing dimensional standards, to be reviewed and approved by the Community Development Department.
8. All applicable permits through the City shall be obtained.
9. Community Development Department staff shall have the authority to approve minor modifications to the plans.

second by Austin.

Motion carried (5 – 0)

**4. Debra Pritchett – 22-000685:** Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693)

Carrie Edmondson provided a synopsis for the conditional use permit request at 541 Baker Street. Staff recommended approval with the conditions listed in the staff report.

Public hearing opened at 4:16 p.m.

No one spoke against or in favor of the request

Public hearing closed at 4:17 p.m.

Motion by Austin to approve the request for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693), subject to the following conditions:

1. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. 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.
8. 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.
9. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

second by Goodreau.

Staff and Commissioners had a short discussion regarding the means for regulating tourist rooming houses and Mr. Kearns mentioned that an ordinance amendment proposal and public hearing would be on the agenda for the September Plan Commission meeting.

Motion carried (5 – 0)

**5. Kim Kinsey – 22-000686:** Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659)

Carrie Edmondson gave a review of conditional use permit request and Staff recommended approval with the conditions outlined in the staff report.

Public hearing opened at 4:23 p.m.

No one spoke against or in favor of the request

Public hearing closed at 4:24 p.m.

Motion by Goodreau to approve the request for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659), subject to the following conditions:

1. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. 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.
8. 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.
9. 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 (5 – 0)

**6. Adjourn**

Motion by Goodreau to adjourn the meeting; second by Blaser.

Motion carried (5 – 0)

Meeting adjourned at 4:25 p.m.

Respectfully submitted by Erika Esser, Secretary