



PLAN COMMISSION MEETING

August 1, 2022
4:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Lee Thao
Eric Daven
Susan Feith
Ben Goodreau
Thaddeus Kubisiak

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 **August 1, 2022, at 4:00 PM. The public can listen to the meeting by calling 1-312-626-6799, Access code: 843 3206 3714.** 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 July 7, 2022, Plan Commission meeting.
2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
3. **Wisconsin Rapids Public Schools District – 22-000749:** request for site plan review to perform site improvements at 1801 16th Street South (Parcel ID 3414751)
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)
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)
6. 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: July 15th & July 22nd, 2022

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, August 1st, 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: 843 3206 3714.** 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 Debra Pritchett for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693).
2. Public hearing and action on a request from Kim Kinsey for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659).

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: 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, 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 Eichstaedt 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 or 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



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: July 25, 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.

Task Updates

- The “Forest Industries of the Future” symposium was held on Thursday July 21, 2022. The event’s agenda is attached to this report which contains a list of speakers that participated. The event started with an introduction by project team members Scott Harrington, Vandewalle & Associates, and Eric Singaas, NRRI (Natural Resources Research Institute). The second session featured research and innovative forest products. Presenters highlighted products in exterior, interior, and structural building materials, energy, and packaging. The final session featured a panel session of professionals who work in commercialization of research and economic development. Over 80 individuals registered to attend the symposium which actual attendance during the event totaling over 50 individuals.

As follow-up to the event, the recording, presentation slides, speaker contact information, and registration list will be emailed to those who registered. This information will also be posted on the city’s project webpage.

The information presented and follow-up conversation will be used to generate a report of potential economic opportunities for reuse or redevelopment of the mill site.

- Input sessions were held with the Plan Commission and Common Council, as well as the public. Events occurred on May 10, 2022, and June 1, 2022, respectively. Attendees heard a presentation from the planning consultant and engaged in an exercise to identify individual and group priorities. Through a sticky-dot voting system, the meetings concluded by identifying the top priorities of the group regarding mill’s future. These priorities will be incorporated into visioning and reuse or redevelopment scenarios for the mill. At

the public meeting, participants were also asked to share a favorite memory or identify any sense of loss due to the mill's closure.

- The same input questions from the above exercises are now posted on the City Website [link: <https://www.wirapids.org/recovery-and-redevelopment-plan.html>]. Members of the public are encouraged to share their responses online. This survey has been advertised by city staff and the Heart of Wisconsin Chamber of Commerce. Over 200 responses have been received since posting.
- The sale of the property to Billerud Corporation was finalized in March 2022. Vandewalle & Associates has continued its efforts to engage with the purchaser, to obtain additional feedback regarding the future of the property. Billerud has noted willingness to discuss but has not yet provided additional information. For example, we have not received specific information on how long the converting facility (building adjacent to the river in the middle of the site) will continue to run. The converting facility operates to provide sheeting services for one of the acquired mills in the Upper Peninsula. As long as this mill continues production of sheeted paper or printed products, a conversion facility will be necessary whether that is at the Rapids site or at another location. Billerud has recently filled approximately 25 additional positions at the Rapids site to meet this demand. Total employment at the conversion facility is around 150 people.
- We initially anticipated completing the Economic Recovery study first (by early spring) followed by the Site Reuse Plan (early summer), but delays in coordinating with others for both portions have caused us to complete these together rather than separately. As a result, we should have drafts of both to share late summer/early fall.



WISCONSIN RAPIDS RECOVERY AND REDEVELOPMENT PLAN



Forest Industries of the Future Symposium

AGENDA

July 21, 2022

2:00 pm – 4:00 pm

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_RXR4L_ha5fmaEM7ksSaD6A

After registering, you will receive a confirmation email containing a meeting link.

Introduction

10 Minutes

- A. Scott Harrington, Vandewalle & Associates
- B. Eric Singaas, Natural Resources Research Institute (NRRI)

Presentation Session: Forest Product Innovations

50 Minutes

This session will highlight emerging and innovative new forest products with approximately ten-minute presentations by each speaker.

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Building Products: Exterior Cladding
Matt Aro, NRRI B. Building Products: Interior Materials
Scott Dionne, TimberHP C. Building Products: Structural Materials
Timbatec, Presented by Patrick Donahue, NRRI | <ul style="list-style-type: none"> D. Energy: Bio-Refinery
Tracy Saville, Comstock E. Packaging: Plastic Alternatives
Addie Teeters, Ahlstrom-Munksjo |
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5-Minute Break

Panel Session: Implementation Pathways

50 Minutes

Eric Singaas will moderate a panel discussion highlighting the role of research and pathways and challenges to implementation in commercial markets.

- A. Entrepreneurship: Idella Yamben, Center for Technology Commercialization
- B. Translational Research: Arjun Sanga, WiSys
- C. Industry Coordination: Masood Akhtar, Bio-Renewable Deployment Consortium
- D. Economic Development: Melinda Osterberg, WEDC Regional Economic Development

5-Minute Wrap Up and Next Steps

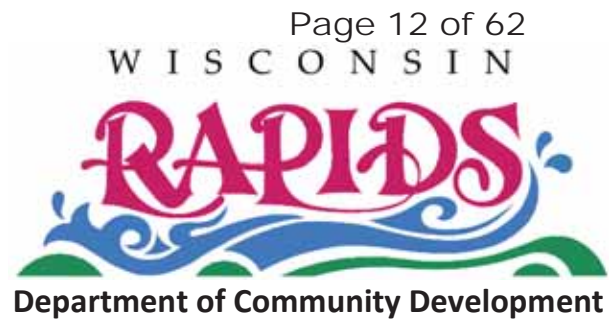
Administrative Staff Report

Wisconsin Rapids Public Schools (WRPS)

Site Plan Review

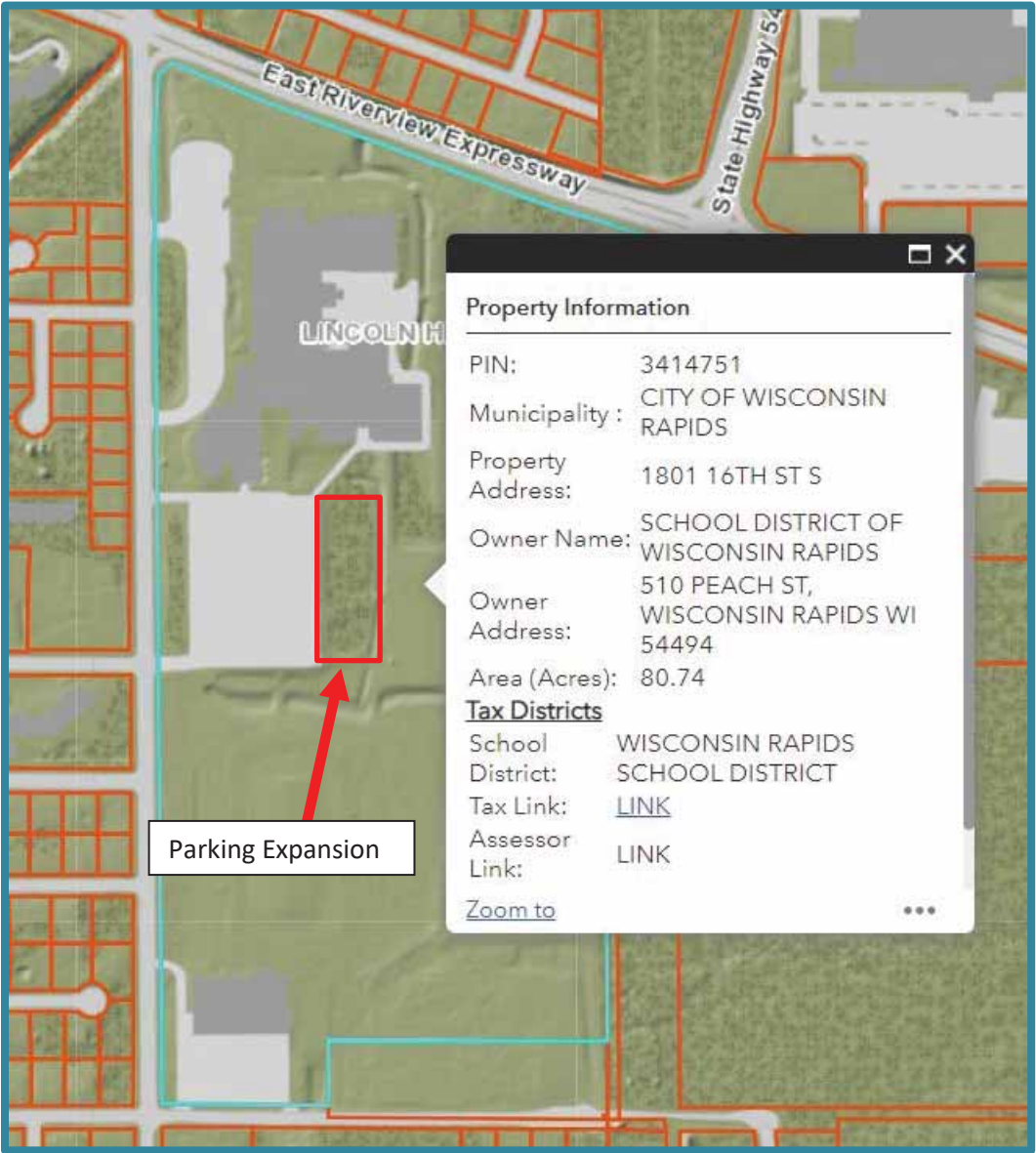
1801 16th Street South

July 28, 2022



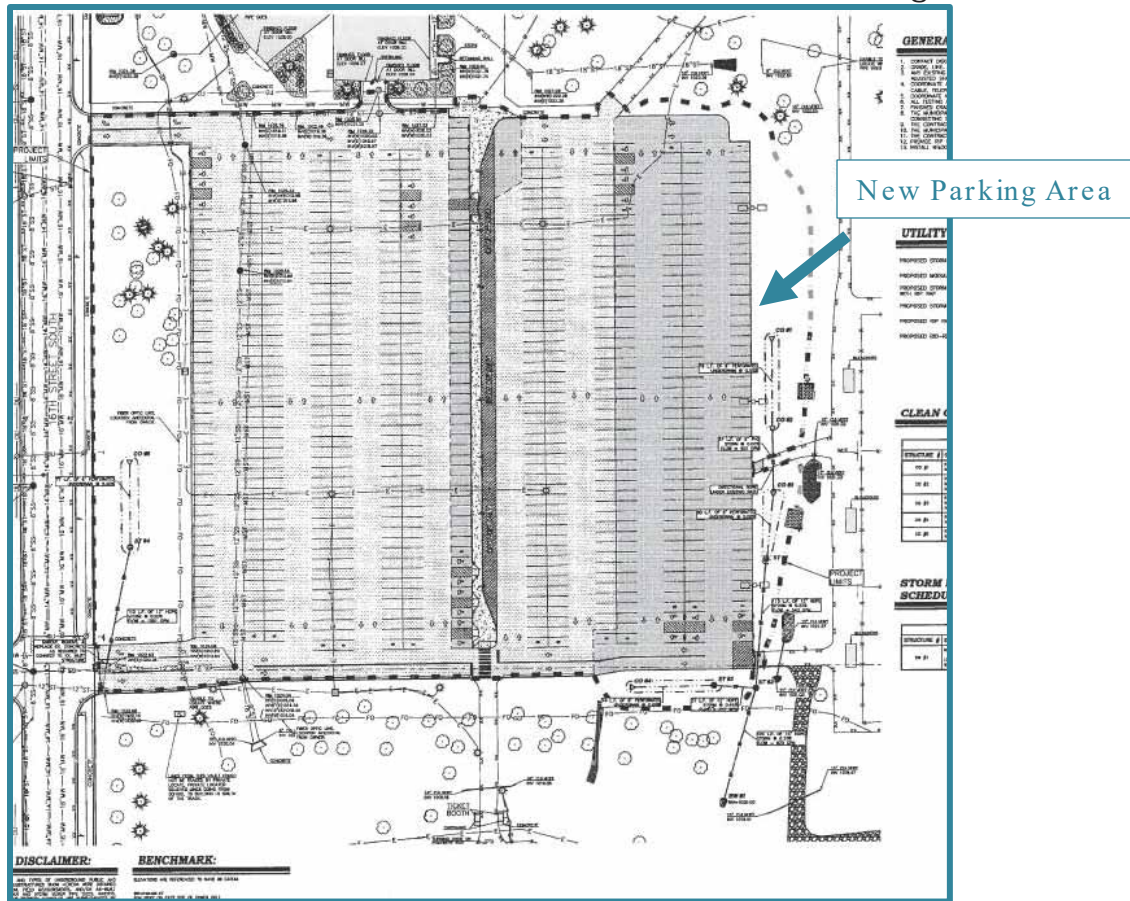
<p>Applicant(s):</p> <ul style="list-style-type: none"> Wisconsin Rapids Public Schools <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Community Development Director Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3414751 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 2,980 feet Effective Depth: 1,547 feet Square Footage: 3,515,727 Acreage: 80.71 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "I-1" Institutional District <p>Council District:</p> <ul style="list-style-type: none"> District 8 - Bemke <p>Master Plan:</p> <ul style="list-style-type: none"> Governmental/Public/Institutional <p>Current Use:</p> <ul style="list-style-type: none"> Secondary School <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>22-000749; Wisconsin Rapids Public Schools (WRPS) – request for a site plan review to perform site improvements at 1801 16th Street South (Parcel ID 3414751)</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 request is to make site improvements to the parking on the property. The property is zoned "I-1" Institutional District. An educational facility, Pre-K through 12 is a conditionally permitted use in the "I-1" Institutional District Any significant changes to the site require site plan review by Plan Commission, but do not constitute an expansion of the use. 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 a request for a site plan review to perform site improvements at 1801 16th Street South (Parcel ID 3414751), subject to the following condition(s):</p> <ol style="list-style-type: none"> Proper signage shall be installed identifying vehicle directions. 3,413 square feet of landscaping plantings must be integrated within the parking lot perimeter. A lighting plan shall be submitted for review by the Community Development Department. 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. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction. All applicable permits through the City shall be obtained. Community Development Department staff shall have the authority to approve minor modifications to the plans.
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Vicinity Map



Background

The Wisconsin Rapids Public Schools (WRPS) District is requesting site plan review to significantly enlarge and reconfigure their existing parking lot to better accommodate students, employees, and visitors. The existing site parking includes two north lots that include parking for larger vehicles and a queuing lane for pick up and drop off in front on the high school; an approximately 190,000 square foot parking lot for employees, students, and visitors to the south of the high school; and a small parking area on the southwest corner of the site that serves the accessory structure on site. This proposal is to resurface the existing parking lot to the south and expand it to add approximately 57,600 square feet to the east of the existing parking area. Enhanced pedestrian access through the parking lot will also be integrated.



It is important to note that an educational facility, pre-K through 12 is a conditionally permitted use in the I-1 Institutional district. While the secondary school is a conditional use in the I-1 district, the reconstruction of parking is not considered an expansion of the use. However, the zoning ordinance would still require a site plan review to occur for the request. Below are the applicable standards of review.

Standards of Review

1) Use

Analysis: The educational facility, pre-K through 12 (including high schools) is a conditionally permitted use in the I-1 Zoning District. A conditional use permit was previously granted as well as a conditional use permit amendment for a building addition.

Findings: The use is conditionally permitted. A parking lot reconstruction is not considered an expansion of the use and therefore does not require a conditional use permit amendment but does require a site plan review. 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 I-1 district requires a 30,000 minimum lot area. The site is significant at over 80 acres. The building footprint is not proposed to be expanded. The building coverage ratio is 17% meeting the 45% (max.) requirement and proposed impervious surface is approximately 20% meeting the 60% (max.).

Findings: The overall site design consists largely of permeable surface area. The parking lot expansion is significant, but minimal in light of the overall scale of the site and existing structures. The proposed improvements will add needed student, employee, and visitor parking with minimal impact. Additionally, the newly integrated centrally located pedestrian path will greatly enhance pedestrian safety.

3) Ingress/Egress

Analysis: At present, there are five access points that exist off of 16th Street South. Two of them serve as two-way ingress and egress into this parking lot. The ingress and egress will remain unchanged with the parking lot expansion, as a majority of the lot expansion is occurring to the east of the existing parking lot.

Findings: Driveway standards are met, and the proposed improvements will not alter or impede ingress and egress. Pedestrian ingress and egress will be facilitated by the pedestrian walkway which is proposed to be incorporated into the center of the parking lot.

4) Parking

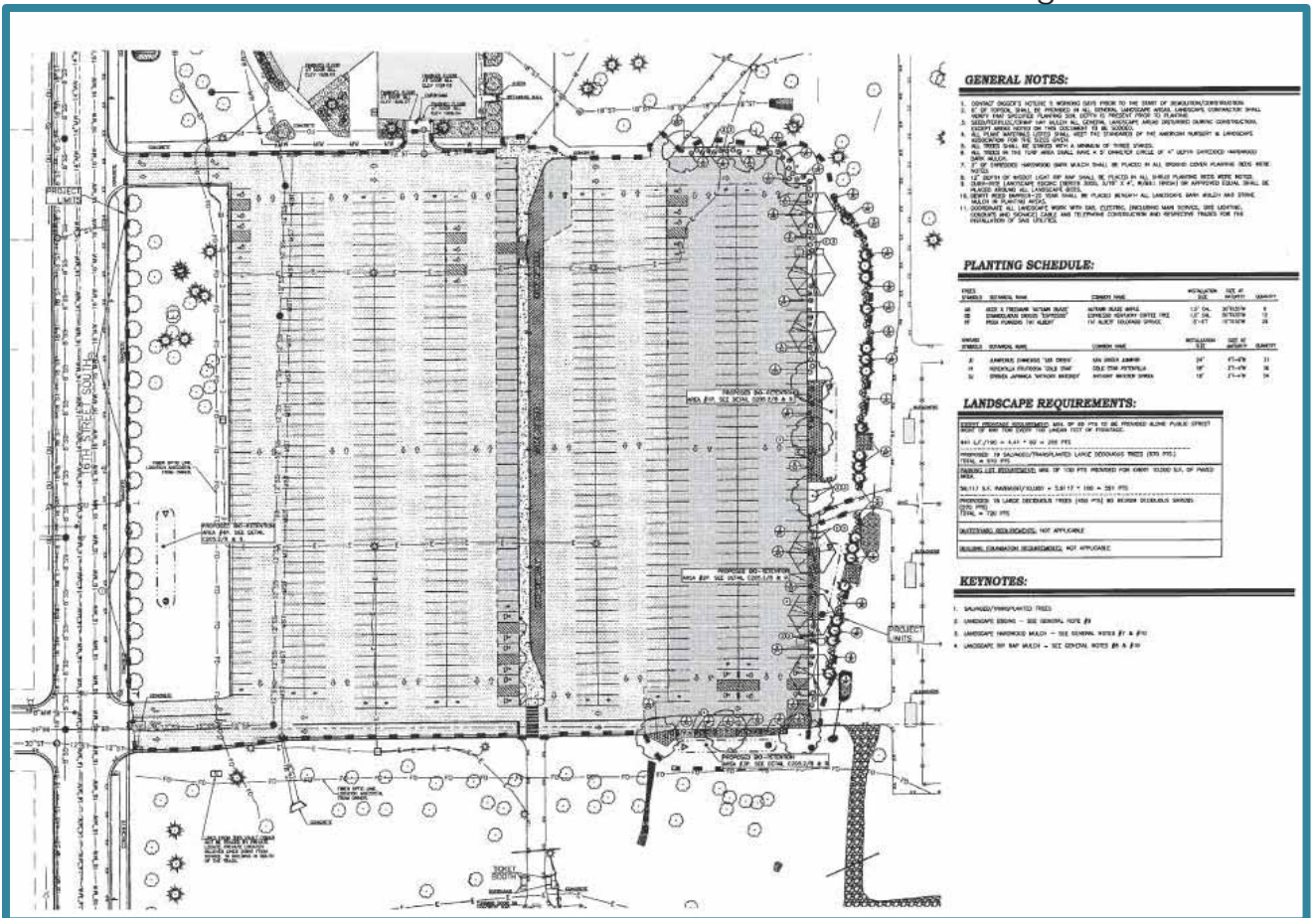
Analysis: The use (educational facility pre-K through 12) requires 1 parking space for each 8 students (grades 9-12), plus 1 space per employee on the largest work shift. For projects requiring between 501 to 1,000 total parking spaces, 2% of the total must be ADA approved accessible parking spaces. Additionally, the zoning code does specify that bicycle parking be provided at secondary schools for 10% of the number of students, plus 3% of the number of employees.

Findings: There are a total of 1350 students, for a total of 169 required spaces. There are 165 staff/staff spaces required. Therefore, the total required number of spaces is 334. The total number of proposed parking spaces will be 833. The development meets the required number of spaces at 682 existing and 833 proposed. Staff recognizes that this is substantially higher than the recommended minimum. Although, we have parking maximums in some zoning districts, this is not the case in the "I-1" Institutional district. This is likely because of the uniqueness of the uses found within institutional zoning districts. Because these are often non-profit uses such as schools, churches, and governmental entities, it is more likely that only necessary parking will be integrated and the concern with unnecessary customer parking is mitigated.

There are 17 accessible parking spaces required at the rate of 2% of 833. This proposal includes 24 ADA approved accessible spaces. Staff is also suggesting that bicycle parking be looked at comprehensively by the applicant and that sufficient bicycle facilities be integrated that comply with recent standards.

5) Landscaping

Analysis: The existing parking lot reconfiguration would require 25% of the total parking lot landscape requirements to be met, for a total of 475 landscape points. The expansion is proposed to the east of the existing parking area. Therefore, frontage plantings and foundation plantings would not be required for this area. However, full parking lot plantings are required and must be included at a rate of 100 points per 10,000 square feet of paved area. The newly proposed area is approximately 57,600 square feet and therefore 576 landscape points are required. The 475 points for the existing lot and 576 for the lot addition contribute to a combined total of 1,051 points. The applicant has provided a detailed landscape plan that identifies a total of 1,645 landscape points including a mix of evergreen and deciduous trees, evergreen shrubs, and perennials.



Findings: The applicant is proposing extensive landscaping that will provide a beautiful enhancement beyond the newly paved area. They meet the points requirements with limited variety. Bioretention areas have been nicely integrated into the site design. Note that a minimum of 325 square feet of landscaped area shall be located within the perimeter of the paved area for the placement of every 100 landscape points, or fraction thereof. Therefore, a condition of approval has been added to integrate 3,413 (10.5×325) square feet of landscaped area within the perimeter of the paved area as required by the zoning code.

6) Architectural Review

Not Applicable – No improvements are proposed to the building.

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 for residential.

Findings: Staff would recommend that any lighting from the business not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 footcandles at the neighboring residential property. A condition of approval requiring that a lighting plan be submitted has been added.

In summary, the proposed site improvements appear to be necessary and appropriate for the use. The expansion will be consistent with the scale of existing structures and the overall site. Additionally, the proposed landscaping will provide enhancement to the site. Therefore, staff would recommend approval of the site plan, subject to the conditions 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 Wisconsin Rapids Public SchoolsStreet address 510 Peach StCity, state, zip code Wisconsin Rapids, WI 54494Daytime telephone number 715-424-6701Email craig.broeren@wrps.net

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 Geno CarlsonCompany Point of Beginning, Inc.Street address 4941 Kirschling CourtCity, state, zip code Stevens Point, WI 54481Daytime telephone number 715-344-9999Email genoc@pobinc.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 1801 16th St S, Wisconsin Rapids, WI 54494

Parcel number(s) 3414751

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 type="checkbox"/> B-2 General Commercial | <input checked="" 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 type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Work/live | <input type="checkbox"/> Parking structure |
| <input checked="" 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	7.19 ac
Building coverage	N/A
Outdoor storage	N/A
Stormwater facilities	3,900 S.F.
Impervious surfaces	5.73 ac (Total) 1.36 ac (New)
Landscaping and other undeveloped areas	1.46 ac
Wetlands	N/A
100-year floodplain	N/A

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

Attach appropriate documentation if there are any wetlands.

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
16th Street S	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input 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	578	See Appendix B of the zoning code for parking requirements for the proposed land use(s).
Proposed number of spaces	729	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	24	

Other ADA accessible spaces	N/A	
Number of electric charging stations (if any)	0	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	0	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	729	
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		
Building 2		
Building 3		
Parking lot 1	4	Unknown (Existing)
Parking lot 2	3	25460
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):

30'

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.

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

Storm water will be directed to four bio-retention areas for treatment and rate control.

- 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 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 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 checked="" type="checkbox"/> Pervious and impervious surfaces by type	<input checked="" type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input checked="" type="checkbox"/> Acreage of subject property*	<input checked="" type="checkbox"/> Site amenities (benches, fountains, etc.)	<input checked="" 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 checked="" type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input 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 checked="" 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 checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Designated areas of a parking area for pedestrian walks
Setting	<input checked="" 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 checked="" type="checkbox"/> Stormwater drainage
<input type="checkbox"/> Land uses within 50 feet of the subject property	<input checked="" type="checkbox"/> Location	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Ground contours when slopes exceed 8 percent	<input checked="" type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input checked="" type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Wetlands	<input checked="" type="checkbox"/> Size/capacity, if applicable	
<input checked="" type="checkbox"/> Woodlands		
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input checked="" type="checkbox"/> Environmentally sensitive features		
<input checked="" 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 Layout/Design Plans & Details

Topographic Survey Maps

Lighting Layout & Photometric Plans

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?

TBD

Month/year

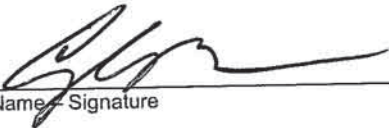
21. Applicant certification

- 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:

Craig Broeren

Name – print



Name – Signature

07/20/2022

Date

Name – print

Name – Signature

Date

. SEE SHEET C201.1 FOR LAYOUT PLAN GENERAL NOTES.



STUDENT PARKING STALLS
(YELLOW)
HANDICAP PARKING STALLS
(BLUE)
STAFF/VISITOR PARKING STALLS &
OTHER ROADWAY STRIPING (WHITE)
TALL TEXT IN DROP-OFF LANE

DROP-OFF ONLY

EVATIONS ARE REFERENCED TO NAVO 85 DATUM.

12-014846-07
A SPIKE ON EAST SIDE OF POWER POLE
LOCATED ON THE WEST SIDE OF 10TH STREET
ABOUT 100 FEET SOUTH OF
CHAD COURT
ELEVATION = 1023.03

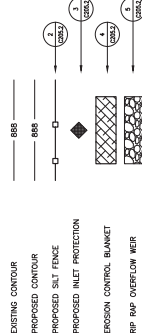
12-014846-08
SOUTHWEST FLANGE BOLT (ARROW BOLT) ON
CORNER
LOCATED AT THE NORTHWEST CORNER OF THE
INTERSECTION OF 18TH STREET SOUTH AND PEPPER
DALE
ELEVATION = 1025.04

[illegible]

GENERAL NOTES:

- [illegible]

EROSION CONTROL LEGEND:



EROSION CONTROL SEQUENCING:

- [illegible]



UTILITY DISCLAIMER.

[illegible]

BENCHMARK.

ELEVATIONS ARE REFERENCED TO NAD 88 DATUM.

12CUNWABK 07
14 SHOT ON EAST SIDE OF POWER POLE
LOCATED ON THE WEST SIDE OF 16TH STREET
TO THE SOUTH, APPROXIMATELY 480 FEET SOUTH OF
CHICAGO COURT.
ELEVATION = 1023.03

12CUNWABK 08
NORTHWEST FLANGE BOLT (ARROW BOLT) ON
CORNER
LOCATED AT THE NORTHWEST CORNER OF THE
INTERSECTION OF 16TH STREET SOUTH AND PEPPER
COURT.
ELEVATION = 1029.04



Administrative Staff Report

Conditional Use: Tourist Rooming

House

Plan Commission Review

541 Baker Street

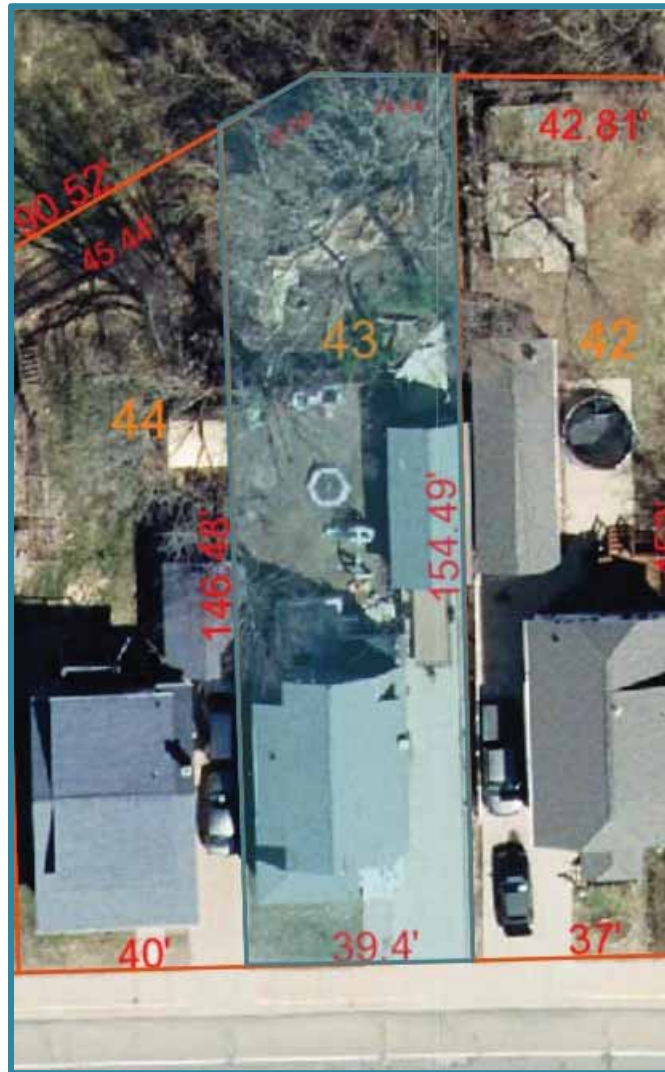
July 28, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Debra Pritchett <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"> 3407693 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 40 feet Effective Depth: 150 feet Square Footage: 6,161 Acreage: 0.141 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "R-2" Mixed Residential District <p>Council District:</p> <ul style="list-style-type: none"> District 5 - Evanson <p>Master Plan:</p> <ul style="list-style-type: none"> Residential <p>Current Use:</p> <ul style="list-style-type: none"> Single-Family Residence <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 – Zoning 	<p>Request</p> <p>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 St. (Parcel ID 3407693)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application <p>Findings of Fact</p> <ol style="list-style-type: none"> The single-family home has 1,595 square feet of living area and 1 312 square foot detached garage. The property is zoned "R-2" Mixed Residential District. A tourist rooming house is a conditional use within the "R-2" District. <p>Staff Recommendation</p> <p>Approve the request from the applicant to create a tourist rooming house at 541 Baker St., subject to the following condition(s):</p> <ol style="list-style-type: none"> The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195. The applicable permit must be displayed in a conspicuous location. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required. An accurate register of guest names shall be maintained for a guest history of no less than one year. An agent who resides within 5 miles of the City must be named as a primary point of contact. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements. 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.
--	---

- | | |
|--|---|
| | <ol style="list-style-type: none"> 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. |
|--|---|

Vicinity Map



Background

The applicant is requesting to operate a tourist rooming house at the single-family home located at 541 Baker Street. The existing single-family home has Dutch Colonial architecture and contains three bedrooms and one and one half bathrooms. The applicant's permanent residence is not located within the City. However, they have identified a named agent who resides on the adjacent block. The property is located within the R-2 Mixed Residential Zoning District. This zoning district is:

"...intended to accommodate single-family dwellings and duplex units along with compatible community and civic uses."

The applicant desires to rent out the home for short-term rental stays on websites such as Airbnb. They have indicated that they hope to accommodate up to eight people. A tourist rooming house (defined below) requires a conditional use permit within the R-2 Mixed Residential District. The zoning code also requires one parking space per guest room and includes supplemental standards as described below:

9.06 Tourist Rooming House

Description: *A place where a single-family dwelling, individual rooms in a single-family dwelling, and/or one or more cabins and cottages are offered to transient guests for rent, provided the total number of guest rooms does not exceed 8. The term does not include other forms of transient lodging including bed and breakfasts and overnight lodging.*

Parking Requirements: *1 space for each guest room*

Supplemental Standards:

(a) State permit. Prior to the establishment of a tourist rooming house, the operator shall obtain a tourist rooming house 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) Display of permit. The operator shall display the current tourist rooming house permit in a conspicuous location inside the tourist rooming house.

(c) Accommodations tax. Prior to the establishment of a tourist rooming house, the operator shall obtain any permit or license, as may be required by the City, for the purpose of collecting an accommodations tax as may be adopted by the City and/or any other purpose.

(d) Registry. The operator of the tourist rooming house shall keep an accurate register showing the names of all guests. This registry shall be kept on file for a period of one year and shall be available for inspection by city officials at any time upon request.

(e) Agent. The operator of a tourist rooming house shall name one or more agents, who shall be responsible for the management of the property and who will serve as the primary point of contact. An agent must reside in the City of Wisconsin Rapids or within 5 miles of the city. In the event a different agent is named, a revised permit application shall be filed with the City Clerk no less than 5 business days prior to the effective date of the change in agent(s). Nothing herein shall be construed as to prohibit the property owner from being named as an agent so long as he or she resides in the City.

(f) Building codes. Prior to the establishment of a tourist rooming house or the expansion of an existing tourist rooming house, the building inspector shall certify that the dwelling meets all applicable building code requirements.

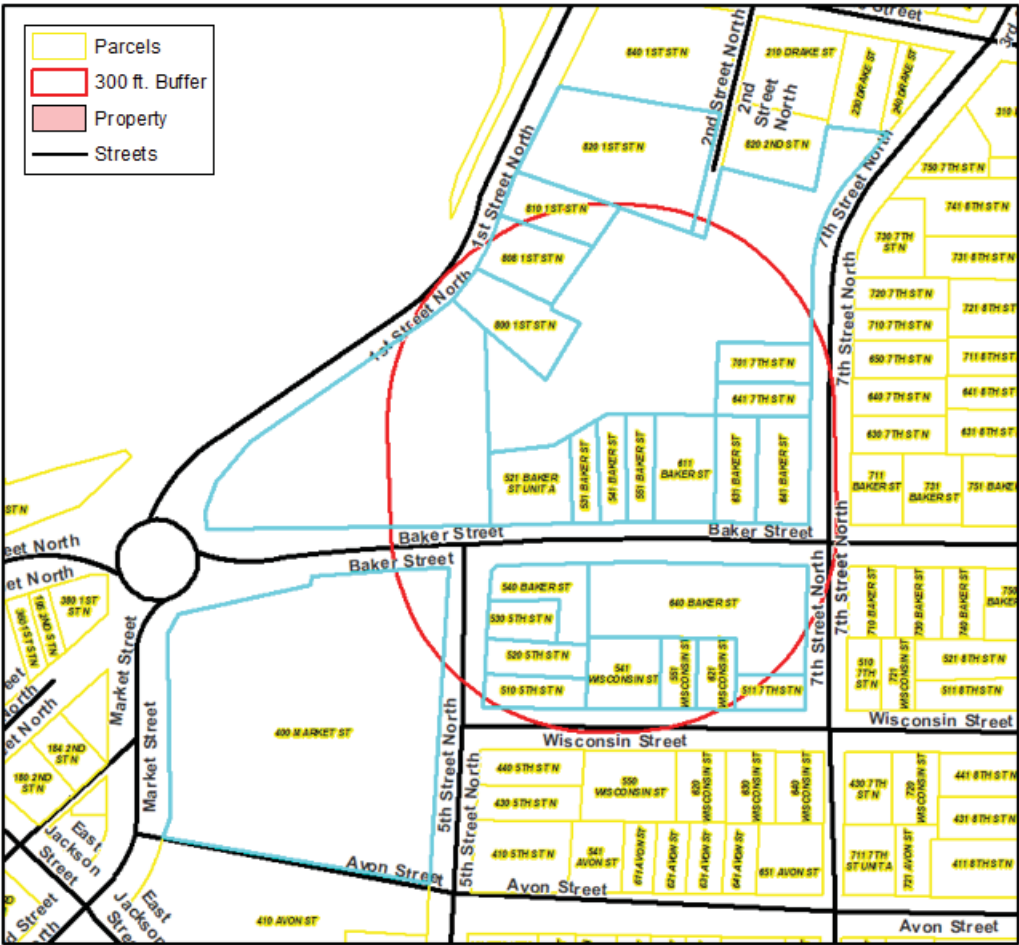
[1] Commentary: See ch. DHS 195, Wis. Admin. Code

In addition to these supplemental standards, guests would be required to maintain all City-wide ordinances including the City Noise Ordinance. As discussed previously with similar requests, conditions have been added to limit the conditional use permit approval to the current owner only. Any change in ownership would require reconsideration of the application by the Plan Commission and Common Council. In addition, the owner is required to notify the City in writing if sale or transfer of the property is to occur. Further details regarding the uses are provided in the attached application. Standards of review for the conditional use are analyzed below.

Site Photos



Exhibit Map



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 a 6,161 square foot parcel. Total living area within the existing building is 1,595 square feet. There is also a detached 312 square foot garage. The existing single-family residence was built in 1930. The entire home would be made available for rental.

Findings: The existing home contains three bedrooms and one and one half bathrooms. The supplemental standards for a tourist rooming house require one parking space for each guest room, or in this case three. The home includes a 312 square foot detached garage and paved driveway. There is adequate space to allow for three parking spaces.

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

Analysis: This building and detached accessory structure are the only structures on the property.

Findings: The existing structures include a single-family residence and detached garage. There are no other uses on the subject property.

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 subject property is adjacent to R-2 Mixed Residential district zoning on all sides. It is adjacent to residential properties to the east and west, a church to the south, and Gaynor Park to the north.

Findings: Those utilizing for rent by owner properties do so for a variety of reasons. In vacation destinations, they are typically staying for recreation. In the City, this is a possibility. However, it is more likely within the City that those staying would be doing so for reasons such as temporary work arrangements, living arrangements or the like. Therefore, some of the concern with differences in how people utilize property when vacationing versus being full time residents are alleviated by the fact that people would more likely be utilizing for rent by owner properties as short-term living arrangements. However, the applicant is hoping to have clients that are travelling for business purposes and those travelling for recreational purposes.

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

Analysis: The proposed use requires three parking spaces, as there are three bedrooms available for rent. The site is a typical single-family residential layout well suited to provide adequate pedestrian circulation and traffic safety.

Findings: The ingress and egress to and from the property from Baker Street follows a traditional residential neighborhood pattern. The site has sufficient area to accommodate parking and is well-suited to pedestrian circulation.

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

Analysis: The lot size is 6,161 square feet which is under the 7,500 square foot lot area minimum in the R-2 Mixed Residential District. The house is sited toward the streetside, has a proportionately small front yard area, and ample rear and side yard areas.

Findings: The lot is undersized which is not uncommon in a well-established neighborhood. The home and lot size are of sufficient size to accommodate the use.

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

Analysis: The existing site is developed.

Findings: The proposed use will have little effect on the natural environment. Any impact would be similar to the effects that would result from the home being utilized in a traditional residential manner.

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 all single-family residences, a church, and a park.

Findings: This utilization of this property would be of a residential single-family nature. All users of the property would be subject to all City Municipal Code standards and requirements including the City Noise Ordinance.

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 property and surrounding properties are fully developed.

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 use should not be detrimental to the neighborhood and would be consistent among the residential, church, and park space immediately surrounding the subject property if the conditions below are implemented. Therefore, staff is recommending approval, subject to the following conditions:

Conditions of approval.

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.



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 7/11/22
Received By CE
Fee \$250.00
Case # 22-000685
Aldermanic District Evanson
Plan Commission Date 8/1/22

1. Applicant information

Applicant name Debra Pritchett
Street address 541 Baker Street 2126 Deer Run
City, state, zip code Wisconsin Rapids, Delavan, WI 53115
Daytime telephone number 262-215-0274
Email debraspritchett@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	Agent 2
Name		
Company		
Street address		
City, state, zip code		
Daytime telephone number		
Email		

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 541 Baker Street Wisconsin Rapids, WI 54494
Parcel number(s) 3407693

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 checked="" 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 |

N/A

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

Single Family Residence

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

Tourist Rooming houses (for rent by owner)

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.

6,161 sq ft Lot

Lot #43

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

Owner will be off-site when renters/tourists are present

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).

Within Existing family residence

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

Driveway adequate for 3 barn home
Pedestrians uninhabited.

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

Single family home adequate to accommodate use.

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

None

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

House can accommodate up to 8 guests.
Minimum stay requirement is 2 nights to a max of 30 days.
Use by recreation/leisure or business travelers.
Listing on Airbnb.

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.

Developed

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.

Will be keeping guest registry.
Obtaining agent (in process) for oversight + notification of any issues.

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.

See attached letter to Sheri Evanson, alderperson.

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

12. Mandatory meeting with staff

When did you meet with the Community Development Director?

July 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:

Debra Pritchett
Name – print

Debra Pritchett
Name – Signature

7/11/2022
Date

Name – print

Name – Signature

Date

Edmondson, Carrie

Page 44 of 62

From: Debra Pritchett <debraspritchett@gmail.com>
Sent: Tuesday, July 12, 2022 11:07 AM
To: Edmondson, Carrie
Subject: Fwd: Conditional Use Application - 541 Baker St, Wisconsin Rapids - Pritchett

**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.**

Hi Carrie - I'm forwarding the letter sent to Sheri Evanson. (I left out the second 'd' in your email address in the original email)
Can you send me a copy of the rules. I don't see that they came in previous emails.
Thanks very much
Deb Pritchett

----- Forwarded message -----

From: **Debra Pritchett** <debraspritchett@gmail.com>
Date: Tue, Jul 12, 2022 at 11:00 AM
Subject: Conditional Use Application - 541 Baker St, Wisconsin Rapids - Pritchett
To: <sevanson@wirapids.org>
Cc: <cedmonson@wirapids.org>

July 11, 2022

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780

Attn: Sheri Evanson, Alderperson

Dear Sheri,

I submitted an application for conditional use of my single-family home at 541 Baker Street, Wisconsin Rapids. My home is in a residential neighborhood with an R-2 zoning.

I plan to rent my home for short term stays through Airbnb for business and leisure travelers. My home has 3 bedrooms with parking in the driveway. Pedestrian traffic is unobstructed by parked cars. My home can accommodate up to 8 overnight guests. My family will not be present during guest stays.

I will comply with all policies and rules, and am in the process of obtaining an agent within 5 miles of my home that can be notified for any issues. Furthermore, I will maintain a guest registry and I'm also in the process of contacting county and state organizations for their awareness and approval.

Thank you for your consideration. I look forward to the council's decision on August 1st.

Sincerely,

Debra Pritchett
541 Baker Street
Wisconsin Rapids, WI
262-215-0274

Cc: Carrie Edmondson, Community Development Specialist/Associate Planner

Lodging Inspection Report

Establishment Information

Facility Name 541 BAKER STREET	Facility Type Tourist Rooming House (LTR)
Facility ID # VELT-CGGPEX	Facility Telephone # 262 215-0274
Facility Address 541 BAKER ST WISCONSIN RAPIDS , WI 54494	
Licensee Name DEBRA PRITCHETT	Licensee Address 2126 DEER RUN DELAVER , WI 53115

Inspection Information

Inspection Type Pre-inspection	Inspection Date July 19, 2022	Total Time Spent 0.00
--	---	---------------------------------

OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Comments:

Additional co2 detectors have been purchased and will be installed in the kitchen and the basement.
Utensil sanitizing sign provided

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

Person in Charge



Sanitarian



Jill Ibarra
(715) 421-8955

Administrative Staff Report

Conditional Use: Tourist Rooming

House

Plan Commission Review

1651 Riverwood Lane

July 28, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Kim Kinsey <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"> 3408659 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 183.82 feet Effective Depth: 130/260 feet Square Footage: 25,265 Acreage: 0.58 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "R-2" Mixed Residential District <p>Council District:</p> <ul style="list-style-type: none"> District 3 - Zacher <p>Master Plan:</p> <ul style="list-style-type: none"> Residential <p>Current Use:</p> <ul style="list-style-type: none"> Single-Family Residence <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 – Zoning 	<p>Request</p> <p>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)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application <p>Findings of Fact</p> <ol style="list-style-type: none"> The single-family home has 2,191 square feet of living area and 1 616 square foot attached garage. The property is zoned "R-2" Mixed Residential District. A tourist rooming house is a conditional use within the "R-2" District. <p>Staff Recommendation</p> <p>Approve the request from the applicant to create a tourist rooming house at 1651 Riverwood Lane, subject to the following condition(s):</p> <ol style="list-style-type: none"> The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195. The applicable permit must be displayed in a conspicuous location. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required. An accurate register of guest names shall be maintained for a guest history of no less than one year. An agent who resides within 5 miles of the City must be named as a primary point of contact. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements. 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.
--	--

- | | |
|--|---|
| | <ol style="list-style-type: none"> 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. |
|--|---|

Vicinity Map



Background

The applicant is requesting to operate a tourist rooming house at the single-family home located at 1651 Riverwood Lane. The existing single-family home contains three bedrooms and two bathrooms. The applicant's permanent residence is across the street at 1710 Riverwood Lane, and they will serve as the named agent. The property is located within the R-2 Mixed Residential Zoning District. This zoning district is:

"...intended to accommodate single-family dwellings and duplex units along with compatible community and civic uses."

The applicant desires to rent out the home for short-term rental stays on websites such as Airbnb. They indicate that eight guest can be accommodated. A tourist rooming house (defined below) requires a conditional use permit within the R-2 Mixed Residential District. The zoning code also requires one parking space per guest room and includes supplemental standards as described below:

9.06 Tourist Rooming House

Description: *A place where a single-family dwelling, individual rooms in a single-family dwelling, and/or one or more cabins and cottages are offered to transient guests for rent, provided the total number of guest rooms does not exceed 8. The term does not include other forms of transient lodging including bed and breakfasts and overnight lodging.*

Parking Requirements: *1 space for each guest room*

Supplemental Standards:

(a) State permit. Prior to the establishment of a tourist rooming house, the operator shall obtain a tourist rooming house 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) Display of permit. The operator shall display the current tourist rooming house permit in a conspicuous location inside the tourist rooming house.

(c) Accommodations tax. Prior to the establishment of a tourist rooming house, the operator shall obtain any permit or license, as may be required by the City, for the purpose of collecting an accommodations tax as may be adopted by the City and/or any other purpose.

(d) Registry. The operator of the tourist rooming house shall keep an accurate register showing the names of all guests. This registry shall be kept on file for a period of one year and shall be available for inspection by city officials at any time upon request.

(e) Agent. The operator of a tourist rooming house shall name one or more agents, who shall be responsible for the management of the property and who will serve as the primary point of contact. An agent must reside in the City of Wisconsin Rapids or within 5 miles of the city. In the event a different agent is named, a revised permit application shall be filed with the City Clerk no less than 5 business days prior to the effective date of the change in agent(s). Nothing herein shall be construed as to prohibit the property owner from being named as an agent so long as he or she resides in the City.

(f) Building codes. Prior to the establishment of a tourist rooming house or the expansion of an existing tourist rooming house, the building inspector shall certify that the dwelling meets all applicable building code requirements.

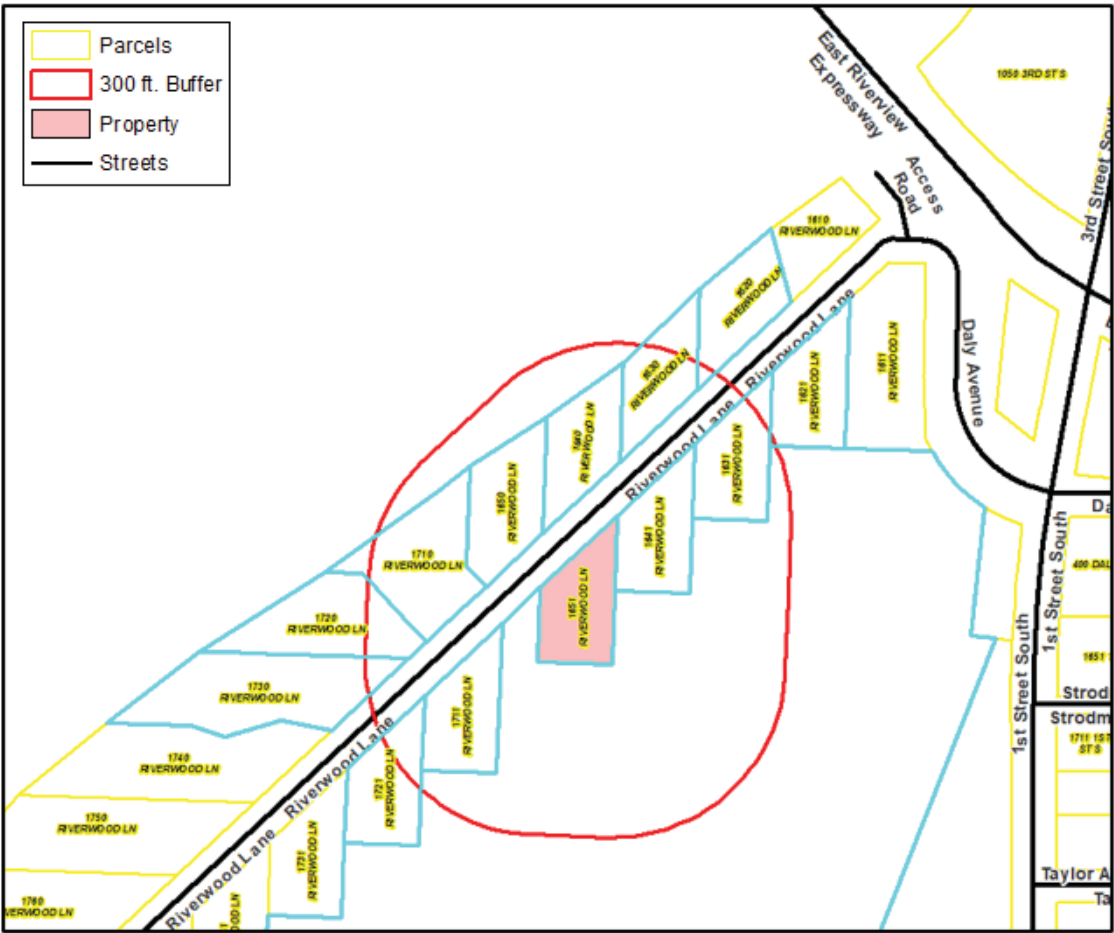
[1] Commentary: See ch. DHS 195, Wis. Admin. Code

In addition to these supplemental standards, guests would be required to maintain all City-wide ordinances including the City Noise Ordinance. As discussed previously, conditions have been added limiting the conditional use permit approval to the current owner only. Any change in ownership would require reconsideration of the application by the Plan Commission and Common Council. In addition, the owner is required to notify the City in writing if sale or transfer of property is to occur. Further details regarding the uses are provided in the attached application. Standards of review for the conditional use are analyzed below.

Site Photos



Exhibit Map



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 a 25,265 square foot parcel. Total living area within the existing building is 2,191 square feet. There is also an attached 616 square foot garage. The existing single-family residence was built in 1990. The entire home would be made available for rental.

Findings: The existing home contains three bedrooms and two bathrooms. The supplemental standards for a tourist rooming house require one parking space for each guest room, or in this case three. The home includes a 616 square foot attached garage and paved driveway. There is adequate space to allow for three parking spaces.

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

Analysis: This building is the only structure on the property.

Findings: The existing structure is a single-family residence. There are no other uses on the subject property.

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 subject property is adjacent to R-2 Mixed Residential district residences on the north, west, and northeast sides. It is adjacent to C1 Conservancy district on the south and southeast side. It is located Riverwood Lane, which is a local street.

Findings: Those utilizing for rent by owner properties do so for a variety of reasons. In vacation destinations, they are typically staying for recreation. In the City, this is a possibility. However, it is more likely within the City that those staying would be doing so for reasons such as temporary work arrangements, living arrangements or the like. Therefore, some of the concern with differences in how people utilize property when vacationing versus being full time residents are alleviated by the fact that people would more likely be utilizing for rent by owner properties as short-term living arrangements. However, this owner is hoping to attract groups of golfers and visitors who value the nearby Wisconsin River and multi-use trail system.

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

Analysis: The proposed use requires three parking spaces, as there are three bedrooms available for rent. The site is a typical single-family residential layout well suited to provide adequate pedestrian circulation and traffic safety.

Findings: The ingress and egress to and from the property from Riverwood Lane follows a traditional residential neighborhood pattern. The site has sufficient area to accommodate parking and is well-suited to pedestrian circulation.

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

Analysis: The lot size is 25,265 square feet which is well above the 7,500 square foot lot area minimum in the R-2 Mixed Residential District. The house is sited in the approximate center of the lot and has ample front, rear, and side yard areas.

Findings: The home is a sufficient size to accommodate the use.

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

Analysis: The existing site is developed.

Findings: The proposed use will have little effect on the natural environment. Any impact would be similar to the effects that would result from the home being utilized in a traditional residential manner.

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 all single-family or wooded conservancy property that is largely undevelopable.

Findings: This utilization of this property would be of a residential single-family nature. All users of the property would be subject to all City Municipal Code standards and requirements including the City Noise Ordinance.

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 property and surrounding properties are fully developed.

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 use should not be detrimental to the neighborhood and would be consistent among the residential and open space immediately surrounding the subject property if the conditions below are implemented. Therefore, staff is recommending approval, subject to the following conditions:

Conditions of approval.

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.

Conditional Use Application

City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

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).

Community Development Department 444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
P: (715) 421-8228 Fax: (715) 421-8291

Office Use Only

Date Received 7/8/22

Received By CE

Fee \$250.00

Case # 22-000686

Aldermanic District Zacher

Plan Commission Dat 8/1/22

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.

1. Applicant information

Applicant name Kim Kinsey

Street address 1710 Riverwood Land

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-570-2989

Email KimberlyaKinsey@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 Agent 2

Name

Company

Street address

City, state, zip code

Daytime telephone number

Email

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 1651 Riverwood Lane, 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 X

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 XXXX

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)

- RR Rural Residential

R-1 Single-family Residential

R-2 Mixed Residential
- R-3 Multi-family Medium Density

Residential R-4 Multi-family High Density
- Residential

R-8 Manufactured Home Park B-1

Downtown Commercial B-2 General

Commercial B-3 Neighborhood	Industrial I-1 Institutional	Conservancy
Commercial B-5 Mixed Use Commercial	P-1 Park and Recreation C-1	
M-1 General Industrial M-2 Heavy		

The subject property is also located in the following overlay zoning district(s). (check all that apply)

Planned Development (PDD) Downtown	Floodplain
Design	Wellhead Protection
Shoreland	
Shoreland-Wetland	

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

1651 Riverwood Lane is currently used as a single family residence

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

We would like to use the property as a tourist rooming house (short term rental). We would promote it through Airbnb and/or VRBO.

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 house is 58 feet by 61 feet. The home/living space is 2922 square feet and the attached garage is 616 square feet.
It is a 3 bedroom and 2 bathroom house.

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

There are no other 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).

The short term rental is taking place in the existing home.

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

At present only one person lives there. A year ago there was a family of four that lived in this home. The previous family had 4 cars and most days one car was parked on the road. I would suspect there would be more traffic than what the one person creates. I live across the street from this property. There is enough room in the driveway and garage for three cars.

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

There is plenty of parking space. The proximity of this property to the walking and biking trails as well as easy access to the Wisconsin River would be a great spot for people looking to vacation.

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

There will be no impact on the natural environment.

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

Our residence is across the street. We would have a presence to enforce responsible use of the property.

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.

People would be staying at 1651 Riverwood Lane when they choose to enjoy the Wisconsin Rapids area. The guests would be eating and sleeping there just as a normal family would do if they lived in this property.

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.

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.

12. Mandatory meeting with staff

When did you meet with the Community Development Director? Month/year I met with Carrie Edmondson, on Monday June 20.

- 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.

Kim Kinsey Kim Kinsey 7-5-2022

Kerry Sparks Kerry Sparks 7-5-2022

Name – print _____ Name – Signature _____ Date _____

Kim
Kinsey

1710 Riverwood Lane
Wisconsin Rapids, WI 54494
715-570-2989
kimberlyakinsey@gmail.com

July 6, 2022

Matt Zacher
Alderson, District 3
Wisconsin Rapids, WI 54495
715-321-0727
mzacher@wirapids.org

Dear Mr. Zacher,

I am writing to inform you that we recently purchased the house at 1651 Riverwood Lane. This property is currently in a R-2 Mixed Residential district in the City. It is our intent to short term rent this property through Airbnb and or VRBO. I understand that it is termed a tourist rooming house and a conditional use permit needs to be filed with the city. That form is attached to this letter.

A short term rental in this location would be a benefit for several people. The location is close to the hospital. It is near several golf courses and the airport. Staying on Riverwood Lane allows for a quiet place to stay and enjoy easy access to walking paths, bike rental and easy river access. A vacation stay at this location would showcase all the reasons that we enjoy Wisconsin Rapids.

This property will be relatively easy to maintain as we live right across the street. It will be very convenient to meet the guests, clean the property, and keep an eye on the guests and the property.

We look forward to providing a positive lodging experience for visitors of Wisconsin Rapids.

Sincerely,

Kim Kinsey

