



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE PLANNING COMMISSION

Date of Meeting: September 9, 2024

Report #1

The Planning Commission met at 4:00 p.m. on September 9, 2024 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present in the Chambers consisted of Chairperson Matt Zacher, Jeff Marutz, Lee Thao and Ben Goodreau. Members absent were Madalyn Palmquist, Thaddeus Kubisiak and Eric Daven. Also attending the meeting were Community Development Director Kyle Kearns, Associate Planner Lizabeth Edwardsen, Alderperson Dennis Poloch, Melissa Hernandez via Zoom and representatives with BNBD Properties, LLC.

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

1. Approval of the report from August 5, 2024, Planning Commission meeting.

Motion by Marutz to approve the report from August 5, 2024, Planning Commission meeting, second by Thao.

Motion carried (4 – 0)

2. **24-001504; David Zielke** – request for a special exception for a chain link trash enclosure in a commercial zoning district at 2240 8th Street South (Parcel ID 34-12139).

Lizabeth Edwardsen summarized the request and approval was recommended with the conditions outlined in the staff report.

Conversation took place between Commission members, Staff and the applicant regarding the required gate materials and the landscaping criteria. Mr. Kearns pointed out that the structure faces the rear yard and is shielded by part of the building and that the existing non-conforming lot consists of a 100% impervious service.

Motion by Goodreau to approve item 24-001504, omitting conditions 1 and 2 relating to the landscaping requirements, and subject to condition numbers 3-5 from the staff report due to the uniqueness of the non-conforming lot:

3. The enclosure gate shall be 100% opaque and made of wood, synthetic or metal materials.
4. An updated gate design shall be submitted for review and approval by the Community Development Department.
5. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department

Second by Thao

Motion carried (4 – 0)

3. **24-001639; BNBD Properties LLC** – request for a site plan review to perform site improvements at 1860,1848,1852, and 1900 8th Street South (Parcel IDs 3411727, 3411728, 3411730, 3411729)

Kyle Kearns provided a synopsis of the request recommending approval with the conditions outlined in the staff report.



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Representatives with BNBD Properties, LLC provided further comment regarding the site, operations, delivery truck traffic and the timeline for development.

Mr. Goodreau asked for clarification on the landscaping plan requirements to which Kyle Kearns responded. Mr. Kearns also added comments regarding parking ratio standards and the difference between reconstruction/repaving and the new construction of parking lots. Moreover, he identified the necessity to obtain a variance to exceed the impervious surface requirement of 80%, meaning the site plan approval would be contingent on said variance request by the applicant.

Motion by Goodreau to approve the request for a site plan review to perform site improvements at 1860,1848,1852, and 1900 8th Street South (Parcel IDs 3411727, 3411728, 3411730, 3411729) to include the conditions outlined in the staff report, with the addition for allowing Community Development to approve a modified site plan should the variance not be granted at the Zoning Board of Appeals:

1. Proper signage shall be installed identifying vehicle directions.
2. A permanent parking agreement detailing the off-site parking and the shared parking must be submitted to the City Attorney for approval.
3. A copy of the approved parking agreement must be submitted and recorded in the Wood County register of deeds and a copy must be filed with the Community Development Director.
4. The required landscaping from the front parking lot repaving project shall be included in this project.
5. An updated landscaping plan shall be submitted for review and approval by the Community Development Department.
6. 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.
7. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
8. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
9. All applicable permits through the City shall be obtained.
10. Community Development Department staff shall have the authority to approve minor modifications to the plans.
11. Site Plan review is contingent upon the approval of a variance to exceed the impervious surface requirements. If not obtained, the parking lot size shall be reduced, meeting the standards, which the Community Development Department shall review/approve.
12. This approval includes a reduced parking ratio, under section 11.17.03(h)(R)(3).

Second by Marutz

Motion carried (4 – 0)

4. Community Development Department – request to amend the Zoning Code (Chapter 11 of the Municipal Code), to modify the secondary review requirements for uses – DISCUSSION ONLY

Mr. Kearns provided a review of the request. All Commissioners expressed their support for the idea of future Zoning Code Amendments regarding the modification of secondary review processes for uses.

No Action taken.



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5. Adjourn

Motion by Thao to adjourn the meeting; second by Goodreau

Motion carried (4 – 0)

Meeting adjourned at 4:50 p.m.

Respectfully Submitted by Erika Esser, Secretary