

REPORT OF THE PLANNING COMMISSION

Date of Meeting: September 13, 2021

Report #1

The Planning Commission met at 5:30 p.m. on September 13, 2021 in the City Hall Council Chambers and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Susan Feith, Ben Goodreau and Eric Daven. Alderperson Ryan Austin attended remotely. Absent was Shane Burkart. Also at the meeting were Community Development Director Kyle Kearns, Donald Chaput of Chaput Land Surveys, Building Grounds Director Edwin Allison and Principal Ronald Rasmussen of Lincoln High School, Wood County Construction Manager Kurt Berner, and Dale Davis for SWEPS Food Pantry. Kathleen Schultz and other guests attended remotely.

The meeting was called to order at 5:31 p.m.

1. Approval of the report from the August 2, 2021, Plan Commission meeting

Motion by Feith to approve the Plan Commission report from August 2, 2021, second by Goodreau.

Motion carried (6 – 0)

2. PLAN-21-0848; Verso Corporation – request to alter boundary lines of nonconforming lots to lessen the nonconformity at 231 1st Street North (Parcel ID 3402440), 300 Jackson Street (Parcel ID 3402526), 610 4th Avenue North (Parcel ID 3402445), and 950 4th Avenue North (Parcel ID 3402435)

Staff noted the following address corrections: 300 West Jackson Street, 231 1st Avenue North

Commissioner Feith had questions regarding the chain of title to which Staff and Donald Chaput responded.

Motion by Daven to approve the request to alter boundary lines of nonconforming lots to lessen the nonconformity at 231 1st Avenue North (Parcel ID 3402440), 300 West Jackson Street (Parcel ID 3402526), 610 4th Avenue North (Parcel ID 3402445), and 950 4th Avenue North (Parcel ID 3402435), second by Austin, subject to the following conditions:

1. Where land is available, and setbacks can be obtained without interfering with adjacent buildings or infrastructure, applicable setback requirements shall be met for existing buildings.
2. The existing building described in Detail A of the proposed CSM shall be provided an access agreement or easement.

Motion carried (6 – 0)

3. PLAN-21-0851; Verso Corporation – request for a Certified Survey Map approval to create three lots at 950 4th Avenue North (Parcel ID 3402435)

Motion by Blaser to approve the request for a Certified Survey Map approval to create three lots at 950 4th Avenue North (Parcel ID 3402435), second by Thao, subject to the following conditions:

1. Where land is available, and setbacks can be obtained without interfering with adjacent buildings or infrastructure, applicable setback requirements shall be met for existing buildings.

Motion carried (6 – 0)

4. **PLAN-21-0907; Mark Johnson, Forward Real Estate Services, LLC.** – request for a Certified Survey Map approval to create two lots at 2820 8th Street South (Parcel ID 3412972)

Participating remotely was Kathleen Schultz who expressed her concerns about ingress and egress standards for traffic and children walking to school, to which Commissioner Feith and Mr. Kearns responded.

Motion by Austin to accept the request for a Certified Survey Map approval to create two lots at 2820 8th Street South (Parcel ID 3412972), second by Goodreau, subject to the following conditions:

1. City staff shall have the authority to review and approve minor modifications.

Motion carried (6 – 0)

5. **PLAN-21-0852; Mark Johnson, Forward Real Estate Services, LLC.** – request for a site plan review to construct a Caribou Coffee at 2820 8th Street South (Parcel ID 3412972)

Commissioner Daven had questions about signage and Kyle Kearns responded.

Motion by Goodreau to approve the request for a site plan review to construct a Caribou Coffee at 2820 8th Street South (Parcel ID 3412972), second by Thao, subject to the following conditions:

1. A detailed landscaping plan shall be provided meeting all applicable landscape requirements for the development, to be reviewed and approved by the Community Development Department.
2. The refuse enclosure shall match the design and colors of the primary building.
3. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines.
4. Applicable permits through the City shall be obtained.
5. Community development department shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

6. **PLAN-21-0813; Wisconsin Rapids 3810 8th St S WI, LLC** – request for a site plan review to make site improvements, including to the parking lot, for a restaurant at 3810 8th Street South (Parcel ID 3413805)

Motion by Feith to approve the request for a site plan review to make site improvements, including to the parking lot, for a restaurant at 3810 8th Street South (Parcel ID 3413805), second by Daven, subject to the following conditions:

1. A maximum of 50% of the onsite parking shall be permitted to exist within the front of the building.
2. The applicant shall submit an updated site plan for review and approval by the Community Development Department.
3. Light from the business shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line.
4. Applicable permits through the City shall be obtained.
5. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

7. **PLAN-21-0880; Dale Davis – SWEPS Food Pantry** – request for a site plan review to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190)

Motion by Austin to approve a request for a site plan review to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190) subject to the recommendations outlined in the staff report, second by Blaser, subject to the following conditions:

1. Driveways for the garage addition shall be hard surfaced.
2. A landscaping plan shall be submitted for review and approval by the Community Development Department.
3. The addition shall match the colors of the primary building, so as to better blend into the façade.
4. Cut-off lighting fixtures shall be used for all building elevations.
5. Light from the business shall not exceed 0.2 foot-candles at a neighboring commercial property line.
6. Applicable permits through the City shall be obtained.
7. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

8. PLAN-21-0882; Mitch Altman, representing Matalco – request for a site plan review to construct a building at 4800 Commerce Drive (Parcel ID 3409861)

A neighbor to the south of Matalco (Allen) had spoken with Mr. Kearns on the phone about his concerns regarding odors and storm water runoff and expressed that he in general was not in favor of Matalco doing any more construction on the property. Kyle Kearns stated that any building permits would need to be reviewed and approved by the City's Engineering Department. Commissioner Goodreau felt the new building would enhance safety in the facility's processes.

Motion by Goodreau to approve the request for a site plan review to construct a building at 4800 Commerce Drive (Parcel ID 3409861), second by Austin, subject to the following conditions:

1. Cut-off lighting fixtures shall be installed on all façades.
2. Light from the business shall not exceed 0.2 foot-candles at neighboring commercial property lines or 0.1 foot-candles at neighboring residential property lines.
3. The exterior materials of the building shall match the design and color of the principal building.
4. Applicable permits through the City shall be obtained, along with from other jurisdictions, such as the Wisconsin Department of Natural Resources.
5. Community development staff shall have the authority to approve minor modifications to the plans.

Motion carried (6 – 0)

9. PLAN-21-0838; Wisconsin Rapids Public School District – public hearing and action on a request for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751)

Public hearing opened at 6:14 p.m.

Speaking in favor: Edwin Allison and Ronald Rasmussen

Speaking against: none

Public hearing closed at 6:18 p.m.

Commissioners asked about bollards, glass and other safety devices to which Edwin Allison responded. Commissioner Daven wanted to know more about the requirements for sidewalks to which Kyle Kearns replied.

Motion by Goodreau to approve the request for a conditional use permit amendment to construct an addition on the high school at 1801 16th Street South (Parcel ID 3414751), second by Daven, subject to the following conditions:

1. An updated landscaping plan shall be submitted, meeting applicable requirements, to be reviewed and approved by the Community Development Department.
2. A lighting plan shall be submitted, meeting applicable standards, to be reviewed and approved by the Community Development Department.
3. Applicable building and stormwater permits, state and local, shall be obtained.
4. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Motion carried (6 – 0)

10. PLAN-21-0816; County of Wood – public hearing and action on a request for a zoning map amendment to rezone 410 Avon Street (Parcel ID 3407750), zoned B-2 General Commercial and R-2 Mixed Residential district, and 431 Saratoga Street (Parcel ID 3407748), zoned B-2 General Commercial, to I-1 Institutional District.

Lee Thao abstained from the item.

Public hearing opened at 6:31 p.m.

Speaking in favor: None

Speaking against: None

Public hearing closed at 6:32 p.m.

Motion by Blaser, second by Feith to approve the request for a zoning map amendment to rezone 410 Avon Street (Parcel ID 3407750), zoned B-2 General Commercial and R-2 Mixed Residential district, and 431 Saratoga Street (Parcel ID 3407748), zoned B-2 General Commercial, to I-1 Institutional District.

Postponement of the action was recommended by City Staff to ensure adherence to the requirements for consistency with the City's Comprehensive Plan. Blaser and Feith withdrew their motions; no action taken. Further discussions on this agenda item will occur at a future Commission meeting.

11. Adjourn

Motion by Goodreau to adjourn, second by Austin

Motion carried (6 – 0)

Meeting adjourned at 6:34 p.m.

Respectfully Submitted by Erika Esser, Secretary