



PLAN COMMISSION MEETING

October 19, 2021
5:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Shane Burkart
Lee Thao
Susan Feith
Eric Daven
Ben Goodreau

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 **October 19, 2021, at 5:00 PM. The public can listen to the meeting by calling 1-312-626-6799, Access code: 844 5654 0923.** 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 Kyle Kearns via email or phone at kkearns@wirapids.org or 715-421-8225 before the meeting.

AGENDA

- 1. PLAN-21-0522; City of Wisconsin Rapids** – request for Certified Survey Map approval for one lot and to dedicate it as right-of-way at the end of Grove Avenue, east of 16th Street South (Parcel ID 3414800), which includes rescinding the previous dedication of right-of-way associated with the property.
- 2. PLAN-21-1037; SWEPS Food Pantry** - request for a site plan review amendment to perform site improvements at 2321 West Grand Avenue (Parcel ID 3401190)
- 3. Conceptual Project Review** – County of Wood – Construction of Public Safety Facility (Jail) at 410 Avon Street (Parcel ID 3407750) and 431 Saratoga Street (Parcel ID 3407748)
- 4. PLAN-21-1038; County of Wood** – public hearing and action on a request from the County of Wood for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 410 Avon Street (Parcel ID 3407750) from a Commercial & Residential classification to an Institutional land use classification, and 431 Saratoga Street (Parcel ID 3407748) from a Commercial classification to an Institutional land use classification

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

The City of Wisconsin Rapids Common Council are invited and encouraged to attend the meeting, which may result in a quorum of the Common Council.

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: September 17, 2021

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Tuesday, October 19, 2021 at 5:00 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: 844 5654 0923.** 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 the County of Wood for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 410 Avon Street (Parcel ID 3407750) from a Commercial & Residential classification to an Institutional land use classification, and 431 Saratoga Street (Parcel ID 3407748) from a Commercial classification to an Institutional land use classification.

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

PUBLISH: October 1, 2021 & October 8, 2021

NOTICE OF PUBLIC HEARING

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1. Public hearing and action on a request from the County of Wood for a zoning map amendment request to rezone 410 Avon Street (Parcel ID 3407750) and 431 Saratoga Street (Parcel ID 3407748) from B-2 General Commercial District and R-2 Mixed Residential District to I-1 Institutional District.

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Jennifer Gossick,
Wisconsin Rapids City Clerk

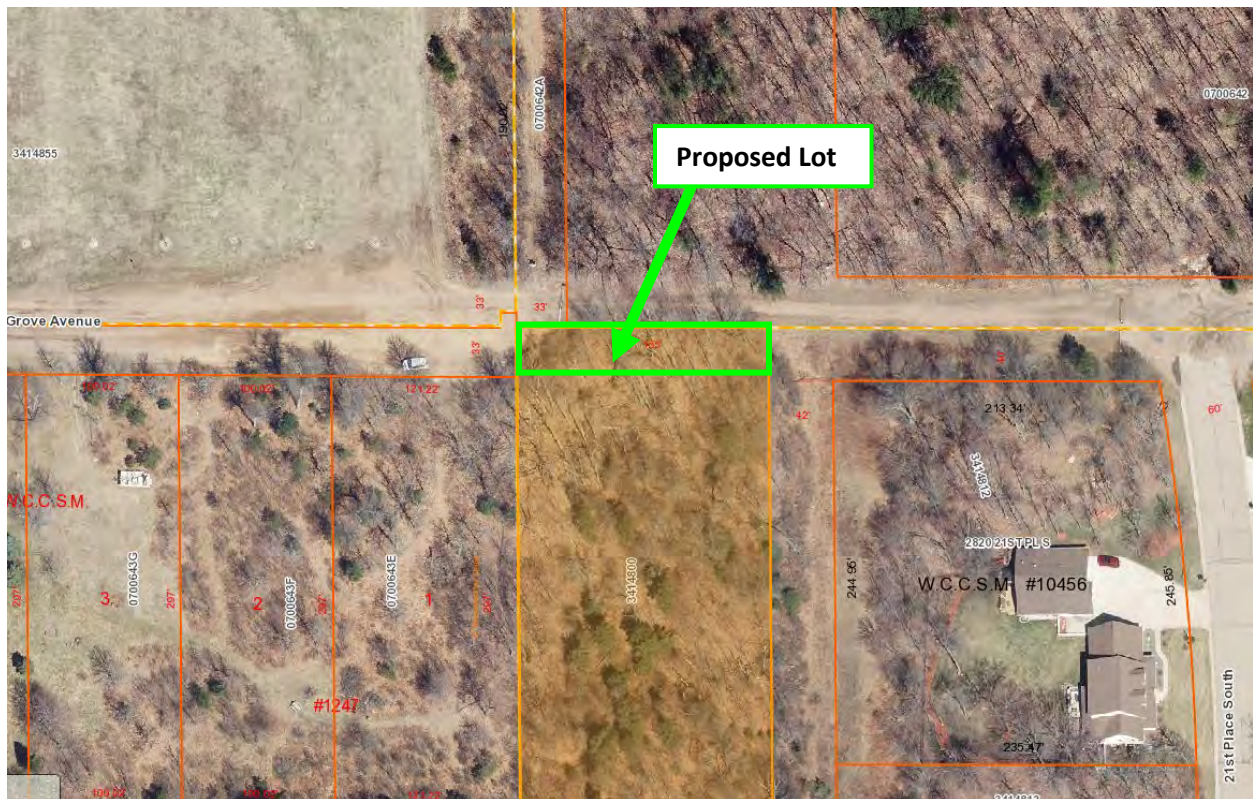



Memo

To: Plan Commission
From: Kyle Kearns
Date: 10/15/2021
Subject: **PLAN-21-0522; City of Wisconsin Rapids** – request for Certified Survey Map approval for one lot and to dedicate it as right-of-way at the end of Grove Avenue, east of 16th Street South (Parcel ID 3414800), which includes rescinding the previous dedication of right-of-way associated with the property.

Previously, a CSM was approved to create an outlot on Grove Avenue dedicated for right-of-way purposes (40' wide). Ownership of the parcel recently changed and so has the intent of the owner regarding the dedication. They only support a 33' wide lot for dedication. Therefore, revocation of the previous dedication is requested, along with the approval of an updated CSM and dedication as public right-of-way. The lot is only approximately 5,445 square feet, but as dedicated right-of-way, does not need to meet the district zoning standards. Staff would recommend approval.

Vicinity Map

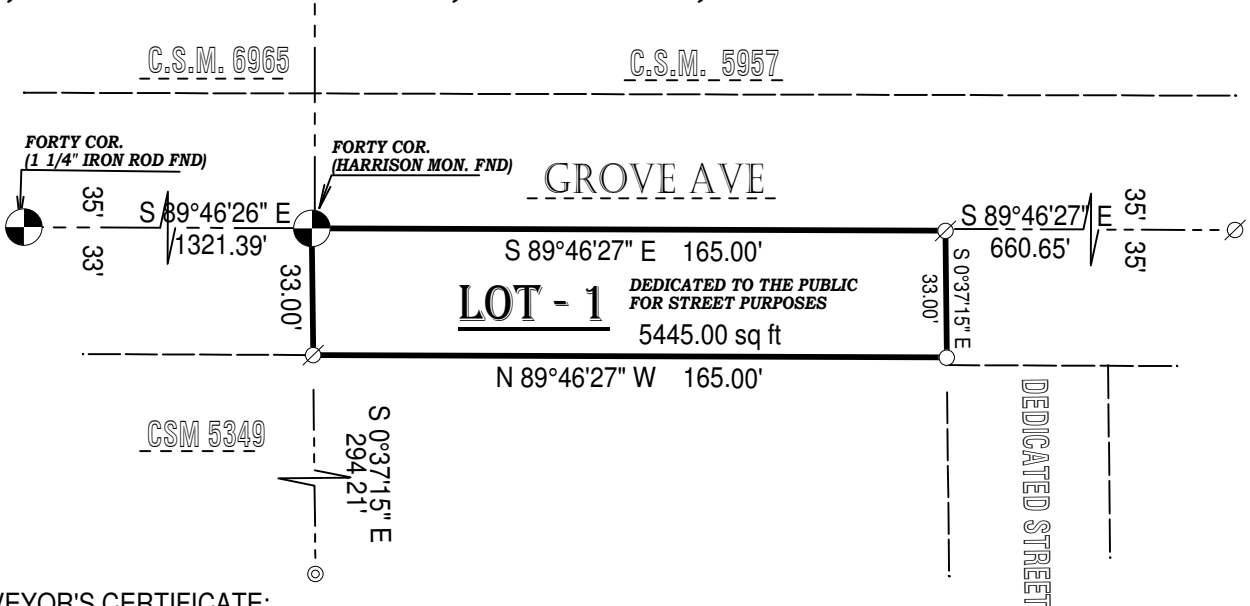


<div>BADGER - LAND SURVEY, LLC 2610 WEST GRAND AVE. WISCONSIN RAPIDS, WI. 54495</div>	PHONE: (715) 424 - 5900 FAX: (715) 424 - 5901 E-MAIL: blsurvey@wctc.net www.badgerlandsurvey.com	PREPARED FOR: <div>CITY OF WISCONSIN RAPIDS</div>
	<small>IF THE SURVEYORS SEAL IS NOT RED IN COLOR, THIS MAP IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS, THE CERTIFICATION DOES NOT APPLY TO COPIES.</small>	DRAWN BY: KW

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WOOD COUNTY CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE SE1/4 SW1/4 OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 6 EAST, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN.



SURVEYOR'S CERTIFICATE:

I, KEVIN M. WHIPPLE, PROFESSIONAL LAND SURVEYOR, hereby certify;

That I have surveyed, divided and mapped this Certified Survey Map being part of the SE1/4 SW1/4 of Section 22, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, bounded and described as follows;

Commencing at the NW COR. of the SE1/4 SW1/4, said point being the POINT OF BEGINNING;

Thence along the North Line of the SE1/4 SW1/4 on a bearing of S 89°46'27" E, a distance of 165.00' to an iron monument;

Thence parallel to the West Line of the SE1/4 SW1/4 on a bearing of S 0°37'15" E, a distance of 33.00' to an iron monument;

Thence parallel to the North Line of the SE1/4 SW1/4 on a bearing of N 89°46'27" W, a distance of 165.00' to an iron monument;

Thence along the West Line of the SE1/4 SW1/4 on a bearing of N 0°37'15" W, a distance of 33.00' to an iron monument being the POINT OF BEGINNING; subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.

That I have made such survey at the direction of

CITY OF WISCONSIN RAPIDS

That such map is a correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made;

That I have complied fully with the provisions of Chapter 236.34 Wisconsin Statutes and the City of Wisconsin Rapids Municipal Code in surveying and mapping the same to the best of my knowledge and belief.

KEVIN M. WHIPPLE P.L.S. 2444

Drafted By: KEVIN WHIPPLE

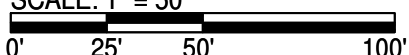

Field work completed on 5/28/21

○1.25" O.D IRON PIPE FOUND

●1" O.D. IRON PIPE FOUND

Ø3/4" IRON ROD FOUND

● GOV'T CORNER OF RECORD

<div>BASIS FOR BEARINGS: THE NORTH LINE SE1/4 SW1/4 ASSIGNED A BEARING OF S 89°46'27" E FOR THIS MAP.</div>	<div>SCALE: 1" = 50'</div> <div></div>
<div>There are no objections to this plat with respect to Chapter 12, Municipal Code, and amendments thereto.</div> <div>Certified this _____ day of _____ 20____.</div> <div>PLANNING COMMISSION CITY OF WISCONSIN RAPIDS</div> <div>Secretary * City Engineer</div>	<div>SEAL</div> <div></div>

VOL. _____ PAGE _____

Administrative Staff Report

**SWEPS Food Pantry
Site Plan Amendment
2321 West Grand Avenue
October 15, 2021**



<p>Applicant(s):</p> <ul style="list-style-type: none"> • SWEPS Food Pantry <p>Staff:</p> <ul style="list-style-type: none"> • Kyle Kearns <p>Parcel Number(s):</p> <ul style="list-style-type: none"> • 3401190 <p>Lot Information:</p> <ul style="list-style-type: none"> • Effective Frontage: 472 feet • Effective Depth: 774 feet • Square Footage: 352,418 • Acreage: 8.09 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> • "B-2" General Commercial District <p>Council District:</p> <ul style="list-style-type: none"> • District 2 <p>Master Plan:</p> <ul style="list-style-type: none"> • Commercial <p>Current Use:</p> <ul style="list-style-type: none"> • Financial Services <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • Chapter 11 - Zoning 	<p>Request</p> <p>PLAN-21-1037; SWEPS Food Pantry - request for a site plan review amendment to perform site improvements at 2321 West Grand Avenue (Parcel ID 3401190)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> 1. Application 2. Site Plan 3. Building Renderings <p>Findings of Fact</p> <ol style="list-style-type: none"> 1. The request is to construct an addition onto the southeast side of the building. 2. The addition is unheated and primarily for loading/unloading and for storage. 3. The property is zoned "B-2" General Commercial District. 4. A food pantry use is permitted in the B-2 District 5. 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 site plan amendment to construct an addition onto a building housing the food pantry at 2321 West Grand Avenue (Parcel ID 3401190)</p> <p>subject to the following condition(s):</p> <ol style="list-style-type: none"> a) Driveways for the garage addition shall be hard surfaced. b) A landscaping plan shall be submitted for review and approval by the Community Development Department. c) The addition shall match the colors of the primary building, so as to better blend into the façade. d) Cut-off lighting fixtures shall be used for all building elevations. e) Light from the business shall not exceed 0.2 foot-candles at a neighboring commercial property line. f) Applicable permits through the City shall be obtained. g) Community development staff shall have the authority to approve minor modifications to the plans.
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Vicinity Map



Background

South Wood Emerging Pantry Shelf is relocating to 2321 West Grand Avenue. As part of the relocation, they will be renovating a portion of the existing building to accommodate the use, as well as, constructing a garage addition on the building. This review occurred last month and did not include any expansion to the driveways or parking areas on site. The applicant has now decided to expand the asphalt area, which is a major change, thus triggering an amendment to the previous approval. Below is a review of the entire project, which includes items previously approved; only those standards have been updated which relate to the expanded asphalt area. The updated site plan is also attached.

Standards of Review

1) Use

Analysis: A food pantry use was recently defined in the zoning code (below). The proposed use does not currently exist on the site but will occupy a portion of the southeast corner of the building. It is important to note that part of the space will be used as a soup kitchen to serve food to the public.

Food Pantry

Description: Food pantry or food bank is a place where stocks of food, typically basic provisions, are stored and supplied free of charge to people in need, by a nonprofit or charitable organization. A food pantry may include ancillary offices relating to the use and loading & unloading areas. They are not typically open to the public for extended periods, like a grocery store, but have more specified times for pick-up and drop off.

Parking Requirements: 1 space plus 1 space for each 350 square feet of office or administrative area.

Supplemental Standards: Aside from generally applicable standards, no special standards apply to food pantry.

Findings: 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 B-2 district requires 10,000 square feet, and the lot is over 8 acres. The building footprint is proposed to be expanded with a 30 by 26-foot unheated garage addition. The building coverage ratio is 10.75% meeting the 60% (max.) requirement and impervious surface is approximately 34.6% which meets the 80% (max.) requirement. Building setbacks for the addition are also met.

Findings: The applicable dimensional standards for the development are met.

3) Ingress/Egress

Analysis: The existing driveways on West Grand Avenue and Alton Street will remain. Two exterior overhead doors are proposed on the addition to accommodate deliveries for the food pantry. Driveways are shown on the updated site plan leading to the addition.



Findings: Driveway standards are met, however, driveways leading to the garage addition shall be hard surfaced per.

4) Parking

Analysis: The use requires 1 space plus 1 space for each 350 square feet of office or administrative area. Therefore, the approximately 13,593 square foot building would require 3 stalls. However, as part of the building is used for cooking and dining, a larger parking requirement could also apply: 1 space for each 3 patron seats or 1 space for each 300 square feet of gross floor area devoted to patron service, whichever is greater; plus 1 for each employee on the largest work shift. When accounting for this restaurant-type parking requirement, approximately 20 additional stalls would be required. A total of 63 parking stalls currently exists on the east side of the building to accommodate the use. Asphalt pavement east of the building is proposed to be expanded, but is not being used for parking. The use is primarily for trucks and patrons accessing the site.

Findings: Existing parking onsite meets the use requirements. Additional handicap stalls are also proposed for the use. As noted above staff would require hard surface for any driveways leading to the garage addition. Additionally, if parking is expanded, applicable requirements shall be met.

5) Landscaping

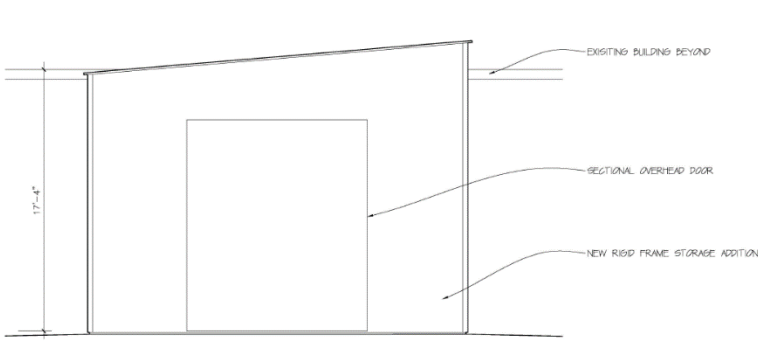
Analysis: The proposed addition would trigger building foundation landscaping to be required: A minimum of 40 landscape points shall be provided on a prorated basis for every 100 feet of building foundation perimeter. The building addition has 86 lineal feet of foundation, meaning 34.4 perimeter landscape points shall be required.

Additionally, the expanded asphalt area shall meet the landscape requirements: a minimum amount of 100 landscape points shall be provided on a prorated basis for every 10,000 square feet of paved area. Therefore, $((6,067/10,000)*100)= 61$ landscape points shall be installed. A minimum of 60 percent of all landscape points shall be devoted to tall trees and a minimum of 20 percent of all points shall be devoted to shrubs. 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.

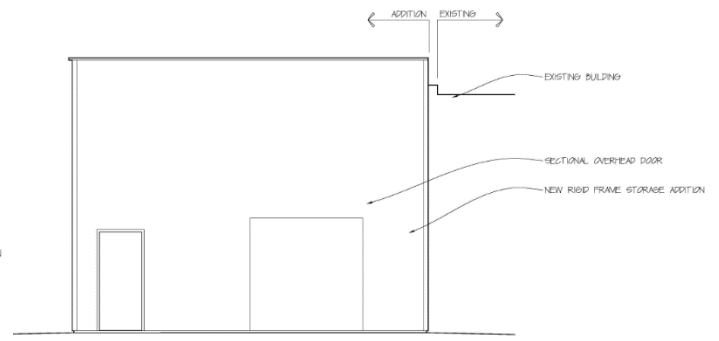
Findings: Landscaping has not been noted on the attached plans. Staff would recommend a landscaping plan be provided for review and approval before any landscaping is installed. Per section 11.16.07 Credit for preserving existing tree and shrubs can be applied to the requirements above.

6) Architectural Review

Analysis: Elevations have been submitted, showing building façade as a rigid frame building. A building of this type is typically of metal frame construction with metal roof and siding. Note that minor changes are also proposed to access the existing building, with a new double door proposed on the east façade.



1 SOUTH ELEVATION AT ADDITION
SCALE: 1/4" = 1'-0"



2 WEST ELEVATION AT ADDITION
SCALE: 1/4" = 1'-0"

Findings: The addition shall match the existing façade; however, the use of the addition is for unheated storage and deliveries. Furthermore, the addition is on the rear of the building, not easily visible from adjacent streets. While garage doors shall not face the street, the building is setback over 300 feet from Alton Street. From an architectural standpoint, the use and location of the addition may not warrant similar materials as the principal structure, however the colors should match.



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. A lighting plan has not been provided, but no improvements are proposed within the parking area.

Findings: The addition likely not create a large amount of light and is also nearly 150 feet from the adjacent property line; therefore, a lighting plan may not be required. Staff would recommend cut-off lighting fixtures be used on all elevations, and that the lighting from the business not exceed 0.2 foot-candles at a neighboring commercial property line.

In summary, expansion of the asphalt area is appropriate for the use. Again, while the architectural standards are identified above, they were previously approved and remain unchanged. Therefore, staff would recommend approval of the site plan amendment to include the increase asphalt area, subject to the items mentioned above and summarized on page one of the staff report.

Photos





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 SWEPSStreet address 2321 W Grand AveCity, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number _____

Email daleswepsfoodpantry@solarus.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 Jim LucasCompany arc central LLCStreet address 1930 1st St. NCity, state, zip code Wisconsin Rapids, WI 54494Daytime telephone number 715-572-2698Email arccentralinc@outlook.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 2321 West Grand Ave, 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

☐ 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 checked="" 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 |

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 checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Work/live | <input type="checkbox"/> Parking structure |
| <input 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 351,376

Building coverage 37,050

Outdoor storage 0

Stormwater facilities 0

Impervious surfaces 110,315

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

Landscaping and other undeveloped areas 241,061

Wetlands 0

Attach appropriate documentation if there are any wetlands.

100-year floodplain 0

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
West Grand Ave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alton St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

See Appendix B of the zoning code for parking requirements for the proposed land use(s).

Proposed number of spaces 148

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 3

Other ADA accessible spaces	<u>0</u>	
Number of electric charging stations (if any)	<u>0</u>	Charging stations are not required, but are recommended.
Bicycle parking spaces	<u>3</u>	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	<u>23</u>	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	<u>125</u>	
Number of spaces to the rear of the building	<u>0</u>	

12. Outdoor lighting (See the standards and requirements in Article 18 of the zoning code.)

	Number of Fixtures	Lumens
Building 1	<u>5</u>	<u>1000</u>
Building 2	<u></u>	<u></u>
Building 3	<u></u>	<u></u>
Parking lot 1	<u></u>	<u></u>
Parking lot 2	<u></u>	<u></u>
Parking lot 3	<u></u>	<u></u>
Other	<u></u>	<u></u>
Other	<u></u>	<u></u>
Total	<u></u>	<u></u>

Maximum lighting levels at each property boundary line (in footcandles):	<u>existing</u>	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):	<u>16'</u>	

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.

It will remain on site at landscaped areas. Parking lots drain to landscaped area.

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 checked="" 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 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 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 type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input checked="" type="checkbox"/> Acreage of subject property*	<input type="checkbox"/> Site amenities (benches, fountains, etc.)	<input 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 type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<input 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 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 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 type="checkbox"/> Designated areas of a parking area for pedestrian walks
Setting	<input type="checkbox"/> Fixture specifications	<input type="checkbox"/> Loading lanes and loading docks
<input checked="" type="checkbox"/> Property boundaries within 50 feet of the subject property	Stormwater Facilities (existing and proposed)	<input type="checkbox"/> Stormwater drainage
<input checked="" type="checkbox"/> Land uses within 50 feet of the subject property	<input type="checkbox"/> Location	<input type="checkbox"/> Distance between parking areas and adjoining properties if less than 20 feet
<input checked="" type="checkbox"/> Zoning district boundaries within 50 feet of the subject property	<input 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 type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<input type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Woodlands		
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input type="checkbox"/> Environmentally sensitive features		
<input 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:	Daily 8:am - 5:pm	
Estimated number of full-time employees	3	
Estimated number of part-time employees	10	
Maximum number of employees onsite at peak hours	13	
Will the proposed business operation create any noise outside of the building?	no	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?	no	Refer to s. 11.06.148 of the zoning code.
Will the proposed business operation create any vibrations outside of the building?	no	Refer to s. 11.06.149 of the zoning code.
Will the proposed business operation involve any explosives or other flammable materials?	no	Refer to s. 11.06.150 of the zoning code.
Will the proposed business operation involve any radioactive materials?	no	
Will the proposed business operation create special needs for wastewater disposal?	no	
Will the proposed business operation require unusually high levels of public water?	no	

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.

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

The SWEPS program is one a critically important service for our community. It deserves 100% support from City staff to complete their mission.

20. Mandatory meeting with staff

When did you meet with the Community Development Director?

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:

MARK A. SPARKAWK

Name – print

Mark Sparkawk

Name – Signature

10/8/21

Date

Name – print

Name – Signature

Date

Proposed Alterations for SWEPS

331 12th Avenue Wisconsin Rapids, WI 54495

Code Data

Governing Code
Wisconsin Enrolled, 2015 International Existing Building Code
Level 2 Alteration – 37,112 sf Existing, 13,593 Proj Area

Occupancy Classification - 303.4
Business B, Professional Offices
Assembly A2, Banquet Hall
Storage, S2

Allowable Height - TABLE 504.3
Occ A,B,S Sprinkled IIIB, 75 ft.

Allowable Area - TABLE 506.2
Occ B Sprinkled IIIB, 70,000 sq ft.

Actual Building Area
27,485 SF Business Occupancy
5,580 SF Storage Occupancy
4,800 SF Assembly
37,862 Total
Project area is 13,593 sq ft. in the existing business area

Fire Separations, 508.4
1 hr Separation between Business and A2 Assembly

Type of Construction - TABLE 601
TYPE 3 B,

Fire Protection 903
THIS BUILDING IS NOT PROTECTED BY FIRE SPRINKLER

Occupant Capacity 1004.1.2
27,485 SF / 100 = 275 Occupants
5,580 SF / 300 = 19 Occupants
4,800 SF / 15 = 320 Occupants
Total 614

Required Exit Width - Tables 1005.3.1 & 1005.3.2
Passage = .20" PER OCC. –
Stairs = .30" PER OCC –
468" Total Exit Width provided, $\frac{468}{614} = .76"$ per occupant

Exit Access Travel Distance 1017.2
ASSEMBLY A2 OCC, WITH SPRINKLER – 250 FT,
BUSINESS B OCC, WITH SPRINKLER – 300 FT,

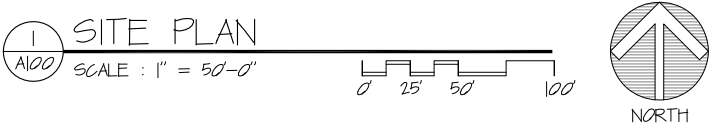
Sanitary Facilities, Table 2902.1
614 OCCUPANTS = 307 EACH SEX

REQUIRED					
MEN			WOMEN		DRINKING FNTN
TLT	URN	LAV	TLT	LAV	1/500
1/50	50%	1/80	1/50	1/80	

Existing & Proposed					
MEN			WOMEN		DRINKING FNTN
TLT	URN	LAV	TLT	LAV	1
6	6	5	10	5	

Design Loads

SOIL BEARING CAPACITY	= 3,000 PSF PRESUMED
ROOF LIVE LOAD	= 40 PSF
ROOF DEAD LOAD	= 15 PSF
LATERAL LOAD (WIND)	= 20 PSF
UPLIFT AT CANOPY	= 30 PSF
FLOOR LIVE LOAD, ASSEMBLY	= 100 PSF
FLOOR LIVE LOAD, PASSAGE/EXIT	= 100 PSF
FLOOR LIVE LOAD, STACKS	= 150 PSF
FLOOR LIVE LOAD, READING AREA	= 60 PSF



DRAWING INDEX

COVER SHEET
T100 TITLE SHEET and SITE PLAN

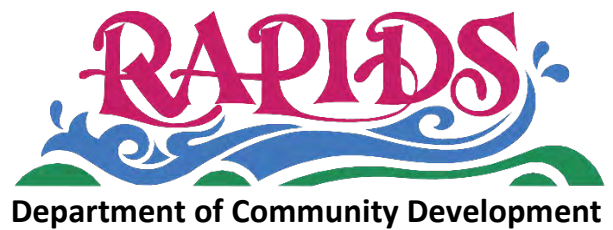
ARCHITECTURAL
A100 EXISTING PLAN & DEMOLITION PLAN
A101 FIRST FLOOR PLAN
A102 WALL TYPES & DETAIL PLANS
A201 EXTERIOR ELEVATIONS
A301 BUILDING SECTIONS & DETAILS

STRUCTURAL
S100 ADDITION FOUNDATION PLAN

GENERAL
G101 LEGEND AND ACCESSIBILITY DETAILS
G102 ACCESSIBLE TOILET ROOM DETAILS
G103 ACCESSIBLE SITE DETAILS

SHEET NOTES

EXCAVATION CONTRACTOR SHALL CONTACT DIGGERS HOTLINE FOR UNDERGROUND LOCATE PRIOR TO EXCAVATING.



Administrative Staff Report

Comp. Plan Amend. & Rezoning Request

410 Avon Street & 431 Saratoga Street

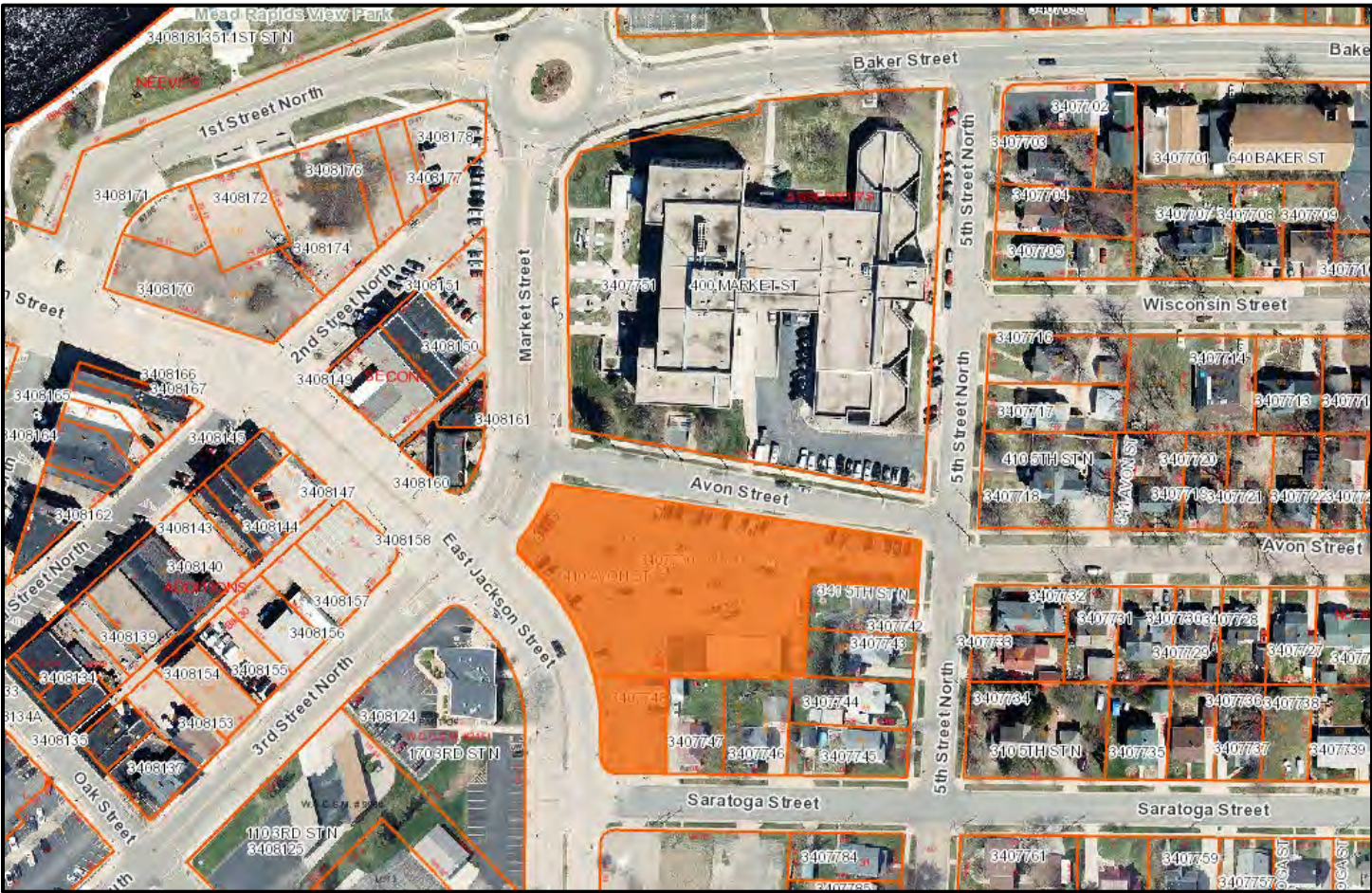
Plan Commission Review

October 15, 2021

<p>Applicant(s):</p> <ul style="list-style-type: none"> County of Wood <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Director of Community Development <p>Parcel Number(s): 410 Avon St. (Parcel ID 3407750) 431 Saratoga St. (Parcel ID 3407748)</p> <p>Lot Information:</p> <ul style="list-style-type: none"> Combined Size: 1.44 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> B-2 Commercial District <p>Council District:</p> <ul style="list-style-type: none"> District 5 - Evanson <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Current Use:</p> <ul style="list-style-type: none"> Vacant – Parking <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>PLAN-21-1038; County of Wood – public hearing and action on a request from the County of Wood for an amendment to the City’s Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 410 Avon Street (Parcel ID 3407750) from a Commercial & Residential classification to an Institutional land use classification, and 431 Saratoga Street (Parcel ID 3407748) from a Commercial classification to an Institutional land use classification</p> <p>PLAN-21-0816; County of Wood – public hearing and action on a request from the County of Wood for a zoning map amendment request to rezone 410 Avon Street (Parcel ID 3407750) and 431 Saratoga Street (Parcel ID 3407748) from B-2 General Commercial District and R-2 Mixed Residential District to I-1 Institutional District</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application <p>Findings of Fact</p> <ol style="list-style-type: none"> The property includes two parcels, approximately 1.44 acres combined. The parcels are currently being used primary as parking for the courthouse, but a maintenance building also exists on site. The property is primarily zoned B-2 Commercial District and a small portion split zoned R-2 Mixed Residential District. Wood County plans to construct a jail (public safety facility) on the property. The applicant requests an amendment to the comprehensive plan. The applicant requests a rezoning from B-2 to I-1 to create consistency with the adjacent courthouse zoning classification. Public Safety Facilities are permitted in the B-2 District, however, become a conditional use in the I-1 District. The surrounding area is a mix of uses and zoning classifications. Plan Commission shall make a recommendation on the rezoning request <p>Staff Recommendation</p> <ol style="list-style-type: none"> Approve the request for an amendment to the City’s Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 410 Avon Street (Parcel ID 3407750) from a Commercial & Residential classification to an Institutional land use classification, and 431 Saratoga Street (Parcel ID 3407748) from a Commercial classification to an Institutional land use classification.
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2. Approve the request to rezone 410 Avon Street (Parcel ID 3407750) and 431 Saratoga Street (Parcel ID 3407748) from B-2 General Commercial District to I-1 Institutional District.

Vicinity Map



Background

Wood County is proposing to construct a new jail (public safety facility) adjacent to the courthouse. The property is currently primarily zoned B-2 Commercial District with a small portion split zoned R-2 Mixed Residential. The B-2 district permits the jail use, however, is inconsistent with the Institutional (I-1) zoning of the courthouse. Therefore, a request has been made to rezone the property above from B-2 & R-2 to I-1 to create a consistent zoning for both civic uses. Wood County intends to combine the parcels above with the courthouse and vacate Avon Street as well. Typically, a split zoned parcel is not recommended, as it can lead to inconsistent enforcement of zoning district performance standards. The civic public safety facility use is defined below and while a permitted use in the current B-2 District, would become a conditional use under the I-1 District. This means a conditional use permit would be required prior to the construction of the jail if rezoned to I-1.

Public safety facility	<p>Description: A place where public safety services are offered. The term includes ambulance services, fire stations, police stations, and jails. The term does not include correctional facilities.</p> <p>Parking Requirements: 1 space for each 500 gross square feet of office area; 1 space for each employee on the largest work shift; plus 1 space for each vehicle normally parked on the premises</p> <p>Supplemental Standards:</p> <p>Aside from generally applicable standards, no special standards apply to public safety facilities.</p>
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The applicant intends to apply for the conditional use permit if the rezoning is approved. The Avon Street Vacation is also occurring, which can take up to 90 days.

Lastly, in order for the rezoning to be consistent with the City's Comprehensive Plan, an amendment to the Comprehensive Plan shall also occur first and is being requested.

Below are the standards of review for the Comprehensive Plan amendment request and rezoning request.

Comprehensive Plan Amendment Review Standards

Staff has reviewed the request based on two criteria: (1) consistency with the Comprehensive Plan, and (2) whether the amendment is in the public interest. Below is an analysis of each criterion along with findings of fact relating to the property. Furthermore, Section 8.6 of the Comprehensive Plan, describing future land use categories is below.

Map 7-2: Future Land Use Map

Land Use Planning Categories

- Residential
- Multi-Family Residential
- Rural Residential
- Mixed Residential
- Mobile Home Park
- Mixed Use
- Commercial
- Industrial
- Governmental / Public / Institutional
- Parks & Open Space
- Water
- Corporate Limits
- Proposed HWY 54 East Arterial



Comprehensive Plan – Chapter 7.2 (F)

F. Future Land Use

A future land use plan displays the desired patterns of development and establishes the future intent of growth in the community. These areas are not intended as zoning but indicate the type of zoning that should prevail. Land use and zoning are similar, but they are not the same. Land use categories are more general, while zoning is much more detailed. Zoning is the legal tool to regulate specific land uses. Since the land use categories are generalized, it is possible that more than one zoning district would correspond to each of the categories. The city has a zoning code and related map that details the current zoning and requirements. As described in Table 9, ten basic future land use-planning categories were established for the future land use plan map. The single largest land area is designated for residential uses.

Industrial: Areas for industrial development. This would include manufacturing, processing, and assembly facilities. This area may also include lands designated for environmental protection and compatible civic uses. The table below outlines the surrounding zoning and existing land uses.

Direction	Zoning	Uses	Future Land Use Designation
North	Courthouse, Public Parking	I-1 Institutional District and B-1 Downtown Commercial District	Institutional
South	Vacant, Homes	B-2 Commercial District R-2 Mixed Residential District	Commercial & Residential
East	Homes	R-2 Mixed Residential District	Residential
West	Office, Restaurant	B-1 Downtown Commercial District	Commercial

1. Is the proposed amendment in the public interest?

Analysis: The property exists within a transitional zone that is surrounded by a variety of uses. The Courthouse exists to the north, with single family to the south and east, and commercial to the west. Also, a variety of land use designations converge within this area.

Findings: Given the surrounding uses, including many vacant or underutilized lots, it seems appropriate to amend the land use map to create a buffer category which can assist in creating a transition of uses from single family residential neighborhoods to the downtown commercial district. Having commercial land use next to residential can create many incompatibilities, especially relating to noise, lighting, and traffic. Institutional land uses can act as a buffer between commercial uses and single or two-family residential uses, as institutional uses include schools, churches, and community centers. Reclassifying as institutional would reduce the number of intense uses on the property if rezoned to institutional thereafter as well, which better protects the neighborhood character. Furthermore, as the Courthouse is an existing use, with intentions to expand, the institutional use classification of the property will create consistency with any expansion. Therefore, staff would find this Comprehensive Plan amendment classification within the public interest.

The request requires a public hearing, upon which members of the public can provide input or voice concern. As of the writing of this report, the department has not received any input regarding Comprehensive Plan Amendment, after posting notice and sending neighborhood letters. Further public comment can be taken into consideration at the meeting.

2. Is the proposed amendment consistent with the remainder of the plan?

Analysis: The property in question is designated as Commercial and Residential on the future land use map.

Findings: The existing future land use category for the property is not fitting to this transitional area of uses, due to the associated incompatibilities that can arise with different uses. An institutional classification, as defined above, is a more fitting classification to meet Comprehensive Plan, section 7.3, Policy 12:

Prohibit incompatible land uses (e.g. high traffic generators, noisy or unaesthetic uses) from locating next to residential neighborhoods

Under the current commercial land use classification and commercial zoning, the property could develop as a restaurant, big box retailer, car sales lot, etc. An institutional use on the other hand, typically only has day-time hours, at different day of the week, with typical traffic patterns. A transitional land use classification should exist between single/two-family uses and commercial uses which can be achieved with an institutional land use designation.

In summary, staff would recommend designating the property to an institutional land use classification, due to the unique character of the lot, location, and surrounding uses described above. Furthermore, such designation matches the nearby Courthouse and is consistent with the planned campus-like setting for future County development.

Rezoning Standards of Review

Zoning map amendment. If a proposed amendment would revise the zoning map, the Planning Commission in making its recommendation and the Common Council in making its decision shall consider the following factors:

1. **whether the amendment is consistent with the City’s comprehensive plan, including future land use maps or similar maps.**

Analysis: The Comprehensive Plan future land use map is proposed to be amended above. Section 11.06.06 of the Zoning Ordinance further describes the consistency requirement.

11.06.06 Consistency with comprehensive plan The City of Wisconsin Rapids has adopted a comprehensive plan consistent with s. 66.1001 Wis. Stats., for the purpose of guiding growth and development. The future land use map is especially important in terms of these zoning regulations. All changes to the zoning map must be consistent with the future land use map in effect at the time of the change. Exhibit 6-1 shows which zoning districts are consistent with the adopted future land use map. When one or more zoning districts are listed for a particular future land use classification, the Planning Commission shall recommend, and Common Council shall determine the appropriate zoning classification(s).

Exhibit 6-1. Future Land Use Map to Zoning Map Conversion Matrix

Future Land Use	PDD	Base Zoning District														
		RR	R-1	R-2	R-3	R-4	R-8	B-1	B-2	B-3	B-5	I-1	P-1	M-1	M-2	C-1
Residential	X	-	X	X	-	-	-	-	-	-	-	-	-	-	-	X
Mixed Residential	X	-	X	X	X	-	-	-	-	-	-	-	-	-	-	X
High Density Residential	X	-	-	-	X	X	-	-	-	-	-	-	-	-	-	X
Mobile Home	-	-	-	-	-	-	X	-	-	-	-	-	-	-	-	X
Mixed Use	X	-	-	-	-	X	-	X	X	X	X	-	-	-	-	X
Commercial	X	-	-	-	-	-	-	X	X	X	X	-	-	-	-	X
Institutional	X	-	-	-	-	-	-	-	-	-	-	X	-	-	-	X
Public and Civic	-	-	-	-	-	-	-	-	-	-	-	X	-	-	-	X
Industrial	X	-	-	-	-	-	-	-	-	-	-	-	-	X	X	X

Zoning Districts

PDD Planned Development District; 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 Commercial; B-5 Mixed Use Commercial; I-1 Institutional; P-1 Park and Recreation; M-1 General Industrial; M-2 Heavy Industrial; C-1 Conservancy

Findings: If the comprehensive plan is amended as proposed, a rezoning to I-1 Institutional District would be consistent with the Comprehensive Plan. The rezoning to an institutional district creates more of a focus on civic uses and zoning performance standards. For example, I-1 district standards, such as setbacks, and lot size, are increased from the B-2 district standards, confirming the less-intense and less dense nature of the I-1 zoning district.

2. **whether the amendment is consistent with other planning documents adopted by the Common Council.**

Analysis: The property is identified within the City’s 2009 Downtown Waterfront Plan.

The intent of the I-1 District is provided below.

Institutional (I-1) district. This district is intended to accommodate institutional uses, whether maintained by the City, another governmental body, or a private business, that are deemed to be a permanent use. This district is located in and adjoining residential areas of the City where such uses are consistent with existing and planned residential uses.

Findings: The City's downtown plan identifies structured parking and mixed-use development on the site.

P9 >>> AVON STREET PARKING STRUCTURE: Provide a public/private structure in close proximity to the Wood Co. Courthouse and Downtown District. Limiting structure to primarily private parking will open up existing surface lots downtown for public parking or infill opportunities.

While the plan above identifies a parking structure on the site, the plan does not provide an accurate assessment of downtown parking, as recent roadways improvements and other developments have occurred over the last decade. The plan furthermore indicates a void space along Jackson Street in front of the property. Any development on the property would assist in activating the frontage and removing the void.



The property is in a unique area on the edge of dense downtown commercial development and residential neighborhoods. Furthermore, it exists along a main thoroughfare near a controlled intersection. Generally, an institutional zoning classification is less intense than commercial, as it restricts uses and requires increased performance standards, such as setbacks, lot size, and impervious surface ratios. Therefore, it is a better zoning classification for buffering residential type uses. Generally, zoning districts should transition from higher intense districts to lower intense district to reduce incompatibilities amongst uses. Given the intent of the above zoning district referenced, surrounding uses, lots, and other land use features, a rezoning is appropriate.

3. the extent to which the amendment will or will likely increase or decrease the number of nonconforming uses and structures; and

Analysis: The property is currently being used for County parking, as well as, a maintenance building, which is slated for demolition. A jail is proposed to be constructed on the property, connected to the adjacent courthouse. Below are the dimensional zoning standards for the existing district (B-2) and proposed district (I-1).

B-2 District

Lot Standards	Additional Details	Illustration Symbol	
Lot area, minimum	s. 11.06.102	A	10,000 square feet
Lot width, minimum	s. 11.06.103	B	90 feet
Street frontage, minimum	s. 11.06.104	C	50 feet
Water frontage, minimum	s. 11.06.105	-	none
Building Setbacks			
Front yard setback, minimum	s. 11.06.106	D	25 feet for principal building and detached accessory building [1,2,3]
Side yard setback, minimum	s. 11.06.106	E	20 feet for principal building; 10 feet for detached accessory building
Rear yard setback, minimum	s. 11.06.106	F	20 feet for principal building; 10 feet for detached accessory building
Building Standards			
Building height, maximum	s. 11.06.108	-	35 feet for principal building adjacent to a residential district; 45 feet for principal building not adjacent to a residential district; 15 feet for detached accessory building
Building coverage, maximum	s. 11.06.109	G	60 percent
Impervious surface, maximum	s. 11.06.110	H	80 percent
Other			
Distance between driveway and property boundary line, minimum	-	I	5 feet
Distance between parking lot and property boundary line, minimum	-	J	5 feet if adjacent to non-residential; 10 feet if adjacent to residential
On-site parking in front of principal building, maximum	s. 11.06.118	K	35 percent; 50 percent with special exception consistent with s. 11.06.118

I-1 District

Lot Standards	Additional Details	Illustration Symbol	
Lot area, minimum	s. 11.06.102	A	30,000 square feet
Lot width, minimum	s. 11.06.103	B	90 feet
Street frontage, minimum	s. 11.06.104	C	50 feet
Water frontage, minimum	s. 11.06.105	-	none
Building Setbacks			
Front yard setback, minimum	s. 11.06.106	D	25 feet for principal building and detached accessory building [1,2,3]
Side yard setback, minimum	s. 11.06.106	E	30 feet for principal building; 10 feet for detached accessory building
Rear yard setback, minimum	s. 11.06.106	F	30 feet for principal building; 10 feet for detached accessory building
Building Standards			
Building height, maximum	s. 11.06.108	-	45 feet for principal; 15 feet for detached accessory building
Building coverage, maximum	s. 11.06.109	G	45 percent
Impervious surface, maximum	s. 11.06.110	H	65 percent
Other			
Distance between driveway and property boundary line, minimum	-	I	5 feet
Distance between parking lot and property boundary line, minimum	-	J	5 feet if adjacent to non-residential; 10 feet if adjacent to residential

Findings: The combined lot would meet the minimum lot standards in the I-1 district. Lot size, setbacks and lot coverage differ between the existing and proposed district, with those in the I-1 district being more restrictive due to the less intense nature of the district. This means that if rezoned, any future development would have to meet a larger setback, and more restrictive lot coverage ratio, in addition to other zoning requires such as parking, drainage, lighting etc. A site plan review process through Plan Commission is also required for any type of development, but as indicated previously, a public safety facility would also require a conditional use permit. This would allow for added conditions to be placed upon the approval to ensure protections for the general welfare and safety of the public. It is also possible that a Planned Development District overlay zone may also be pursued.

- any other factor not specifically or generally listed, but deemed appropriate by the Planning Commission or Common Council given the particular circumstances.

Analysis: Below is the zoning map showing the property and surrounding properties.

ZONING MAP

Base Zoning Districts

Residential

- 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

Commercial

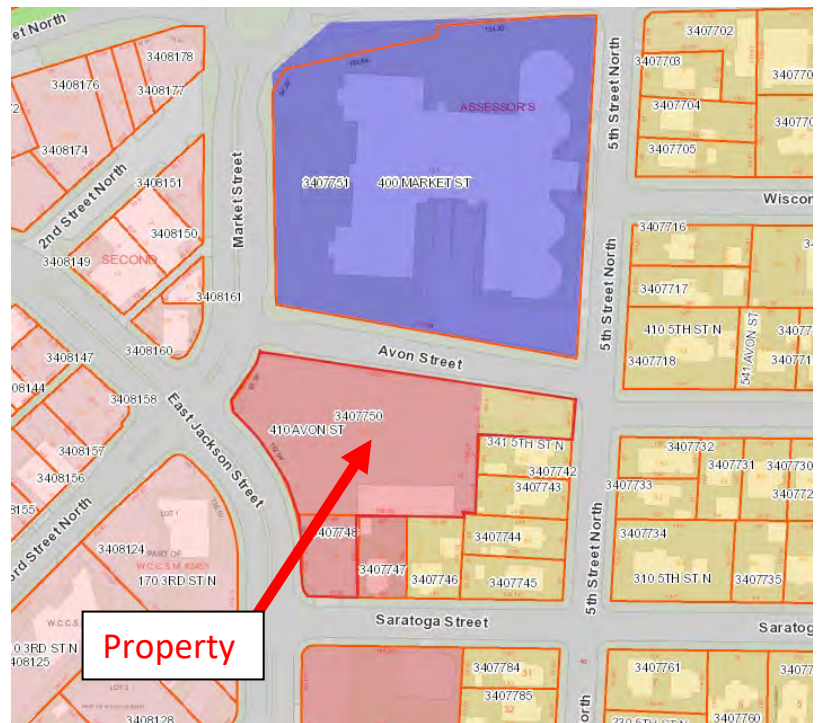
- B-1 Downtown Commercial
- B-2 General Commercial
- B-3 Neighborhood Commercial
- B-5 Mixed-Use Commercial

Industrial

- M-1 General Industrial
- M-2 Heavy Industrial

Special Purpose

- C-1 Conservancy
- I-1 Institutional
- P-1 Park and Recreation



Direction	Land Use	Zoning
North	Courthouse, Public Parking	I-1 Institutional District and B-1 Downtown Commercial District
South	Vacant, Homes	B-2 Commercial District R-2 Mixed Residential District
East	Homes	R-2 Mixed Residential District
West	Office, Restaurant	B-1 Downtown Commercial District

Findings: The map above shows the property, which is surrounded by multiple uses and districts, see the table above. Again, Jackson Street, adjacent to the site, serves as a main thoroughfare which is conducive to higher through traffic. Rezoning to an institutional classification reduces the ability for higher intense uses, such as restaurants, retail, or vehicle repair & sales, that are incompatible next to residential uses. Furthermore, the rezoning would create more of a transition of uses from the commercial high density downtown uses and nearby residential neighborhoods.

The request requires a public hearing, upon which members of the public can provide input or voice concern. As of the writing of this report, the department has not received any input regarding rezoning, after posting notice and sending neighborhood letters. Further public comment can be taken into consideration at the meeting.

Based on the findings and analysis above, including the surrounding uses, zoning, and district standards, staff recommends approving the permanent zoning of the property to I-1 Institutional District. The close proximity of residences is a concern, and the character of the neighborhood can better be protected under an institutional classification. Furthermore, the intent of the I-1 district, including the dimensional standards and uses, better align with the intent for the property and adjacent land uses.



Code Amendment
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 Common Council adopted the City's zoning code, which consists of text and a zoning map. Both of these can be amended.

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: \$300.00 for zoning map (rezoning); \$300 for text amendment

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 County of Wood

Street address 400 Market St.

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-421-8478 - Jason R. Grueneberg

Email jgrueneberg@co.wood.wi.us

- 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 Jason R. Grueneberg, Director

Company County of Wood

Street address 400 Market St.

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-421-8478

Email jgrueneberg@co.wood.wi.us

Agent 2

Peter Kastenholz, County Attorney

County of Wood

400 Market St.

Wisconsin Rapids, WI 54494

715-421-8403

pkastenholz@co.wood.wi.us

3. Type of proposed amendment (check one or both)



Map amendment Complete Part A and C



Text amendment Complete Part B and C

Part A. Questions Related to Map Amendment

4. Subject property information

Physical address 400 Market St., Wisconsin Rapids

Parcel number(s) 3407750 3407748

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 checked="" 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 |

6. Proposed map amendment. Select the general reason(s) why you believe the zoning classification should be changed and provide additional details.

- ☐ The zoning designation should be brought into conformity with the City's comprehensive plan.

- ☐ A mapping error was made on the official zoning map.

☒ Other

Wood County is in the process of rezoning parcel 3407750 and 3407748 from B-2 and R-2 to Institutional Zoning to accommodate the construction of a jail that will be connected to the Courthouse. The aforementioned parcels are commonly referred to as the "Avon St. parking lot". In order to maintain consistency between the proposed Institutional Zoning and the City of Wisconsin Rapids Comprehensive Plan, the future land use classification should be changed from Commercial to Governmental/Public/Institutional.

7. Consistency with zoning requirements

Are there any buildings on the subject property?

☐ No
☒ Yes

If yes, please describe each and state whether it is consistent with the proposed zoning classification.

1. There is one building on parcel 3407750 that is currently used by the Maintenance Department and Sheriff's Department for storage. This use of this structure is consistent with the proposed zoning classification and will be razed prior to the construction of the jail.
- 2.
- 3.
- 4.

Are there any existing land uses on the subject property?

☐ No – Land is vacant / undeveloped
☒ Yes

If yes, please describe each, including conditional uses, and state whether it is consistent with the proposed zoning classification.

1. Current uses on the properties include vehicle parking and a 40' by 120' building that is used for storage by the Maintenance Department and the Sheriff's Department.
- 2.
- 3.
- 4.
- 5.
- 6.

Does the size of the subject property comply with the minimum lot size of the proposed zoning district?

☐ No
☒ Yes

If no, describe why you believe the map amendment should be made in spite of this.

Has the City approved a variance or special exception for the subject property?



No



Yes

If yes, provide the year of issuance and a short description of each one.

1.
2.
3.
4.

Part B. Questions Related to Text Amendment

8. **Proposed text amendment.** For each proposed text amendment, identify the section number (e.g., 7-444) to be revised and describe the proposed change and the reason(s) why you believe the change should be made.

Section number	Proposed change	Justification
1.		
2.		
3.		
4.		

Part C.

9. **Attachments** List any attachments included with your application.

Attachment A shows current land use - Commercial
Attachment B shows proposed land use – Governmental/Public/Institutional

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

--

11. Mandatory meeting with staff

When did you meet with the Community Development Director?

September 15, 2021 Month/year

12. 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.

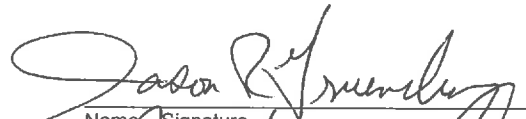
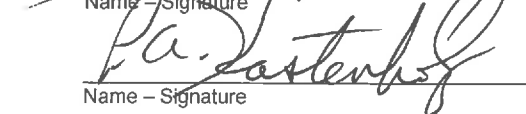
Property Owner:

Jason R. Grueneberg, Director

Name – print

Peter Kastenholz, County Attorney

Name – print


 Name – Signature

 Name – Signature

September 15, 2021

Date

September 15, 2021

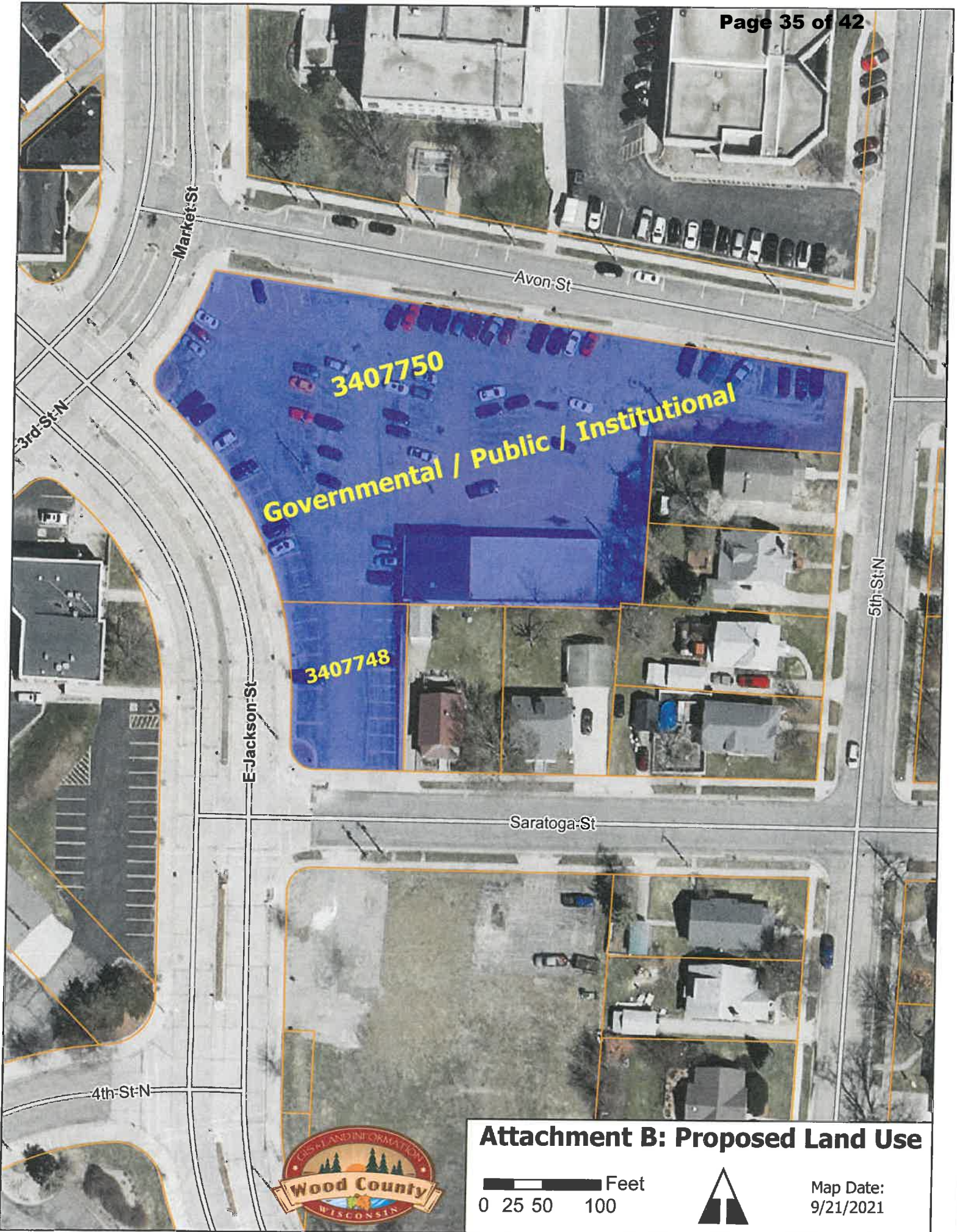
Date



Attachment A: Current Land Use



Map Date:
9/21/2021



Attachment B: Proposed Land Use



Map Date:
9/21/2021



Code Amendment
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 Common Council adopted the City's zoning code, which consists of text and a zoning map. Both of these can be amended.

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1. Applicant information

Applicant name County of Wood

Street address 400 Market St.

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-421-8478 - Jason R. Grueneberg

Email jgrueneberg@co.wood.wi.us

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Name Jason R. Grueneberg, Director

Company County of Wood

Street address 400 Market St.

City, state, zip code Wisconsin Rapids, WI 54494

Daytime telephone number 715-421-8478

Email jgrueneberg@co.wood.wi.us

Agent 2

Peter Kastenholtz, County Attorney

County of Wood

400 Market St.

Wisconsin Rapids, WI 54494

715-421-8403

pkastenholtz@co.wood.wi.us

3. Type of proposed amendment (check one or both)



Map amendment Complete Part A and C



Text amendment Complete Part B and C

Part A. Questions Related to Map Amendment

4. Subject property information

Physical address 400 Market St., Wisconsin Rapids

Parcel number(s) 3407750 3407748

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 |
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| <input type="checkbox"/> R-2 Mixed Residential | <input checked="" 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"/> Wetland Protection |

6. Proposed map amendment. Select the general reason(s) why you believe the zoning classification should be changed and provide additional details.

☐ The zoning designation should be brought into conformity with the City's comprehensive plan.

☐ A mapping error was made on the official zoning map.

☒ Other

The zoning classification for parcel 3407750 and 3407748 should be changed from B-2 to Institutional Zoning to accommodate the construction of a jail that will be connected to the Courthouse. The aforementioned parcels are commonly referred to as the "Avon St. parking lot". The County will request that the city of Wisconsin Rapids introduce a resolution declaring that since public interest requires it, Avon St. be vacated and discontinued. On completion of the vacation and discontinuance of Avon St., a single parcel will be created that will include parcel 3407751 that the Courthouse is on and is zoned Institutional. The Institutional zoning classification is the most appropriate zoning for the current Courthouse, as well as the future jail that will be constructed. The jail will require a conditional use permit under the Institutional District.

7. Consistency with zoning requirements

Are there any buildings on the subject property?

☐ No
☒ Yes

If yes, please describe each and state whether it is consistent with the proposed zoning classification.

1. There is one building on parcel 3407750 that is currently used by the Maintenance Department and Sheriff's Department for storage. This use of this structure is consistent with the proposed zoning classification and will be razed prior to the construction of the jail.
- 2.
- 3.
- 4.

Are there any existing land uses on the subject property?

☐ No – Land is vacant / undeveloped
☒ Yes

If yes, please describe each, including conditional uses, and state whether it is consistent with the proposed zoning classification.

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☐ No
☒ Yes

If no, describe why you believe the map amendment should be made in spite of this.

Has the City approved a variance or special exception for the subject property?



No



Yes

If yes, provide the year of issuance and a short description of each one.

1.

2.

3.

4.

Part B. Questions Related to Text Amendment

8. **Proposed text amendment.** For each proposed text amendment, identify the section number (e.g., 7-444) to be revised and describe the proposed change and the reason(s) why you believe the change should be made.

Section number	Proposed change	Justification
1.		
2.		
3.		
4.		

Part C.

9. **Attachments** List any attachments included with your application.

Attachment A shows current zoning
Attachment B shows proposed zoning and the vacation of Avon St.

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

11. Mandatory meeting with staff

When did you meet with the Community Development Director?

August 11, 2021 Month/year

12. 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.
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Property Owner:

Jason R. Grueneberg, Director

Name – print

Peter Kastenholz, County Attorney

Name – print

Jason R. Grueneberg
Name – Signature

P. Kastenholz
Name – Signature

August 18, 2021

Date

August 18, 2021

Date

Attachment A: Current Zoning

0 25 50 100 Feet



Map Date:
8/17/2021



Market St

3407751
Zoned Institutional

Wisconsin St

5th St N

Avon St

3407750
Zoned General Commercial

3407748

E Jackson St

Saratoga St

3rd St N

0 25 50 100 Feet



Map Date:
8/17/2021



Market St

3407751

Zoned Institutional

Wisconsin St

5th St-N

Vacated Avon Street

3407750

Zoned Institutional

Avon St

E Jackson St

3407748

Saratoga St

3rd St-N