



**PLAN COMMISSION
MEETING
December 5, 2022
4:00 PM**

PUBLIC MEETING NOTICE

PLANNING COMMISSION

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

AGENDA ITEM RECIPIENTS

Sue Schill, City Attorney
Erika Esser, Secretary
Jennifer Gossick, City Clerk

Notice is hereby given of a meeting of the Wisconsin Rapids Plan Commission held within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote audioconferencing on **December 5, 2022, at 4:00 PM. The public can listen to the meeting by calling 1-312-626-6799, Access code: 853 5803 7929.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Commission regarding an agenda item, please contact the Community Development Department via email or phone at CommunityDevelopment@wirapids.org or 715-421-8228 before the meeting.

AGENDA

1. Approval of the report from the November 7, 2022, Plan Commission meeting
2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update and progress report.
3. **City of Wisconsin Rapids – 22-001275:** public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.
4. Adjourn

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

PUBLISH: November 20st & November 27th, 2022

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, December 5, 2022 at 4:00 PM** within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Participation at the public hearing can be in-person or via remote audioconferencing. **The public can also participate in the hearing by calling 1-312-626-6799, Access code: 853 5803 7929.** 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 City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.

Further details regarding the specific requests can be obtained within the Community Development Department at City Hall, or by calling the department at 715-421-8228.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the Clerk at (715) 421-8200 to request accommodations.

Jennifer Gossick,
Wisconsin Rapids City Clerk

REPORT OF THE PLANNING COMMISSION

Date of Meeting: November 7, 2022

Report #1

The Planning Commission met at 4:00 p.m. on November 7, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Ryan Austin, Susan Feith, Ben Goodreau and Thaddeus Kubisiak. Eric Daven was absent with excuse. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Dennis Polach and Thomas Rayome, Reuben Van Tassel and Theresa Relken.

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

1. Approval of the report from the October 3rd, 2022 Plan Commission meeting

Motion by Goodreau to approve the report from the October 3rd, 2022 Plan Commission meeting;
second by Thao.

Motion carried (6 – 0)

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update including September/October Progress Report and Online Public Survey Summary.

Kyle Kearns provided a brief summary of the survey results. A preliminary draft of the plan will be submitted for staff review in the near future.

3. **Wood County CSM – 22-001173:** request for Certified Survey Map approval to combine 3 lots for the Courthouse and Jail (Parcel ID's 3407751, 3407750, and 3407748) and dedicate right-of-way on Saratoga Street and Baker Street.

Mr. Kearns explained the reasoning for the request and provided details regarding the combination of the three parcels. Staff recommended approval of the request.

Ben Goodreau asked about the re-zoning of the 3 parcels to which Kyle Kearns responded.

Motion by Austin to approve the request for Certified Survey Map approval to combine 3 lots for the Courthouse and Jail (Parcel ID's 3407751, 3407750, and 3407748) and dedicate right-of-way on Saratoga Street and Baker Street; second by Kubisiak.

Motion carried (6 – 0)

4. **City of Wisconsin Rapids – 22-001187:** Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 12 – Subdivision and Platting of Land of the revised Municipal Code, specifically related to other land division and adjustments other than subdivisions, to clarify and permit an administrative review process.

Community Development Director Kearns provided a review of the request, recommending approval.

Public hearing opened at 4:10 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:11 p.m.

Member Kubisiak asked staff about the ramifications an applicant could potentially face if they had to wait for approval at a future Planning Commission meeting, to which Mr. Kearns responded. Mr. Kearns also clarified the removal of language pertaining to minor subdivisions in the request, as indicated in the staff report.

Motion by Blaser to approve the request from the City of Wisconsin Rapids to amend Chapter 12 – Subdivision and Platting of Land of the revised Municipal Code, specifically related to other land division and adjustments other than subdivisions, to clarify and permit an administrative review process, including the removal of the language pertaining to minor subdivision; second by Kubisiak.

Motion carried (6 – 0)

5. **City of Wisconsin Rapids – 22-001179:** Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically to allow residential accessory buildings within the Manufactured Home Park (R-8) district and to establish dimensional requirements for the structures under the manufactured home park supplemental standards.

Carrie Edmondson provided a summary of the request, recommending approval, along with the supplemental standards for mobile home parks as indicated in the staff report.

Public hearing opened at 4:18 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:19 p.m.

Tom Rayome asked if carports were permitted in a residential district to which Mr. Kearns confirmed. Ms. Edmondson addressed Ben Goodreau’s questions about the criteria and standards for accessory structures, and Theresa Relken added her comments about the ~~Maples~~ Mobile Home Park accessory structure criteria. Ms. Relken also commented that there are several carports at the Maples Mobile Home Park which are already enclosed. Susan Feith asked for clarification on size requirements for accessory structures in the R-2 zoning district versus R-8 zoning district.

Motion by Austin to approve the request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically to allow residential accessory buildings within the Manufactured Home Park (R-8) district and to establish dimensional requirements for the structures under the manufactured home park supplemental standards, and including language to allow the enclosure of carports for vehicle storage only; second by Goodreau.

Motion carried (6 – 0)

6. Adjourn

Motion by Kubisiak to adjourn; second by Thao.

Motion carried (6 – 0)

Meeting adjourned at 4:31 p.m.

Respectfully Submitted by Erika Esser, Secretary



MEMO

To: Plan Commission
 From: Kyle Kearns, Director of Community Development
 Carrie Edmondson, Associate Planner
 Date: November 30, 2022

RE: **City of Wisconsin Rapids – 22-001275:** Public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses.

At present, Chapter 11 – Zoning Article 17 Parking and Loading Facilities provides the following requirements related to surfacing:

(h) Surfacing. An off-street parking area (i.e., spaces and aisles) shall be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers, or similar product), except for those land uses listed as agriculture or resource-based in Appendix A which may be surfaced with crushed gravel. If it is not possible to hard surface the parking area between November 1 and April 1, the city building inspector may issue an occupancy permit provided the property owner and zoning administrator enter into a written agreement that requires completion no later than June 1.

Agriculture and resource-based uses which may be surfaced with crushed gravel in Appendix A include the following:

1	Agriculture																				
1.01	Agriculture, crop	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C		
1.02	Agriculture, general	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
1.03	Aquaculture	AR,SP,PO,ZP	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C	C	C	
1.04	Greenhouse	SP,PO,ZP	C	-	-	-	-	-	-	-	C	-	-	-	-	-	-	C	C	-	
2	Resource-Based Uses																				
2.01	Dam	SP,PO,ZP	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C	C	C	C
2.02	Forestry	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

In staff’s view, there are a limited number of uses in addition to agriculture and resource-based uses where crushed gravel may be appropriate. This is not only beneficial from a sustainability standpoint, as more permeable surface would be integrated into the site design, but from a cost standpoint as well. However, it would still be desirable to have the final determination made by the Plan Commission through the special exception process, as each project is unique. For example, it would always be desirable to require hard surface parking for smaller, more

urban projects. However, an option for crushed gravel parking may be well suited to more expansive, natural resource-oriented projects. The option of crushed gravel parking could be well integrated into projects that fall under the following use descriptions:

- Campground
- Group recreation camp
- Commercial stable
- Outdoor entertainment
- Community garden
- Park
- Recreation Trail
- Composting facility

Therefore, staff is suggesting the following amendment to Article 17 Parking and Loading Facilities 11.17.03 Off-street parking (h) Surfacing.

An off-street parking area (i.e., spaces and aisles) shall be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers, or similar product), except for those land uses listed as agriculture or resource-based in Appendix A which may be surfaced with crushed gravel. The Plan Commission may authorize as a special exception alterations parking lot and driveway surfacing for the following or similar type of uses and accessory uses: campground, group recreation camp, commercial stable, outdoor entertainment, community garden, park, recreation trail, and composting facility.

The surface alterations shall follow the following standards, where applicable:

a. Gravel/Granite shall be permitted on a lot and not within the setbacks as described below. Areas within the right-of-way and required setback shall be surfaced with asphalt bituminous, concrete, or dustless material approved by the Zoning Administrator.

1. Front yard: 10 feet

2. Side yard: 5 feet

3. Rear yard: 5 feet

b. A containment barrier or edging made of masonry, wood, or synthetic material shall be installed along the edges of the gravel surface.

d. A minimum gravel layer 4 inches thick shall exist.

If it is not possible to hard surface the parking area between November 1 and April 1, the city building inspector may issue an occupancy permit provided the property owner and zoning administrator enter into a written agreement that requires completion no later than June 1.