

REPORT OF THE PLANNING COMMISSION

Date of Meeting: December 6, 2021

Report #1

The Planning Commission met at 4:00 p.m. on December 6, 2021 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Eric Daven, Lee Thao, Susan Feith, and Ben Goodreau via Zoom. Absent was Shane Burkart. Also present at the meeting were Kyle Kearns, Carrie Edmondson, Earl Haefs, Chris Jackson, and Matt Zacher. Jim Lucas and Kyle Stern attended remotely as well.

The meeting was called to order at 4:00 p.m.

1. Approval of the reports from the November 1, 2021 Plan Commission meeting

Motion by Austin to approve the reports from the November 1, 2021 Plan Commission meeting; second by Daven.

Motion carried (6 – 0)

2. Plan-21-1203; Consolidated Water Power Company – request to alter boundary lines of a nonconforming lot to lessen the nonconformity at 2721 5th Avenue (Parcel ID's 3400447A, & 3400310)

Motion by Thao to approve PLAN-21-1203; Consolidated Water Power Company – request to alter boundary lines of a nonconforming lot to lessen the nonconformity at 2721 5th Avenue (Parcel ID's 3400447A, & 3400310); second by Austin.

Motion carried (6 – 0)

3. PLAN-21-1193; Assumption High School – request for a sign exception to increase the maximum height for a proposed ground sign from 8 feet to 10 feet 3 inches at 445 Chestnut St. (Parcel ID 3408404)

Staff recommended denial due to the applicable standards of review not being met.

Earl Haefs, Chris Jackson and Mayor Blaser spoke in favor of the sign exception.

Discussions took place regarding the type of signage proposed, light intensity of the EMC, sign height, sign code requirements for Institutional zoning districts, the application process, and various other aspects of the request, to which Staff responded.

Motion by Blaser to approve PLAN-21-1193; Assumption High School – request for a sign exception to increase the maximum height for a proposed ground sign from 8 feet to 10 feet 3 inches at 445 Chestnut St. (Parcel ID 3408404); second by Thao.

Commissioner Blaser explained the motion was due to the property being institutional and non-profit. Continued discussion occurred amongst the Commission regarding the regulations in the new sign code. Staff recommended an ordinance to the sign code for ground sign height, rather than a sign exception.

Motion failed (1 – 5)

4. PLAN-21-1185; Theresa Cashman, Out of the Box Coffee House – request for a site plan review for the expansion of an existing café at 3820 8th Street South (Parcel ID 3413806)

Commissioners addressed the conditions for occupancy, the adherence to conditions of approval, and construction codes and safety and other aspects of the project, to which Staff and Jim Lucas responded.

Motion by Daven to approve PLAN-21-1185; Theresa Cashman, Out of the Box Coffee House – request for a site plan review for the expansion of an existing café at 3820 8th Street South (Parcel ID 3413806), subject to the following conditions:

- a) An updated site/landscaping plan shall be submitted for review and approval by the Community Development Department, including identified landscaping.
- b) A lighting plan shall be submitted for review and approval by the Community Development Department.
- c) A dumpster enclosure shall be installed, to be reviewed and approved by the Community Development Department.
- d) All applicable permits through the City of Wisconsin Rapids and other jurisdictions, shall be obtained.
- e) Community development staff shall have the authority to approve minor modifications to the plans.

Second by Blaser

Motion carried (6 – 0)

5. **PLAN-21-1176; Kyle Stern** – public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 1551 West Grand Avenue (Parcel ID 3402369)

Public hearing opened at 5:04 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:05 p.m.

Commissioners discussed code requirements for offices, current and future parking, Right-of Way, landscaping, unit sizes and other aspects of the project, to which Staff replied.

Motion by Daven to approve PLAN-21-1176; Kyle Stern – public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 1551 West Grand Avenue (Parcel ID 3402369), subject to the following conditions:

- a) Approval of the conditional use permit shall include a reduction of parking for each 1-bedroom or studio dwelling unit, resulting in a total parking requirement of 7 for the use.
- b) The floor plan shall include a separate dedicated commercial land use, such as a retail or professional office.
- c) A shared parking agreement to utilize three parking spaces shall be created with the Wisconsin Rapids School District and recorded in the office of the Wood County register of deeds, with a copy submitted to the Community Development Director.
- d) Trash containers should be limited to two carts for garbage and two carts for recyclables and stored on the south side of the property, or within an appropriately screened refuse enclosure.
- e) Hours of operation and service deliveries for the commercial component shall occur between 7:00 a.m. and 7:00 p.m.

- f) Applicable building permits though the City shall be obtained.
- g) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Austin

Motion carried (6 – 0)

6. Adjourn

Motion to adjourn by Daven; second by Thao.

Motion carried (6 – 0)

Meeting adjourned at 5:28 p.m.

Respectfully submitted by Erika Esser, Secretary