



MINUTES

1. CALL TO ORDER

Greg Buckley called the meeting to order at 5:40 PM.

2. ROLL CALL

Present: Greg Buckley, Rick Inman, Kay Koach, Kristin Lee, Matt Heckenlaible, and Adam Wachowski.

Excused: Eric Pangburn

Also Present: Community Development Director Elizabeth Runge, Council Member Bonnie Shimulunas, Andre Robitaille, Alex Muhl, Joel VanEss, John Streu, Kelly Pasek, Marty Pasek, Paul Braun, Dana Braun, Melissa Carey, Ben Bashaw, Ben Braun, Sue Kemp, and Recording Secretary Adam Talor.

3. ACTION ITEMS

A. Review of Extraterritorial Certified Survey Map completed by Bruce Robley, Licensed Surveyor, Parcel 018-134-015-006.00 & 018-134-015-007.00, address 2622 E STH 310.

Motion to approve the Extraterritorial Certified Survey Map.

Motion made by Heckenlaible, seconded by Koach.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Wachowski.

Motion Carried

B. Review of Site and Architectural Plan for Braun Building Center Truss Shop, located at Parcel 053-204-101-021.03, submitted by applicant Athen Development LLC, and Owner Braun Family.

The plans for the Truss Shop were reviewed and discussed.

A motion was made to approve the Plan with the following conditions:

1. The plans are to be reviewed by the Business Industrial Development Committee for compliance with the Woodland Industrial plan covenants. Staff will arrange for this process to occur, tentatively on March 26, 2024.
2. Any additional requirements identified by city engineering, electric, and/or water department director(s).
3. The driveway aprons at Woodland and Brown's Drive are to be concrete starting at the edge of right-of way and designed in accord with Section 4-1-11Curb Cuts and Driveway Approaches.
4. An erosion control plan is to be submitted to city engineering for review and approval prior to construction.
5. A lighting plan and a landscaping plan shall be submitted prior to the issuance of a building permit.

6. The dumpster does not need an enclosure as long as it is within the fenced enclosure as shown within the approved site.
7. The fence has screening is on the east and west side of the site. A fence with screening like the fence already shown on the approved plan is to be added to the south, within 12 months of any development occurring to the south of Commerce Drive.
8. Any additional requirements from the state of Wisconsin.
9. All required permits are obtained prior to construction

Motion made by Wachowski, seconded by Lee.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Wachowski.

Motion Carried

C. Request for, and possible Amendment to a Conditional Use Permit for a truck and trailer rental operation (U Haul) at 2521 Jackson Street, submitted by applicant and owner Mary and Kelly Pasek.

The Plan Commission discussed with the owner the process of U Haul operations, number of vehicles and traffic, and how the vehicles would be oriented on the lot. A new driveway would need to be implemented, as well as a hard surface area for the vehicles to be stored on. A previously approved CUP from 2008, indicated a requirement for screening for the outdoor storage. There were remaining questions as to how the outdoor storage and the trucks and trailers would be placed on the property.

A motion was made to table this item until a more detailed plan is prepared by the applicant.

Motion made by Heckenlaible, seconded by Lee.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Wachowski.

Motion Carried

D. Review a Right-of-Way Privilege Agreement for Grease Interceptor work, Riverside Foods, 2520 Wilson Street, submitted by applicant and owner Riverside Seafood Inc.

Riverside Foods has been discharging waste into the sanitary sewer which has been having negative impacts on the sanitary sewer collection system along with at the wastewater treatment plant. As a result, plans are submitted for work that must be done to the grease interceptor underground which runs underneath Wilson Street, and also into the private parking lot. The private piping within the Right-of-Way requires an agreement.

A motion was made to recommend the Right-of-Way Privilege Agreement to the City Council with the conditions:

1. Any additional requirements identified by city engineering, electric, and/or water department director(s).
2. Any additional requirements from the state of Wisconsin.

3. All required permits are obtained prior to construction.

Motion made by Wachowski, seconded by Koach.

Roll Call Vote:

Voting Yea: Buckley, Koach, Lee, Heckenlaible, Wachowski.

Abstain Vote: Inman

Motion Carried

E. Review and possible action regarding Section 10-1-15, Height and Area Exceptions, related to the placement of new garages.

Provisions to the zoning code for new garages placed in front and street side yards were discussed regarding lots that are unique.

Note: Kristin Lee departs at 7:45pm.

A motion was made to incorporate the following provisions into a draft amendment to bring to the City Council.

For garages in front yards:

- Lot shall be no less than 5 acres in size.
- The primary structure shall be located at least 500 feet from the street.
- The setbacks shall reflect the minimum setbacks allowed for a principal structure on the lot.

For garages in street side yards:

- Shall be setback at least 25 feet from the front, to match the house setback, and street side yard lot line.
- The side yard setback shall reflect the current setbacks for garages.
- The house shall already have an existing driveway.

Motion made by Wachowski, seconded by Inman.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Heckenlaible, Wachowski.

Motion Carried

F. Review and possible action on Zoning Ordinance Amendment related to zoning districts containing self-storage as a conditional use.

A motion was made for staff to return with a proposed overlay district for addressing the prohibition of self-storage as a conditional in waterfront areas, and in the BID District.

Motion made by Wachowski, seconded by Heckenlaible.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Heckenlaible, Wachowski.

Motion Carried.

G. Discussion of refinements to the Short-Term Rental ordinance.

H. Discussion of light nuisance ordinance changes.

Andre Robitaille presented his research to the Plan Commission. The presentation presented the findings of studies related to the effects of Short-Term Rentals (STR) on communities. The presentation also contained an analysis of Two Rivers' ordinance content compared with several other communities STR ordinances. Mr. Robitaille also presented information on the issues of light spillage, as a nuisance when it is too bright, and how ordinances change address these issues.

4. ADJOURNMENT

Motion to adjourn at 9:15 PM.

Motion made by Koach, seconded by Wachowski.

Respectfully submitted, Adam Taylor, Recording Secretary