



**TWO
RIVERS**
WISCONSIN

PLAN COMMISSION MEETING

Monday, January 10, 2022 at 5:30 PM

Council Chambers - Two Rivers City Hall
1717 East Park Street Two Rivers, WI 54241

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Commission Members: Greg Buckley, Rick Inman, Kay Koach, Kristin Lee, Jim McDonald, Eric Pangburn, Adam Wachowski

3. ACTION ITEMS

- A. Preapplication Conference for the construction of a Planned Unit Development (PUD) for a residential development at 3000 Forest Avenue, submitted by 3000 Forest Ave, LLC
- B. Request to vacate a platted pedestrian way located in the Replat of Sandy Bay Highlands Subdivision No. 1, submitted by the City of Two Rivers/Community Development Authority
- C. Review the draft ordinance regulating licensing and registration for short-term rental properties

4. ADJOURNMENT

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

City of Two Rivers, WI
Tuesday, January 4, 2022

Chapter 10-1. Zoning Code

Article D. Planned Unit Developments

§ 10-1-38. PUD development controls.

A. Yards.

- (1) A landscaped yard shall be provided and maintained along all streets and traveled rights-of-way. The yard shall be at least 25 feet in depth along all streets as measured from the street right-of-way. The yard shall extend along the entire frontage(s) of the lot except for driveways and shall be kept clear of all storage, structures and off-street parking.
- (2) Exceptions. Any landowner intending to propose a yard of less than the required twenty-five-foot depth must first apply for and receive a variance to that requirement. The Plan Commission may approve the variance if, in its judgment, the alternative plan is in conformity with the intent and purpose of this section and reasonably related to the established pattern of the neighborhood. Before any such alternative plan shall be approved it shall contain as a minimum a buffer area on both sides of driveways and curb cuts a minimum of 25 feet in depth as measured from street right-of-way and not less than eight feet in width as measured parallel to the driveway.

B. Interior side yard. An interior side yard shall be provided for those parcels in a Planned Unit Development District which border upon other districts; such side yard shall abut the adjacent district and shall be not less than eight feet in width except that, for accessory buildings not exceeding 500 square feet in area, the minimum width of such interior side yard shall be three feet.

C. Exterior storage.

- (1) All materials, machinery and equipment shall be stored within a building or fully screened so as not to be visible from adjoining or adjacent lands, except for the following: laundry drying lines and recreational equipment; construction materials, machinery and equipment currently being used on the premises during the course of construction; landscaping equipment and machinery currently being used or intended for use on the premises.
- (2) Major recreational equipment, defined for the purposes of this section as travel trailers, pickup campers or coaches, motorized dwellings, tent trailers, boats and boat trailers, less than eight feet in height above the ground, may be stored in any rear yard except when such yard is adjacent to a street. In addition to the general eight-foot height permitted, minor portions of such equipment not exceeding four square feet in vertical cross-section as viewed from the adjacent lot line is permitted. No such equipment shall be stored out of doors unless it is in condition for safe and effective performance of the function for which it is intended or can be made so at a cost not exceeding the value of the equipment in its existing state; in no event shall any such equipment be so stored for a period of more than 60 days if not in condition for safe and efficient performance of its intended function.

D. Refuse. In all areas all waste material, debris, refuse or garbage shall be kept in an enclosed building or properly contained in a closed container designed for such purposes. Trash and

garbage receptacles must be screened from view from off the site and are prohibited in front and in the setback area of rear and side yards.

Section 3, ItemA.

- E. Landscaping. Landscaping shall be provided and maintained for all yard areas except those utilized for driveways and off-street parking and shall consist of grass, shrubs and trees suitable for the climatic and soil conditions of the site area.
- F. Off-street parking. Off-street parking and loading facilities shall be provided with a site plan recommended by the Plan Commission and approved by the City Council. Such facilities may vary from the requirements in § 10-1-13.
- G. Screening. Screening shall be required where any off-street parking area contains more than four parking spaces. Such screening shall conform to the spirit of § 10-1-13.
- H. Traffic control. The traffic generated by any use shall be channeled and controlled in a manner that will avoid congestion on the public streets, traffic hazards, and excessive traffic through residential areas, particularly truck traffic. Internal traffic shall be so regulated as to ensure a safe and orderly flow.
- I. Screening of roof-mounted equipment.
 - (1) Roof-mounted mechanical equipment installed on buildings constructed within the Planned Unit Development District shall be screened from view. This requirement shall be deemed satisfied when all parts of the roof-mounted equipment are not visible from ground-level observation or at any point on the property, adjacent property, or from adjacent streets.
 - (2) Screening required by this section shall comply with the following:
 - (a) The screening shall be permanently attached to the building and shall be capable of withstanding all load requirements as outlined in applicable codes.
 - (b) The screening shall be constructed with materials that are architecturally compatible with the building. The use of wood, in whole or in part, as a screening material shall not be considered as being architecturally compatible unless the building is constructed with a wood exterior.
 - (c) A parapet wall of sufficient height and as an integral part of the building shall be considered as approved screening.
 - (d) All rooftop screening shall be kept in repair or in a proper state of preservation.
 - (e) Existing screening which requires major alteration or replacement shall meet the requirements of this section.

§ 10-1-39. PUD application review.

- A. Review scope. An application to construct a planned unit development must be reviewed in a manner which is consistent with the procedures set forth in this section and those procedures required by state statute.
- B. Constitution of review authority. Planned unit development applications shall be subject to review by the City Council based on Plan Commission recommendations and a public hearing.
- C. Preapplication conference.
 - (1) A developer desiring to construct a planned unit development may request a preapplication conference with the Plan Commission prior to submitting an application.
[Amended at time of adoption of Code (see Title 1, General Provisions, Ch. 1-1, Art. III)]
 - (2) The purpose of this preapplication conference shall be to familiarize both the developer and the Plan Commission with each other's intentions with respect to the planned unit

development. Although a preapplication conference shall not be required, this preliminary meeting between the Plan Commission and the developer is desirable since it should clarify many procedural and policy issues.

Section 3, ItemA.

- (3) The developer shall not be required to present any written or graphic materials at the preapplication conference. The Plan Commission cannot approve a PUD at the preapplication conference.

[Amended at time of adoption of Code (see Title 1, General Provisions, Ch. 1-1, Art. III)]

D. Development proposal.

- (1) The written and graphic information specified in this section must be submitted for the entire proposed project. A copy of the development proposal shall remain open to the public during the application process and shall be located in the Zoning Administrator's office.
- (2) The purpose of the development proposal shall be to provide the Plan Commission with an opportunity for in-depth substantive review of the planned unit development before final designs are developed.
- (3) The development proposal shall include written and graphic materials.

(a) Written materials shall include, but not be limited to, the following:

- [1] Legal description of the total development parcel proposed for development including exact location and a statement of present and proposed ownership.
- [2] Statement of development concept, including the planning objectives and the character of the development to be achieved through the planned unit development.
- [3] Development schedule indicating the appropriate date when construction of the planned unit development can be expected to begin and to be completed, including initiation and completion dates of separate stages of a phased development.
- [4] Statement of intentions regarding the future selling or leasing of all or portions of the planned unit development, such as land area, dwelling units, and public facilities.
- [5] The impact of the development on existing City services outside the development.

(b) Quantitative data, including:

- [1] Parcel size.
- [2] Proposed lot coverage of structures.
- [3] Total amount of usable open space, both private and public.
- [4] Total number and type of dwelling units by number of bedrooms.
- [5] Approximate gross residential densities.
- [6] Number of parking spaces to be provided.
- [7] Total length of streets to be conveyed to the City government.
- [8] Total length of streets to be held as private ways within the development.
- [9] Description of type of other public works to be conveyed to the City government.
- [10] Number and types of public facilities.

(c) Graphic materials shall include, but not be limited to, the following:

- [1] Map of existing site conditions, including contours, watercourses, floodplains, unique natural features, existing vegetation, existing buildings.

- [2] Existing and proposed lot lines.
 - [3] Location and size of gross floor area of all existing and proposed buildings, structures, and other improvements including maximum heights and types of dwelling units.
 - [4] Location and size in square feet of all usable open space and areas to be conveyed, dedicated or reserved as common open spaces and recreation areas.
 - [5] The existing and proposed circulation, including off-street parking areas, service areas, loading areas, and all points of access to existing public rights-of-way.
 - [6] Proposed pedestrian circulation system.
 - [7] Existing and proposed utility systems, including sanitary sewers, storm sewers, water and gas lines, and utility easements.
 - [8] Landscape plan indicating the treatment of materials used for private and common open spaces.
 - [9] Location of trash and garbage receptacles and type of screening.
 - [10] Proposed treatment of the perimeter of the development, including materials and techniques used, such as screens, fences, and walls.
- (d) Approval of the development proposal shall be granted by the City Council upon the recommendation of the Plan Commission and following a public hearing where the development proposal:
- [1] Conforms with the general development controls set forth in this section.
 - [2] Conforms with adopted policy plans or development guidelines for the portion of the City in which the Planned Unit Development District is located.
 - [3] Provides benefits to the City which outweigh its adverse effects; in making this determination, the Plan Commission shall consider the following:
 - [a] Quality of site design, including integration of a variety of land uses; building types, and densities; preservation of natural features, compatibility with adjacent land uses, provision and type of open space, provision of other amenities designed to benefit the general public.
 - [b] Traffic flow and safety.
 - [c] Adequacy of utilities and other public works facilities.

Select Language ▼

3000 FOREST AVE LLC

N2282 Northmont Drive, Greenville, WI

Timothy A. Schuelke – Owner

March 31, 2021

RECEIVED
DEC 28 2021

Development Proposal

In an effort to answer questions about our proposed development, we are pleased to introduce our new Multi-Family Development in Two Rivers, Wisconsin.

Project Description

The project consists of (3) Apartment buildings with (15) Apartment Units, (45) units total with (45) single stall garages, constructed on a 4.43 acre, (192,933 square foot) site on the former Hansen the Florist property. The buildings and pavement occupy approximately 34% of the parcel, with the remaining property adjacent to the wetlands and the remaining 30-acre wetland to remain in its current condition.

Each building will have (4) one-bedroom units, and (11) two-bedroom units, with a total of (12) one-bedrooms and (33) two-bedroom units once all (3) buildings are complete.

The development will have a private drive, approximately 300 feet long, with (2) access points to Forest Avenue. The drive and all services to the Apartment Buildings will be maintained by the Development Owner.

Each unit will have (2) parking spaces, (1) in the designated garage, and (1) space on the driveway in front of the designated garage stall. There are (5) additional on-site parking spaces, making a total of (95) spaces. Additional parking is allowed on Forest Avenue.

Project Schedule

Building #1 adjacent to Forest Avenue is expected to begin approximately April 15, 2022. The entire site will be stripped of topsoil and re-graded for all (3) buildings. All utilities will be installed for connections to future buildings.

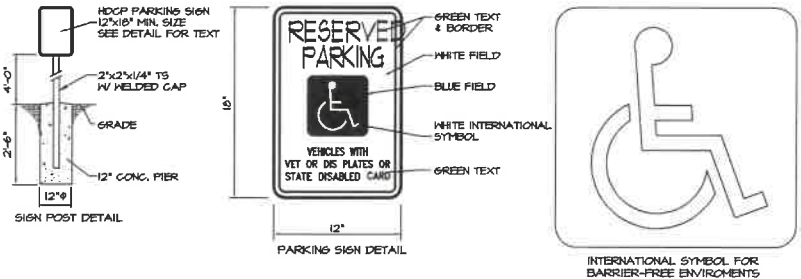
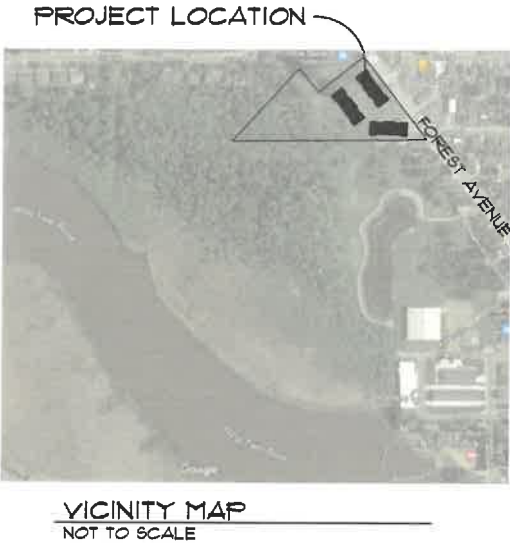
Building #2 is expected to start April 2023, and building #3, expected to start April 2024.

Community Involvement

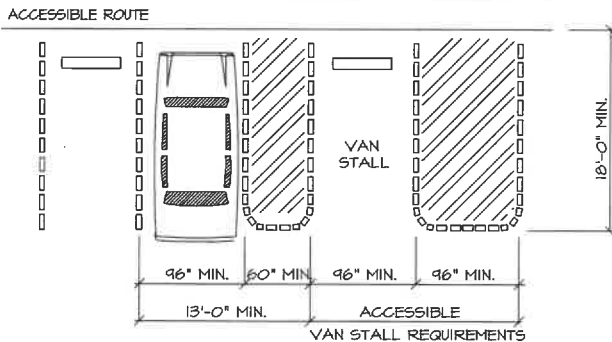
As we progress toward finalizing the plans for review by the Plan Commission, and final approval by the City Council, we welcome input from community, and City officials to help us make this project a successful addition to the City of Two Rivers.

PROPOSED PLANNED UNIT DEVELOPMENT FOR:
3,000 FOREST AVE LLC
3,000 FOREST AVENUE
TWO RIVERS, WISCONSIN

RECEIVED
JAN 04 2022



IT SHALL BE THE RESPONSIBILITY OF THE OWNER TO
INSTALL (WHERE SHOWN HEREON) BARRIER FREE PARKING
SIGNS IN CONFORMITY TO WISCONSIN ADMINISTRATIVE
CODE, TRANS #200.01



NOTE: IF ONLY ONE ACCESSIBLE STALL IS REQUIRED
THAT STALL MUST BE VAN ACCESSIBLE

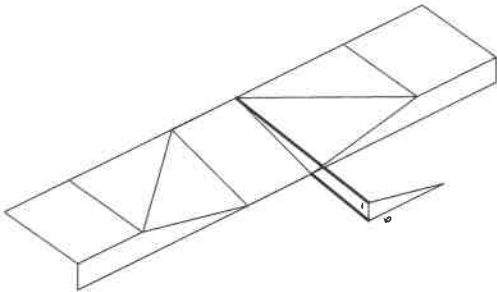
4.1.1 ISLANDS. ANY RAISED ISLANDS IN CROSSINGS SHALL
BE CUT THROUGH LEVEL WITH THE STREET OR HAVE CURB
RAMPS AT BOTH SIDES AND A LEVEL AREA AT LEAST 40' LONG
BETWEEN THE CURB RAMPS IN THE PART OF THE ISLAND
INTERSECTED BY THE CROSSINGS.

4.2 RAMPS

4.2.1 GENERAL. ANY PART OF AN ACCESSIBLE ROUTE WITH A
SLOPE GREATER THAN 1:20 SHALL BE CONSIDERED A RAMP
AND SHALL COMPLY WITH 4.2.

4.2.2 SLOPE AND RISE. THE LEAST POSSIBLE SLOPE SHALL
BE USED FOR ANY RAMP. THE MAXIMUM SLOPE OF A RAMP
IN NEW CONSTRUCTION SHALL BE 1:12. THE MAXIMUM RISE
FOR ANY RUN SHALL BE 30". CURB RAMPS AND RAMPS TO
BE CONSTRUCTED ON EXISTING BUILDINGS OR FACILITIES MAY
HAVE SLOPES AND RISES AS ALLOWED IN 4.1.6.5(g) IF SPACE
LIMITATIONS PROHIBIT THE USE OF A 1:12 SLOPE OR LESS.

SIDEWALK RAMP
N.T.S.



CODE ANALYSIS

USE AND OCCUPANCY
R-2 APARTMENTS
FULLY SPRINKLERED

TYPE OF CONSTRUCTION:
TYPE VB - WOOD FRAME UN-PROTECTED

ALLOWABLE AREA PER FLOOR
12,000 S.F. PER TABLE 506.2

BUILDING AREA (PER BUILDING)

FIRST FLOOR AREA	10,201 S.F.
SECOND FLOOR AREA	10,201 S.F.
TOTAL FLOOR AREA	20,402 S.F.

FIRE PROTECTION SYSTEM:
R-2 APARTMENTS TO BE FULLY SPRINKLERED PER NFPA-13R

SANITARY FIXTURE REQUIREMENTS:
MIN. (1) PRIVATE REST ROOM REQUIRED PER APARTMENT
(1) SERVICE SINK PROVIDED IN EQUIPMENT ROOM

FIRE FIGHTING APPARATUS
THE BUILDING IS LIMITED IN AREA
THE FIRE LANE IS UNOBSTRUCTED
THE FIRE LANE IS WITHIN 150' OF ALL PARTS OF THE EXTERIOR WALL
WITH A MIN. UNOBSTRUCTED HEIGHT OF 17'-0"
THE BUILDING IS 26'-0" TALL

CONTROL AREAS
NO HAZARDOUS MATERIALS WILL BE STORED WITHIN THIS BUILDING
PER TABLES 307.1(1) AND 307.1 (2)

PROJECT
INFORMATION

PROJECT:	MULTIFAMILY RESIDENTIAL DEVELOPMENT	DESIGNER OF RECORD:	
ADDRESS:	3000 FOREST AVENUE TWO RIVERS, WI 54241	ARCHITECT:	DANIEL J. MEISSNER AIA, LLC 1250 E. CALUMET STREET APPLETON, WI 54911 P(920) 428-0482
USE:	R-2 RESIDENTIAL	CONTACT:	EDWARD FISHER (CONSULTANT) P(920) 680-4060
OWNER:	3000 FOREST AVE LLC 12282 NORTHMONT DRIVE GREENVILLE, WI 54443		
CONTACT:	TM SCHUELE PHONE: 920-471-3542		

DRAWING INDEX

CS	COVER SHEET & PROJECT INFO
C10	OVERALL EXISTING SITE PLAN
C101	OVERALL PROPOSED SITE PLAN
C11	PROPOSED SITE PLAN
C12	UTILITIES & GRADING PLAN
L11	LANDSCAPE & LIGHTING PLAN
A11	FIRST FLOOR PLAN
A12	SECOND FLOOR PLAN
A21	BUILDING ELEVATIONS
A21C	COLORS BUILDING ELEVATIONS

RE-SUBMITTED FOR P.U.D. APPROVAL 1/03/22
SUBMITTED FOR P.U.D. APPROVAL 12/21/21
SUBMITTED TO PLAN COMMISSION 7/12/21

Section 3, Item A.

REV. NO.	DATE	DESCRIPTION

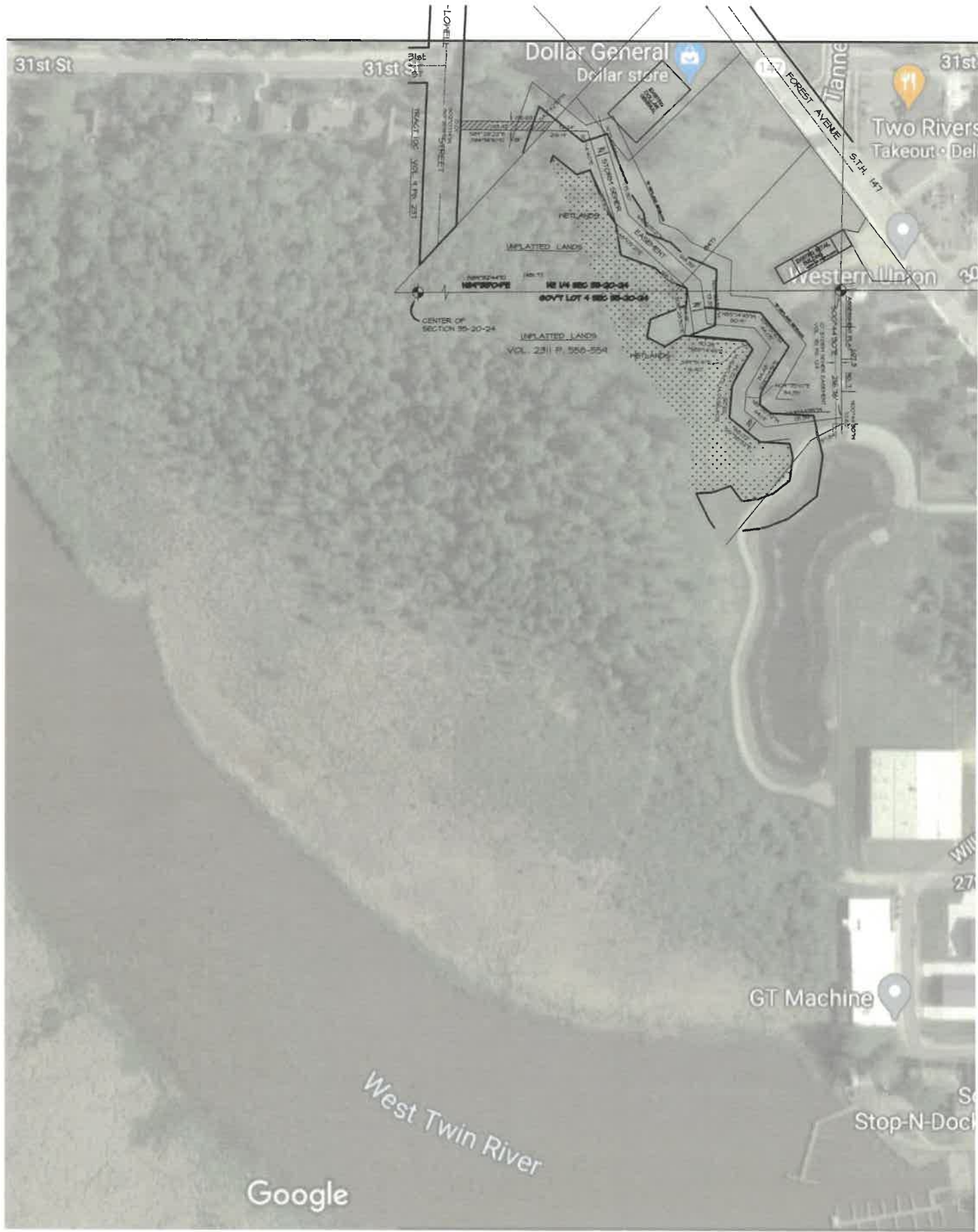
Design Associate:
325 E. KALB AVE.
GREEN BAY, WISCONSIN
54303
info@conceptone.com

One Design & Development
Concept

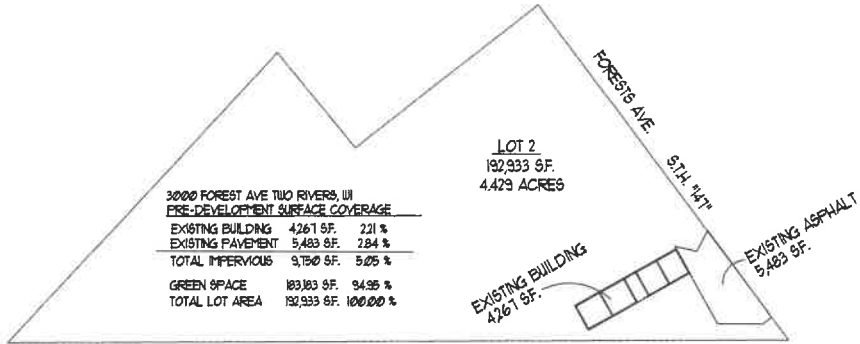
Architect:
Daniel J. Meissner
AIA, LLC
1230 E. Calumet Street
Appleton, WI
54912

PROPOSED PLANNED UNIT DEVELOPMENT (PUD):
MULTI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

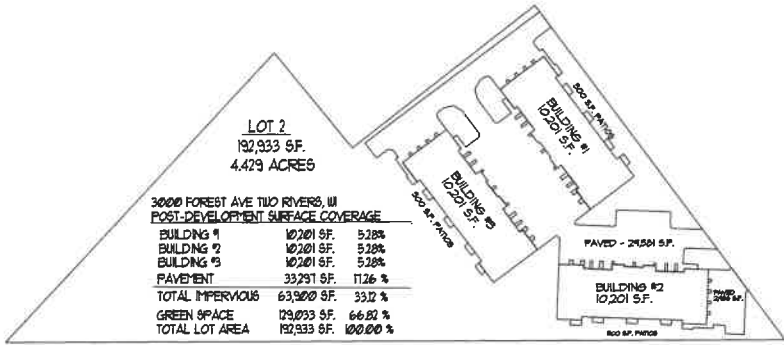
DATE
12/21/21
SHEET
CS
PROJECT NUMBER
21219



OVERALL
EXISTING SITE PLAN
SCALE: 1" = 100'-0"



PRE-DEVELOPMENT PLAN
NOT TO SCALE



POST-DEVELOPMENT PLAN
NOT TO SCALE

PRELIMINARY - NOT FOR CONSTRUCTION

Section 3, Item A.

REV. NO.	DATE	DESCRIPTION

Design Associate:

325 E. KALB AVE.
GREEN BAY, WISCONSIN
920.428.0582
el@oneconceptone.com

One Concept
Design & Development

Architect:

Daniel J. Meissner
AIA, LLC
1230 E. Calumet Street
Appleton, WI
920.428.0582

PROPOSED PLANNED UNIT DEVELOPMENT (PUD):
MULTI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
12/21/21
SHEET
C1.0

PROJECT NUMBER
21219

8



OVERALL
PROPOSED SITE PLAN
SCALE: 1" = 100'-0"



PRELIMINARY - NOT FOR CONSTRUCTION

PROPOSED PLANNED UNIT DEVELOPMENT (PUD):
MULTI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
1/12/21
SHEET
C1.01
PROJECT NUMBER
21219

Architect:
Daniel J. Meissner
AIA, LLC
1230 E. Calumet Street Appleton, WI
920.428.0982

Design Associate:
One Concept
325 E. KALB AVE.
GREEN BAY, WISCONSIN
920.838.1000
efaher.conceptone@gmail.com

REV. NO.	DATE	DESCRIPTION

Section 3, Item A.

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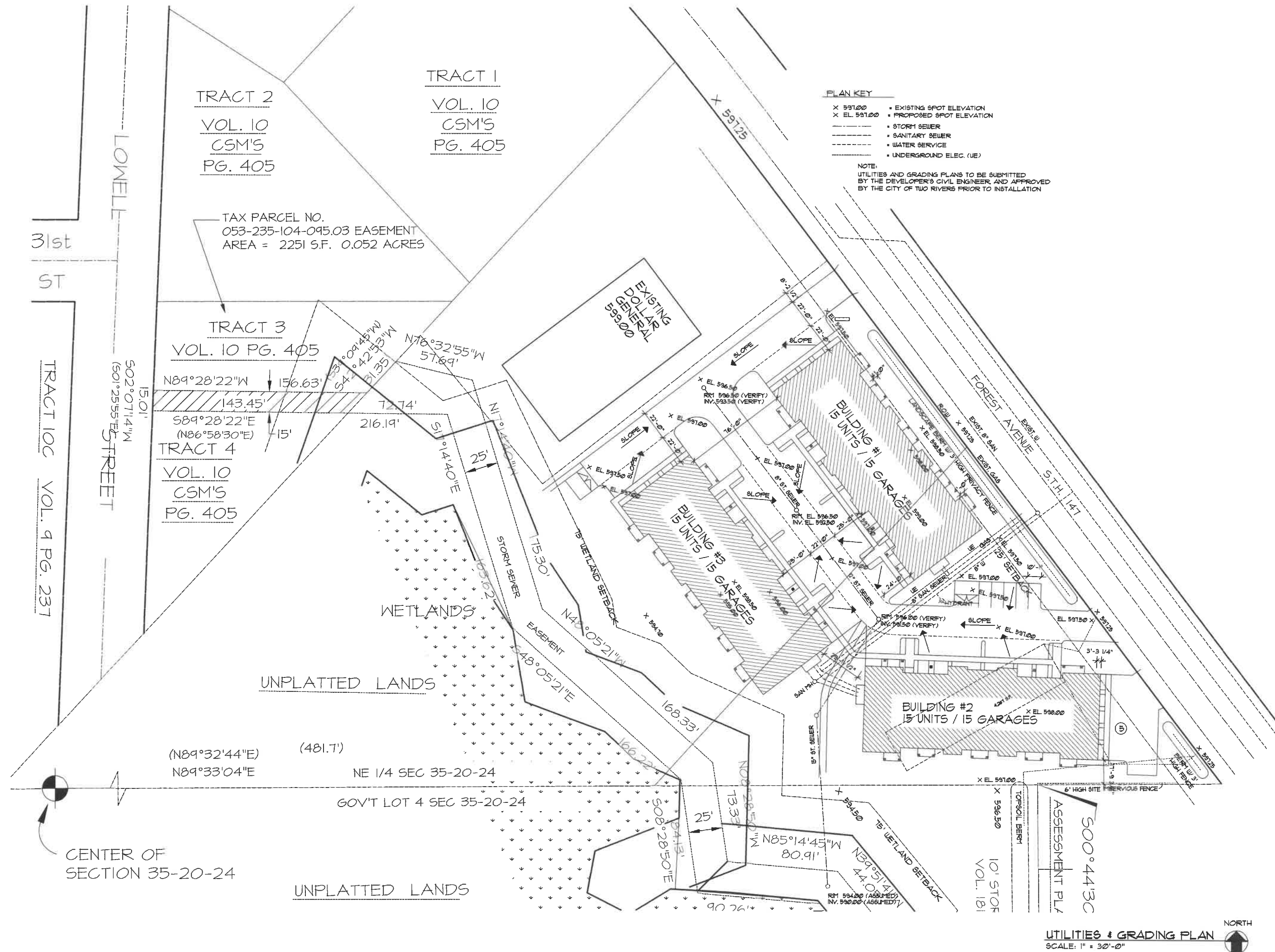
- [1] 9.10-1-38 A. (1) REQUIRES 25' GREEN SPACE SETBACK FROM THE ROW. WE ARE REQUESTING A CLARIFICATION ON THIS ORDINANCE. THE PAVEMENT THAT IS LESS THAN 25' FROM THE ROW IS A DRIVEWAY, NOT A PARKING AREA. THIS NEW ASPHALT AREA HAS LESS PAVEMENT AREA THAN THE EXISTING CONDITION.
- [2] 9.10-1-38 A. (1) REQUIRES 25' GREEN SPACE SETBACK FROM THE ROW. WE ARE REQUESTING A VARIANCE TO ALLOW PART OF A PARKING STALL TO BE ALLOWED IN THE SETBACK. THE AREA WILL BE SCREENED WITH A LANDSCAPE BERM WITH A HALF-HEIGHT SITE IMPERVIOUS FENCE.
- [3] 9.10-1-38 A. (1) REQUIRES 25' GREEN SPACE SETBACK FROM THE ROW. WE ARE REQUESTING A VARIANCE TO ALLOW PART OF BUILDING #2 TO BE ALLOWED IN THE SETBACK. WE ARE TRYING TO MAINTAIN A 30' SPACE BETWEEN BUILDING #2 & #3.
- [4] 9.10-1-38 A. (1) REQUIRES 25' GREEN SPACE SETBACK FROM THE ROW. WE ARE REQUESTING A VARIANCE TO ALLOW PART THE PATIO DECKS OF BUILDING #1 TO INFRINGE ON THE SETBACK A DISTANCE OF 4' - LEAVING A SETBACK OF 21' FROM THE ROW.
- [5] 9.10-1-38 C. (2)2) ALLOWS FOR STORAGE OF RECREATIONAL EQUIPMENT IN REAR YARDS ONLY. THE DEVELOPER DOES NOT ALLOW RECREATIONAL EQUIPMENT STORAGE ON SITE, UNLESS ALLOWED BY THE CITY PRIOR TO CONSTRUCTION OF BUILDING #3.
- [6] 9.10-1-38 D. ALL REFUSE & RECYCLING WILL BE DISCARDED IN 6'-0" HIGH SPLIT-FACE CONC. BLOCK REFUSE RECYCLING ENCLOSURES BY THE TENANT, AND PICK-UP WILL BE BY THE PROPERTY MANAGER'S CONTRACTED SERVICE PROVIDER.
- [7] 9.10-1-38 F. OFF-STREET PARKING IS PROVIDED TO EACH APARTMENT UNIT WITH A QUANTITY OF (2) SPACES PER UNIT. (1) SPACE IS A DESIGNATED SINGLE STALL ATTACHED GARAGE, THE OTHER SPACE IS OUTSIDE THE DESIGNATED GARAGE. THERE ARE (5) ADDITIONAL SPACES ON SITE. ON-STREET PARKING IS ALSO ALLOWED FOR VISITORS.
- [8] A DOUBLE POST MONUMENT SIGN MEETING CITY REQUIREMENTS WILL BE SUBMITTED AND APPROVED PRIOR TO SIGN INSTALLATION.

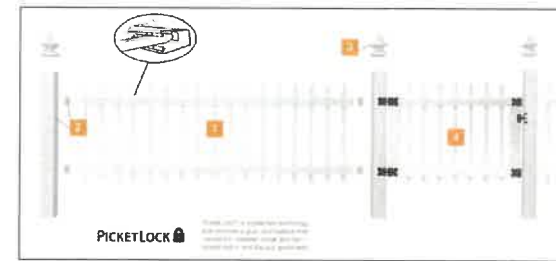
THE SITE WILL BE STRIPPED OF TOPSOIL, WITH SOME STORED FOR LATER USE. THE EXISTING TREES AND DEBRIS WILL BE REMOVED. ADJACENT TO THE EXISTING DOLLAR GENERAL, THE FORMER HANSON FLORIST BUILDING WILL BE RAISED, AND THE BASEMENT WILL BE FILLED WITH SUITABLE COMPACTED FILL.

THE SITE WILL BE GRADED, AND ADDITIONAL FILL WILL BE BROUGHT IN AS NEEDED TO PREP ALL BUILDING FOOTPRINTS, PARKING, AND DRIVE AREAS.

THE SITE UTILITIES WILL BE INSTALLED, AND CONNECTIONS TO ALL BUILDINGS WILL BE PLACED FOR FUTURE CONSTRUCTION OF BUILDINGS 2, & 3.

THERE WILL BE NO ROOF MOUNTED HVAC EQUIPMENT.



[illegible]

3' X 8' FENCE PANEL
NOT TO SCALE



6' X 6' VINYL FENCE PANEL
NOT TO SCALE

LIGHTING SCHEDULE		
MARK	DESCRIPTION	REMARKS
(A)	HALL PACK	SIDES 4 TOP SHIELDED (AT BARBERS)
(B)	SOPPLIMENT	SIDES 4 TOP SHIELDED (AT ENTRANCE SOPPLIMENT)
(C)	HALL PACK	SIDES 4 TOP SHIELDED (AT PATIO, BOTH FLOORS)
(D)	DIRECTIONAL LITE POLE	-
PHOTOMETRIC PLAN & LUMINAIRE SPECIFICATIONS TO SUBMITTED AND APPROVED BY THE CITY OF THE RIVERS PRIOR TO CONSTRUCTION		

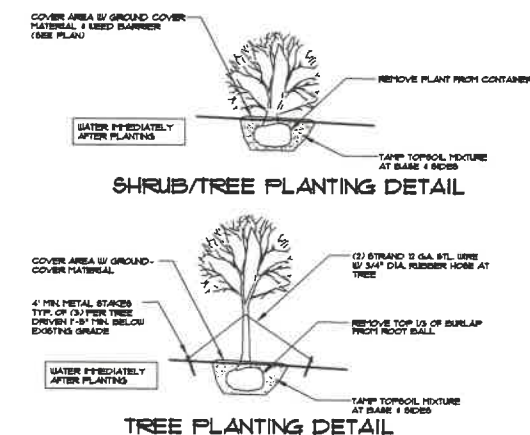
LANDSCAPE SHRUB SCHEDULE						
	DESCRIPTION	ABBREVIATION	QTY.	SIZE	UNIT	REMARKS
1	GOLDFLAME SPIREA	G.S.	8	18" MIN.		
2	JACKMAN POTENTILLA	J.P.		18" MIN.		
3	RED PRINCE BEIGELA	R.P.		24" MIN.		
4	PYRAMIDAL ITALA PRUNELLA	P.T.A.	6	8" MIN.		

LANDSCAPE TREE SCHEDULE						
	DESCRIPTION	ABBREVIATION	QTY.	SIZE	PRICE	REMARKS
	EMERALD GREEN MAPLE	EGM		2 1/2"		
	MONEY LOCUST	HL		2 1/2"		
	COLORADO BLUE SPRUCE	CBS	21	7 1/2" HIGH		PLANTING 11"
	BLOODGOOD RED MAPLE	BJM	8	2 1/2"		

ALL PLANTING AREAS TO HAVE PLASTIC EDGERS WHERE NEEDED AND COVERED WITH BARRIED BARK

NOTE:
FINAL LANDSCAPE & LIGHTING PLANS TO BE SUBMITTED
BY THE DEVELOPER, AND APPROVED BY THE CITY
OF TWO RIVERS PRIOR TO CONSTRUCTION START

SEED MIX
20% RUGBY II KENTUCKY BLUEGRASS
20% NEW GLADE KENTUCKY BLUEGRASS
20% ASPEN KENTUCKY BLUEGRASS
20% BLUE MOON KENTUCKY BLUEGRASS
15% BLUE CHIP KENTUCKY BLUEGRASS
5% STATESMAN PERENNIAL RYE GRASS



PRE/MINTRY - NOT FOR CONSTRUCTION

Architect:	Design Associate:
------------	-------------------

Architect:
Daniel J. Meissner

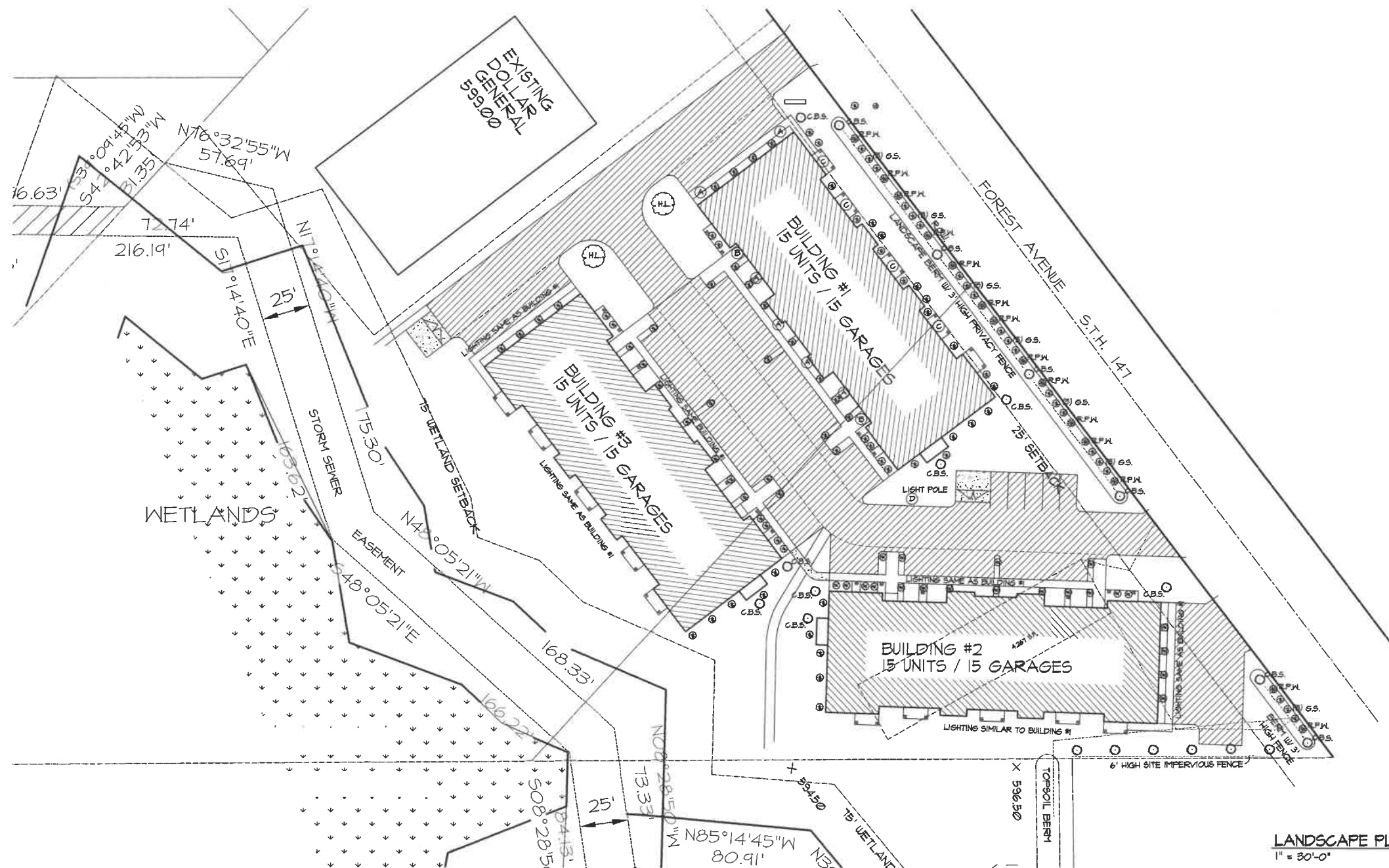
AIA, LLC
2230 E. Calumet Street Appleton, WI
920.428.0982

PROPOSED PLANNED UNIT DEVELOPMENT (PUD):

**MULTI-FAMILY
RESIDENTIAL DEVELOPMENT**
33000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
12/27/20
SHEET
11
PROJECT NUMBER
2120

12



LANDSCAPE PLAN
1" = 30'-0"



REV. NO.	DATE	DESCRIPTION

Design Associate:

325 E. KALE AVE.
GREEN BAY, WISCONSIN 54303
920.428.0982
daniel.conceptone@gmail.com



One Design & Development

Architect:

Daniel J. Meissner
AIA, LLC
1230 E. Calumet Street Appleton, WI 54912
920.428.0982

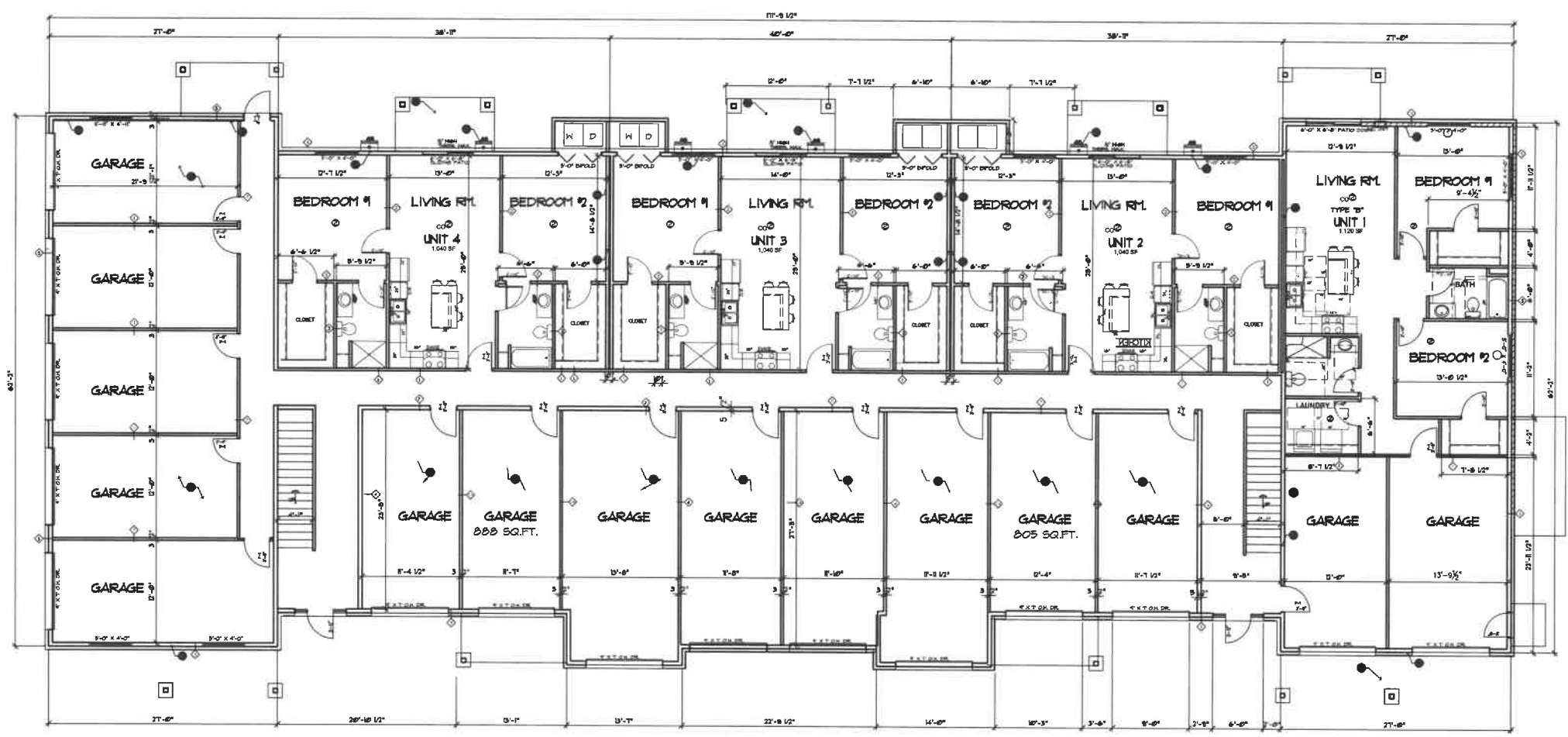
PROPOSED PLANNED UNIT DEVELOPMENT (PUD):

MUL TI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
1/03/22

SHEET
A.1

PROJECT NUMBER
21219

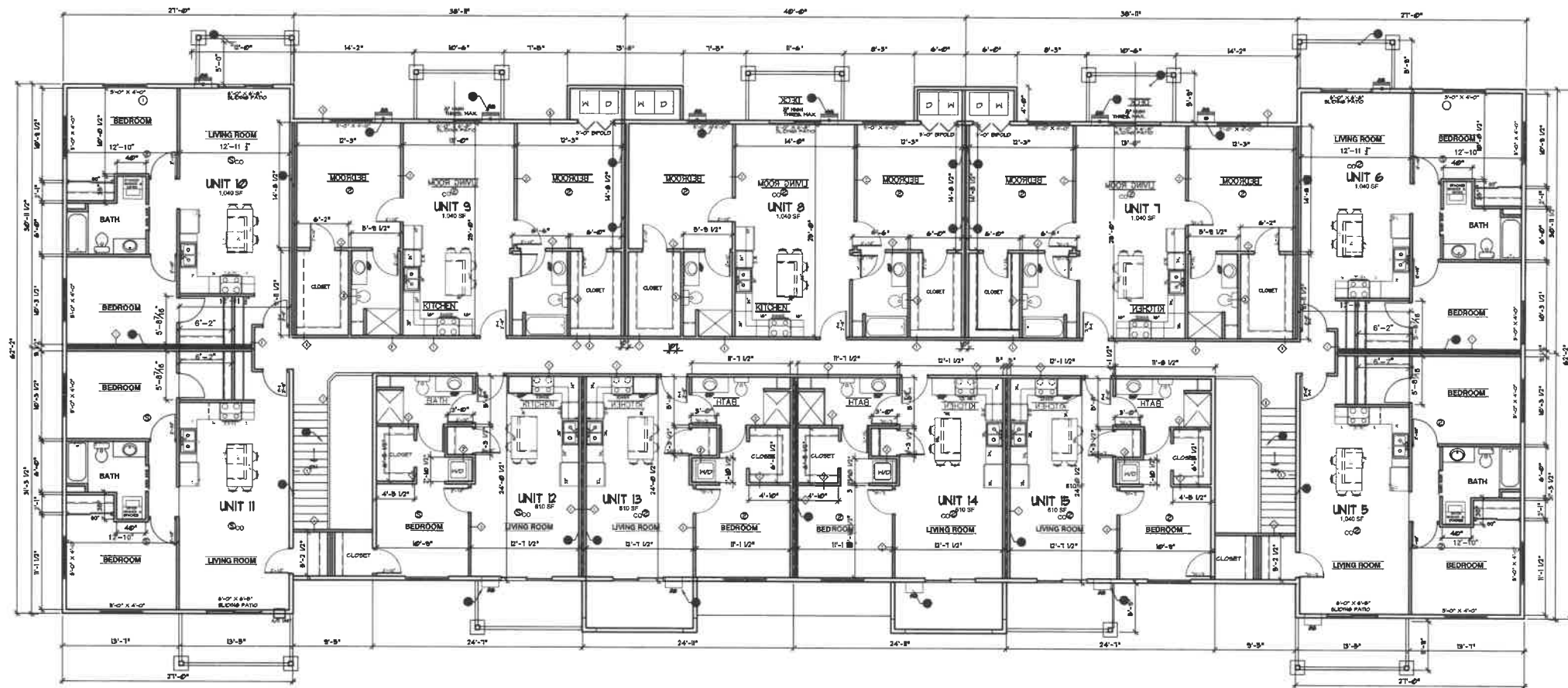


15 UNIT APARTMENT

FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



PRELIMINARY - NOT FOR CONSTRUCTION



15 UNIT APARTMENT

SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



PRELIMINARY - NOT FOR CONSTRUCTION

PROPOSED PLANNED UNIT DEVELOPMENT (PUD):
MUL TI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
1/03/22
SHEET
A1.2
PROJECT NUMBER
21219

Architect:
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AIA, LLC
1230 E. Calumet Street Appleton, WI
920.428.0982

Design Associate:
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GREEN BAY, WISCONSIN
920.428.0982
ellaher.conceptone@gmail.com
Concept One Design & Development

REV. NO.	DATE	DESCRIPTION

Section 3, Item A.

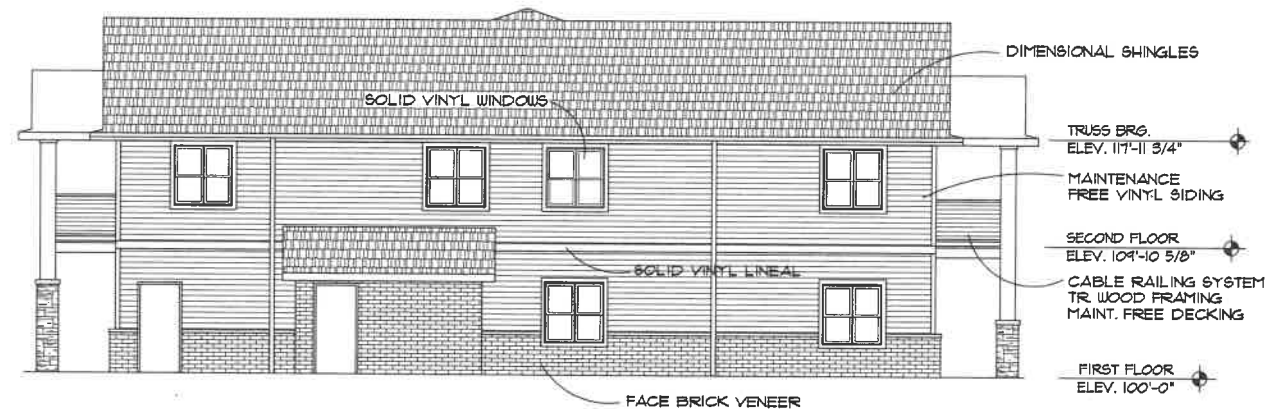
Section 3, Item A.		
REV. NO.	DATE	DESCRIPTION



BACK ELEVATION
SCALE: 1/8" = 1'-0"



SIDE ELEVATION
SCALE: 1/8" = 1'-0"



SIDE ELEVATION
SCALE: 1/8" = 1'-0"



FRONT ELEVATION
SCALE: 1/8" = 1'-0"

15 UNIT APARTMENT W/ 15 GARAGES

PRELIMINARY - NOT FOR CONSTRUCTION

Architect:

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PROPOSED PLANNED UNIT DEVELOPMENT (PUD):

MULTI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
1/03/22

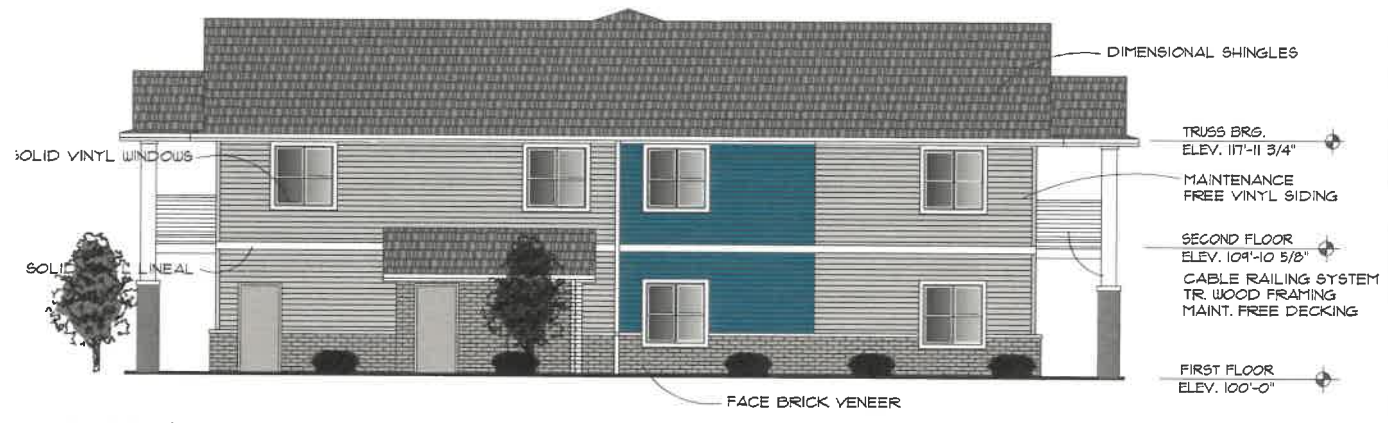
SHEET
A2.1

PROJECT NUMBER
21219

Section 3, Item A.		
DESCRIPTION	DATE	REV. NO.



PROPOSED BUILDING #1
SOUTH ELEVATION
NOT TO SCALE



PROPOSED BUILDING #1
EAST ELEVATION
NOT TO SCALE



PROPOSED BUILDING #1
NORTH ELEVATION (STREET)
NOT TO SCALE



PROPOSED BUILDING #1
WEST ELEVATION
NOT TO SCALE

PRELIMINARY - NOT FOR CONSTRUCTION
Issued for Plan Commission 1/23/22

Design Associate:

325 E. KALB AVE.
GREEN BAY, WISCONSIN
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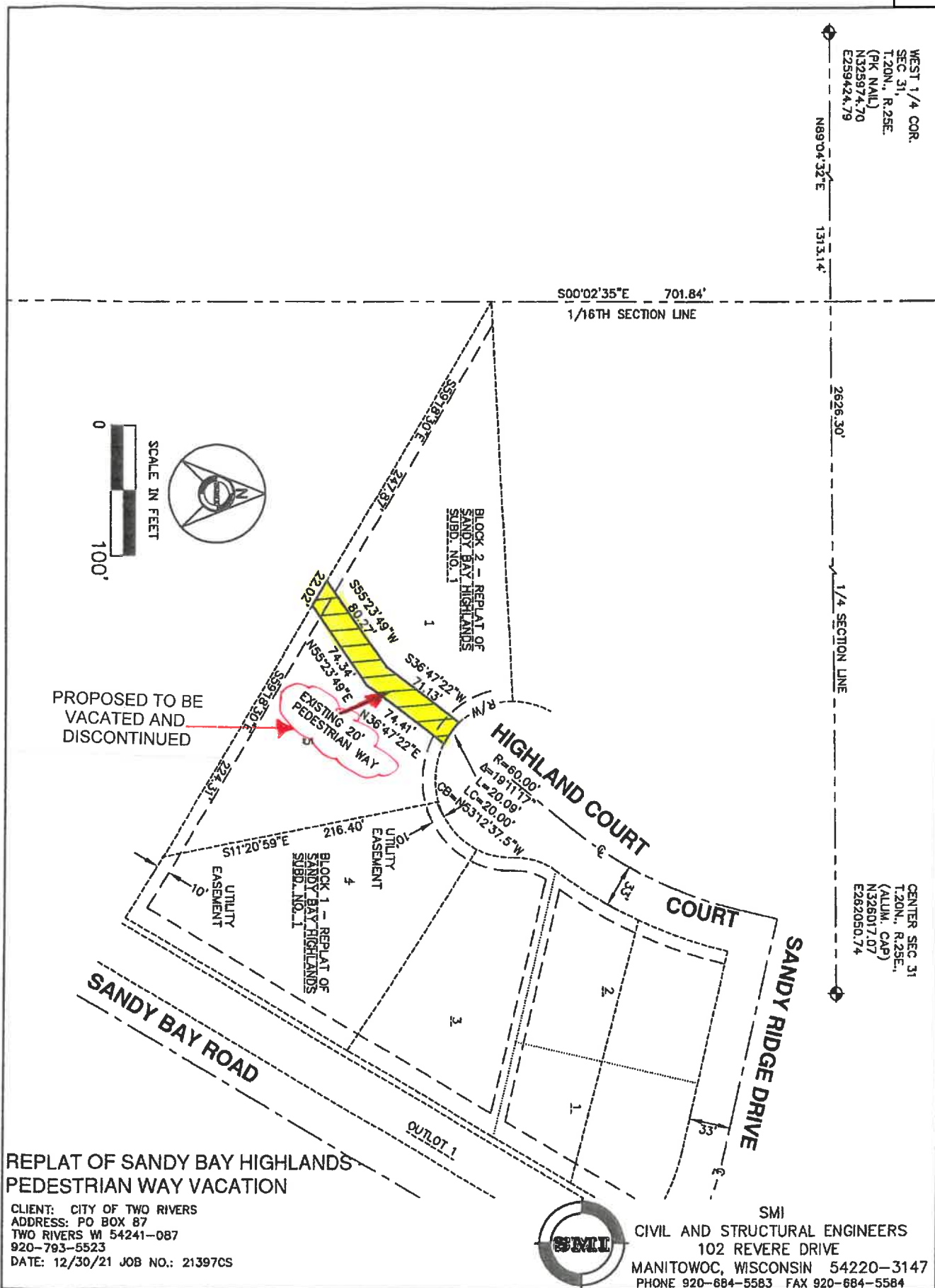
One Design & Development

Architect:

Daniel J. Meissner
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PROPOSED PLANNED UNIT DEVELOPMENT (PUD):
MULTI-FAMILY
RESIDENTIAL DEVELOPMENT
3000 FOREST AVENUE
TWO RIVERS, WISCONSIN

DATE
1/23/22
SHEET
A2.10
PROJECT NUMBER
21219



Licensing of Short-Term Rentals

WHEREAS, to ensure the quality of short-term rentals operating within the City of Two Rivers and to protect public health, safety and general welfare, including establishing minimum standards of space for human occupancy and for an adequate level of maintenance; and

WHEREAS, to determine the responsibilities of property owners, operators and property managers offering these properties for tourists or transient occupants; and

WHEREAS, to protect the character and stability of all areas, especially residential areas, within the City of Two Rivers and

WHEREAS, to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises and provisions for the administration and enforcement thereof.

NOW, THEREFORE, the Common Council of the City of Two Rivers, Manitowoc County, Wisconsin, does ordain as follows:

Section 1. **Creating Code.** Section **X-X-X** of the Municipal Code of the City of Two Rivers is hereby created to read as follows:

X-X-X Licensing of Short-Term Rentals

(1) Definitions.

(a) For the purpose of administering and enforcing this section, the terms or words used herein shall be interpreted as follows:

1. Words used in the present tense include the future.
2. Words in the singular number include the plural number.
3. Words in the plural number include the singular number.

(b) The following definitions apply unless specifically modified:

1. City Clerk — The City Clerk of the City of Two Rivers or their designee.
2. Corporate Entity — A corporation, partnership, limited liability company, or sole proprietorship licensed to conduct business in this state.

3. Residential Dwelling Unit — One (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom arranged for exclusive use by one (1) person or one (1) family. Residential Dwelling Units include any residential dwelling, tourist rooming house licensed by Manitowoc County, seasonal employee housing and dormitory units.
4. License — The Short-Term Rental License issued under section X-X-X.
5. Owner — The person owning a short-term rental property.
6. Person — Shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any section of this Code prescribing a penalty or fine, as to partnerships or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such section.
7. Property Manager — Any person that is not the property owner and is appointed to act as agent and/or provides property management services to one or more short-term rentals.
8. Short-Term Rental — A residential dwelling unit that is offered for rent for a fee fewer than 30 consecutive days, as defined in Wisc. Stats. § 66.0615(1)(dk).
9. State — The State of Wisconsin Department of Health or its designee.

(2) Operation of Short-Term Rentals

- (a) No residential dwelling unit may be rented for a period of six (6) or fewer days.
- (b) No person may maintain, manage, or operate a short-term rental more than ten (10) nights each year without a short-term rental license. Every short-term rental shall be operated by a Property Owner or Property Manager.
- (c) Each short-term rental is required to have the following licenses and permits:
 1. A Manitowoc County Tourist Rooming House License;
 2. A seller's permit issued by the Wisconsin Department of Revenue pursuant to Wis. Stat. §§ 77.53(3m) and 77.523(1);

3. A City license issued pursuant to the provisions of this Section.
- (d) Each short-term rental shall comply with all of the following:
1. The maximum number of allowable rental days within any consecutive 365-day period shall not exceed 30 consecutive days.
 2. The Property Owner or Property Manager shall notify the City Clerk in writing when the first rental within a 365-day period begins.
 3. No vehicular traffic shall be generated that is greater than normally expected in a typical residential neighborhood.
 4. The noise levels shall comply Section 9-2-5 of the Municipal Code.
 5. Signage advertising the short-term rental is not permitted on site other than the street number. Off-site advertising in media channels relating to the availability of the rental may take place only after the City and County licenses have been obtained.
 6. No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on any residential dwelling unit site as a means of providing additional accommodations for paying guests or other invitees.
 7. At no time shall activities at a short-term rental become a public nuisance. Any activities conducted at a short-term rental shall follow other noise regulations of per Chapter 9-6 of the Municipal Code.
 8. All short-term rentals shall be subject to payment of the City of Two Rivers room tax at the current applicable rate. Property owners or property managers holding the short-term rental license for a residential dwelling unit are responsible for complying with all room tax requirements as set forth in Chapter 6-11 of the Municipal Code.
 9. Compliance with all applicable state, county, and local codes and regulations is required.
 10. An inspection by the Manitowoc County Health Department is required prior to the initial issuance of a Manitowoc County Tourist Rooming House license or upon the transfer of ownership of the residential dwelling unit for continued short-term rentals.
 11. The property Owner's or property manager's contact information must be on file with the City Clerk at the time of application. The Property Owner or Property Manager must be within 25 miles of the short-term rental property and must be available 24 hours a day.

The Property Owner must notify the City within 24 hours of a change in management contact information for the short-term rental.

12. Short-term rental licenses are issued for a one year (01/01 to 12/31) period and must be renewed annually, on January 1st, subject to City approval or denial.
13. The Property Owner or Property Manager of the short-term rental shall have the required insurance for the residential dwelling unit that is used for short-term rental and provide proof of insurance with the license application and renewal.
14. Each short-term rental shall maintain the following written records for each short-term rental of the residential dwelling unit: the full name and current address of any person renting the property, the time period for that rental, and the monetary amount or consideration paid for that rental (the "Register"). A copy of the Register shall be filed on a quarterly basis with the required room tax payments as required by Section 6-11-3 of this Code.

(3) Short-Term Rental License Required.

- (a) The City Clerk shall issue a short-term rental license to all applicants following the approval of an application and the filing of all documents and records required under this Section. The application shall contain the following information:
 1. Identify the Property Owner with contact information including mailing address, physical address, email address and 24-hour phone number.
 2. Identify the Property Manager, if applicable, with contact information including mailing address, physical address, email address and 24-hour phone number.
 3. The Property Owner or Property Manager shall designate on the application when the first rental within a 365-day period begins.
 4. Subject to City Clerk approval, the Property Owner or Property Manager shall designate on the application when the license term is requested to commence and when the 365-day rental period expires.
 5. Manitowoc County Tourist Rooming House License Number.

(4) Short-Term Rental License Procedure

- (a) All applications for a short-term rental license shall be filed with the City Clerk on forms provided. Applications must be signed by the Property Owner and authorized Property Manager(s), if applicable. No permit shall

be issued unless the completed application is accompanied by payment of the required fee.

- (b) Each application shall include the following information and documentation for each short-term rental:
1. A copy of the Manitowoc County Tourist Rooming House License issued under Chapter 17 of the Manitowoc County Code of ordinances.
 2. For the initial issuance of a City license or upon change of ownership, a copy of a completed Manitowoc County Tourist Rooming House License application including a property inspection report dated within one (1) year of the date of filing the application with the City Clerk.
 3. Proof of Insurance.
 4. A copy of permit issued by the Wisconsin Department of Revenue pursuant to Wis. Stat. §§ 77.53(3m) and 77.523(1).
 5. Number of bathrooms on the property.
 6. Location of available on-site, off street parking.
 7. Property Management Agreement (if applicable).
 8. Certification from the Property Owner that the property meets the requirements of this Section.
- (c) License Terms and Filing Date. Each license shall run for a term of one (1) year commencing on January 1st. The filing fee shall be paid upon filing of the application. The City Clerk may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all information and documentation shall not be considered complete.
- (d) Application Review Procedure. When satisfied that the application is complete, the City Clerk shall forward initial applications for licenses to the Zoning Administrator. If the City Clerk, in consultation with the City Manager, determines that the application meets the requirements of this Section, the City Clerk may approve the application. If the City Clerk, in consultation with the City Manager, determines that the application does not meet the requirements of this Section, the City Clerk may deny the application.
- (e) No permit or license shall be issued, if the applicant or property has outstanding fees, taxes, forfeitures owed to the City of Two Rivers, or outstanding maintenance orders to be completed unless arrangements have been made and approved by the City.

(5) License Renewal.

- (a) Each application for a renewal of a license shall include updated information for the documentation on file with the City and payment of the applicable fee. The City Clerk shall verify that the information provided on the renewal application is complete and in accordance with the requirements of this Section. The City Clerk shall request reports from the City of Two Rivers Police Department regarding any complaints received, calls for service or actions taken regarding the short-term rental properties. The City Clerk shall issue renewal licenses within 30 days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Section and/or the reports from the Police Department indicate that there are complaints or actions involving the property.
- (b) If the City Clerk finds that the license should not be renewed, the City Clerk shall deny the renewal.
- (c) No license shall be renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the City, or is under an order issued by the Building Inspector, or their designee, to bring the premises into compliance with City ordinances, unless arrangements for payment have been approved by the City Clerk.

(6) Property Manager Required.

- (a) Property Manager. No person may act as a Property Manager for a short-term rental without a Property Manager Permit issued in accordance with the provisions of this Section. The Property Manager must certify to the City that each short-term rental operating under a short-term rental license and under management by the Property Manager complies with the standards of this Section.
- (b) Property Manager Qualifications. To qualify as a Property Manager the applicant must reside in or within 25 miles of the City of Two Rivers or other legal entity with offices located within 25 miles of the City of Two Rivers.
- (c) Each Property Manager shall be authorized by the Property Owner to act as the agent for the owner for the receipt of service of notice of violation of this Section's provisions and for service of process pursuant to this Section and shall be authorized by the owner to allow City employees, officers, and their designees, to enter the owner's property for purposes of inspection and enforcement of this Section and/or the City of Two Rivers Municipal Code.

(7) Standards for Short-Term Rentals.

- (a) Each short-term rental shall comply with the following minimum requirements:

1. One (1) internal bathroom for every four (4) occupants.
 2. Not less than one (1) onsite off-street parking space for every four (4) occupants based upon maximum occupancy. Vehicle parking shall be on paved, or gravel surface and in accord with Chapter 8-2 of the Municipal Code.
 3. A safe, unobstructed means of egress from the short-term rental leading to safe, open space at ground level.
 4. Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code.
 5. Shall not have an accessible wood burning fireplace unless the property owner provides a certificate from a properly licensed inspector, dated not more than 30 days prior to submission of the short-term rental application or renewal, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
 6. Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure.
 7. Outdoor cooking and heating devices shall be used in accordance with Section § 3-1-3 Bonfires; recreational fires of the City of Two Rivers code. structure.
 8. All Property Owners shall carry casualty and liability insurance issued by an insurance company authorized to do business in this state by the Wisconsin Office of the Commissioner of Insurance, with liability limits of not less than \$300,000.00 per individual occurrence and not less than \$1,000,000.00 in the aggregate.
- (8) Room Tax. Each Property Owner or Property Manager shall file room tax returns for the short-term rentals and shall comply with all room tax requirements of Section § 6-11-1 Imposition of room tax . All room tax returns and supporting documentation filed are confidential and subject to the protections provided under Wis. Stat. §§ 66.0615(3) and 77.61.
- (9) Display of License. Each license shall be displayed on the inside of the main entrance door of each short-term rental.
- (10) Appeal and License or Permit Revocation.
- (a) The denial of any license or permit application or renewal under this Section may be appealed by filing a written appeal request with the City

Clerk within ten (10) days of the City's notice of denial. The appeal shall be heard by the City Council. The City Council shall consider the application or renewal and recommendations and may approve or deny the application or renewal.

- (b) A license or permit may be revoked by the City Council for one (1) or more of the following reasons:
1. Failure to make payment on taxes or debt owed to the City.
 2. Failure to make payment on any City of Two Rivers room tax.
 3. Two (2) or more calls in any 12-month period for police services, Two Rivers Fire Department services, building code violations, nuisance activities or other ordinance violations as defined in Chapter 9-6 of the Municipal Code.
 4. Failure to comply with City building inspection requirements that may occur on an as needed basis.
 5. Failure to maintain all required local, county, and state licensing requirements.
 6. Failure to comply with any applicable zoning regulations as described in Chapter 10 of the Municipal Code of Ordinances.
 7. Any violation of local, county or state laws that harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.

(11) Penalties

- (a) Any person that violates any provisions of this Section shall be subject to license revocation. Appeals shall be handled by the process identified per section 10(a) of this ordinance.
- (b) Penalties set forth in the section shall be in accordance with the bond schedule as identified in Section **X-X-X** of the City of Two Rivers Ordinance.

(12) Fees (to be placed in Chapter 2) **TBD:**

Initial Short Term Rental Application examples:	\$100, \$150
Renewal of Short Term -Rental License	\$75
Late Fee	\$100
Property Manager Permit Application Fee (If Applicable)	