



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Plan Commission
From: Dave Kittel Director of Planning and Community Development
Date: September 4, 2024
Re: Special Exception Request – 500 Hendricks Ave

Golden Care Services is looking to purchase 500 Hendricks Ave has submitted an application for a Special Exception for parcel 323051500 to use the property for office space. The parcel is zoned Residential Two Family (RTF), and the current use of the property is as office space. Staff has spoken with the applicant and the property owner to gather the following information:

- The property in question has been previously used as office space.
- The proposed use would continue to use the property as office space with no foot traffic other than the office workers
- The site has adequate onsite parking for their needs

According to [Section 17.47 \(4\)](#), Plan Commission shall use the following criteria:

Before any special exception shall be recommended for approval, the city plan commission shall make findings that the granting of a special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the applicant. No special exception shall be recommended for approval unless the plan commission shall find:

- a. That the establishment, maintenance, or operation of the special exception use or structure will not be detrimental or injurious to the use and enjoyment of adjacent properties or properties in the immediate vicinity.
- b. That the special exception is compatible with the adjacent existing uses and structures or uses and structures likely to develop which are permitted in the district.
- c. That adequate public facilities and services are available to the development.
- d. That adequate measures are taken to provide for drainage.
- e. That ingress and egress to the property is provided in such a manner as to minimize traffic hazards and congestion.

f. That adequate parking and loading areas are provided.

Public hearing. Upon the filing of an application for a special exception, the city plan commission shall notify the city council of such application and shall fix a reasonable time, not more than 60 days from the filing date, for a public hearing. A class 2 notice pursuant to Wis. Stats. ch. 985 shall be published in the official newspaper of the city specifying the date, time, and place of hearing and the matters to come before the city plan commission. Notice shall also be mailed to the parties of interest, as determined by the city plan commission.

Recommendation:

Finding the special exception request to meet all the criteria set forth in [Section 17.47 \(4\)](#) of the City Municipal Code, Staff recommends to schedule a public hearing for the October 18, 2024 Plan Commission meeting at 4:00 PM in the City Council Chambers and send notice to the newspaper and parties of interest.

