



**TWO  
RIVERS**  
WISCONSIN

## **PLAN COMMISSION**

**Monday, March 13, 2023 at 5:30 PM**

**Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241**

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### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**3. ACTION ITEMS**

**A.** Request for a Conditional Use Permit for a truck and trailer rental operation (U Haul) at 2005 Hawthorne Street zoned (B-2) Business District, submitted by Jacob Ross, owner Ryan Ross.

**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.*



**TWO  
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WISCONSIN

## LAND DEVELOPMENT APPLICATION

APPLICANT JACOB ROSS TELEPHONE 920-973-5797

MAILING ADDRESS 2005 HAWTHORNE AVENUE TWO RIVERS WISCONSIN 54241  
(Street) (City) (State) (Zip)

PROPERTY OWNER RYAN ROSS TELEPHONE 920-973-9308

MAILING ADDRESS 247 BAKER LANE MISHICOT WISCONSIN 54228  
(Street) (City) (State) (Zip)

**REQUEST FOR:**

☐ Comprehensive Plan Amendment ☒ Conditional Use  
☐ Site/Architectural Plan Approval ☐ Annexation Request  
☐ Subdivision Plat or CSM Review ☐ Variance/Board of Appeals  
☐ Zoning District Change ☐ Other

STATUS OF APPLICANT: ☒ Owner ☐ Agent ☐ Buyer ☐ Other

PROJECT LOCATION 2005 HAWTHORNE AVE TYPE OF STRUCTURE NO STRUCTURE

PRESENT ZONING \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_

PROPOSED LAND USE \_\_\_\_\_

PARCEL # \_\_\_\_\_ ACREAGE \_\_\_\_\_

LEGAL DESCRIPTION U-HAUL VEHICLE RENTAL

**NOTE: Attach a one-page written description of your proposal or request.**

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed [Signature]  
(Property Owner)

Date 2/09/2023

**Fee Required**

\$ 350 Comprehensive Plan Amendment  
\$ t/b/d Site/Architectural Plan Approval (Listed in Sec 1-2-1)  
\$ t/b/d CSM Review (\$10 lot/\$30 min)  
Subdivision Plat (fee to be determined)  
\$ 350 Zoning District Change  
\$ 350 Conditional Use  
\$ t/b/d Annexation Request (State Processing Fees Apply)  
\$ 350 Variance/Board of Appeals  
\$ t/b/d Other

**Schedule**

Application Submittal Date \_\_\_\_\_  
Date Fee(s) Paid \_\_\_\_\_  
Plan(s) Submittal Date \_\_\_\_\_  
Plan Comm Appearance \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL FEE PAID

APPLICATION, PLANS & FEE RECEIVED BY \_\_\_\_\_

Jake Ross  
Ross Auto Service

2005 Hawthorne Avenue  
Two Rivers, WI 54241

920-973-5797  
[Rossautotrans60@gmail.com](mailto:Rossautotrans60@gmail.com)

To whom it may concern,

I am looking to get a conditional use permit for the purpose of having U-HAUL rental vehicles in my parking lot. U-HAUL vehicles are seen often in our area and provide rentals to customers who can rent trucks, trailers, box moving vans, and other small equipment.

On my property, there will be 3 pickup trucks, and 2 trailers. These vehicles will occupy a small fraction of my parking lot space. All vehicles or equipment will have a designated parking place, to be separate from all other businesses at this property.

There will be no additional structures related to this business. U-HAUL does not require new signage or advertising materials that will require additional city approval. U-HAUL hopes to bring more business to the Two Rivers area.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Jake Ross", with a long horizontal flourish extending to the right.

Jake Ross



**TWO  
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WISCONSIN

**COMMUNITY DEVELOPMENT**

1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087



**From:**

Elizabeth Runge,  
Community  
Development Director

**PLAN COMMISSION**

**Action:**

Condition Use Permit, 2005 Hawthorn Ave

**Current Zoning:**

(B 2) Business District

**Background**

The applicant is requesting a CUP for a U-Haul truck and trail rental operation. In 2021, this property was granted three CUPs listed below.

- a. Green Acres Landscaping, Inc.
- b. T.R. Storage, LLC for one storage building that is currently under construction.
- c. Ross Auto and Transmission Service, LLC,

The CUPs are attached for reference. The property has one building with multiple uses and as such the parking was assigned to areas of the property. The Landscaping business parking is on the west side of the property. The future storage building is located to the north of the existing building. The auto shop is within the building and parking for its use is to be in front of the building, and the allotted spaces noted on the plan to the south.

**CUP Application:**

The proposal includes the addition of five parking spaces for U-Haul rental trucks. There currently are 14 parking stalls on the site plan and this bring the stalls to a total of 19.

**Access**

There currently are two access points from Hawthorne Ave into the business.

The approved site plan associated with the previous CUPs had two, one-way directional points of entry to access the future mini-warehouse storage building. These approved directions are highlighted in light blue on the proposed plan for review.

The proposal shows arrows in red that are in conflict with the directional access to the future storage facility.



[www.two-rivers.org](http://www.two-rivers.org)



920.793.5564



920.793.5512



**TWO  
RIVERS**  
WISCONSIN

**COMMUNITY DEVELOPMENT**

1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087



### **Recommended Action:**

This proposed CUP supports the City's Comprehensive Plan goals to support economic development investment within the community. Staff recommends the approval of this CUP with the **conditions** below.

1. Any additional requirements identified by city engineering, utility, and/or water department director(s).
2. Recommendations per Sec. 10-1-13. Off-street parking and loading.  
Parking space dimensions are to be "not less than nine feet by 18 feet, and... [should] affords ingress and egress for an automobile without requiring another automobile to be moved."
  - a. The additional 5 parking spaces are not to encroach within the identified exit from the storage facility leading to Hawthorne Ave which has been previously approved to be located on the eastern side of the property.
  - b. Recommend that the additional five (5) parking spaces are be marked/designated for the U-Haul operation via sign(s).
3. To minimize conflict for drivers, it is recommended that directional signage be added within the parking lot. The signage should direct toward the storage facility, and indicate the entrance and exit of the establishment consistent with the site plan and the uses of 2005 Hawthorne Ave.
4. The landscape buffers on the east and west of the property are to remain, per Section 10-1-12(6)(a){1}, as the adjacent properties are Residential (R-1) zoned properties. Landscaping on the south, along the frontage of Hawthorne, is encouraged for beautification.
5. Any additional requirements from the Plan Commission.
6. This CUP is subject to a Public Hearing and City Council approval.



[www.two-rivers.org](http://www.two-rivers.org)



920.793.5564



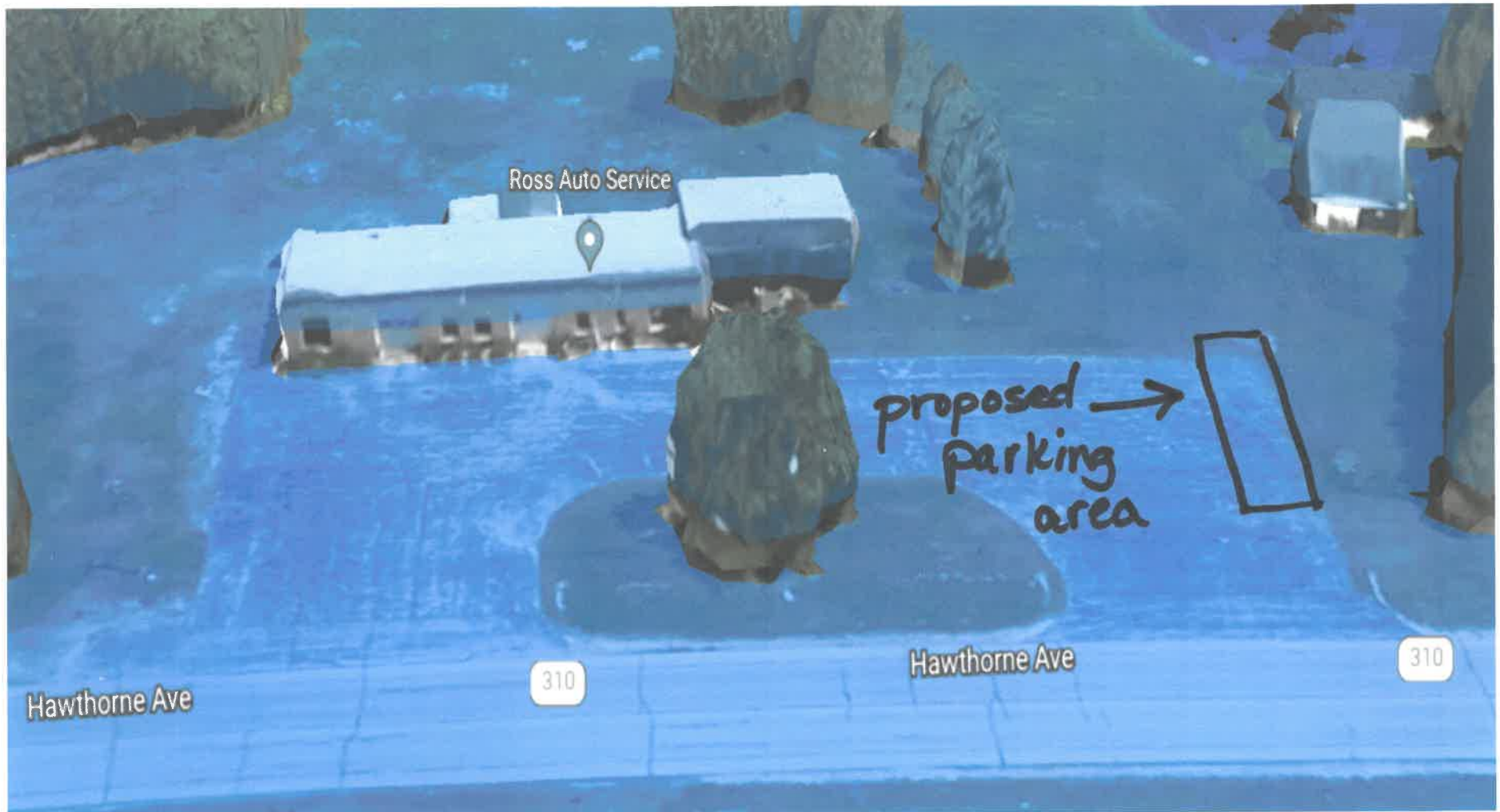
920.793.5512



Pictures Taken March 9, 2023







Same Business use was in  
2008 For U-Haul Rentals

2005 Hawthorne Ave  
Two Rivers, Wisconsin



Oct 2008 [See latest date](#)





## Submitted by Applicant with additions noted

[illegible]

PAUL M. SINGER, R.L.S. - 1608  
P.E. - 21484

100 YEAR FLOOD  
ELEV. = 584.3

■ Staff additions  
■ Applicant's Plan

## Landscape Parking

**Storage Building Under Construction**

Enter

Exit

U-HAUL - RED AREA  
PROPOSED PARKING  
5 TOTAL SPACES.

THE FLOW OF TRAFFIC  
ENTRANCE OF SOUTHEAST  
DRIVEWAY, EXITING THROUGH  
THE NORTHWEST DRIVEWAY.  
NOT IMPEDING WITH ANY  
BUSINESSES ON THE  
PROPERTY

100 YEAR FLOOD PLAIN ON THE SITE PER FEMA MAP  
55071002140  
THERE IS NO MAPPED WETLAND ON THE SITE PER THE WOMB  
WATER SURFACE VIEWER

LIGHTING PLAN  
NO ADDITIONAL LIGHTS ARE PLANNED

LANDSCAPING PLAN  
EXISTING TREES PROVIDE A BUFFER FROM THE ADJACENT  
RESIDENTIAL LOTS

PARKING FEATURE  
CITY OF TWO RIVERS COMPREHENSIVE ZONING ORDINANCE  
SECTION 10.1.13(L)  
RESIDENTIAL - 2/DWELLING UNIT  
REPAIR SHOP - 1 STALL/1000 SQ.FT. X 3500 SQ. FT. -  
17 STALLS PROVIDED  
1 HANDICAPPED STALL REQUIRED

THE LOCATION OF UTILITIES SHOWN ON THE PLANS ARE FROM EXISTING RECORDS AND/OR FIELD LOCATIONS AND MAY NOT BE COMPLETE OR ACCURATE. THE CONTRACTOR(S) SHALL CONTACT DIGGER'S HOTLINE AT (800) 242-8511, AS WELL AS OTHER UTILITIES NOT SERVED BY DIGGER'S HOTLINE, BUT HAVING FACILITIES IN THE WORK AREA, AT LEAST THREE (3) FULL BUSINESS DAYS PRIOR TO CONSTRUCTION TO NOTIFY THE UTILITIES TO LOCATE THEIR UNDERGROUND FACILITIES.

EROSION CONTROL NOTES:  
DISTURBED AREA = 27,850 SQ. FT. EROSION CONTROL REQUIRED PER THE CITY OF TWO  
RIVERS CODE. INCREASE IN IMPERVIOUS AREA = 18,940 SQ. FT. STORMWATER  
MANAGEMENT PLAN NOT REQUIRED PER CITY OF TWO RIVERS CODE.  
EROSION CONTROL AND STORMWATER MANAGEMENT PLAN TO BE IN ACCORDANCE WITH  
THE LATEST MGNR TECHNICAL STANDARDS.

FIRE PROTECTION FEATURES  
BUILDING TYPE - WOOD FRAME  
OCCUPANCY - SHOP AND HOME  
SMOKE ALARMS TO BE INSTALLED IF  
REQUIRED BY CODE

[illegible]

Previously Approved CUP for 2005 Hawthorn Ave: Ross Auto & Transmission Service, LLC

CONDITIONAL USE  
PERMIT  
City of Two Rivers

Document Number

Permit No. 2021-05

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 2005 Hawthorne Avenue in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

See "Exhibit A" Attached

Inspections Department  
City of Two Rivers  
PO Box 87  
Two Rivers, WI 54241-0087

Parcel ID Numbers: 053-202-101-050.01  
053-202-101-070.07

Zoning Classification of the Premises is: B-2 Business District/Conditional Use for an Automobile Service Establishment.  
Mailing Address of the Premises is: Ross Auto & Transmission Service, LLC, c/o Jake Ross, 247 Baker Lane, Mishicot, WI 54228

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of the operation of an automobile service establishment.

Permitted by action of the City Council of the City of Two Rivers on November 1, 2021.

Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Construction and operation of the use permitted shall be in strict conformity to the approved Site and Operation Plans filed in connection with the Petition for this Permit and such plans are incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is specifically issued to Jake Ross d/b/a Ross Auto & Transmission Service, LLC and shall lapse upon a change in business ownership or tenancy of the subject premises; or if the land uses ceases operation for more than 12 months.
7. Conditions of Operations:
  - a. Hours of operation: 8AM - 5PM, Monday - Saturday. No Sunday operations.
  - b. No outdoor operations. Vehicle service and repairs shall be provided within the building.
  - c. No outdoor storage.
  - d. Dumpster(s) shall be located behind building and screened from adjacent properties.
  - e. Provide make-up air or any other alterations necessary in accord with commercial building code.
  - f. Inspection by the Building Inspector and Fire Department prior to opening for business.
  - g. Signage in accord with the City's Sign Code.

Previously Approved CUP for 2005 Hawthorn Ave: Green Acres Landscaping, Inc.

CONDITIONAL USE  
PERMIT  
City of Two Rivers

Document Number

Permit No. 2021-06

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 2005 Hawthorne Avenue in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

See "Exhibit A" Attached

Inspections Department  
City of Two Rivers  
PO Box 87  
Two Rivers, WI 54241-0087

Parcel ID Numbers: 053-202-101-050.01  
053-202-101-070.07

Zoning Classification of the Premises is: B-2 Business District/Conditional Use for a Landscape Contractor.  
Mailing Address of the Premises is: Green Acres Landscaping, Inc., c/o Ryan Ross, 247 Baker Lane, Mishicot, WI 54228

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of a landscaper contractor.

Permitted by action of the City Council of the City of Two Rivers on November 1, 2021.  
Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Construction and operation of the use permitted shall be in strict conformity to the approved Site and Operation Plans filed in connection with the Petition for this Permit and such plans are incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is specifically issued to Ryan Ross, d/b/a Green Acres Landscaping, Inc. and shall lapse upon a change in business ownership or tenancy of the subject premises; or if the land uses ceases operation for more than 12 months.
7. Conditions of Operations:
  - a. Hours of operation: 24 hours per day, 365 days per year to allow employees to access the vehicles to provide lawn care and snow removal services.
  - b. No vehicle maintenance or repairs in the designated area shown on the approved Site Plan, except for emergency repairs to get said vehicles to a service garage.
  - c. Outdoor storage of vehicles, trailers and equipment limited to designated area shown on the approved Site Plan.
  - d. No retail operations or storage of landscape materials.
  - e. Should the existing tree buffers be removed or diminished, the Permittee shall install a six-foot high privacy fence along the property lines adjacent to any residential use.
  - f. Signage in accord with the City's Sign Code.



Previously Approved CUP for 2005 Hawthorn Ave: T.R. Storage, LLC

CONDITIONAL USE  
PERMIT  
City of Two Rivers

Document Number

Permit No. 2021-07

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 2005 Hawthorne Avenue in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

See "Exhibit A" Attached

Inspections Department  
City of Two Rivers  
PO Box 87  
Two Rivers, WI 54241-0087

Parcel ID Numbers: 053-202-101-050.01  
053-202-101-070.07

Zoning Classification of the Premises is: B-2 Business District/Conditional Use for a Self-Storage Facility.  
Mailing Address of the Premises is: T.R. Storage, LLC, c/o Ryan Ross, 247 Baker Lane, Mishicot, WI 54228

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of establishing a self-storage facility.

Permitted by action of the City Council of the City of Two Rivers on November 1, 2021.

Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Construction and operation of the use permitted shall be in strict conformity to the approved Site and Architectural Plans filed in connection with the Petition for this Permit and such plans are incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is granted to Ryan Ross, d/b/a T.R. Storage, LLC and shall not lapse upon a change in ownership. The land use described herein may continue upon a change in ownership provided all operations are continued in strict accordance with this permit.
7. This permit shall lapse should the land use described herein cease for more than twelve (12) months.
8. Any conditions of this Permit which would normally be the responsibility of the owner or tenant of the premises shall be made part of the tenant's lease by the owner, which lease shall contain provisions for posting of the pertinent conditions to notify tenants and employees thereof as may be necessary to carry out the conditions.
9. Conditions of Operations:
  - a. Self-storage units may be rented or leased only for the storage of household or personal goods, vehicles, recreational vehicles, boats, business supplies or contractor supplies.
  - b. No sales, service, repair, fabrication or manufacturing activities are permitted in the storage units.
  - c. No animal, livestock, rabbits, fowl or poultry of any kind shall be raised, bred or kept in any unit.
  - d. No noxious, offensive, boisterous or illegal activity shall be carried on or conducted in any unit, nor shall anything be done therein, either willfully or negligently, which may or become and annoyance or a public nuisance.
  - e. There shall be no outdoor operations or storage.
  - f. No hazardous substances or materials as defined by federal, state or local laws shall be brought upon, kept or used in, on or about a unit, except for small quantities of gasoline or motor oil necessary for motor vehicles.
  - g. The building shall comply with applicable Building and Fire Codes and safety requirements.
  - h. Signage in accord with the City's Sign Code.