

NOVEMBER 13, 2023

PLAN COMMISSION AGENDA, SUPPORT MATERIALS AND MINUTES

REGARDING ALLIANCE CONSTRUCTION AND DESIGN AND BURROWS (OWNER)

CONDITIONAL USE APPLICATION



**TWO
RIVERS**
WISCONSIN

PLAN COMMISSION

November 13, 2023 at 5:30 PM

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

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. Review of Extraterritorial Certified Survey Map completed by Bradley Buechel, Licensed Surveyor, Meridian Surveying, LLC, Parcels 007-131-006-015.00 and 007-131-006-009.00, on CTH Q.
- B. Review request to rezone All Seasons Outdoor Power and Marine, from B-1 to B-2; located at 2521 Jackson Street, submitted by applicant and owner Marty and Kelly Pasek.
- C. Review of Conditional Use Permit application for use of self-storage units on 15th Street, for parcel 053-000-076-015.03, submitted by Alliance Construction and Design and Eric Burrows (owner).
- D. Review of Preliminary Plat for Sandy Bay Highlands Phase 3, submitted by McMahon Associates and the City of Two Rivers (owner).
- E. Review and discuss the sign ordinance language regarding signs placed onto sidewalks and other public property.
- F. Review of acquisition of Lot 4, on preliminary Certified Survey Map, for West River Loft Development, submitted by West River Lofts LLC and City of Two Rivers

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.



LAND DEVELOPMENT APPLICATION

APPLICANT Eric Burrows TELEPHONE (920) 374-1080

MAILING ADDRESS 14520 Pioneer Road, Newton, WI 53063
(Street) (City) (State) (Zip)

PROPERTY OWNER Same as applicant TELEPHONE Same as applicant

MAILING ADDRESS Same as applicant
(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 15th Street, Two Rivers, WI 54241 TYPE OF STRUCTURE Self-Storage Units, Type VB - Wood

PRESENT ZONING I-1 (Industrial) REQUESTED ZONING No change

PROPOSED LAND USE Self-storage units with a boat landing and boat wash down station

PARCEL # 05300007601503 ACREAGE 2.08

LEGAL DESCRIPTION *ORIG PLAT PT LOTS 7 THRU 10 BLK 72 LOTS 6 THRU 13 BLK 75 LOTS 2 THRU 6 BLK 76 & PT VAC ADAMS, 15TH & W RIVER STS V 731 P 645-6 EXC V 870 P 569-570*

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

Narrative attached at the end of this document set.

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] Date 10-26-23
(Property Owner)

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 _____

\$ 350 TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY _____



GUIDELINES FOR CONDITIONAL USE PERMIT APPLICANTS

The Wisconsin Legislature enacted a new law (WI Act 67) effective November 2017 which regulates the process for approval of conditional use permits by all Wisconsin municipalities.

WI Act 67 requires that municipalities grant a conditional use permit (CUP) based on "substantial evidence" directly related to the land use that is being requested.

The procedure in Act 67 places the burden on an applicant to provide detailed fact-based information with their application. Such information cannot include the applicant's "personal preference" or "speculation" according to Act 67. Facts are required, not opinions, to support an application.

Therefore, an application for a CUP in the City of Two Rivers that is submitted to the Plan Commission for a public hearing shall include detailed facts provided by the applicant. Act 67 also required that the information be "measurable".

Measurable information may include, but not limited to the following:

- Intensity of Use(s) - number of customers, employees, size of building, hours of operation
- Adequacy of public services to serve the requested use
 - Utilities (sewer, water, stormwater drainage)
 - Public safety services (police, fire, emergency services)
 - Public school capacity available
- Economic Impacts - job creation, property valuation, tax base growth
- Vehicular and pedestrian traffic impacts
- Parking impacts - off-street and on-street
- Physical Impacts - noise, vibration, odors, air emissions, dust, light emissions
- Visual Impacts - indoors use, outdoor use, view obstruction, landscaping

Also see the attached list for more details regarding the facts and information that applicants must submit.

The application for a CUP shall include a "Plan of Operation" describing the proposed use in addition to measurable information and if appropriate, certain additional information such as site, architectural, lighting and landscaping plans.

Act 67 states if an applicant agrees to meet all requirements and conditions required in the applicable section(s) of the City's Zoning Ordinance, the CUP must be granted. Any condition(s) imposed must relate to the purpose(s) of the ordinance and be based on the "substantial evidence" provided by the applicant.

A consultation with City staff is recommended prior to or during the preparation of an application for the CUP.

LIST OF FACTS AND INFORMATION TO BE PROVIDED WITH AN APPLICATION FOR A CONDITIONAL USE PERMIT (CUP) IN THE CITY OF TWO RIVERS

This list is intended to assist CUP applicants in providing information that relates to Wisconsin Act 67 which emphasizes that "Facts & Information" be considered in granting a CUP. This list is not intended to apply to each and every type of Conditional Use, but includes typical factors caused by most urban land uses. Each CUP will have its own unique type of facts & information which will also vary by location and site-specific considerations. It is the applicant's responsibility to determine the facts & information to be included with an application. The information provided should be "measurable" according to Wisconsin Act 67.

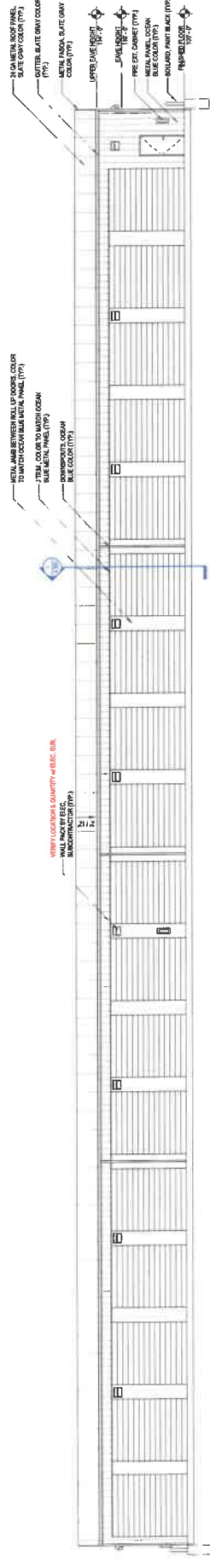
TYPES OF FACTS & INFORMATON	APPLICABLE TO THE REQUESTED CUP?		IS IT PROVIDED WITH THE APPLICATION?		IS IT MEASURABLE?	
	YES	NO	YES	NO	YES	NO
INTENSITY OF USE(S)						
Number of Customers	X		X		X	
Number of Employees	X		X		X	
Building Size	X		X		X	
Hours of Operation	X		X		X	
PHYSICAL FACTORS						
Air Emissions/Odors		X		X		NA
Light Emissions	X		X		X	
Noise/Vibration		X		X		NA
PUBLIC SAFETY						
Fire/EMS/Police						
Parking	X		X		X	
Pedestrian Safety	X		X		X	
Traffic Impacts		X		X		NA
UTILITIES						
Electric/Gas	X		X		X	
Sanitary Sewer		X		X		NA
Stormwater	X		X		X	
Water Service	X		X		X	
ECONOMIC IMPACTS						
Job Creation	X		X		X	
Property Values						
School Capacity		X		X		NA
Tax Base Growth						
AESTHETICS						
Blight Elimination		X		X		NA
Indoor/Outdoor Use	X		X		X	
View Obstruction						

NO.	REVISIONS	DATE
1	DELETE REVISION	4-23

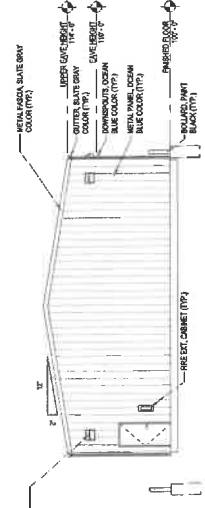
STATES: _____
 FOR BIDDING
 SHEET ISSUE DATE: 03/01/23
 CURRENT AS OF: 10/30/2023 12:52:48
 DRAWN BY: _____
 SCALE: 1/8" = 1'-0"



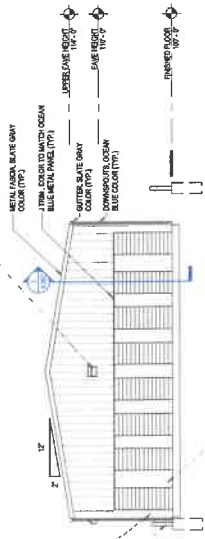
BUILDING 1 - NORTH
 ELEVATION
 1/8" = 1'-0"



BUILDING 1 - SOUTH
 ELEVATION
 1/8" = 1'-0"



BUILDING 1 - WEST
 ELEVATION
 1/8" = 1'-0"



BUILDING 1 - EAST
 ELEVATION
 1/8" = 1'-0"

October 26, 2023

RE: Parcel 05300007601503

Alliance Construction & Design in conjunction with Eric Burrows with B&B Metals submit this written narrative for purposes of requesting a conditional use permit for the proposed self-storage units at parcel 05300007601503 on 15th street.

The subject property is currently approximately 2.08-acre empty parcel zoned I-1 (industrial). The proposed use of the site will be for new self-storage units. We are proposing to build 4 new buildings with storage unit sizes ranging from 12'x40' to 5'x8'. We are also proposing to add a boat ramp to the south corner of the property with a washdown station for boats. We feel that the larger storage units will be a great opportunity for boaters to have a space to store their boats near the West Twin River with the convenience of a boat ramp to access the water.

The rendering and elevations depict the look of the storage units. The buildings will be finished with "ocean blue" metal panel with "bright white" doors. The site will be paved with asphalt. There will be gravel to the north of building 1 and south of building 3. There will be a grass area to the west of building 4 abutting the river. An 8'-0" high black chain-link fence with privacy mesh will line the perimeter of the site excluding the west side that abuts the water. A metal guardrail will be installed to the south of building 3 to protect it from vehicle parking at the adjacent site. Please refer to the proposed architectural site plan for the building numbers and locations.

Building 1 will be a 9,200 S.F. building with 26 self-storage units. Building 2 will be a 9,120 S.F. building with 50 self-storage units. Building 3 will be a 4,800 S.F. building with 17 self-storage units. Building 4 will be a 9,600 S.F. building with 20 self-storage units. Each building provides ADA storage units. The self-storage buildings and site will utilize electricity and the storm sewer. The boat wash down station will also utilize water service. There are 113 proposed self-storage units able to service 113 customers. The self-storage facility will operate from 6am – 10pm. The facility will provide 1 position for employment.

The owner places a high level of importance on security. Cameras will be installed throughout the site as well as multiple wall packs on the building to create a well-lit environment in dark hours. With that, we are also proposing a light pole near the northwest corner of the lot and one near the south corner of the lot. The light poles and wall packs will be the only light emission on site. Security is also upheld with the proposed fence at the perimeter of the site. A sliding, electric gate will allow entry onto the property for the

customers. Customers will be able to park at the self-storage unit they are renting as they load/ unload items. There will be minimal traffic impact as the nature of a self-storage facility is for the customer to visit monthly on average.

The buildings will be commercial in nature and there will be no residential development on site. Thus, not affecting school capacities. The surrounding properties are zoned B-1 to the east and south, and B-1 and PUD to the north.

With the increase of housing and apartments, the demand for storage units is growing we feel this site will provide a great opportunity for residents of Two Rivers and others for a space for storage of their items.



November 13, 2024

PLAN COMMISSION

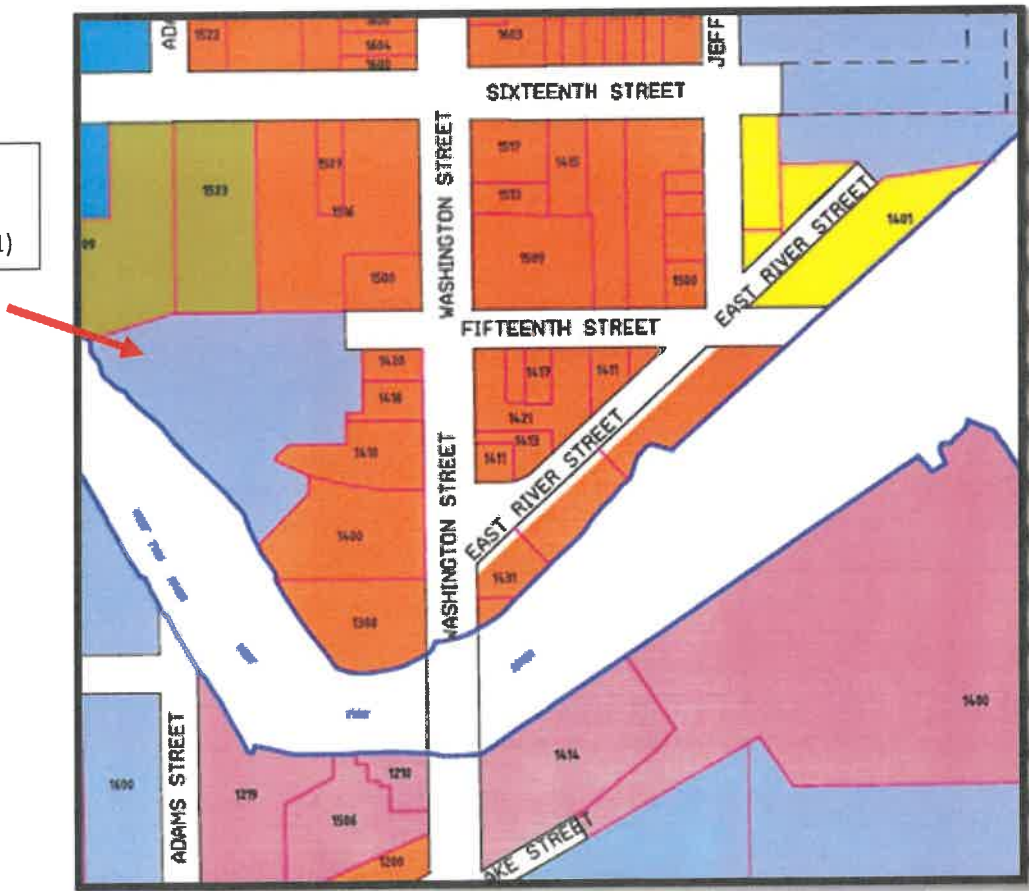
REQUEST: **Conditional Use Permit (CUP)** for parcel 053-000-076-015.03
15th Street, Two Rivers
Proposing: Three Buildings 1: 9,200 sq ft, 2: 9,120 sq ft and 3: 4,800 sq ft
Total 23,120 sq ft of storage
113 storage units in Downtown
With: Storage Units, Boat storage, boat washing station and boat launch

BACKGROUND INFORMATION:

This location, 1520 15th Street, was the former site of an industrial building demolished in 2006.

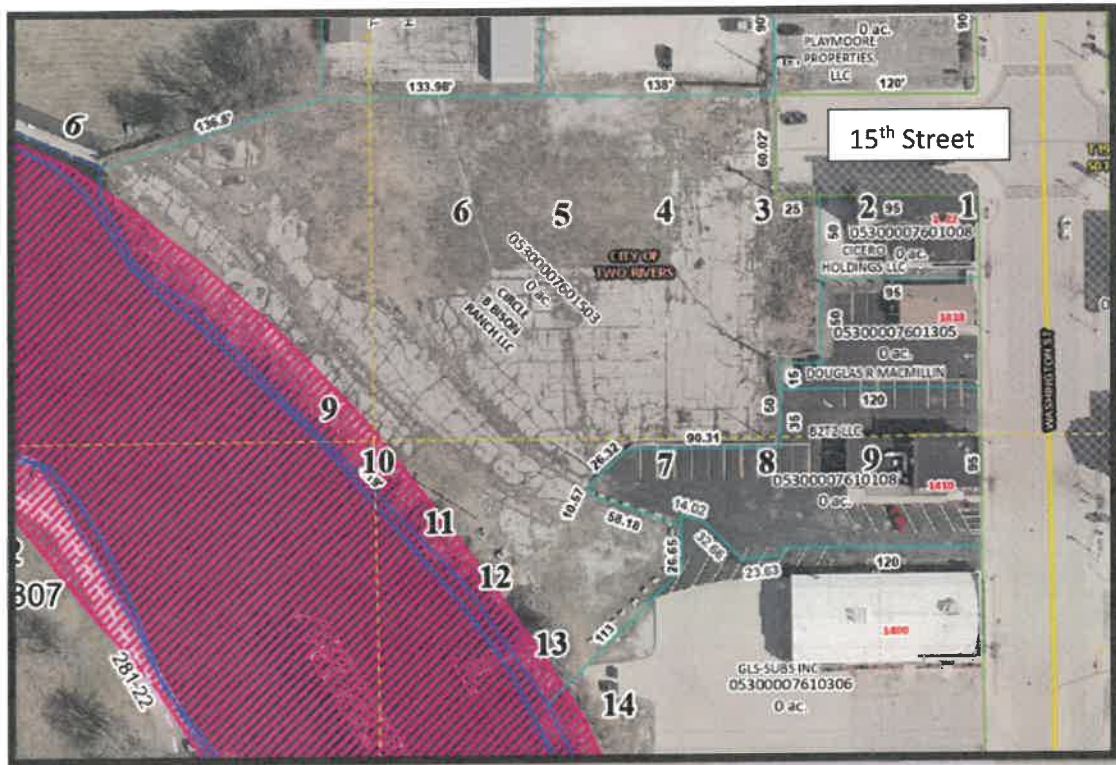
Zoning Map

Project location:
2.08 acres in size
Zoned Industrial (I-1)





Aerial Map



Zoning Information:

Industrial District (I-1) attached

Sec. 10-1-7. - Definitions. Self – storage facility is as follows:

Self-storage/mini warehouse facility.

- (1) A compartmentalized warehouse building in which storage compartments of varying sizes are leased or rented to individuals for general storage purposes for varying periods of time and providing one or more doors serving each compartment.
- (2) The following uses shall be prohibited in self-storage/mini warehouse facilities:
 - (a) Storage of flammable or hazardous materials or chemicals.
 - (b) Auctions, commercial, wholesale, retail or miscellaneous or garage sales; except those conducted by the property owner when property stored in said compartment is abandoned in accord with Wis. Stats. § 704.90(6), or any successor to that statute.





**TWO
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COMMUNITY DEVELOPMENT

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



- (c) Sales, service, repair, fabrication or manufacturing activities.
- (d) The operation of power tools, spray painting equipment, table saws, lathes, compressors, welding equipment or other similar equipment.
- (e) The establishment of a transfer or storage business.
- (f) Any use that is noxious or offensive of odors, dust, noise, fumes or vibrations.

STAFF RESPONSE

1. The City's *Updated Comprehensive Plan*, adopted on November 7, 2022, identifies 15 Priority Growth Areas / Redevelopment Sites, and this location is one of the priority redevelopment locations. The Priority Growth Areas are defined as prime locations for redevelopment because they are served by existing infrastructure and can serve as infill sites for revitalization.
2. This CUP application for self-storage units is not a redevelopment use in alignment with the City's Comprehensive Plan for this area within the downtown.
3. Below are comments and requests for additional information regarding the CUP application packet as submitted.
 - A. Questions surrounding the boat ramp as shown include:
 - The proximity to the CN Trestle Bridge and the impact of this proximity to the ability of boats to maneuver within this area;
 - What type and size of boats this project is seeking to attract to use the ramp and to store.
 - The slope of the boat ramp itself and its condition;
 - The existence or status of a boat ramp permit with the WI DNR.
 - B. The preliminary site plan layout does not appear to show enough area for vehicles, vehicles with boats or trailers, to turn or maneuver to access the storage units, or to maneuver to access the boat ramp.
 - C. The number of storage units, and the proposal overall, will necessitate a stormwater management plan for review and approval by the City of Two Rivers and the state.
 - D. A grading plan will also be required for review and approval by the City of Two Rivers.
 - E. A vegetative screen specifically to screen Building 4 and the width of the waterfront frontage is a recommended condition. The vegetative screen is to be at least as tall as the eaves of Building 4. A landscaping plan is a requirement of the Site and Architectural review process, and this vegetative screening is a condition of the CUP review.



www.two-rivers.org



920.793.5564



920.793.5512



**TWO
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COMMUNITY DEVELOPMENT

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



Action Alternatives Available to the Plan Commission Members:

1. Move to grant the conditional use permit in the form presented.
2. Move to modify the conditional use permit and conditions as presented. Modifications to be identified:
3. Move to place this matter on an upcoming agenda to consider the final form of the CUP application with additional/more information and take final action on the matter.
4. Not approve the application (as submitted).



www.two-rivers.org



920.793.5564



920.793.5512

Sec. 10-1-28. I-1 industrial district.

A. *Use.* In the I-1 Industrial district, no building or premises shall be used and no building shall be hereinafter be erected or structurally altered unless otherwise provided in this chapter, except for one or more of the following uses.

(1) *Principal permitted uses.*

- (a) Business, professional or clerical offices.
- (b) Communication towers and antennas.
- (c) Contractor offices and shops including sales, service and repair of related products and equipment with no outdoor operations and no outdoor storage, excluding heavy construction and landscape contractors.
- (d) Laboratory.
- (e) Manufacturing, processing, repairing, warehouse or assembly of previously prepared materials.
- (f) Municipal facilities.
- (g) Recycling of scrap and waste materials with no outdoor storage.
- (h) Wholesale establishment.

(2) *Accessory uses.*

- (a) Accessory buildings for the storage of vehicles, materials or equipment related to a permitted use.
- (b) Dock facility.
- (c) Essential services.
- (d) Off-street parking and loading facilities.
- (e) Rail tracks and spur lines.
- (f) Retail sales of products manufactured on the premises or products which are sold wholesale from the premises. Retail sales shall be incidental to the principal permitted use, and shall be limited to 25 percent of the gross floor area of the principal building and all accessory buildings.
- (g) Signs in accord with chapter 10-4.
- (h) Shipping containers used for storage in accord with section 10-1-15.J.(5).

(3) *Conditional uses.*

- (a) Animal hospital and kennel.
- (b) Auction facility, business.
- (c) Auction facility, industrial.
- (d) Commercial boat dock.
- (e) Day-care center.
- (f) Flea market, excluding any special event authorized by the city council.
- (g) Heavy contractor's yards and equipment storage.
- (h) Private utilities.

-
- (i) Recreational facility, indoor or outdoor.
 - (j) Recreational vehicle sales, service and storage.
 - (k) Self-storage facility.
 - (l) Utility trailer and truck rental.
 - (m) Wind energy systems.

(4) *Prohibited uses.* Any use not specifically permitted in subsection A.(1), (2) and (3).

- B. *Open storage.* Open storage permitted if it is out of public view or contained within an opaque fence or wall eight feet high or a visual screen consisting of evergreen or evergreen-type hedges or shrubs, spaced at intervals of not more than six feet, which grow uniformly to a height of eight feet or more after one full growing season and which will eventually grow to a height of not less than 16 feet. They shall be located and maintained in good condition within 15 feet of the property line.
- C. *Minimum area dimensions.*
 - (1) *Total area:* 7,500 square feet.
 - (2) *Setback:* none.
 - (3) *Side yard:* none, except where adjacent to a residential zone, in which case the side yard shall be not less than 25 feet.
- D. *Height.* Buildings hereafter erected or structurally altered shall exceed neither 75 feet nor six stories in height.
- E. *Off-street parking and loading.* In the district off-street parking and loading facilities shall be provided in accordance with section 10-1-13 of this chapter.
- F. *Vision clearance.* Vision clearance shall be provided at all street intersections and at all alley and driveway intersections in accordance with section 10-1-15.

(Amended 1-6-2020)



MINUTES

1. CALL TO ORDER

Greg Buckley called the meeting to order at 5:30 PM.

2. ROLL CALL

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

Excused: Rick Inman and Eric Pangburn.

Also Present: Community Development Director Elizabeth Runge, Bonnie Shimulunas, Jamie Sprutles, Olivia Vander Heiden, Mark Gordon, Tracey Koach, JoAnne Kouba, Joel Moose, David Van Ginkel, Kirstine Pigeon, Kelly Pasek, Marty Pasek, Jody Behringer, Shelly Vogel, Jason Ring, and Recording Secretary Adam Taylor.

3. ACTION ITEMS

A. Review of Extraterritorial Certified Survey Map completed by Bradley Buechel, Licensed Surveyor, Meridian Surveying, LLC, Parcels 007-131-006-015.00 and 007-131-006-009.00, on CTH Q.

Motion to approve the Extraterritorial Certified Survey Map.
Motion made by Koach, seconded by Wachowski.

Roll Call Vote:
Voting Yea: Buckley, Wachowski, Heckenlaible, Lee, Koach
Motion Carried

B. Review request to rezone All Seasons Outdoor Power and Marine, from B-1 to B-2; located at 2521 Jackson Street, submitted by applicant and owner Marty and Kelly Pasek.

The request to rezone is the first step for the owners. They are seeking to offer the rental of trailers and trucks in a B-2 Business District. If approved, they would apply for a Condition Use Permit, and the conditions for the truck and trailer rentals will be addressed by the Plan Commission at that time.

A motion was made to recommend the rezoning request to the City Council.
Motion made by Wachowski, seconded by Lee.

Roll Call Vote:
Voting Yea: Buckley, Wachowski, Heckenlaible, Lee, Koach
Motion Carried

C. Review of Conditional Use Permit application for use of self-storage units on 15th Street, for parcel 053-000-076-015.03, submitted by Alliance Construction and Design and Eric Burrows (owner).

Staff reviewed the Conditional Use Application submitted. The staff memo identified additional information listed below.

There are questions surrounding the boat ramp:

- The proximity to the CN Trestle Bridge and the impact of this proximity and the ability of boats to maneuver;
- What type and size of boats this project is seeking to attract;
- The slope of the boat ramp itself and its condition;
- The existence or status of a boat ramp permit with the WI DNR.

The preliminary site plan does not show enough area for vehicles, with boats or trailers, to turn or maneuver to access the storage units, or to maneuver to access the boat ramp. This is also the case for fire trucks to access the site and boat launch area.

The site plan does not show the 25-foot set back required from the Planned Unit Development (PUD) zoned parcels to the north.

The proposed development will be subject to stormwater management plan review and approval by the City, a grading plan, and a vegetative screen specifically to screen Building 4. The screen to be the width of the waterfront frontage and at least as tall as the eaves of Building 4 is a recommended condition. A landscaping plan is a requirement of the Site and Architectural review process, and this vegetative screening is a condition of the CUP review.

Staff noted this use does not align with the City's Comprehensive Plan. The Alliance representative explained it is a very preliminary plan.

A motion was made to recommend denial of the CUP to the City Council
Motion made by Wachowski, seconded by Lee.

A second motion was made to table this item to the December 11, 2023, meeting to include more information from the applicant regarding the memo.

Motion made by Koach, seconded by Heckenlaible.
The motion to table the item takes precedence.

Roll Call Vote:

Voting Yea: Buckley, Heckenlaible, Lee, Koach

Voting Nay: Wachowski

Motion to Table Carried

D. Review of Preliminary Plat for Sandy Bay Highlands Phase 3, submitted by McMahon Associates and the City of Two Rivers (owner).

The Plan Commission considered the staff memo, and the plat overview presented by Matt Heckenlaible.

A motion was made to approve the Preliminary Plat.

Motion made by Koach, seconded by Lee.

Roll Call Vote:

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

Motion Carried

E. Review and discuss the sign ordinance language regarding signs placed onto sidewalks and other public property.

The floor was open for public comments. Mark Gordon and David Van Ginkel both addressed interest in having sidewalk sticker signs and explained why they believe they should be permitted. Plan Commission staff discussed limiting the quantity of the signs based on square footage and whether liability insurance would be required for such signs.

A motion was made for a staff report including additional research to be brought back to the December 11, 2023, meeting.

Motion made by Wachowski, seconded by Heckenlaible.

Roll Call Vote:

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

Motion Carried

F. Review of acquisition of Lot 4, on preliminary Certified Survey Map, for West River Loft Development, submitted by West River Lofts LLC and City of Two Rivers.

Staff explained this was approved previously by City Council as a part of the development agreement for the West River Loft proposal on November 6, 2023. It is being brought to the Plan Commission for their recommendation .

A motion was made to recommend acquisition to the City Council.

Motion made by Heckenlaible, seconded by Lee.

Roll Call Vote:

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

Motion Carried

4. ADJOURNMENT

Motion to adjourn at 7:00 PM.

Motion made by Wachowski, seconded by Lee.

Respectfully submitted, Adam Taylor, Recording Secretary

CONDITIONAL USE APPLICATION

DECEMBER 11, 2023

PLAN COMMISSION AGENDA, SUPPORT MATERIALS AND MINUTES

REGARDING ALLIANCE CONSTRUCTION AND DESIGN AND BURROWS (OWNER)



**TWO
RIVERS**
WISCONSIN

PLAN COMMISSION

December 11, 2023 at 5:30 PM

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

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. Review of Site and Architectural Plan for 1509 Washington Street, submitted by Adam Stein of Logic Design & Architecture, Inc.
- B. Review of additional materials submitted for Conditional Use Permit application for use of self-storage units on 15th Street, for parcel 053-000-076-015.03, submitted by Alliance Construction and Design and Eric Burrows (owner).
- C. Review of request to change the sign ordinance to permit signs placed onto sidewalks.

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.



December 1, 2023

RE: Review of Conditional Use Permit application for use of self-storage units on 15th street, for parcel 05300007601503

Alliance Construction & Design in conjunction with Eric Burrows with B&B Metals submit this written narrative to answer the questions and comments presented at the November 13, 2023, plan commission meeting. We have revised the site plan in response to the items in question and in need of clarification. Please see the revised site plan and supporting documents submitted with this narrative.

The supporting documents include renderings of the proposed development from the driveway of the site and from the river on pages 4 and 5, a survey of the existing site from Stantec on page 6, the revised site plan on page 7 (sheet A050), a site plan with fire truck turning and maneuvering on page 8 (sheet A052), the largest fire truck turning radius for the City of Two Rivers on page 9, a site plan with truck and trailer turning and maneuvering on page 10 (sheet A053), an area map that shows the proposed development site and neighboring sites with their uses and zoning on page 11, a "before and after" view of the existing property from the proposed driveway on page 12, and images of neighboring properties on the waterfront on pages 13 – 16.

The questions/ items for clarification include:

1. The proximity to the CN Trestle Bridge and the impact of this proximity to the ability of boats to maneuver within this area.
2. What type and size of boats this project is seeking to attract to use the ramp and to store.
3. The slope of the boat ramp itself and its condition.
4. The existence or status of a boat ramp permit with the WI DNR.
5. The preliminary plan layout does not appear to show enough area for vehicles with boats or trailers to turn or maneuver to access the storage units or to maneuver to access the boat ramp. This is also the case for fire trucks to access the site and boat launch area.
6. The site plan does not show the 25-foot setback requirement from the Planned Unit Development (PUD) zoned parcels to the north.
7. The number of storage units, and the proposal overall, will necessitate a stormwater management plan for review and approval by the City of Two Rivers and the state.
8. A grading plan will also be required for review and approval by the City of Two Rivers.
9. A vegetative screen specifically to screen Building 4 and the width of the waterfront frontage is a recommended condition. The vegetative screen is to be at least as tall as the eaves of Building 4. A landscaping plan is a requirement of the Site and Architectural review process, and this vegetative screening is a condition of the CUP review.

1. Due to the proximity of the CN Trestle Bridge, we are proposing to close and remove the existing boat ramp near the CN Trestle Bridge and open a new boat ramp to the north.
2. The boats that we are proposing be stored in units are small to large sized boats. The length can range from an 8'-0" Jon boat to a 30'-0" fishing boat. Although we have designed units large enough to house boats, the units are not limited to only boat storage. Similar in nature to other self-storage facilities, customers are able to store various personal items in the units.
3. Per our civil engineer, Christian Moring, PE, with Stantec, the targeted slope for the boat launch will be 12% - 15% per industry standard. Less than 12% risks bringing the vehicles axle into the water by the time the boat is far enough into the water. A slope steeper than 15% will be avoided as it can create a slip/ fall hazard for people. The ramp will be wide enough to accommodate 1 lane. The dock will have the ability to accommodate space for 1 boat loading or unloading with a space for 1 boat to wait.
4. Per Kathi Kramasz, Waterways Program staff for Manitowoc County with the WI DNR, a DNR individual permit will be needed for the new boat ramp. The boat ramp is proposed to be private and only to be used by those who are storing their boats in the self-storage units on site. All necessary permits will be obtained with the WI DNR, the City of Two Rivers, and any other applicable state permits. We will apply for permits after we have CUP approval to move forward with this development.
5. The site plan was altered to provide a 30'-0" drive aisle between buildings 1 and 2 due to the smaller size of the units that are off of that 30'-0" drive aisle. The 30'-0" is industry standard for aisles between storage unit buildings housing units with sizes of 12'x20' and smaller. This similar condition is proposed between buildings 2 and 5. 60'-0" of space is provided between buildings 2 and 3 for adequate maneuvering of vehicles with trailers. A minimum of 90.86' is provided in front of the 2 large, 12'x40' storage units in building 2. A minimum of 57.01' is provided in front of the 6 large, 12'x40' storage units in building 4. The truck with trailer turning and maneuvering on site is shown on sheet A053 in the documents included with this narrative. The fire truck turning and maneuvering on site is shown on sheet A052 in the documents included with this narrative. The fire truck turning radius is based off the largest truck the City of Two Rivers Fire Department has. The turning radius information was received from Chad Kakes, Assistant Chief of Fire Operations for the City of Two Rivers Fire Department, and is also included with the submitted documents.

6. The site plan was revised to meet the 25'-0" building setbacks from the PUD zoned parcels to the north.
7. A stormwater management plan for review and approval by the City of Two Rivers and the state will be prepared by Christian Moring, PE, from Stantec for the site plan approval after we have CUP approval to move forward with this development.
8. A grading plan for review and approval by the City of Two Rivers and the state will be prepared by Christian Moring, PE, from Stantec for the site plan approval after we have CUP approval to move forward with this development.
9. The site plan was revised to show a vegetative screen at the waterfront. A site plan will be completed for the site and architectural review process after we have CUP approval to move forward with this development.

We feel that the proposed development is an improvement to the existing site conditions. It is a development that aligns with the City of Two Rivers zoning code. The parcel is zoned I-1 (industrial district) and a self-storage facility can be permitted as a conditional use per section 10-1-28.A(3) of the zoning code.

Included with this narrative, there is a map and images of the existing site and neighboring sites along the waterfront. There is also a rendering of what we are proposing. In comparison to some of the neighboring properties, we feel this development will be an improvement to this area. In completing the construction of the buildings as well as the sitework we will be making a positive impact on the waterfront in comparison to its existing state.



B&B STORAGE TWO RIVERS

PROJECT NUMBER: 23-144
STATUS: FOR CIP
SHEET ISSUE DATE: 02/11/2023

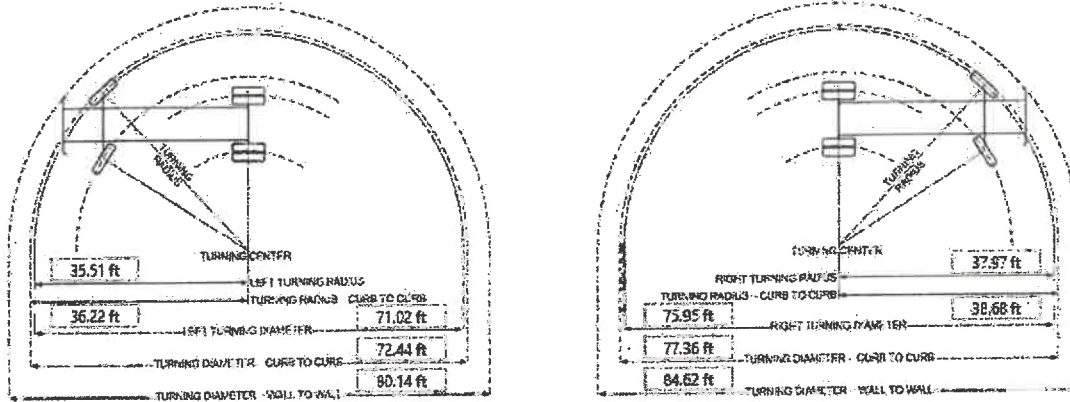


B&B STORAGE TWO RIVERS

PROJECT NUMBER: 23-144
STATUS: FOR CUP
SHEET NAME DATE: 12/01/2023

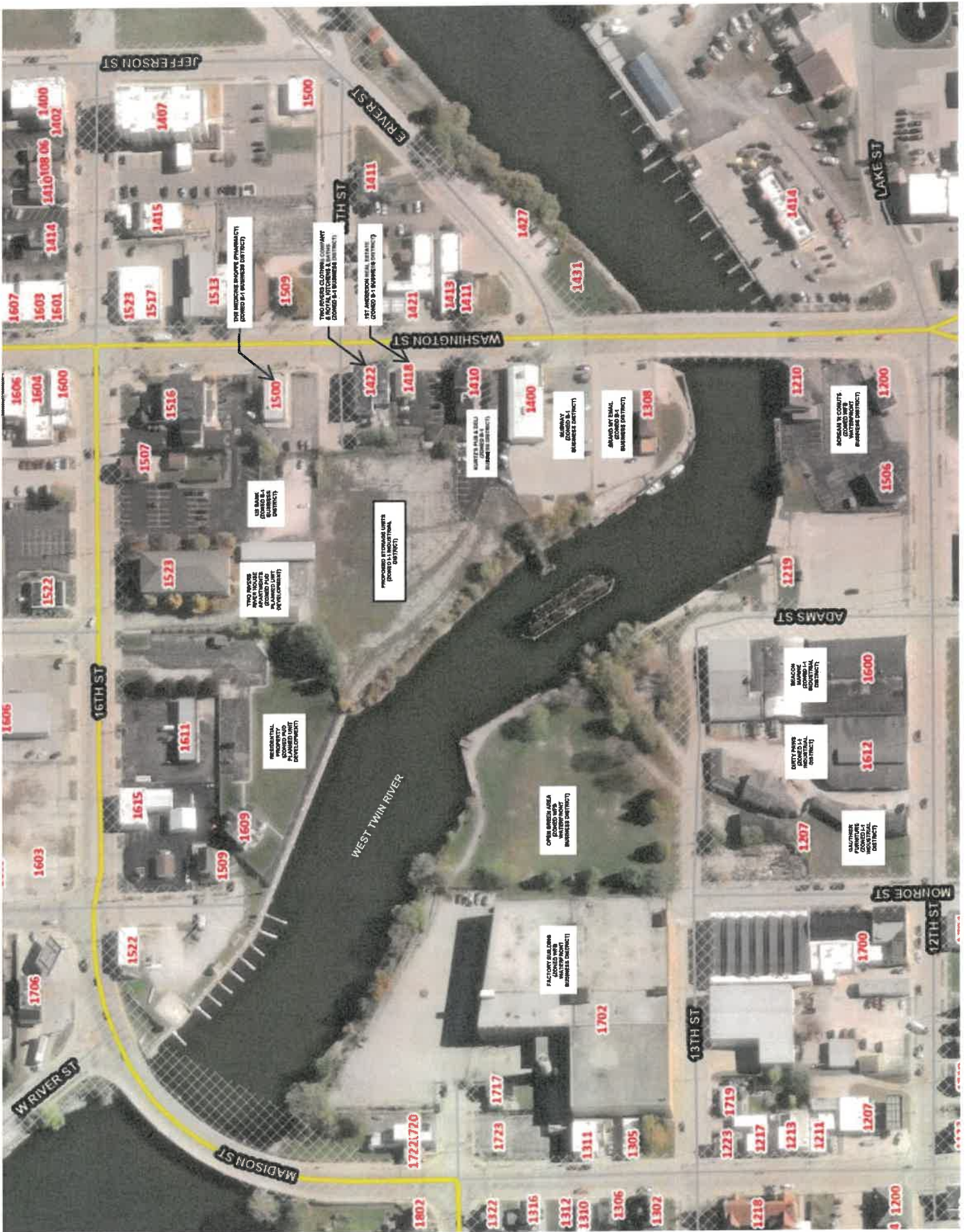
Largest fire truck turning radius per Chad Kakes
(Assistant Chief of Fire Operations) 11-28-2023

Turning Radius



The turn radius is an estimate given for reference only. Real world results depend on the type, speed, weight distribution, alignment, air, tire pressure, turn stop settings, etc. Spartan makes no claim as to the accuracy of this tool.

End User Name	0100-012 Gladiator
Chassis Model	250.00 in
Wheelbase	6.00 in
Bumper Extension	104.40 in
Bumper Width	33.50 deg
Left hand outside tire turn angle	31.00 deg
Right hand outside tire turn angle	36.22 ft, 11.04 m
Left hand Curb-to-Curb turning radius	38.68 ft, 11.79 m
Right hand Curb-to-Curb turning radius	40.07 ft, 12.21 m
Left hand Wall-to-Wall turning radius	42.31 ft, 12.90 m
Right hand Wall-to-Wall turning radius	



JEFFERSON ST

RIVER ST

WASHINGTON ST

ADAMS ST

MONROE ST

MADISON ST

13TH ST

12TH ST

WEST TWIN RIVER

WRIVER ST

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THIS PROPOSED INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

TWO OFFICE BUILDINGS, COMMERCIAL & INDUSTRIAL (CITY ZONING DISTRICT)

ST. JOSEPH'S HEALTH CENTER (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

USE AS AWARENESS CENTER (CITY ZONING DISTRICT)

TWO OFFICE BUILDINGS, COMMERCIAL & INDUSTRIAL (CITY ZONING DISTRICT)

PROPOSED INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

OFFICE BUILDING (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)

INDUSTRIAL DEVELOPMENT (CITY ZONING DISTRICT)



View of Existing Property from 15th Street



Rendering of Proposed Development

View 1 of the Existing Waterfront Properties from the Madison Street Bridge



View 2 of the Existing Waterfront Properties from the Madison Street Bridge



View of the Existing Waterfront Properties from the Washington Street Bridge



View of Property and Neighboring Properties from across the River





**TWO
RIVERS**
WISCONSIN

COMMUNITY DEVELOPMENT

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



December 11, 2023

PLAN COMMISSION

REQUEST: **Conditional Use Permit (CUP)** for parcel 053-000-076-015.03
15th Street, Two Rivers

From: **Alliance Construction and Design**
Additional Information: Attached

STAFF RECOMMENDATION

1. This CUP application for self-storage units is not a redevelopment use in alignment with the City's Comprehensive Plan for this area within the downtown.
2. However, the applicant provided materials for each question from the initial review of the CUP in November 2023 and therefore staff recommends approval of the CUP.
3. Any development is required to go through the site and architectural review process.



www.two-rivers.org



920.793.5564



920.793.5512



MINUTES

1. CALL TO ORDER

Greg Buckley called the meeting to order at 5:30 PM.

2. ROLL CALL

Present: Greg Buckley, Rick Inman, Kay Koach, Eric Pangburn, and Adam Wachowski.

Excused: Kristin Lee and Matt Heckenlaible.

Also Present: Community Development Director Elizabeth Runge, Tracey Koach, Jamie Sprutles, Olivia Vander Heiden, Adam Stein, Kristine Pigeon, Jody Behringer, JoAnne Kouba, Shelly Vogel, and Recording Secretary Adam Taylor.

3. ACTION ITEMS

A. Review of Site and Architectural Plan for 1509 Washington Street, submitted by Adam Stein of Logic Design & Architecture, Inc.

The Plan Commission considered the staff memo in their review of the site plan.

Questions circulated around potential demolition issues with the connecting building to the north. Adam Stein explained the demolition will be completed accurately in steps while making sure of frost protection. If issues arise with the face of the wall on the adjacent building, they will make sure to re-face it properly.

Adam Stein assured the following regarding the surrounding parking lot and drive-through.

- Handicap access will be available on the west side of the lot beyond the drive-through window where traffic will be safest.
- Grass will be implemented along the walkways.
- Curb stops will be implemented in the parking spaces directly adjacent to the building.
- The drive-through lane can fit up to 18 vehicles before traffic reaches 15th Street.
- Delivery trucks will be smaller Cisco -sized trucks and made before or after hours.
- The ladder shown on the outside of the building will have a locked cover that is not currently shown on the rendering.
- The lighting plan shows outdoor lighting.

Discussion regarding the outdoor patio indicated that space heaters may be installed in the future if needed.

Motion to approve the plan with the conditions listed in the staff report.

Motion made by Pangburn, seconded by Inman.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Pangburn, Wachowski

Motion Carried

B. Review of additional materials submitted for Conditional Use Permit application for use of self-storage units on 15th Street, for parcel 053-000-076-015.03, submitted by Alliance Construction and Design and Eric Burrows (owner).

The Plan Commission reviewed the report submitted by Alliance Construction, which answered the previous questions/concerns.

The planned use includes any type of storage not just storage for boats. The site will have a fence with additional landscaping. Stormwater management plan is not yet complete.

A motion was made to recommend denial of the CUP to the City Council based on the following concerns:

- Not enough space in the Southeast corner and between buildings 4 & 3
- Hours of operation
- Landscaping
- No stormwater management plan

Motion made by Wachowski, seconded by Pangburn.

Roll Call Vote:

Voting Yea: Pangburn, Wachowski

Voting Nay: Buckley, Inman, Koach

Motion Failed

A motion to reconsider made by Inman, seconded by Koach.

Roll Call Vote:

Voting Yea: Inman, Koach, Pangburn, Wachowski

Voting Nay: Buckley

Motion Carried

A motion was made to recommend denial of the CUP to the City Council based on the same concerns As cited in the first motion:

- Not enough space in the Southeast corner and between buildings 4 & 3
- Hours of operation
- Landscaping
- No stormwater management plan

Motion made by Wachowski, seconded by Pangburn.

Roll Call Vote:

Voting Yea: Inman, Koach, Pangburn, Wachowski

Voting Nay: Buckley

Motion Carried

C. Review of request to change the sign ordinance to permit signs placed onto sidewalks.

Discussion regarding the sidewalk signs began with the identification that the current ordinance does not permit signs on the sidewalk. The Plan Commission discussion and the members of the public discussed opinions supporting and opposing additional signs beyond a building or window.

A motion was made to recommend the denial of these changes to the sign code to the City Council.

Motion made by Pangburn, seconded by Koach.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Pangburn

Voting Nay: Wachowski

Motion Carried

4. ADJOURNMENT

Motion to adjourn at 7:15 PM.

Motion made by Pangburn, seconded by Inman.

Respectfully submitted, Adam Taylor, Recording Secretary