



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