

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: April 28th, 2025
SUBJECT: 1684 S Church Street, Conditional Use Permit - CUP

A request by Darcie Wilson, agent for Camp Buckaroos Inc., for a Conditional Use Permit (CUP) for 'Indoor Institutional'. Parcel PIN(s): 291-0815-0923-064

SITE DETAILS:

Acres: 5.0
Current Zoning: General Business (GB)
Existing Land Use: Retail
Future Land Use Designation: Planned Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for 'Indoor Institutional' to utilize a retail space for a Licensed Adult Day Care (ADCC). The Adult Day Care will utilize the 2,579 S.F. building as it is currently configured with no alteration required.

STAFF EVALUATION:

Land Use and Zoning:

1. Within the General Business (GB) Zoning District, 'Indoor Institutional' is a principal land use permitted as a conditional use [per § 550-33B(2)(b)]. 'Indoor Institutional' includes indoor public facilities and similar land uses among the allowed uses [per § 550-51C].

Applicable regulations for 'Indoor Commercial Entertainment' land uses include the following:

- Shall be located with primary vehicular access on a collector or arterial street [per § 550-51C(1)(a)].
 - Shall provide off-street passenger loading area if the majority of the users will be children (as in the case of a school, church, library or similar land use) [per § 550-51C(1)(b)].
 - All structures shall be located a minimum of 50 feet from any residentially zoned property [per § 550-51C(1)(c)].
2. Parking requirements. One space per three expected patrons at maximum capacity [per § 550-51C(2)]. The proposed facility is located within an established strip mall with adequate parking.
 3. Landscaping requirements. Requirements for on-site landscaping in the General Business (GB) Zoning District include a minimum surface ratio (LSR) of 15% [per § 550-33G(1)(b)]. The proposed facility is located within an established strip mall with adequate established landscaping.

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WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) *In this paragraph:*
 - a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
 - b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
2. 62.23 (7) (de)(2)
 - a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.
 - b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.
3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.
4. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.
5. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

PLAN COMMISSION DECISION:

Indoor Institutional Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
<i>Shall be located with primary vehicular access on a collector or arterial street.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>Shall provide off-street passenger loading area if the majority of the users will be children (as in the case of a school, church, library or similar land use).</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>All structures shall be located a minimum of 50 feet from any residentially zoned property.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>Parking requirements. One space per three expected patrons at maximum capacity.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No

If Plan Commission answers "no" to any of the questions, above, the CUP must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission:

STAFF RECOMMENDATION:

- Staff recommends approval of this Conditional Use Permit.

ATTACHMENTS:

- Application materials