

**City of Two Rivers
Plan Commission**

**Monday, February 10, 2020
5:30 PM
City Hall Council Chambers**

Minutes

1. Call to Order

Chairman Buckley called the meeting to order at 5:34 PM.

2. Roll Call

Attendee Name	Title	Status	Arrived
Greg Buckley	Chairman	Present	
David England	Commissioner	Present	
Rick Inman	Commissioner	Present	
Kay Koach	Commissioner	Present	
Connie Loden	Commissioner	Late	5:37 PM
Jim McDonald	Commissioner	Present	
Eric Pangburn	Commissioner	Present	

Also Present: Paula Allen, Joe Bitto, Kevin Last, Sue Kemp, David O'Brien, Megan Shevy, Janet Swoboda, City Planner Elizabeth Runge and Recording Secretary Vicky Berg.

3. Action Items

- A. Review request for Conditional Use Permit to operate an Automobile Sales and Service Establishment in the B-1 Business District at 1915 Jefferson Street, submitted by Kevin Last, d/b/a Kevin's Kustom & Klassic Kars, LLC (owner)

Motion to recommend approval subject to the conditions listed in the attached draft and forward to Council for public hearing.

Paula Allen, 1918 East River Street, addressed the Commission. Ms. Allen's concerns include a broken window on the east side of the building; and noise and emissions associated with vehicle service and repair.

Mr. Last stated the broken window is temporarily covered with plexi-glass. He intends to repair or replace the window.

Mr. Last service and repairs shall include washing, cleaning and oil changes on vehicles to be displayed for sale. Mechanical, engine and body work shall not be done on the premises.

It was noted the narrative describing the business operations, including the type of services and repairs, is incorporated into the conditional use permit by reference.

Friendly amendment by Koach and seconded by Loden to add a condition that service and repairs shall be not be provided to the public. Service and repairs are limited to vehicles to be displayed for sale and owned by the business.

Upon a roll call vote, motion carried.

RESULT:	RECOMMENDED APPROVAL [UNANIMOUS]	Next: 2/17/2020 6:00 PM
MOVER:	Kay Koach, Commissioner	
SECONDER:	Connie Loden, Commissioner	
AYES:	Buckley, England, Inman, Koach, Loden, McDonald, Pangburn	

- B. Annual review of Conditional Use Permit 2017-01 which allows for the keeping of certain animals at 4115 Lincoln Avenue, Jeremy and Shannon Berglund (owners)

Ms. Berg noted there were no incidents in 2019 related to the animals or general cleanliness.

Motion to allow the keeping of animals to continue with the next review in 2021.

RESULT:	APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER:	David England, Commissioner
SECONDER:	Eric Pangburn, Commissioner
AYES:	Buckley, England, Inman, Koach, Loden, McDonald, Pangburn

- C. Review Site, Architectural, Landscaping and Lighting Plans for a 8,826 square foot addition at 2511 Wilson Street, submitted by Riverside Foods (owner)

Ms. Runge provide a brief overview of the proposed project, noting the building heights on the plan are approximately 27 feet and 18 feet.

During the plan review it was noted nine parking spaces in the northwest corner of the property extend beyond the property line into the Wilson Street right-of-way. Staff recommends a Right-of-Way Privilege Agreement to resolve this issue.

Ms. Kemp, 2600 Jackson Street, addressed the Commission. Ms. Kemp requested landscaping, specifically trees, along 26th Street to provide a visual buffer between the residences and industrial building.

Riverside has discussed short bushes for landscaping, noting plantings should not become a harborage for animals/rodents because Riverside is a food processing facility.

Planting trees adjacent to the sidewalk and/or in the terrace on 26th Street would create a visual buffer without an adverse affect to the food processing facility.

Discussion included concrete replacement on the west side of the building and storm water management. Mr. McDonald suggested installing a grease trap and perhaps a monitoring manhole. Ms. Shevy stated a grease trap shall be installed.

Motion to approve the plans subject to the following:

- Any requirements of the City Engineer, Electric and Water Utility Directors.
- Any requirements of the State of Wisconsin.
- Signage to be designed and approved in accord with the City's Sign Code.
- All required permits submitted prior to construction.

Execution of a Right-of-Way Privilege Agreement.

RESULT: APPROVED WITH ROLL CALL VOTE [UNANIMOUS]
MOVER: Kay Koach, Commissioner
SECONDER: Jim McDonald, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald, Pangburn

- D. Consider request for a Conditional Use Permit for a Drive-Thru Facility at the Proposed Culvers Restaurant in the B-1 Business District, submitted by Bayland Buildings (designer) and Aaron Abt (developer)

Ms. Runge explained the request for a conditional use was for the driveway component of the proposed restaurant facility. Formal Site, Architectural, Lighting and Landscaping Plan review will be conducted at the March meeting.

Discussion included the hours of operation, deliveries, off-street parking, on-site parking, and the width of the drive-thru turning radius.

It was noted parking shall be addressed in March.

Motion to recommend approval of the drive-thru component subject to the conditions noted on the draft permit and forward to Council for public hearing.

Ms. Berg noted should the Council approve the conditional use, the permit shall not be executed or recorded until all final plans are submitted and approved.

Upon a roll call vote, motion carried.

RESULT: RECOMMENDED APPROVAL [6 TO 0] **Next: 2/24/2020 6:00 PM**
MOVER: Connie Loden, Commissioner
SECONDER: David England, Commissioner
AYES: Buckley, England, Koach, Loden, McDonald, Pangburn
ABSTAIN: Inman

- E. Consider proposed Zoning Code Text Amendment related to the Development Regulations for Nonconforming Structures

This language was inadvertently omitted when the ordinance was previously repealed and recreated when the statutes were amended.

Motion to recommend approval and forward to Council for public hearing. Upon a roll call vote, motion carried.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS] **Next: 2/17/2020 6:00 PM**
MOVER: Eric Pangburn, Commissioner
SECONDER: Jim McDonald, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald, Pangburn

- F. Continue Comprehensive Review of Conditional Uses in the Business and Residential Zoning Districts

Motion to table. Upon a voice vote, motion carried.

RESULT: TABLED [UNANIMOUS]

Next: 3/9/2020 5:30 PM

MOVER: David England, Commissioner

SECONDER: Connie Loden, Commissioner

AYES: Buckley, England, Inman, Koach, Loden, McDonald, Pangburn

4. Adjournment

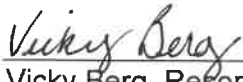
Motion to adjourn at 6:40 PM.

RESULT: APPROVED VOICE VOTE [UNANIMOUS]

MOVER: David England, Commissioner

SECONDER: Rick Inman, Commissioner

AYES: Buckley, England, Inman, Koach, Loden, McDonald, Pangburn



Vicky Berg, Recording Secretary