

PLAN COMMISSION

Plover Municipal Center Board Room
2400 Post Road
Plover, WI

Monday, October 5, 2020
5:30 p.m.

1. Call to order
2. Approval of the minutes of the meetings of September 14 and September 22, 2020 as printed
3. Persons wishing to address the Commission
4. 5:30 p.m. – Go to Public Hearing – Joe Fischer, Fishers Attic Treasurers, request for a Conditional Use to allow for an Outdoor Display Use at 1901 Post Rd.
5. Reconvene for possible discussion and possible consideration of the Joe Fischer, Fishers Attic Treasurers, request for a Conditional Use to allow for an Outdoor Display Use at 1901 Post Rd.
Discussion with possible action on the following:
 6. WI DOT correction of CSM#8069-31-498A&B&C - Removal of Trans 233 highway setback – 3611 Post Rd.
 7. Site Plan Review – Bergman Gilman Drive Duplex project
 8. Site Plan Review – Intellirent Self Storage Facility – 2560 Forest Dr.
 9. Short-Term Rental Ordinance Discussion
10. Adjournment subject to call of the chair

NOTICE IS HEREBY GIVEN that a majority of the members of the Village Board may attend this meeting to gather information about a subject over which they have decision making authority.

VILLAGE OF PLOVER
PLAN COMMISSION
September 14, 2020
5:15 p.m.

Members Present: Tom Davies, Steve Worzella, Sherri Galle-Teske, Pat Freund, Josh Winter, Al Haga

Members Excused: Al Tessmann

Others Present: Steve Kunst, Orv Damrau, Steve Fritz, Gary Wolf, Dan Mahoney

1. Mr. Davies called the meeting to order at 5:16 p.m.
2. Ms. Galle-Teske moved, and Mr. Worzella seconded approval of the minutes of August 31, 2020 as printed. Motion carried.
3. There were no persons wishing to address the Commission.

4. Short-Term Rental Ordinance

Mr. Kunst discussed what the state allows in regard to short-term rentals and went over the draft of the ordinance for short-term rentals in the Village of Plover. Village residents were in attendance to give feedback or ask questions. Mr. Mahoney recommended stating in the Permitted Use section, item G regarding recreational vehicles that UTV/ATV's must be on a trailer and are not to be used on the property. This would not apply to residential property owners. Options were discussed on how to determine "owner occupied" when a property owner may have more than one residence. In the Conditional Use section, item B, there is a typo. This item should read, "Residency: The residence or residential unit is NOT owner occupied, meaning the owner does not permanently reside in the residence of residential unit." Single family owner-occupied residential units would not be eligible to apply for conditional use. The number of people allowed in a short-term rental will be addressed with the occupancy permit and will probably be determined based on the number of bedrooms or bathrooms. The process for getting room tax to the Convention and Visitor's Bureau was discussed. It was recommended that rules for lighting on signage for the short-term rentals be addressed. There was interest by residents to be notified when a short-term rental is in their neighborhood. It will need to be looked into to see if it is legally allowed to notify adjacent property owners. Mr. Kunst will amend the ordinance draft and bring it back to the Plan

Commission for recommendation. It was requested that Mr. Kunst post the amended draft online so residents can review it prior to the next meeting.

5. Site Plan Review – Hyer Duplex – Pleasant Dr.

Mr. Kunst reviewed the request. He advised this request is for one duplex on the currently vacant 23-acre site surrounding Smiley's restaurant. Mr. Kunst noted that if approved, this would be the only development permitted on the site until such time a subdivision plat was approved. Mr. Haga noted that this request is by a builder to do this work on a someone else's property. Mr. Mahoney indicated the landowner is aware of the request and was advocating for it moving forward. Staff recommends approval of the request, conditioned on the following:

- Creation of a utility easement for the sewer and water laterals.
- Final approval of stormwater swales by the Public Works Department and/or Village engineer.

Mr. Worzella motioned and Mr. Haga seconded to approve the site plan with the staff recommendations. Motion Carried.

6. Reports

a. Community Development Manager

Mr. Kunst reviewed his report highlighting this being another strong year for development across all sectors within the Village.

Mr. Haga motioned and Mr. Winter seconded to approve the Community Development Manager Report. Motion carried.

7. Mr. Haga motioned and Mr. Winter seconded to adjourn at 6:04pm. Motion Carried

Submitted by Tammy Wojtalewicz



**VILLAGE OF PLOVER, WI
STAFF REPORT
VILLAGE PLAN COMMISSION**

Submitted By: Steve Kunst, Community Development Manager

Date: October 1, 2020

Subject: Conditional Use Request – James Bembeneck

Address: 1901 Post Road	Parcel #: 173-44-C51D
Current Zoning: B-2 General Business	FLU Designation: Commercial
Current Use: Retail	Proposed Use: Retail w/Outdoor Display

Request: Joe Fischer, owner of Peddler’s Collective, requests conditional use approval for outdoor display at the property addressed 1901 Post Road.

Background: The applicant seeks approval for the outdoor display of merchandise as part of the Peddler’s Collective business at the former Big Lots site. Antique stores and other general retail operations are a permitted use within the B-2 General Business zoning district, provided all merchandise is within the building. Outdoor display and storage uses are only permitted through a conditional use permit.

When approved as part of a conditional use permit, the Village has typically limited the outdoor display area to 30 percent of the building frontage. In this instance, 30 percent of the Peddler’s Collective frontage is 71 feet. The building as a whole has approximately 431 feet of frontage.

Other considerations:

- The current level of outdoor display onsite includes 100 percent of the front and north façades, as well as a portion along the east end of the parking lot.
- Parking for the site as a whole is already below the required number of parking stalls (147 provided vs. 200 required). Outdoor display within the parking lot, as is

currently operated, further decreases overall onsite parking. The current parking lot display is also found within a traffic lane.

- The Village is investing significant funds in improving the aesthetic appeal of the Post Road corridor; including burying overhead utilities and stamped concrete throughout. The current level of display appears to run counter to Village efforts.
- Using the 30 percent model is consistent with past Village decisions on similar uses.

Site Overview:



Existing Conditions:





Applicable Site Plan Standards:

- 1. The proposed use conforms to the uses permitted in that zoning district.** Outdoor display and storage are conditional uses in the B-2 General Business zoning district.

2. **The dimensional arrangement of buildings and structures conforms to the required area, yard, setback and height restrictions of this chapter.** No changes are proposed to the building. This condition is met.
3. **The proposed use conforms to all use and design provisions and requirements, if any, as found in this chapter for the specified uses.** Current site conditions are in violation as no conditional use permit has been granted. Further, outdoor display and/or storage greater than 30 percent of the building frontage is inconsistent with past approvals.
4. **There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.** Current outdoor display area is within an existing traffic lane for the parking lot. Outdoor display in this area is not recommended.
5. **The proposed on-site buildings, structures and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, noise, outside storage of any incendiary device or smoke-producing appliance or noxious fumes, lighting and parking as specified by this chapter.** As noted above, the current level of outdoor display is inconsistent with past approvals, decreases overall parking on a site already below code minimums and interrupt existing traffic lanes.
6. **Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes, or where they assist in preserving the general safety, health, welfare and appearance of the neighborhood.** Current conditions include minimal natural features or landscaping. However, one landscape island along the north end of the building is currently filled with merchandise.
7. **Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing or landscaping.** The Village is nearing work on the final phase of the Post Road project and the current level of outdoor display and storage does not appear in line with the Village's overall goals for the Post Road corridor. Staff has also fielded numerous complaints regarding existing outdoor display.
8. **Land, buildings and structures are readily accessible to emergency vehicles and the handicapped.** Fire Department staff have indicated recent correspondence with the operator regarding issues with access to particular ingress/egress points.

Exhibits: Exhibit A – Location Overview

Staff Recommendation: Staff recommends **approval** of the Conditional Use for outdoor display, conditioned on the following:

1. Display area shall be no more than 30 percent of the building frontage.
2. Display area shall not be within the parking lot



**VILLAGE OF PLOVER
STAFF REPORT
VILLAGE PLAN COMMISSION**

Submitted By: Steve Kunst, Community Development Manager

Date: October 1, 2020

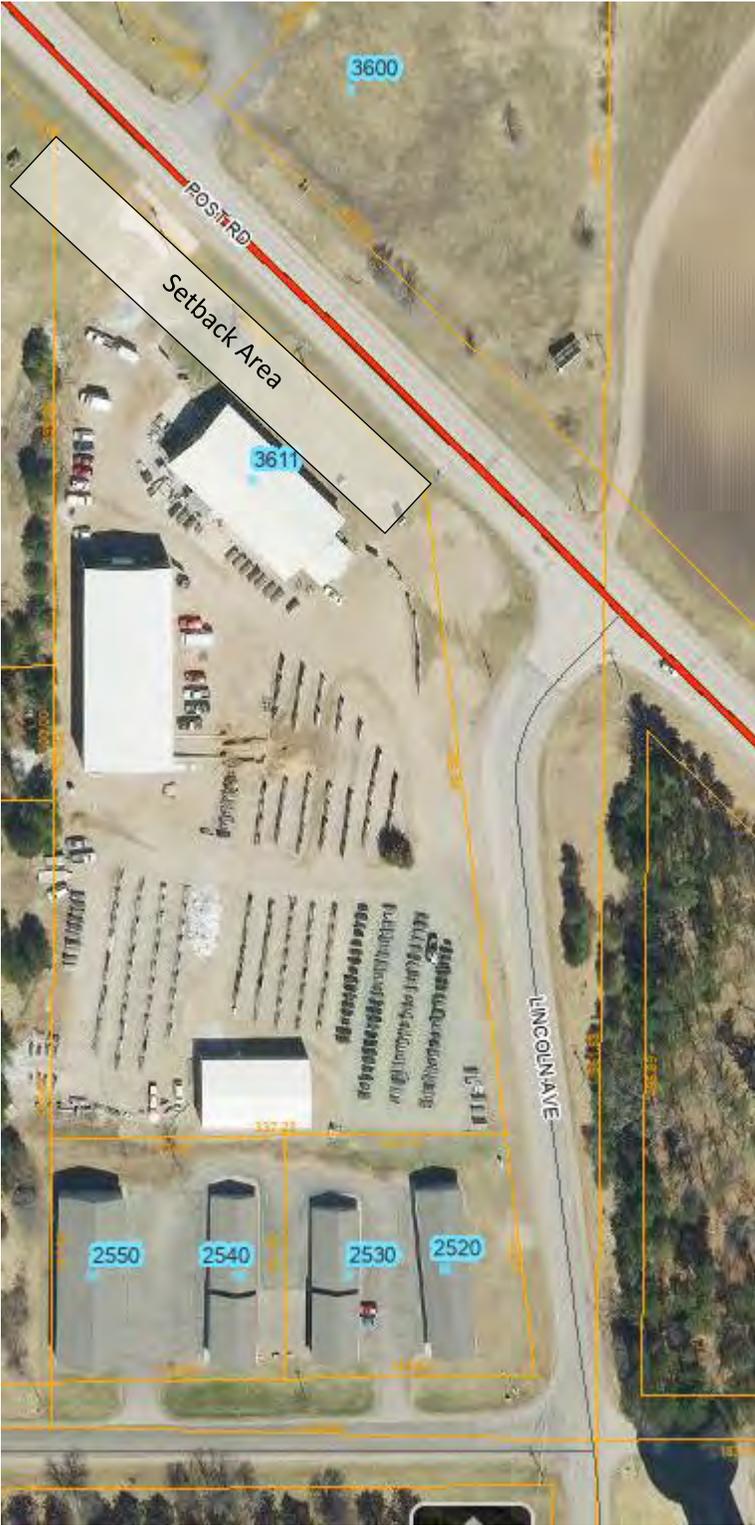
Subject: DOT Correction Instrument - 3611 Post Road

Address:	3611 Post Road	Parcel #:	173-23-0827-09.15
Current Zoning:	M-1 Light Manufacturing	FLU Designation:	Industrial
Current Use:	Stone Innovations	Proposed Use:	Same

Request: The Wisconsin Department of Transportation is seeking Village approval for a Correction Instrument to rescind a Trans 233 Highway Setback Restriction.

Background: In 2002, the Wisconsin Department of Transportation (DOT) placed a highway setback from HWY 54 on the property currently occupied by Stone Innovations. The 110-foot setback (from the centerline of HWY 54) represented a restriction for any structure, sign, or other improvements. Since its imposition, the Courts deemed this restriction, and others like it, as improper. As such, the DOT is looking to remove the highway setback restriction. To accomplish this, the Village of Plover must also sign off, as they signed the original agreement. Removal of this restriction does not impact the Village of Plover’s zoning ordinance and its applicable setbacks. Staff has no issue with the proposal to remove the DOT highway Setback.

Location Overview:



Exhibits: Exhibit A – Location Map
Exhibit B – DOT Correction Instrument

Staff Recommendation: Staff recommends approval of the request, as presented:

Exhibit A



FOREST DR

LINCOLN AVE

POST RD/STH 54

POST RD/STH 54/BUS 51

Exhibit B

CORRECTION INSTRUMENT

RESCISSION OF TRANS 233 RESTRICTION

As required by Wis. Statutes Chapter 236.293 and 236.295, I, Affiant, Jeffrey T. Brock, Professional Land Surveyor # 2642, hereby certify that Certified Survey Map# 8069 -31-49&A&B&C, recorded as Document # 616214, Portage County Records, on the 7th day of October 2002, being part of Certified Survey Map # 1 – 39 in part of the NE 1/4th of the SW1/4th, Section 27, T23N, R06E, Village of Plover, Portage County, Wis. has a restriction of a 110' state highway setback inscribed & noted upon it. Later this CSM # 8069 was redivided with Lot 1 being enlarged and Lot 2 being diminished with a new Certified Survey Map # 8949-37-29 & A being recorded as Document # 680288, Portage County Records. This Map still correctly shows the Trans 233 state highway setback as 55' beyond the highway Right of Way line.

That; Matt Lansing of Industrial Sales & Leasing LLC, owner of Lot 1 has requested that the state highway setback restriction of 110' be rescinded.

See attached written request and ownership document, Exhibits 1 & 2.

That: the Wis. Dept. of Transportation approved of this land division and gave it a Trans 233 # of 49-054-0191-02 in September, 2002. In 2005 & 2009 Wisconsin Courts have ruled that that imposition was improper. Exhibit 3.

Therefore; the Department has reviewed this request and finds it to be allowable and so rescinds the restriction as requested, provided that the local village agency under Chapter 236.45 so agrees.

Kenneth L. Wickham, North Central Regional Director
Wisconsin Department of Transportation

ACKNOWLEDGEMENT

State of Wisconsin
County of Oneida
Subscribed to and sworn (or affirmed)
before me this ___ day of _____, 2020.

Kenneth L. Wickham, Regional Director, and
Jeffery T. Brock, Professional Land Surveyor
Number 2642, signed this document.

PLS seal

_____, name
Notary Public, State of Wisconsin
My commission expires _____.

I, Jeffrey T. Brock, PLS # 2642,
Acknowledge that this correction has been all
submitted and reviewed by the proper
authorities all to the best of my knowledge
and belief.

Dated this ___ day of _____ 6-5 2020.

This instrument drafted by the Wisconsin Department of Transportation

DRAFT

Return to:
Wisconsin Department of Transportation
North Central Region, Rhinelander Office
510 N. Hanson Lake Road
Rhinelander, WI 54501-9434

Parcel Identification Number or Tax Key Number
173230827-09.15

AS REQUIRED BY CHAP. 236.295(2)

RESOLUTION

Resolved; That the Village of Plover approves of the rescission as requested by Industrial Sales & Leasing LLS. and agrees with the Wisconsin Highway Dept.'s decision to rescind the 110' setback restriction for this property.
RE; Document # _____.

Thomas Davis, President

I, Karen Swanson, Clerk, hereby certify that the above Resolution # _____ was adopted by the Village Board at their meeting on the 7th day of October, 2020.

Dated this ___ day of October, 2020.

Notary seal

616214



Register's Office
Portage County, WI
Received For Record

Date: 10/07/2002
Time: 09:50 AM

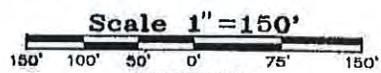
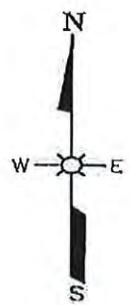
Cynthia A. Wisinski
Cynthia A. Wisinski, Register of Deeds
Pd: 17.00

CSM #8069-31-49&A&B&C

PORTAGE COUNTY CERTIFIED SURVEY MAP
FOR
Jerry Buettner of V & E Distributing
All of Lot 1, CSM 1-39, Being part of the
NEW 1/4 SW 1/4, Section 27, T23N, R8E, Village of Plover,
Portage County, Wisconsin.



BASIS FOR BEARINGS:
BEARINGS ARE REFERENCED TO W.D.O.T.
RIGHT-OF-WAY PROJECT F 05-3 (31) AND
PROJECT NUMBER 6990-03-21.



- LEGEND:**
- ⊙ HARRISON CAST IRON MONUMENT FOUND
 - ⊠ CONCRETE MONUMENT FOUND
 - ⊕ 3/4" ROUND IRON ROD FOUND
 - 1" IRON PIPE FOUND
 - ⊙ 1 1/2" IRON PIPE FOUND
 - ⊙ 2" IRON PIPE FOUND
 - ⊕ 3/4"x24" ROUND IRON ROD SET-1.502 LB/FT.
 - ⊙ STEEL R/W CHANNEL FOUND
 - /// NO ACCESS
 - PREVIOUSLY RECORDED AS (XXX)
 - P.O.C. POINT OF COMMENCEMENT
 - P.O.B. POINT OF BEGINNING

- NOTES:**
- 1.) WISCONSIN DEPARTMENT OF TRANSPORTATION
APPROVAL NO. 49-054-0191-02
 - 2.) CAUTION-HIGHWAY SETBACK RESTRICTIONS PROHIBIT
IMPROVEMENTS, SEE SHEET 3 OF 4.



Dwg. No. A--8749	133
Project No. 02-143	
Drawn By: Don Schmoll	
Date: September 12, 2002	
Sheet 1 of 4 Sheets	

ESP GROUP, INC.
LAMPERT-LEE & ASSOCIATES
ENGINEERS • SURVEYORS • PLANNERS
10980 State Hwy. 54 East • Wisconsin Rapids, WI 54484-8718
715-424-3131 or 715-344-0068 - FAX 715-423-8774

Donald J. Schmoll
DONALD J. SCHMOLL
DATE
RLS-2608

CSM#8069-31-49A

PORTAGE COUNTY CERTIFIED SURVEY MAP

STATE OF WISCONSIN)
PORTAGE COUNTY)

I, Donald J. Schmoll, Registered Land Surveyor, hereby certify:

That I have surveyed and mapped the property described and represented on this certified survey map.

That I have made such survey and map by the direction of Jerry Buettnr of V & E Distributing.

That such survey and map is a correct representation of the exterior boundaries of the land surveyed, described as:

All of Lot 1 of CSM 1-39, Being part of the NE1/4SW1/4, Section 27, T23N, R8E, Village of Plover, Portage County, Wisconsin.

Commencing at the Harrison cast iron monument on the S1/4 corner of Section 27;

Thence N00°40'10"E along the North-South quarter line of Section 27, 1356.44 feet;

Thence S89°37'01"W, 54.48 feet to an iron rod stake on the Northwest corner of the intersection of Lincoln Avenue and Forest Drive and the Point of Beginning of the following description;

Thence continue S89°37'01"W along the North line of Forest Drive, 360.01 feet to an iron rod stake on the Southeast corner of Lot 1, CSM 7442;

Thence N00°40'10"E along the East line of CSM 7442, 934.53 feet to an iron rod stake on the South line of S.T.H. "54" and U.S. Bus. Hwy. "61";

Thence S45°30'00"E along the South line of S.T.H. "54" and U.S. Bus. Hwy. "61"; 383.48 feet to an iron rod stake on the West line of Lincoln Avenue;

Thence S06°30'00"E along the West line of Lincoln Avenue, 667.57 feet to the Point of Beginning, containing 248,745 square feet or 5.710 acres and subject to restrictions, reservations, rights-of-way and easements of record.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the same.

Dated this 12th day of September, 2002.



Donald J. Schmoll
Donald J. Schmoll
Registered Land Surveyor, S-2608

CSM#8069-31-49B

PORTAGE COUNTY CERTIFIED SURVEY MAP

TRANS 233.05

Access Restriction:

All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. "54" or U.S. Bus. Hwy. "51". It is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.

Setback Restriction:

No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department.

TRANS 233.105

Noise Levels:

The lots of this land division may experience noise levels exceeding the levels in s. Trans 405.04, Table 1. These levels are based on federal standards. The Department of Transportation is not responsible for abating noise from existing state trunk highways or connecting highways, in the absence of any increase by the department to the highway's through-lane capacity.

Vision Corners:

No Structure or improvement of any kind is permitted within the vision corner. No vegetation within the vision corner may exceed 30 inches in height.



cs#8069-31-49C

PORTAGE COUNTY CERTIFIED SURVEY MAP

VILLAGE BOARD APPROVAL CERTIFICATE

Resolved, that the certified survey map for Jerry Buettner of V & E Distributing in the Village of Plover, is hereby approved by the village board.

Date 10/2/02

Approved Kenneth P. Shibilski
Kenneth P. Shibilski, Village President

Date 10/2/02

Signed Kenneth P. Shibilski
(Kenneth P. Shibilski, Village President)

I hereby certify that the foregoing is a copy of a resolution adopted by the village board of the Village of Plover.

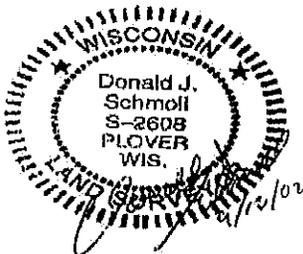
Karen M. Swanson
Karen M. Swanson, Village Clerk

STATE OF WISCONSIN
PORTAGE COUNTY⁸⁸

I, Karen M. Swanson, being the duly appointed, qualified and acting clerk of the Village of Plover, Portage County do hereby certify that the village board of the Village of Plover passed Resolution Number 10-28-02n October 2nd, 2002, authorizing me to issue a certificate of approval of the final certified survey map for Jerry Buettner of V & E Distributing, upon satisfaction of certain conditions, and I do hereby certify that all conditions were satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE ON THE 2nd day of October, 2002.

Dated 10/2/02

Karen M. Swanson
Karen M. Swanson, Village Clerk





**VILLAGE OF PLOVER, WI
STAFF REPORT
VILLAGE PLAN COMMISSION**

Submitted By: Steve Kunst, Community Development Manager
Date: October 1, 2020
Subject: Site Plan Review – Gilman Duplexes

Address:	2850-2870 Gilman Dr. 2211-2221 Post Rd. 2200 Okray Ave.	Parcel #:	173-44-C67, C68, C69, C6101, C601, & C58
Current Zoning:	PDD	Current Use:	Vacant
Proposed Use:	Two-Family/Duplex		

Request: Bergman Investments requests to Site Plan approval for the construction of seven (7) duplex buildings along the north side of Gilman Drive between Post Road and Okray Avenue.

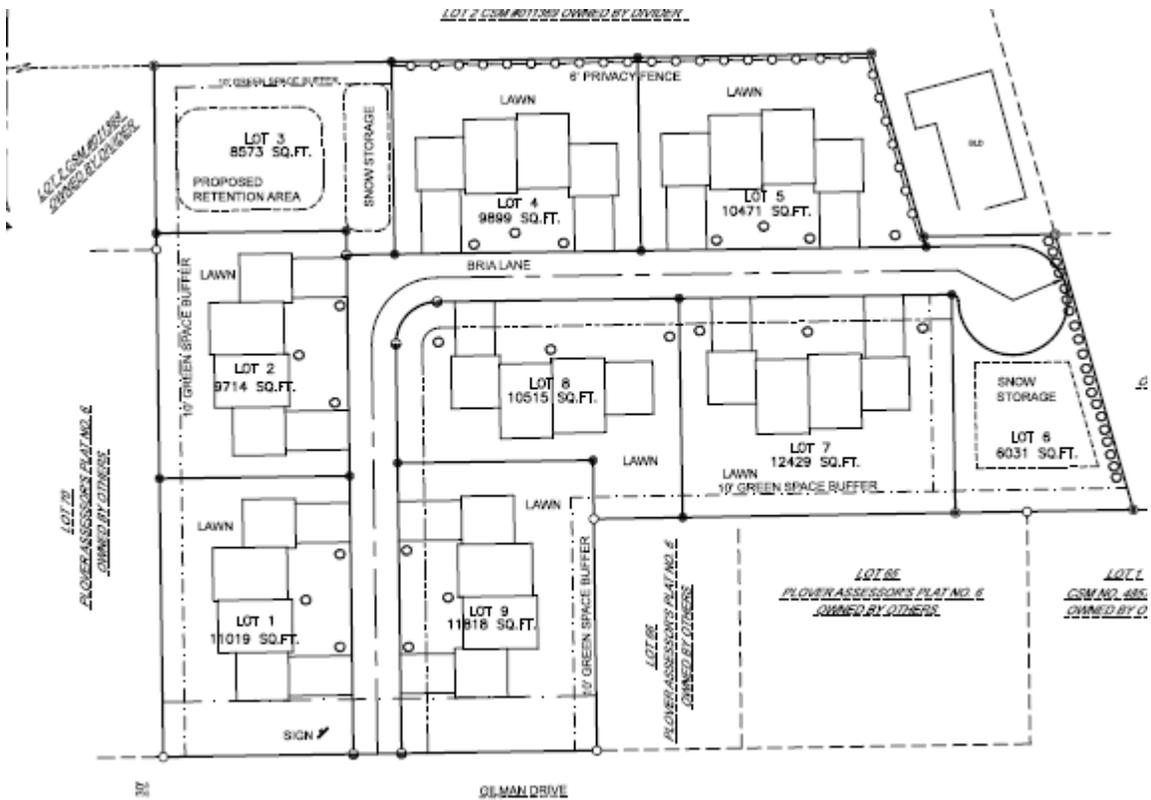
Background: Bergman Investments has an assemblage of land along the north side of Gilman Drive, just west of the intersection with Post Road and are planning to develop in developing a series of duplexes. As proposed, the development includes seven (7) duplex structures, or 14 total residential units on 2.37 acres of land. The subject property was rezoned to Planned Development District – R4 in July of this year. Duplexes are a permitted use in this zoning district, subject to site plan approval.

Landscaping Requirements: As proposed, the layout falls short of two landscaping items required by Village code. First, each dwelling unit requires three (3) trees for a total of six (6) trees per lot. Second, the Village requires a landscape buffer with plantings between 18 and 24 inches at the time of planting between and duplex parcel and a neighboring single-family development. In this instance, a landscape buffer shall be required along the shared property lines with Lots 70 and 66 as identified in the Site Plan document (Exhibit B).

Location Overview:



Proposed Site Plan:



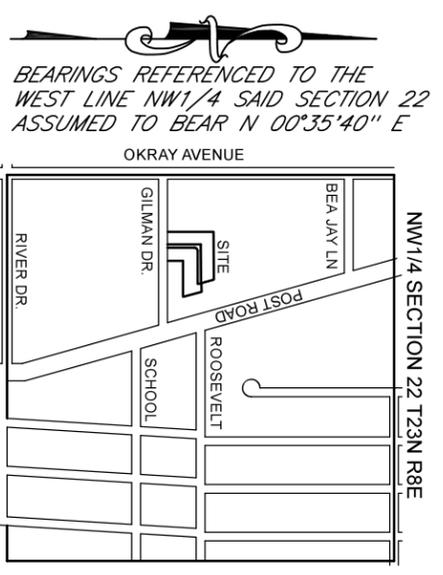
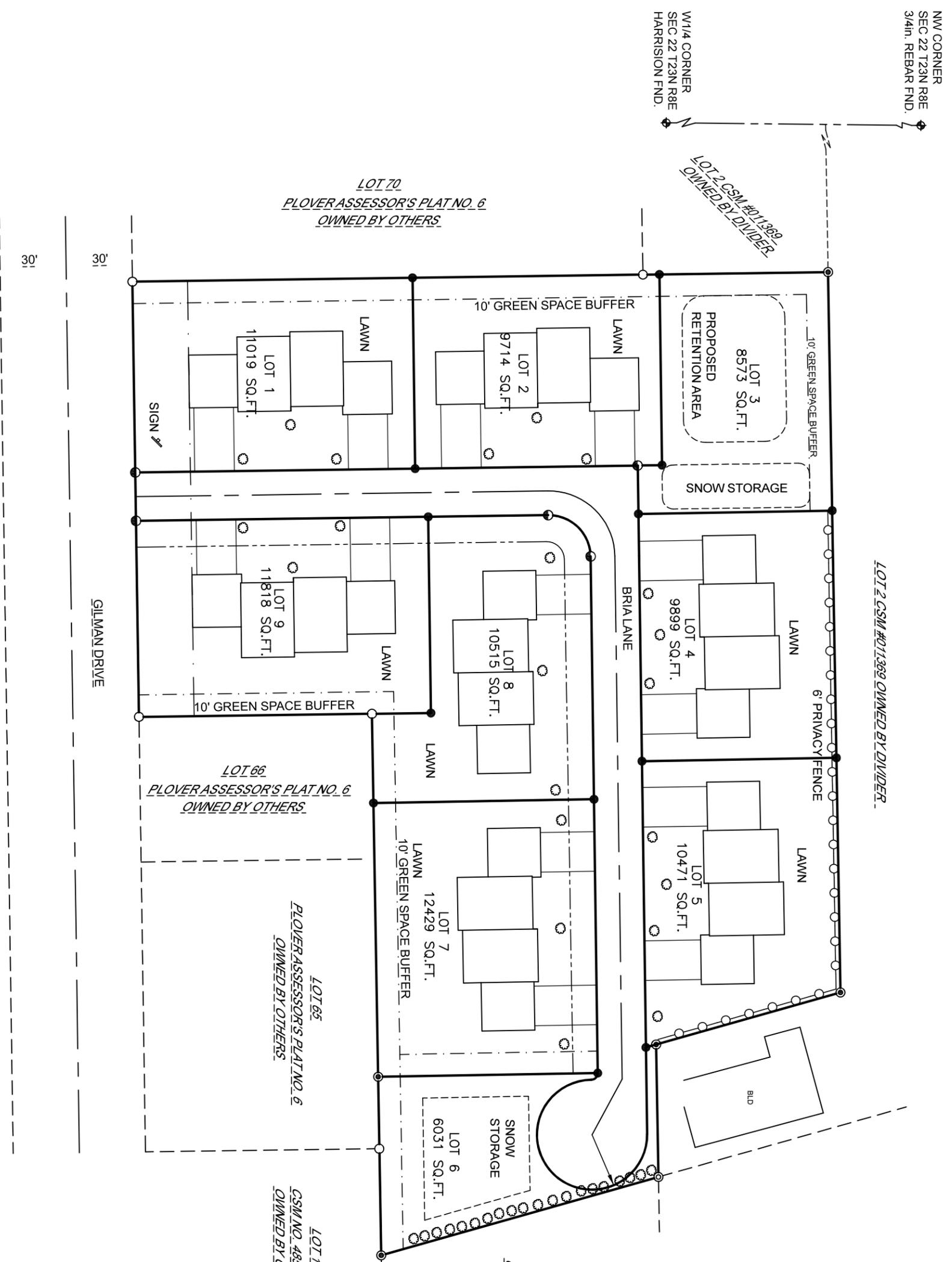
- Exhibits:** Exhibit A – Location Overview
- Exhibit B – Site Plan
- Exhibit C – Duplex Elevations

Staff Recommendation: Staff recommends approval of the site plan, conditioned on the following.

- Submittal of a revised landscape plan incorporating the required tree count and buffer plantings.
- Incorporation of 20 percent accent material on the front façade of each structure.
- Final stormwater management approval by the Village Engineer.

Exhibit B

SITE MAP
PREPARED FOR: BERGMAN INVESTMENTS



GILMAN DRIVE PLANNED DEVELOPMENT DISTRICT
VILLAGE OF PLOVER, PORTAGE COUNTY, WI

- LEGEND**
- ⊕ = GOVERNMENT CORNER LOCATION
 - = 3/4in. x 18in. REBAR 1,50lbs/ft SET
 - = 1 1/4in. x 18in. REBAR 4,17lbs/ft SET
 - = 1.315in. OD IRON PIPE FOUND
 - = 3/4in. REBAR FOUND
 - = 1.66in. OD IRON PIPE FOUND
 - = TREE OR SHRUB

SHEET 1 OF 1

CENTRAL STAKING INC.
2523 POST ROAD
STEVENS POINT WI 54481
OFFICE: 715-345-6904 FAX: 715-345-7728

Exhibit C





**VILLAGE OF PLOVER
STAFF REPORT
VILLAGE PLAN COMMISSION**

Submitted By: Steve Kunst, Community Development Manager
Date: September 30, 2020
Subject: Site Plan Review – Intellirent Self-Storage

Address:	2560 Forest Drive	Parcel #:	173-23-0827-09.26
Current Zoning:	M-1 Light Manufacturing	FLU Designation:	Industrial
Current Use:	Vacant	Proposed Use:	Self-Storage Facility

Request: Susan Lasecki, agent for Intellirent LLC, requests Site Plan approval for the construction of two self-storage facilities at the property addressed 2560 Forest Drive.

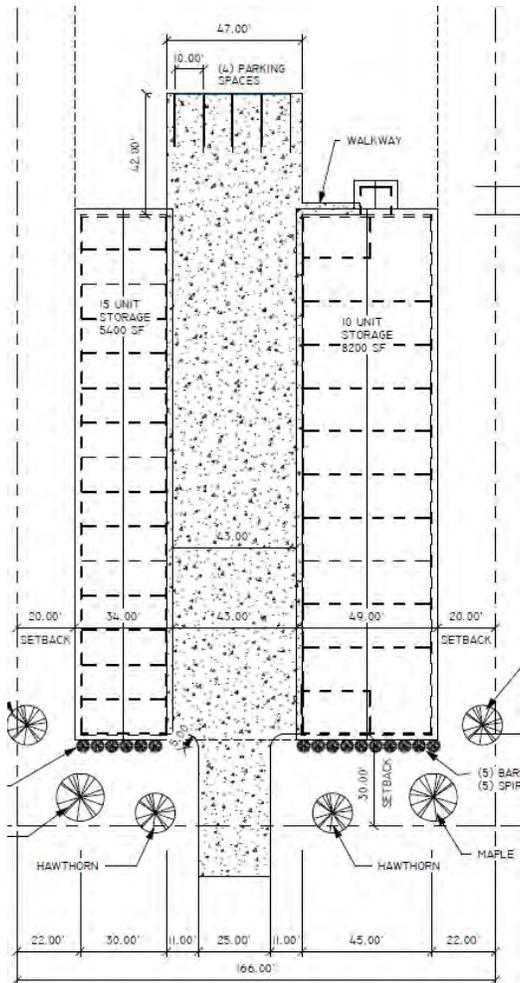
Background: This item is follow-up to a 2016 conditional use approval for a self-storage use at the property addressed 2560 Forest Drive. The original approval was conditioned on the property being split via Certified Survey Map, which was completed, as well as formal site plan approval. The plans call for two buildings totaling 25 storage units along with two small office spaces. The eastern building calls for 10 units along with two potential offices, whereas the western building calls for 15 storage units. Accent materials consistent with Village standards (20% of building fronting a public street) are included.

Sewer/Water Service: The subject property is not currently served by either sewer or water laterals. The office and associated bathroom portion of the project shall not be granted occupancy until such time sewer and water laterals serve the building.

Location Overview:



Proposed Layout:



Applicable Site Plan Standards:

- 1. The proposed use conforms to the uses permitted in that zoning district.** Self-storage facilities are a conditional use in the M-1 Light Manufacturing zoning district. As noted above, a conditional use permit was approved in 2016.
- 2. The dimensional arrangement of buildings and structures conforms to the required area, yard, setback and height restrictions of this chapter.** This condition is met.
- 3. The proposed use conforms to all use and design provisions and requirements, if any, as found in this chapter for the specified uses.** The only pertinent design provision is the 20 percent accent materials on the façade facing Forest Drive. This condition is met.
- 4. There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.** This condition is met.
- 5. The proposed on-site buildings, structures and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, noise, outside storage of any incendiary device or smoke-producing appliance or noxious fumes, lighting and parking as specified by this chapter.** All properties to the north, east, and west are zoned for light manufacturing activities, including the existing self-storage facility to the east. An existing vegetative buffer also exists as part of the Plover Pine Village mobile home park to the south.
- 6. Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes, or where they assist in preserving the general safety, health, welfare and appearance of the neighborhood.** The subject property currently contains a few trees that will be removed as part of the project. However, six (6) new trees are being planted as part of the project along with foundation plantings.
- 7. Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing or landscaping.** This condition is met.
- 8. Land, buildings and structures are readily accessible to emergency vehicles and the handicapped.** This condition is met.

Exhibits: Exhibit A – Location Map
Exhibit B – Site Plans
Exhibit C – Building Plans
Exhibit D – PC Minutes from 2016

Staff Recommendation: Staff recommends **approval** of the request, conditioned on the following:

- Sewer and water laterals shall be required to serve any office use.
- Final stormwater management approval by the Village Engineer.
- Concrete curb returns with offsets shall be installed at the street, per Public Works Department standards.
- Any exterior lighting shall be approved by the Community Development Manager.

Exhibit A



FOREST DR

LINCOLN AVE

2501

153

152

179

178

177

176

175

174

173

2590

2570-80

2560

2530-50

3755
2520

3611/15/19

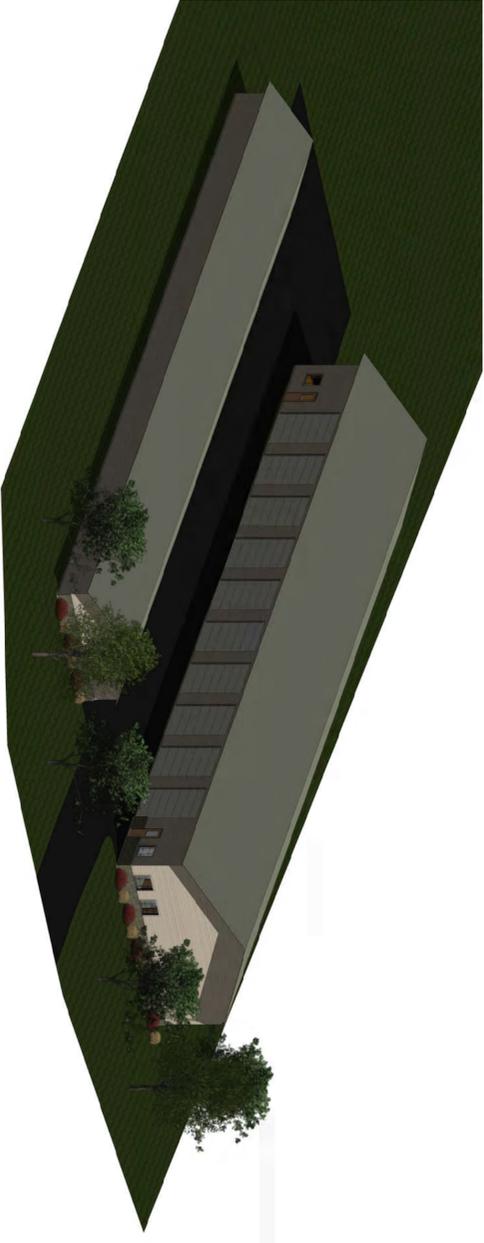
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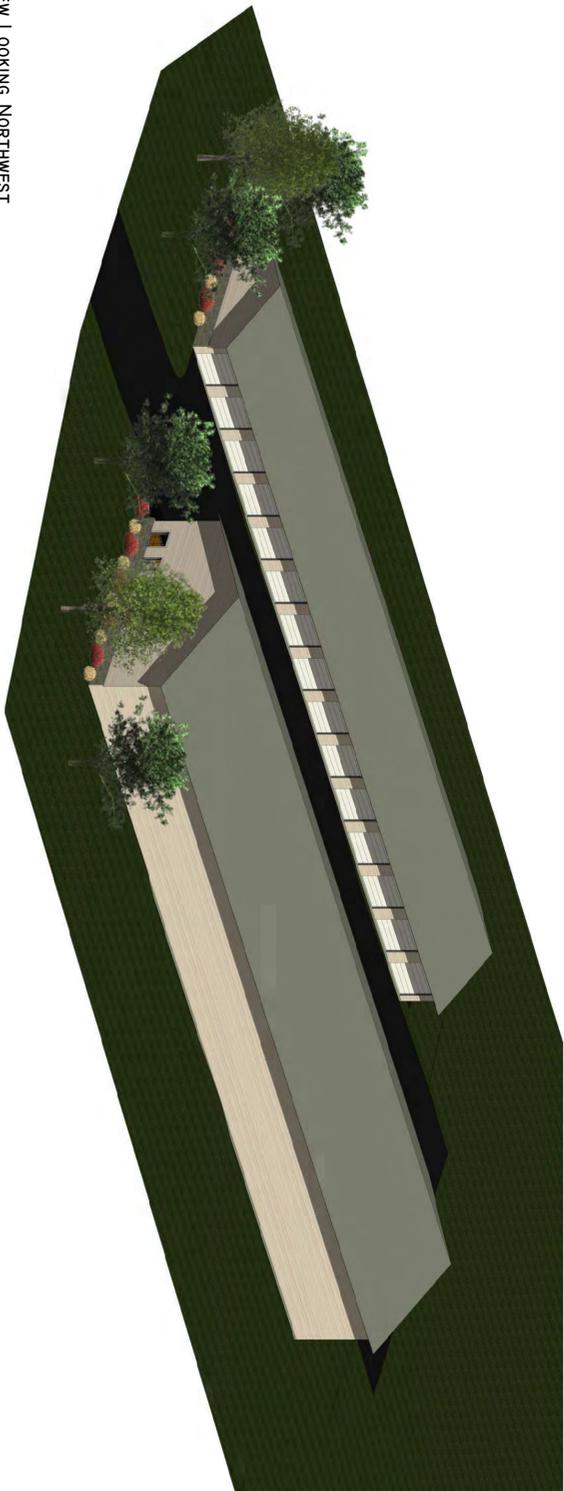
3800

3711

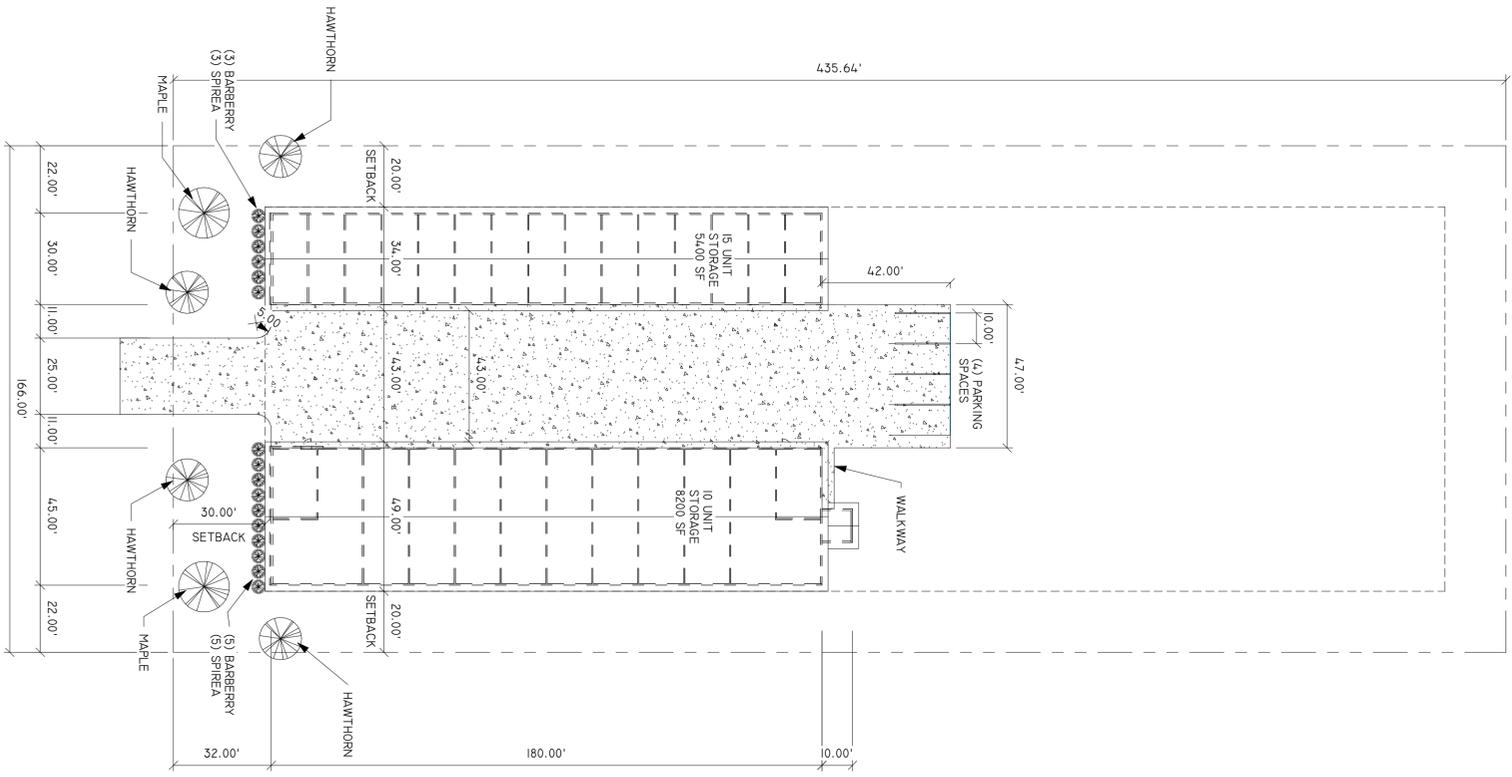
CONSULTANTS



2
VIEW LOOKING NORTHEAST
AT STORAGE FACILITY
SDI
1/2" = 1'-0"



3
VIEW LOOKING NORTHWEST
AT STORAGE FACILITY
SDI
1/2" = 1'-0"



1
SITE
SDI
1" = 30'-0"



Exhibit B

PROJECT DATA
FOREST DRIVE STORAGE

FOREST DRIVE,
PLOVER, WISCONSIN

DRAWING SET DESCRIPTION:
PLAN COMMISSION
DATE: 9/28/2020
REVISIONS

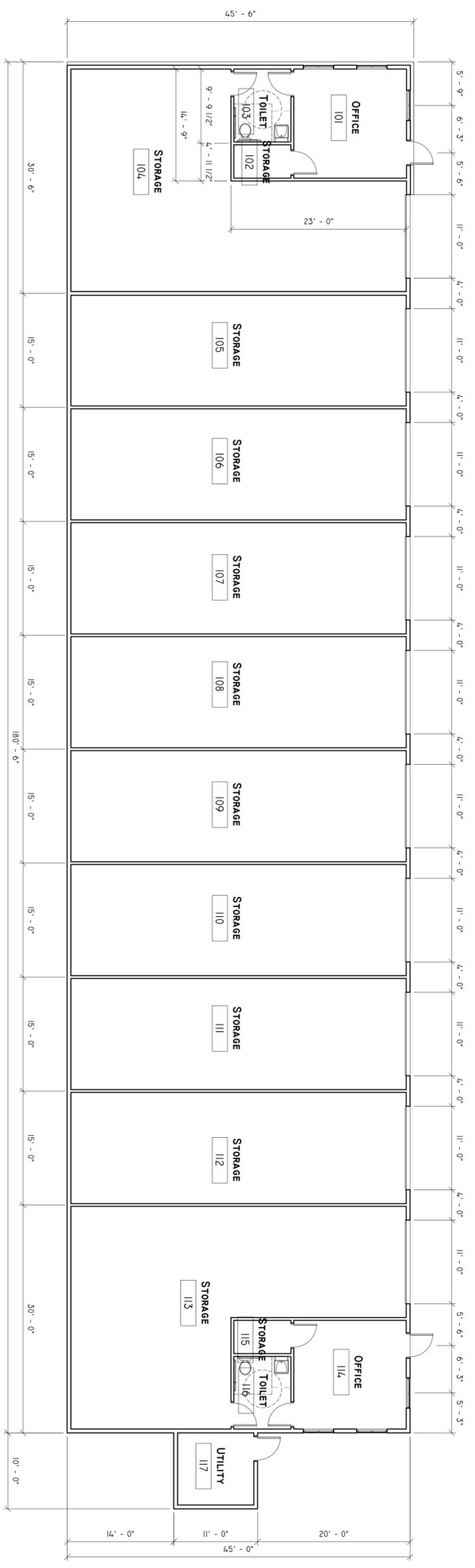
PROJECT NO.	20-039
DESIGNED BY:	DESIGNER
DRAWN BY:	AUTHOR
SHEET TITLE	
SHEET NO.	

SITE PLAN & RENDERINGS

SDI

CONSULTANTS

Exhibit C



1 FIRST FLOOR PLAN
1/8" = 1'-0"



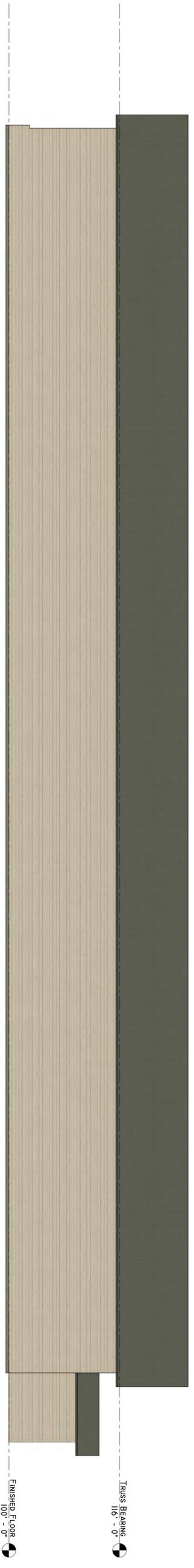
PROJECT DATA
FOREST DRIVE STORAGE
FOREST DRIVE
PLOVER, WISCONSIN

DRAWING SET DESCRIPTION:
PLAN COMMISSION
DATE: 9/28/2020
REVISIONS

PROJECT NO.
20-039
DESIGNED BY: SLL
DRAWN BY: SLL

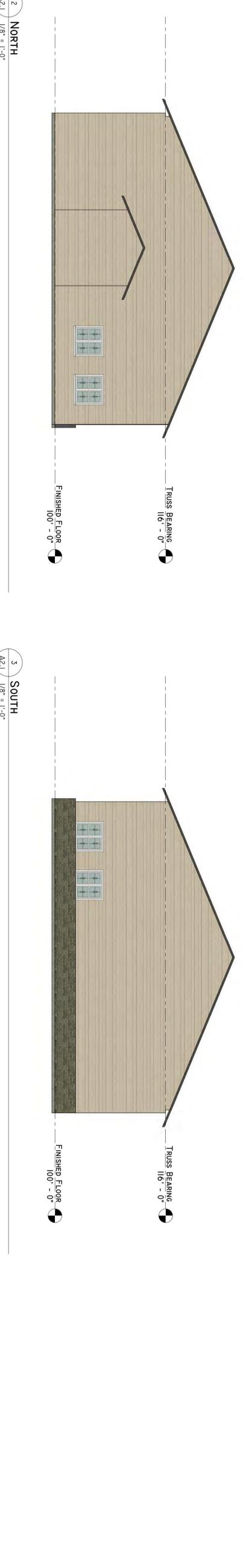
SHEET TITLE
10 UNIT FLOOR PLAN
SHEET NO.

A.I.I



1 EAST
1/8" = 1'-0"
A2.1

CONSULTANTS



2 NORTH
1/8" = 1'-0"
A2.1

3 SOUTH
1/8" = 1'-0"
A2.1



4 WEST
1/8" = 1'-0"
A2.1

PROJECT DATA
FOREST DRIVE STORAGE

FOREST DRIVE
PLOVER, WISCONSIN

DRAWING SET DESCRIPTION:
PLAN

COMMISSION
DATE: 9/28/2020

REVISIONS

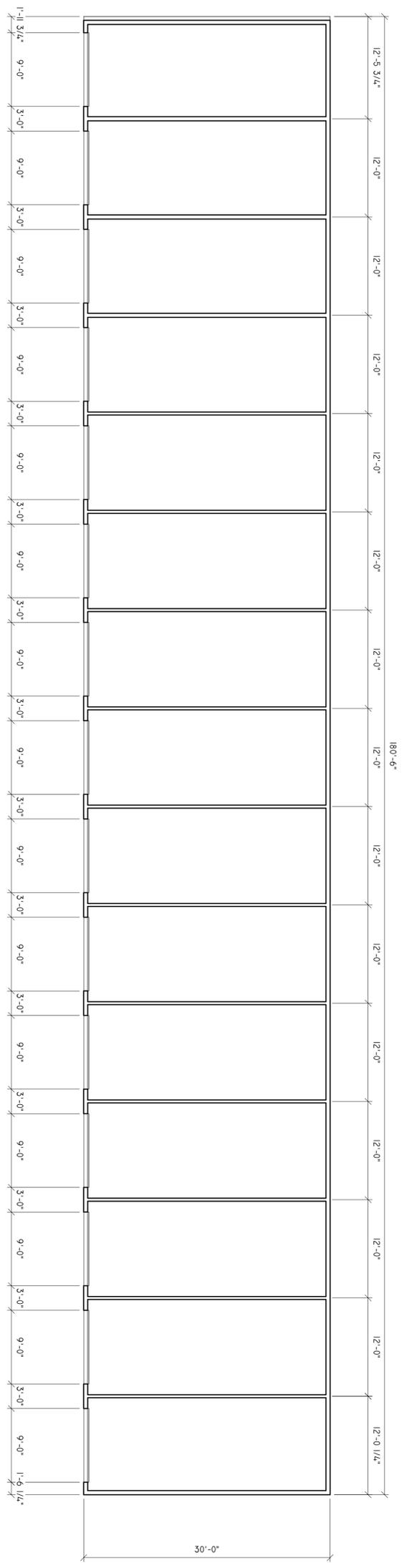
PROJECT NO.
20-039

DESIGNED BY: SLL
DRAWN BY: SLL

SHEET TITLE
**10 UNIT
ELEVATIONS**

SHEET NO.
A2.1

CONSULTANTS



1 FIRST FLOOR PLAN
A1.0 1/8" = 1'-0"



PROJECT DATA
FOREST DRIVE STORAGE

FOREST DRIVE
PLOVER, WISCONSIN

DRAWING SET DESCRIPTION:
PLAN COMMISSION

DATE: _____ ISSUE DATE: _____
REVISIONS: _____

PROJECT NO.: **20-039**

DESIGNED BY: SLL
DRAWN BY: SLL

SHEET TITLE
**15 UNIT
FLOOR PLAN**

SHEET NO.
A1.0

**VILLAGE OF PLOVER
PLAN COMMISSION
NOVEMBER 14, 2016
5:30 PM**

Members Present: Tom Davies, Al Tessmann, Sherri Galle-Teske, Patrick Freund, Gary Wolf, Al Haga, Royce Rossier

Others Present: Richard Holden, Dan Mahoney

1. Mr. Davies called the Plan Commission to order on Monday, November 14, 2016, 5:30pm.
2. Approval of the minutes of the meeting of October 31, 2016.

Ms. Galle-Teske moved to approve the minutes of October 31, 2016 as printed. Mr. Freund seconded and the motion carried.

3. Persons wishing to address the Commission.
None.
4. 5:30pm – Go to Public Hearing – Jason Glisczynski, agent for TK & J Storage, to allow self-storage facilities in the M-1 (Light Manufacturing) District on property described as the eastern 175’ of Lot 2, CSM #10782-49062 Village of Plover, at 2560 Forest Drive, Plover, WI. The Secretary read the Public Hearing Notice.

Mr. Rossier moved to close the public hearing. Mr. Haga seconded and the motion carried.

5. 5:30pm - Reconvene for possible discussion and possible consideration of the Jason Glisczynski, agent for TK & J Storage, to allow self-storage facilities in the M-1 (Light Manufacturing) District on property described as the eastern 175’ of Lot 2, CSM #10782-49062, Village of Plover, at 2560 Forest Drive, Plover, WI. Mr. Holden report states that Jason Glisczynski, agent for TK & J Storage, has submitted a Conditional Use request to allow self-storage facilities in the M-1 (Light manufacturing) District on property described as the eastern 175’ of Lot 2 Certified Survey Map #10782-49062, Village of Plover, 2560 Forest Drive, Plover, WI. This property is vacant. The property to the east has self-storage units on it and this would be an extension of that use. The property will need to split by a Certified Survey and a site plan meeting the Village’s requirements and will need to be submitted and approved by the Plan Commission.

Mr. Holden recommends that the Plan Commission recommend to the Village Board approval of the Conditional Use for Jason Glisczynski, agent for TK & J Storage, to allow self-storage facilities in the M-1 (Light-Manufacturing) District on property described as the eastern 175’ Lot 2, Certified Survey Map #10782-49062, Village of Plover, 2560 Forest Drive, Plover, WI subject to the following:

1. A Certified Survey will need to be submitted to the Plan Commission with final approval by the Village Board to split the existing lot; and
2. That a site plan meeting the Village’s site plan requirements is submitted to and approved by the Plan Commission.

****RECOMMENDATION TO THE VILLAGE BOARD**** Mr. Haga moved that the Plan Commission recommend to the Village Board approval of the Conditional Use for Jason Glisczynski, agent for TK & J Storage, to allow self-storage facilities in the M-1 (Light Manufacturing) District on property described as the eastern 175' Lot 2, Certified Survey Map #10782-49062, Village of Plover, 2560 Forest Drive, Plover, WI subject to conditions 1-2 noted above being met. Mr. Freund seconded.

Mr. Haga asked about the setback for lot 2530-2550 Forest Drive as it appears to be on the property line or very close to it. Mr. Holden stated that he will look for a Certified Survey Map for the placement and report back to the committee **Motion carried.**

Discussion with possible action on the following:

6. Greg Wright – Arts Alliance – Suggestions for assisting with Economic Development with respect to chapter five of the Comprehensive Plan. Mr. Wright stated that recently Arts Alliance changed its name to CREATEportagecounty. The purpose of the alliance is to invest in arts and culture and drive business by driving people to the area. He noted several projects within Portage County with one being the barrel sculptures across the county this past summer. Mr. Wright noted that the Stevens Point Sculpture Park on the north side of Point is a very popular visiting spot for Stevens Point visitors. He felt that creating something similar to this would be a good art investment for the Village of Plover. CREATEportagecounty is working on a Comprehensive Art Plan for the county. Working with our group he would like to see what is specific about Plover to draw people to the area; therefore he is here to offer his services to assure a smart investment. Mr. Mahoney stated that Rollie Lokre (Village Park at Plover owner) expressed over the years interest in this type of project. Mr. Mahoney stated that he would like the Plover Comprehensive Plan to address this as a Portage County plan not just Plover. Mr. Wright stated that there is a large pool of creative artists within the county to draw from. Ms. Galle-Teske stated that she would like to add components to the Korean War Memorial. She stated that the Plover VFW is one of the strongest in the state and could help to enhance upon what we have now. Mr. Haga agreed and stated that he would like to see more branches of the service added to address all branches of the military. Mr. Haga asked if there is any data that provides information on how long you can keep individuals interested. Mr. Wright stated that there is nothing at this time.

Mr. Mahoney asked Mr. Schuler to add language to the Comprehensive Plan and include offer of assistance by CREATE Portage County.

7. Comprehensive Plan. Jeff Schuler, Portage County Planning and Zoning, began discussion on Chapter 5. Mr. Schuler noted that this chapter is very straight forward with not a things changing. Mr. Mahoney asked if it would be appropriate to add a new title “Forest Management” which has become very important and created a lot of conversation with the forest management at Little Plover River Park. He noted that the conversation with the public was very important and a good thing and we need to keep this open to the public. Mr. Mahoney stated that Forest Management will not go through every park and that Little Plover River Park will not be addressed again for 10 years. At this time invasive species has become the major issue in discussion. Mr. Mahoney stated that Forest Management needs to talk about general goals, diversity of wildlife, and species of trees within the parks. Mr. Mahoney suggested to Mr. Schuler to craft language and bring back to the committee as an area useful to get into the plan.

Mr. Holden expressed that there are things in the area not just within the Village of Plover. He noted that there is the Art Center in Stevens Point as well as the Sentry Theatre which are all beneficial to Portage County. He noted that there is cultural diversity throughout Portage County and we need to rebuild language in the cultural area. Mr. Mahoney stated that we need to use Mr. Wright and his organization to brain storm ideas to enhance within the Village of Plover.

Changes:

- Page 71, C Farm Economy and Infrastructure, change Penford Food to Ingredion Inc.
- Page 75, Wisconsin River. Mr. Wolf expressed a concern and would like to see the addition of positive aspects of the river. Mr. Mahoney agreed and stated that Non-point source (NPS) pollution should be addressed.
- Page 76 – Ms. Galle-Teske commented about controlling the white tail deer. Mr. Mahoney stated that it makes good sense to include language in this area. Mr. Schuler to coordinate with what Whiting and Stevens Point are doing. This is a good statement to reduce damage to private property without elimination of the deer population

Mr. Anday expressed future parks and where they will be created. He stated that the new Business 51 needs advertising to point out improvements within the village. Where is the WOW factor to coming to Plover? We need to find the mechanism to make the Village impressive.

8. Reports.

- a. Community Development Manager. Mr. Holden stated that we are over 20 million in new construction. Building permits are at 4 duplexes and 21 single family residential dwellings. The Village is doing very well. Mr. Mahoney stated that William Bayba's development has over half of the lots being sold. He stated that Mr. Bayba is looking to purchase 40 additional acres for development. Talk of an 18 hole golf course would be eliminated if this purchase goes through. Mr. Mahoney stated that there is also talk of another developer looking for 20 acres in the area for development.

Mr. Haga asked if the issues with the blue butterfly have come to an end. Mr. Mahoney stated that there has been a clean bill of health given as regards to the Karner blue butterfly.

Mr. Freund moved to accept the Community Development Manager Report as written. Ms. Galle-Teske seconded and the motion carried.

9. Mr. Rossier moved to adjourn the meeting at 6:34pm. Ms. Galle-Teske seconded and the motion carried.

Submitted by Bonnie Wiczek



**VILLAGE OF PLOVER, WI
STAFF REPORT
PLAN COMMISSION &
VILLAGE BOARD**

Submitted By: Steve Kunst, Community Development Manager
Date: October 1, 2020
Subject: Short-Term Rental Ordinance Discussion

Background: Continuing the Plan Commission’s conversations regarding creation of a short-term rental ordinance, attached is a revised draft ordinance based on feedback received from Commissioners and the public for consideration. New or revised text can be found in red. The ordinance would be created under Part III, Land Use Legislation, of the Village of Plover Code of Ordinances.

As discussed previously, short-term rentals would be considered a permitted use in all zoning districts provided they meet certain conditions related to rental duration, frequency, owner occupancy, parking, and others. They would be handled as conditional uses in cases where the residence is not owner occupied, but only within the Village’s multifamily residential zoning districts. The ordinance itself attempts to lay out the basic standards for operating a short-term rental. Additional details; including but not limited to, inspections, local property managers, etc., can be added as part of the local permitting process.

Staff Recommendation: Staff recommends approval of a short-term rental ordinance conditioned on the following:

- Final Village Attorney review

ORDINANCE 10-6-20

Amendment to Part III
LAND USE LEGISLATION

AN ORDINANCE TO CREATE CHAPTER 542 OF PART III OF THE CODE OF ORDINANCES OF THE VILLAGE OF PLOVER RELATING TO SHORT-TERM RENTALS

The Village Board of the Village of Plover DO ORDAIN AS FOLLOWS:

1. That Chapter 542 of the Village of Plover Municipal Code, Short-Term Rentals, be created as follows:

§ 542-1. Short-Term Rental / Rooming Houses / Lodging Rooms.

A short-term rental / rooming house / lodging room is defined as a residential unit offered for rent for a fee for less than 29 consecutive days.

§ 542-2. Permitted Use in All Zoning Districts.

- A. Permitted Use: Short-term rentals shall be considered a permitted use in all zoning districts, provided they meet the following conditions.
- B. Residency: The residence or residential unit is owner occupied, meaning the owner permanently resides in the residence of residential unit.
- C. Duration: No person(s) shall maintain, operate, or offer a short-term rental for less than seven (7) days per stay.
- D. Frequency: No person shall maintain, operate, or offer a short-term rental for more than 180 consecutive days in calendar year.
- E. Occupancy: Total occupancy of a short-term rental shall be determined by the Village Building Inspector, pursuant to applicable federal, state, or local regulations.
- F. Parking: All vehicles associated with a stay at a short-term rental shall be parked on a hard surface, pursuant to Village standards, onsite. No street parking shall be permitted.
- G. Recreational Vehicles: No recreational vehicles, campers, tents, or other temporary lodging arrangement shall be permitted in conjunction with a short-term rental. **Any ancillary recreational vehicles associated with a short-term rental stay (e.g. ATV/UTV, boat, snowmobile) shall remained trailered and parked on a hard surface pursuant to Subsection F of this Chapter.**

- H. Nuisance: There shall be no excessive noise, fumes, glare, **light** or vibrations generated as a result of short-term rental. Village quiet hours are from 10:00 PM to 6:00 AM.
- I. Signage: Signage associated with a short-term rental shall be limited to four (4) square feet in area. Sign measurements shall be consistent with Chapter 447 of this Code.

§ 542-3. Conditional Use in All Multifamily and Commercial Zoning Districts.

- A. Conditional Use: Short-term rentals shall be considered a conditional use in all multifamily and commercial zoning districts, provided they meet the following conditions.
- B. Residency: The residence or residential unit is not owner occupied, meaning the owner **does not** permanently reside in the residence or residential unit.
- C. Duration: No person(s) shall maintain, operate, or offer a short-term rental for less than seven (7) days per stay.
- D. Frequency: No person shall maintain, operate, or offer a short-term rental for more than 180 consecutive days in calendar year.
- E. Occupancy: Total occupancy of a short-term rental shall be determined by the Village Building Inspector, pursuant to applicable federal, state, or local regulations.
- F. Parking: All vehicles associated with a stay at a short-term rental shall be parked on a hard surface, pursuant to Village standards, onsite. No street parking shall be permitted.
- G. Recreational Vehicles: No recreational vehicles, campers, tents, or other temporary lodging arrangement shall be permitted in conjunction with a short-term rental. **Any ancillary recreational vehicles associated with a short-term rental stay (e.g. ATV/UTV, boat, snowmobile) shall remained trailered and parked on a hard surface pursuant to Subsection F of this Chapter.**
- H. Nuisance: There shall be no excessive noise, fumes, glare, **light** or vibrations generated as a result of short-term rental. Village quiet hours are from 10:00 PM to 6:00 AM.
- I. Signage: Signage associated with a short-term rental shall be limited to four (4) square feet in area. Sign measurements shall be consistent with Chapter 447 of this Code.

§ 542-4. Licensing.

- A. State License: No person(s) shall maintain, operate, or offer a short-term rental until receiving a tourist rooming house license from the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- B. Local Permit: No person(s) shall maintain, operate, or offer a short-term rental until receiving a short-term rental permit from the Village of Plover. This includes an initial permit, along with annual renewals.

§ 542-5. Fees.

- A. Initial Permit Fee: As part of the local permit, a onetime fee shall be required, pursuant to Chapter A600.
- B. Annual Renewal: Short-term rentals shall be required to renew their Village permit on an annual basis. The annual renewal fee is established in Chapter A600.

§ 542-6. Enforcement, Violations, and Penalties.

- A. It shall be the duty of the Community Development Manager, with the aid of the Police Department and the Village Attorney, to enforce the provisions of this Chapter.
 - B. Any person(s) owning or operating a permitted short-term rental found in violation of any provisions of this Chapter may be subject to revocation of their local short-term rental permit.
2. This amendment to Part III, Land Use Legislation, shall take effect upon passage and publication.

Adopted by the Village Board of the Village of Plover this 7th day of October, 2020.

Tom Davies, Village President

ATTEST: _____
Karen M. Swanson, Village Clerk

Published: _____