## CITY OF WISCONSIN DELLS MEETING AGENDA

### Meeting Description
**CITY PLAN COMMISSION**

**Date:** MONDAY, APRIL 10, 2017  
**Time:** 6:15PM  
**Location:** MUNICIPAL BUILDING  
300 LA CROSSE STREET, WISCONSIN DELLS.

### Committee Members

<table>
<thead>
<tr>
<th>Mayor Brian Landers-Chair</th>
<th>Alder. Mike Freel</th>
<th>Fire Chief Scott Walsh</th>
<th>Chris Lechnir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tifani Jones</td>
<td>Dan Anchor</td>
<td>Jeff Delmore</td>
<td></td>
</tr>
</tbody>
</table>

### AGENDA ITEMS:

1. **CALL MEETING TO ORDER AND ATTENDANCE**

2. **APPROVAL OF THE MINUTES FROM THE MARCH 13, 2017 MEETING**

3. **PUBLIC HEARING TO CONSIDER A CONDITIONAL USE PERMIT APPLICATION FROM AMERICAN WORLD INC. IN ORDER TO ALLOW GROUP LODGING (SEASONAL WORKFORCE HOUSING) AT 2020 WISCONSIN DELLS PKWY, CITY OF WISCONSIN DELLS PARCEL 291-0148-00000, SAUK COUNTY (MOTEL BEHIND BP). THE PROPERTY IS ZONED C-4 COMMERCIAL-LARGE SCALE.**

4. **DISCUSSION/DECISION ON ITEM #3 (CUP-HOUSING)**

5. **ANY OTHER ITEMS FOR REFERRAL TO FUTURE MEETINGS**

6. **SET DATE FOR THE NEXT PLAN COMMISSION MEETING (MONDAY, MAY 8, 2017 AT 6:15PM)**

7. **ADJOURNMENT**

---

Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, their attendance may create a quorum of another city commission, board or committee under the Wisconsin Open Meetings Law; However, no formal action will be taken by any governmental body at the above stated meeting other than the body, committee, commission, or board identified in this meeting notice. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.

MAYOR BRIAN LANDERS CHAIRPERSON  
DISTRIBUTED APRIL 7, 2017
The City of Wis. Dells has received a Conditional Use Permit (CUP) application from American World Inc. for a Group Lodging Facility (Seasonal Workforce Housing) at the old Continental Motel located at American World 2020 Wisconsin Dells Parkway.

Mt. Olympus had obtained a CUP for a lodging permit at this facility in 2011, 2012, 2013, 2014, 2015, and 2016. There have not been significant issues or concerns at this facility in the past. Recently American World has taken over operations of their motels in this area and would like to continue to operate this facility as employee housing again in 2017.

American World has stated that they do not intend the long term use of this facility to be for employee housing. However, they have indicated that they will need to use this facility for employee housing in the short term. American World will be converting all of their properties out of the Mt. Olympus brand, and would not be able to convert this facility from employee housing for the 2017 season.

It is agreed by all parties that employee housing on Wis. Dells Parkway is not desirable, and should be the housing of last resort.

The facility contains 22 rooms on 2 identical stories. Each story has 9 rooms with an area of 324 sq ft and 2 rooms with an area of 439 sq ft. Each room has a full bathroom, with tub, toilet and sink. Bunk beds have been installed in the rooms to hold 4 and 6 employees respectively, which provide 81 sq ft and 73 sq ft per person respectively. This creates a total maximum occupancy of 96 persons. The current lodging facility ordinance requires 50 sq ft per person, which this facility meets. The City has encouraged new facilities that are converted hotel to provide more than the minimum square footage.

This facility does not have any common area available for use by the employees, the office area at this facility is currently being used for storage is and full.

The current zoning code requires there to be at least one parking space for each room. This facility has 22 rooms and the zoning code requires 1 space per room. There are 44 parking spaces in front of the facility. The gas station and restaurant adjacent to this facility have additional parking that meets their requirements. There are also approximately 187 additional parking spaces south of Crabby’s.

The entire American World property contains another motel and a campground with a RV park. American World will be managing the overnight facilities as well as this employee housing facility and ensuring that the area is properly maintained.

General concerns have exist arise from conversion of overnight lodging facilities to long term group lodging facilities. Some of these concerns come from the location of such facilities in prominent commercial areas, with these facilities not being the best view of the community for visitors to see. Other concerns with the conversion of these facilities have to do with fire and safety issues. This particular facility is a concrete building, so that it is not as susceptible to a catastrophic fire.

As for the location of this facility, American World has indicated that it would rather use this facility or this location for a more commercial use, but is not able to do this at this time. One option would be to approve
this permit for one year to allow American World to get through this season and address this facility again next year.

It has been past practice that any approval of the Group Lodging Facility use is granted solely to the current applicant, and cannot be transferred to another party. Any sale of the property will terminate the permit, and any subsequent owner will be required to obtain a separate CUP for this facility.

Another past practice is to make it clear to the applicant that approval is contingent on continued diligence to the proper management of the facility. If the facility is deemed to become a nuisance to the surrounding properties, the permit may be revoked. This property is located in a commercial area that is next to a convenience store, but far from any other amenities such as a full grocery store, library, or other public services.

This facility is on the main commercial strip in this area of the City, which would not ordinarily be considered a good location for employee housing. This use would not be consistent with the City’s future plan to utilize these lands for commercial purposes.

This use should not have a significant impact on the traffic circulation in this area.

As this use will take place in an existing facility, the effects on the natural environment will be minimal.

This use could have a negative effect on surrounding commercial properties, as employee housing become a nuisance property if not properly managed.

Approval of this permit may contain the following contingencies.
1. The permit is issued to American World Inc. and is not transferrable
2. The facility shall be properly maintained and managed to prevent it from becoming a nuisance.
3. Possibly: The permit is issued for one year to prevent the perpetual use of this location for employee housing.

OR: This permit will be reviewed in one year to evaluate the status of this location for more appropriate uses than employee housing.

Chris Tollaksen
City of Wis. Dells Public Works
General Instructions. Complete this application as it applies to your project and submit one copy to the zoning administrator along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the zoning administrator who will ensure it is complete. If you have any questions, don’t hesitate to contact the zoning administrator at 608-253-2542. You may obtain a digital copy of this file from the zoning administrator.

1. Applicant Information
   Applicant name: American World, Inc
   Street address: 400 County Hwy A
   City: Wis. Dells
   State and zip code: WI 53965
   Daytime telephone number: 608-253-4751
   Fax number, if any:
   E-mail, if any: adam@americanworld.com

2. Subject property information
   Street address: 2020 Wisconsin Dells Pkwy
   Parcel number: Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.
   Current zoning classification(s): Commercial
   Describe the current use: Employee Housing

3. Proposed use. Describe the proposed use.

   Employee housing

4. Operating conditions. For non-residential uses, describe anticipated operating conditions (hours of operation, conditions that may affect surrounding properties, etc.)

   24 hour occupancy May 1 - September 30 approximately
5. **Off-site effects.** Describe any potential nuisances and mitigating circumstances relating to street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

\[\text{None}\]

6. **Review criteria.** The plan commission in making its recommendation and the common council in making its decision must consider the factors listed below. Provide a response to each. (See Section 19.373 of the Municipal Code.)

a. Consistency of the proposed use with the city's comprehensive plan and neighborhood plan or other subarea plan, if any

b. Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site

\[\text{Employees are instructed in proper pedestrian crossing use}\]

c. The suitability of the subject property for the proposed use

\[\text{Well Suited}\]

d. Effects of the proposed use on the natural environment

\[n/a\]

e. Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances

\[n/a\]

f. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the district

\[n/a\]

g. Effects of the proposed use on the city's financial ability to provide public services
7. **Project map.** Attach a scaled map showing the information as listed at the end of this application. Use one of the following page sizes as appropriate: 8½" x 11", 11" x 17", or 24" x 36".

8. **Applicant certification**

   ◆ I certify that the application is true as of the date it was submitted to the City for review.
   ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the agreement below.

   [Signature]
   3/9/17

   **Applicant Signature**

   **Date**

**Governing Regulations**

The procedures and standards governing this application process are found in Chapter 19, Article 4, Division 6, of the City’s Municipal Code.

---

**Reimbursement Agreement for Application Review Costs**

**A. Payment for Eligible Costs.**

By submitting this application for review, the applicant agrees to pay all administrative costs incurred by the City in the processing, study, and review of the application including costs for planning, legal, engineering, and related services, referred to herein as eligible costs.

**B. Guarantee of Payment.**

To guarantee reimbursement, the applicant shall submit one of the following along with this application:

1. an irrevocable letter of credit in the name of the City in an amount as set by the zoning administrator; or
2. a cash deposit in an amount as set by the zoning administrator.

If a cash deposit is used to guarantee reimbursement, the City will periodically deduct from the cash account such amounts necessary to pay for eligible costs and submit a written statement to the applicant. If a letter of credit is used, the applicant agrees to pay such amounts as invoiced within 7 days of the invoice date. An interest rate of 1½ percent shall be charged on invoices not paid within 30 days of the invoice date. The City shall access the letter of credit to pay for overdue invoices, including late penalty charges, and submit a written notice to the applicant.

If remaining monies in the cash account are insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to deposit additional monies into the cash account in an amount as set by the zoning administrator. If the principal amount of the irrevocable letter of credit is insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to submit a second letter of credit in an amount as set by the zoning administrator. The applicant may withdraw this application prior to final action by the City Council by submitting a written letter to the City. Upon such notice, the City shall cease all work related to the review of the application. However, withdrawal of this application does not terminate this reimbursement agreement.

If the applicant does not pay for eligible costs, the City Clerk/Treasurer shall add the outstanding balance to the tax roll as a special assessment against the subject property. In addition, the City may pursue other legal means to obtain the outstanding balance as allowed by law.

**C. Termination of Guarantee.**

If a cash deposit is used to guarantee reimbursement, the City agrees to reimburse the applicant any unused monies in the cash account, including earned interest, within 60 days of the date when the City Council takes final action on the application. If a letter of credit is used, the City shall send a written letter to the applicant releasing the applicant from the letter of credit when all outstanding invoices have been paid.

   [Signature]
   3/9/17

   **Applicant Signature**

   **Date**
## Project Map Checklist

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project name (e.g., business name, subdivision name)</td>
<td>☑</td>
</tr>
<tr>
<td>Applicant name</td>
<td>☑</td>
</tr>
<tr>
<td>Preparation date</td>
<td>☑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Survey Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>North arrow and graphic scale</td>
<td></td>
</tr>
<tr>
<td>Address of subject parcel or legal description</td>
<td>☑</td>
</tr>
<tr>
<td>Property boundaries</td>
<td></td>
</tr>
<tr>
<td>Acreage of subject parcel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Development Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Easements/rights-of-ways (location, width, purpose, ownership)</td>
<td></td>
</tr>
<tr>
<td>Common areas/conservancy areas (location, purpose, ownership)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Setting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property boundaries within 50' of the subject parcel</td>
<td></td>
</tr>
<tr>
<td>Land uses within 50' of the subject parcel</td>
<td></td>
</tr>
<tr>
<td>Zoning district boundaries within 50' of the subject parcel</td>
<td></td>
</tr>
<tr>
<td>Municipal boundaries within 50' of the subject parcel</td>
<td></td>
</tr>
</tbody>
</table>

## Site Features (Existing and Proposed)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetlands</td>
<td></td>
</tr>
<tr>
<td>Woodlands</td>
<td></td>
</tr>
<tr>
<td>Wildlife habitat, including critical wildlife habitat</td>
<td></td>
</tr>
<tr>
<td>Environmentally sensitive features</td>
<td></td>
</tr>
<tr>
<td>Water resources (rivers, ponds, etc.)</td>
<td></td>
</tr>
<tr>
<td>Floodplain boundaries</td>
<td></td>
</tr>
<tr>
<td>Environmental and man-made hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, high-pressure natural gas lines, and others as appropriate</td>
<td></td>
</tr>
<tr>
<td>Fences, buffers, and berms</td>
<td></td>
</tr>
<tr>
<td>Existing trees and other prominent vegetation</td>
<td></td>
</tr>
</tbody>
</table>

## Transportation Facilities (Existing and Proposed)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets</td>
<td></td>
</tr>
<tr>
<td>Driveways and road access onto public and private roads</td>
<td></td>
</tr>
<tr>
<td>Sidewalks / trails</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buildings / Structures (footprint, use, etc.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing and proposed within subject parcel</td>
<td></td>
</tr>
<tr>
<td>Existing within 50' of subject parcel</td>
<td></td>
</tr>
</tbody>
</table>

---

![Map of Wisconsin Dells, Wisconsin](image)