



CITY OF CLINTONVILLE

WISCONSIN 54929

Department of Administration

MEMO

To: Honorable Mayor and City Council Members
From: Caz R. Muske, City Administrator
Date: Wednesday, May 14, 2025
RE: City Administrator Memo Item

CITY ADMINISTRATION
TOTAL ITEM UPDATES: 2

1. **Item: Request to Rezone 32 Hughes Street**
 - **Description:** The owner is requesting the rezoning of 32 Hughes Street (30-23-41-10) from R-2 Residential District to B-2 Neighborhood Convenience Retail District
 - **Status:** 05/14 rezoning was heard by the Plan Commission (PC); PC recommended to Council, now to be heard by the City Council for final approval; applicant requested a Special Council Meeting and suspension of the 2nd reading; see Plan Commission minutes attached
2. **Item: Conditional Use Permit for 32 Hughes Street**
 - **Description:** The owner is requesting a Conditional Use Permit for 32 Hughes Street (30-23-41-10) for (b) Hotels, rooming houses and other lodging places, 7011-7021 contingent on Common Council action regarding the Rezoning Request; must be contingent upon Council approval of rezoning (item 1 above)
 - **Status:** 05/14 conditional use was heard by PC; Conditional Use was approved by PC contingent on Council Rezoning Approval, if Rezoning approved by Council, it will automatically be approved upon remit of payment; see Plan Commission minutes attached

Regards,

Caz R. Muske, M.P.A.
City Administrator
Airport Manager | RDA Executive Director
715-823-7600 | cmuske@clintonvillewi.gov



Checklist for Reviewing Proposed Zoning Amendments

Following are some questions to incorporate in the zoning ordinance and consider when reviewing proposed zoning amendments:

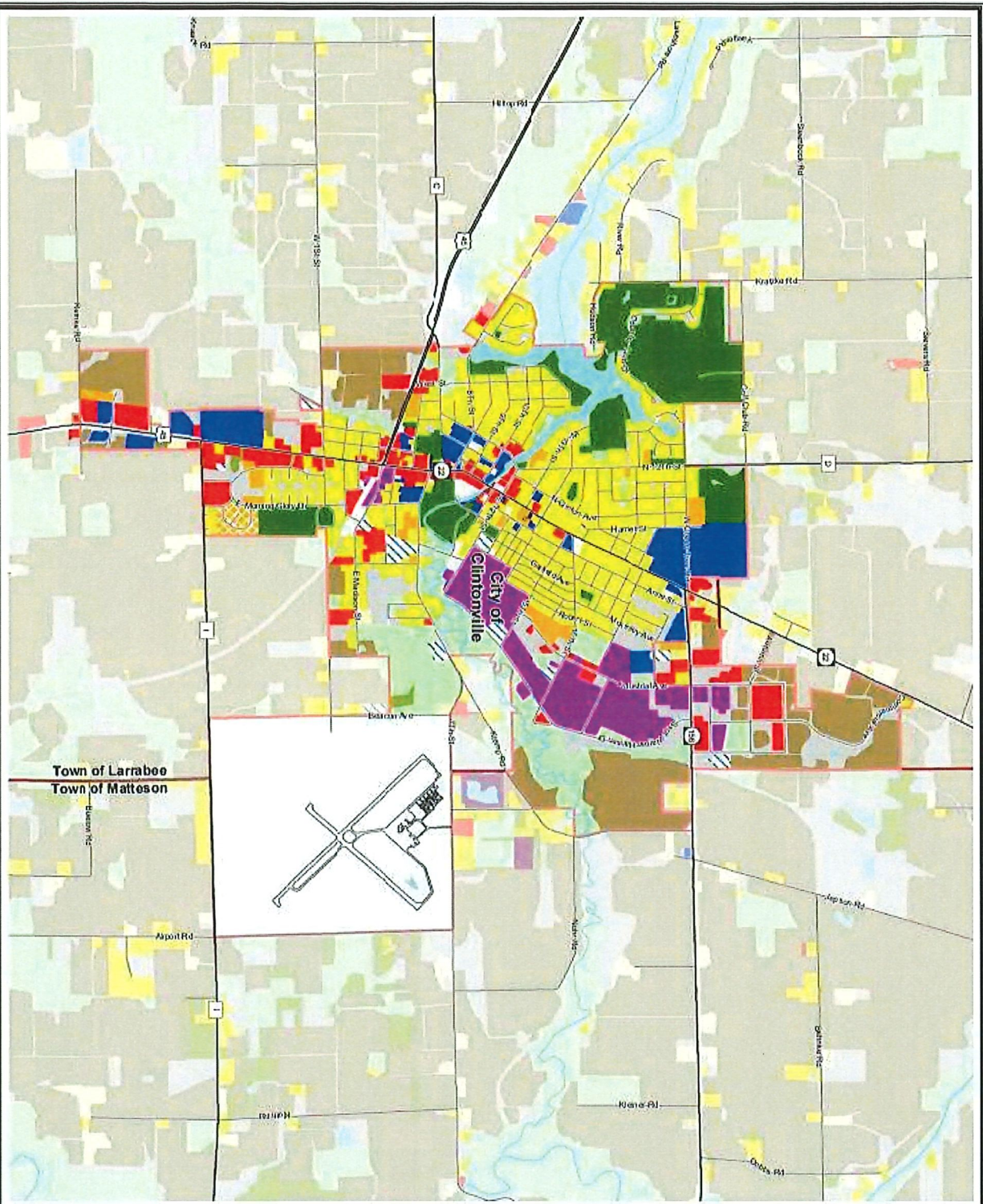
1. Is the request consistent with the [City's 2019 Comprehensive Plan](#)? (Yes / No)
2. Is the request consistent with the Common Council's current fiscal year's goals? (Yes / No)
3. Does the community need more land in the requested district? (Yes / No)
4. Are there other properties in the community that might be more appropriate for this use? (Yes / No)
5. Will the request have a serious impact on traffic circulation, parking, sewer and water service, or other utilities? (Yes / No)
6. Will the request have a negative adverse impact on property values in the vicinity? (Yes / No)
7. Will the request result in lessening the enjoyment or use of adjacent properties? (Yes / No)
8. Will the request cause serious noise, odors, light, activity or other unusual disturbances? (Yes / No)
9. Will the request result in illegal spot zoning? (i.e. use is inconsistent with surrounding properties and serves only private, rather than public interests) (Yes / No)

Actions could be:

I move to *APPROVE* the applicate rezoning request for *[insert address]* because *[insert any 'yes' answer(s) above]*.

I move to *DENY* the applicate rezoning request for *[insert address]* because *[insert any 'no' answers above]*.

Map 8-1 City of Clintonville Existing Land Use - 2018



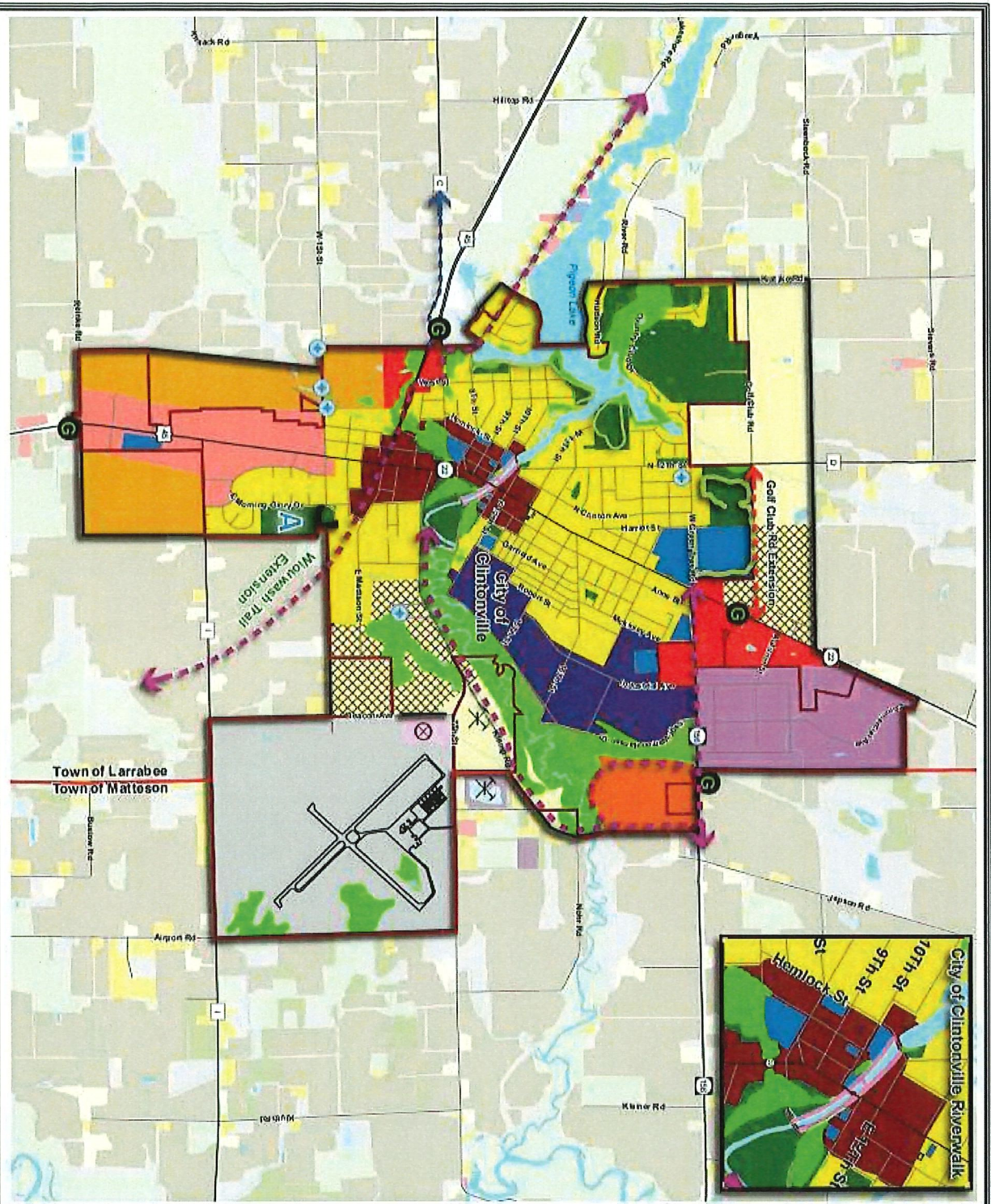
- Single Family Residential
- Farms/lands
- Multi-Family
- Mobile Home Parks
- Commercial
- Industrial
- Quarries
- Institutional Facilities
- Transportation
- Utilities/Communications
- Non-irrigated Cropland
- Irrigated Cropland
- Other Ag Land / Pasture
- Recreational Facilities
- Planted Woodlands
- General Woodlands
- Open Other Land
- Water

Source:
Base data: Wisconsin County 2017
Existing Land Use: ECWRPC 2018



This data was created for use by the East Central Wisconsin Regional Planning Commission and is provided as a service to the public. The Commission and its staff are not responsible for the use or misuse of this data. The Commission and its staff are not responsible for the use or misuse of this data. The Commission and its staff are not responsible for the use or misuse of this data.





Map 8-2 City of Clintonville Preferred Land Use

- Wells
- Gateways
- Quarry
- Proposed Aquatic Facility
- Fwy/Ark
- Existing Off Road
- Unpaved Trails
- Existing Off Road Paved Trails
- Proposed Trails
- Proposed On-Road Bike Facility
- Road Extension
- Abandoned Landfill
- Environmentally Sensitive Areas
- Wetlands (> 5 Acres)
- Floodplains
- Low Density Residential District
- Medium Density Residential District
- High Density Residential District
- Neighborhood Investment Area
- Mixed Use Residential District
- Commercial District
- Community Gateway District
- Downtown Business District
- Industrial District
- Industrial Park District
- Airport District
- Environmentally Sensitive Areas
- Recreation
- Institutional Facilities
- Water Features

Source: Base data: Waupaca County 2017, Existing Land Use, ECWRPC 2015, Future Land Use, ECWRPC 2018

W
N
E
S

0 100 200 Feet

This data was created for use by the East Central Wisconsin Regional Planning Commission for the purpose of land use planning. The Commission and its staff do not assume any liability for the use of the information for any other data for East Central Wisconsin Regional Planning Commission purposes.

PREPARED: MAY 2019 BY:

ZONING 17.00

- (c) Shall have a first story minimum gross floor area of at least 1,000 square feet for a one story dwelling and at least 700 square feet for a first floor dwelling if more than one story with a minimum gross floor area total of not less than 1,000 square feet. The dwelling shall be not less than 23 feet in its smallest horizontal dimension, exclusive of any attached garage, carport, or open or enclosed deck.
- (d) The structure shall have a roof pitch with a minimum slope of 3 1/2 on 75% of the structure and eaves extending outward a minimum of 16 inches beyond the nearest vertical wall (excluding dormers and overhangs at gable ends). On homes of 1-1/2 story or more or which have a roof pitch of 7/12 or steeper, this minimum overhang requirement shall be decreased to 12 inches.
- (e) Shall have roofing material of a type customarily found on conventionally constructed dwellings including wood shakes or shingles, asphalt composition shingles, fiberglass composition shingles, but not corrugated metal or corrugated fiberglass.
- (f) Shall have exterior siding of a type customarily found on conventionally constructed dwellings including wood clapboards, simulated clapboards, such as, vinyl, metal or masonite type siding, wood shake or shingles, brick, stone or other masonry type veneer materials, but not smooth, ribbed or corrugated metal or plastic panels except when part of solar collector systems.

The City Plan Commission may grant a Conditional Use Permit upon application and payment of fees for a deviation from the requirements of (d) (e) and (f) if such granting of that Conditional Use will not have an adverse aesthetic or pecuniary impact on the surrounding neighborhood and/or the value of nearby properties.

17.15 R2 RESIDENTIAL DISTRICT

THE COMMON COUNCIL OF THE CITY OF CLINTONVILLE, WISCONSIN, DO ORDAIN that Chapter 17 Zoning Ordinance Section 17.15, R2, Residential Zoning Districts be amended to include the following:

- (1) Permitted Uses.
 - (a) R1 District Permitted Uses
 - (b) Two-Family Residences
- (2) Conditional Uses.
 - (a) R1 District Conditional Uses
 - (b) Multiple-Family Dwellings not to exceed four (4) dwelling units.
- (3) Dimensional Standards.
 - (a) Lot Size.
 - 1. Parcels having a single-family residence shall follow R1 district standards.
 - 2. Parcels with two-family residences:
Width: 80 feet minimum, and

ZONING 17.00

Area: 10,000 square feet.

Remaining standards will be the same as in the R1 district.

3. Parcels having three to four dwelling units per building:
Width: 120 feet minimum and
Area: 4,000 square feet per dwelling unit.
Add 500 square feet for each bedroom per dwelling unit over two bedrooms.

(b) Building Height. 35 feet maximum.

(c) Yard and Setback Requirements.

Street: 30 feet minimum.

Side: 10 feet (20 feet if parcel abuts an R1 parcel) minimum.

Street Side (corner lot): 20 feet minimum.

Rear: 25 feet.

(d) Maximum Lot Coverage. 40%.

(e) Site restrictions: Industrial/Residential Buffer Area. Wherever Industrial and Residential zoned properties are adjacent, there shall be a minimum of a 30 foot setback from the boundary of the two districts for all primary buildings. also, see 17.11.

- (4) A landscaping plan shall be submitted for review to the Plan Commission for multi-family dwellings before a conditional use is granted.

17.16 R3 MULTI-FAMILY DISTRICT

(1) Permitted Uses.

(a) R2 District permitted uses.

(b) Multiple family dwellings not exceeding three (3) stories, nor forty (40) feet in height.

(c) Group homes with capacity to accommodate sixteen (16) or fewer individuals.

(2) Conditional Uses.

(a) Building Height Over Three Stories. In reviewing plans for buildings in excess of three (3) stories, the following shall be considered:

1. The predominant building type which exists within three hundred (300) feet of the proposed structure.
2. The future building types in the area based upon existing structural conditions and proposed land use.
3. The usable open space and recreational opportunities.
4. The type of parking accommodations, if provided.

ZONING 17.00

The GF District is intended to provide areas for government structures and services.

- (1) Permitted Uses.
 - (a) Government Offices
 - (b) Schools
 - (c) Recreation and Community Centers
 - (d) Libraries
 - (e) Municipal Utility Facilities
 - (f) Municipal Garages
 - (g) Parking Lots and Parking Structures
 - (h) Other Government Purposes
- (2) Conditional Uses (none)
- (3) Dimensional Standards.
 - (a) Setbacks and yards
 - Front setback: 10 feet
 - Side setback: 10 feet from adjacent property or curb
 - Rear setback: 10 feet

17.20 B2 NEIGHBORHOOD CONVENIENCE RETAIL DISTRICT

Permitted and Conditional Uses for B2 district are referenced to the Standard Industrial Classification (SIC) Manual (1987). When a SIC number is given, the reader should refer to the SIC manual for a complete description of the use.

The B2 Business District is intended to provide for individual or small groups of retail and customer service establishments serving primarily the convenience of a local neighborhood, and the character, appearance, and operation of which are compatible with the character of the surrounding area.

- (1) Permitted Uses.
 - (a) Public warehousing and storage, 4221-4226
 - (b) Wholesale trade-durable goods, 5012-5043, 5063-5088, 5094-5099
 - (c) Wholesale trade-nondurable goods, 5111-5149, 5181-5199
 - (d) Building materials, hardware, garden supply, and mobile home dealers, 5211-5271
 - (e) General merchandise stores, 5311-5399
 - (f) Food stores, 5411-5499
 - (g) Auto and home supply stores, 5531, 5551
 - (h) Apparel and accessory stores, 5611-5699
 - (i) Furniture, home furnishings and equipment stores, 5712-5736
 - (j) Eating and drinking places, 5812-5813
 - (k) Miscellaneous retail, 5912-5999
 - (l) Banking, 6011-6062
 - (m) Credit agencies other than banks, 6111-6163
 - (n) Security and commodity brokers, dealers, exchanges and services, 6211-6289
 - (o) Professional offices
 - (p) Personal services, 7211-7299
 - (q) Business services, 7311-7399
 - (r) Miscellaneous repair services, 7622-7641
 - (s) Bowling centers, 7933
 - (t) Health services, 8011-8099

ZONING 17.00

- (u) Legal services, 8111
- (v) Social services, 8322-8399
- (w) Miscellaneous services, 8911-8999
- (x) Accessory uses and structures as regulated in 17.11(5)

(2) Conditional Uses.

- (a) Automotive dealers and gasoline service stations, 5511, 5521, 5541, 5561-5599
- (b) Hotels, rooming houses and other lodging places, 7011-7021
- (c) Laundry, cleaning services, 7211-7219
- (d) Automotive repair, services and garages, 7513-7549
- (e) Religious organizations, 8661
- (f) Parking lots
- (g) Government and cultural uses (Adopted 4-9-96)
- (h) Veterinarian Services 741-742

(3) Dimensional Standards.

- (a) Lot width. Neighborhood business shopping centers or districts shall not be less than 200 feet in width.
- (b) Individual business sites in the B2 Business District shall provide sufficient area for the principal building and its accessory buildings, off-street parking and loading areas, and required yards. There is no required minimum site width.
- (c) Building height. 35 feet maximum.
- (d) Setbacks and yards.
 - Front setback: 50 feet
 - Side setback: 20 feet
 - Rear setback: 25 feet
 - Side street (corner lot): 25 feet

There must be a 20 foot opening to the street for every 150 linear front feet of commercial building (which may be composed of several businesses directly adjacent to each other).

- (4) Site restrictions 17.11
 - Loading and unloading requirements 17.11(10)
 - Parking requirements 17.11(11)

17.21 B3 HIGHWAY COMMERCIAL OVERLAY DISTRICT

The B3 Commercial District is intended to provide for the orderly and attractive grouping at appropriate locations along principal highway routes of those businesses and customer services which are logically related to and dependent upon highway traffic or which are specifically designed to serve the needs of such traffic.

The B3 district shall overlay parcels which are adjacent to United States Highway (USH) 45 and are within the City limits.

The regulations involving this overlay district shall apply to all new construction and changes in existing use on parcels within this district. The underlying zoning regulations shall apply to the parcel until that parcel is developed or its existing primary use is changed.



City of Clintonville Wisconsin 54929

CITY HALL	50 10 th Street	715-823-7600
PUBLIC WORKS & AIRPORT	160 Bennett Street	715-823-7685
PARKS AND RECREATION	55 E. 12 th Street	715-823-7660
WATER & ELECTRIC UTILITIES	50 10 th Street	715-823-7600
WASTE WATER	350 15 th Street	715-823-7675
POLICE (non-emergency)	35 S Clinton Ave	715-823-3117
FIRE (non-emergency)	50 A 10 th Street	715-823-3750
LIBRARY	75 Hemlock Street	715-823-4563
CITY HALL FAX MACHINE		715-823-1352

Ordinance: 1233

Introduced By:

Seconded By:

AN ORDINANCE AMENDING THE ZONING ORDINANCE TO CHANGE THE FOLLOWING PARCEL FROM R-2 (RESIDENTIAL DISTRICT) ZONING TO B-2 (NEIGHBORHOOD CONVENIENCE RETAIL DISTRICT) ZONING

Parcel No.: 30-23-41-10
(32 Hughes Street)

This ordinance shall be in force and take effect from and after its passage and publication.

CITY OF CLINTONVILLE

Steve Kettenhoven, Mayor

Peggy L. Johnson, Clerk

Adopted:

Published:

PLAN COMMISSION

May 14, 2025

The meeting of the Plan Commission was called to order at 5:31 p.m. by B. Schirpke. **Members present:** Branden Schirpke, Darrell Hansen, Thomas Behnken, and Jack DeWolf. **Absent:** Stephanie Bonikowski, Laurie Vollrath and Mark Doornink **Also present:** City Administrator Caz Muske, Fire Chief Shane Krueger, Rosalee Roloff and Rick Liebman.

Hansen/Behnken m/s/c to approve the agenda as presented.

Hansen/Schirpke m/s/c to approve the minutes from September 4, 2024

Muske presented the City Administrator memo and the meeting was opened for questions or discussion regarding the memo. No further discussion took place.

Open Public Hearing: Behnken/Hansen m/s/c to open public hearing for items 6a-c of the agenda.

R. Liebman explained that he would like to create housing for the employees of a local business. The property would be monitored and subject to bi-weekly inspections by the business owner. Discussion followed on the terms of tenancy as well as the dynamic of the renters and the shifts they would work.

Muske explained that there are currently businesses in the Industrial Park that are looking to expand and amending the ordinance to include the conditional use would support these future expansions. Muske clarified the conditional use requests and informed the Committee that they will have the final decision on all conditional use approvals.

Close Public Hearing: Hansen/Behnken m/s/c to close public hearing.

Behnken/Hansen m/s/c to recommend to common council Ordinance 1233 – Rezone 32 Hughes St. form R-2 Residential District to B-2 Neighborhood Convenience Retail District

Behnken/Hansen m/s/c to approve the Conditional Use Permit Request for 32 Hughes St. for (b) Hotels, rooming houses and other lodging places, 7011-7021 contingent on Common Council action regarding the Rezoning Request.

Behnken/Hansen m/s/c to recommend Ordinance 1234 to Council.

Behnken/Hansen m/s/c to recommend Ordinance 1235 to Council.

Muske presented a timeline for future meetings and the next meeting was scheduled for June 16th at 5:15 p.m.

Adjourn: Hansen/Behnken m/s/c to adjourn 6:04 p.m.

Respectfully Submitted,

Ryan Rockey
Recording Secretary

\$125.00

CONDITIONAL USE APPLICATION
CITY OF CLINTONVILLE
50 Tenth Street, Clintonville, WI 54929
715-823-7600

Chapter 17 – Zoning Ordinance, City of Clintonville (17.31)

Class 1 Notice-Hearing

Date Published: 5/22/25

TO: ZONING ADMINISTRATOR
CITY OF CLINTONVILLE
AND
CITY PLAN COMMISSION

Applicant: Ricky Liebman Address: 667 US Hwy 45 S. Eagle River
Phone: 920-360-5498 WI 54521

Address of property for conditional use if different: 32 Hughes Street Clintonville

Opposite Property Owners (with address): _____
Rosalee Roloff - 33 Hughes Street

Abutting Property Owners (with address): _____

Aster - 35 Anne Street; Timothy Vanbeek - 55 Lincoln St;
Tiffany Green - 35 Wilson St; Nicolas Keller - 31 Wilson St.

Proposed Conditional Use: (b) Hotels, rooming houses, and other
lodging places, 7011-7021

Present Zoning: Residential

Additional Information: _____

Receipt No. _____ (100-44400-11)

Date: _____ Applicant Signature: Ricky Liebman

Date Received: May 15, 2025 City Staff Signature: _____

Meeting Date: May 27, 2025

CC: CITY PLAN COMMISSION MEMBERS
ABUTTING PROPERTY OWNERS
APPELLANT

Revised: 6/23