Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

Members

- Mayor Wiza
- Alderperson Kneebone
- Commissioner Arntsen
- Commissioner Cooper
- Commissioner Haines
- Commissioner Hoppe
- Commissioner Rice

AGENDA

CITY PLAN COMMISSION

Date and Time:	August 2, 2021 6:00 PM	**Location:**	Community Room 933 Michigan Avenue, Stevens Point, WI OR Zoom Teleconferencing Meeting ID: 848 9193 9318 | Passcode: 549384 Computer: https://us02web.zoom.us/j/84891939318?pwd=dzE1SE5xUzI5Mjg3TVhmTFlCSVM1UT09 Phone: +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the July 6, 2021 meeting of the City Plan Commission.

3. Public Hearing and Action on a request from the City of Stevens Point to amend the Project Plan for Tax Incremental District No. 5 to share surplus increments with Tax Incremental District No. 10, 11, 12, & 13 under the provisions of Wisconsin Statues Section 66.1105(6)(f)2.

4. A request from Mark Johnson, representing Shree Laxmi Narayan Inc., for a Site Plan Review to construct a drive-in restaurant at an unaddressed parcel off of Frontage Road (Parcel ID 281240829140013), consistent with Ch. 23.02(2)(f)(5)(b).

5. A request from Cassie Berding, representing Northwest Journey, for a sign variance to install a freestanding sign on the property at 2442 Sims Avenue (Parcel ID 281240833200107),

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

consistent with Ch. 25.14.

6. Director's Report.

Closing Section:

7. Adjourn

REPORT OF CITY PLAN COMMISSION

July 6, 2021 – 6:00 PM
Zoom Conference Call Meeting

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Cooper, Commissioner Haines, Commissioner Hoppe, Commissioner Rice, and Commissioner Arntsen.

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Alderperson Keymer, Alderperson Johnson, Alderperson Leek, Alderperson Dalton, Alderperson Morrow, Brad Menning, Thomas Witt, Holly Nowak, Mike D'Agostino, Jim Lundbergh, Melissa Kluck, Bob Woehr, Chris Lowry, John Knoke, Anders Sandli, Sheldon Oppermann, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the June 7, 2021 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Tom Witt, representing the Consolidated Water Power Company, for a conditional use permit to construct a control house for an electrical substation at an unaddressed parcel off of Arlington Place (Parcel ID 281240832300261), consistent with Ch. 23.02(1)(a)(3)(b).
4. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to extend E M Copps Drive to the east within Parcel ID 281230801120008.
5. Public Hearing and action on a request from James Lynn, representing Marshfield Clinic, for a conditional use permit to install two above ground storage tanks at 4100 State Highway 66 (Parcel ID 281240822340017), consistent with Ch. 23.02(4)(e)(3.4).
6. Public Hearing and action on a request from Sheldon Oppermann for a conditional use permit to construct a medical clinic at an unaddressed parcel off of Business Park Drive (Parcel ID 281230802400507), consistent with Ch. 23.02(3)(a)(3)(a).
7. Request from Chris Lowry for a Site Plan Review to construct a pet bathing facility at 5590 Highway 10 East, consistent with Ch. 23.02(2)(e)(5).
8. Request from the City of Stevens Point to grant a Gas Easement and an Electric Underground and Overhead Easement to the Wisconsin Public Service Corporation within Municipal Lot 7 (Parcel ID 281240832201905).
9. February - June, 2021 Monthly Reports.
10. Director's Report.
11. Adjourn

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1. Roll call.

   Present: Wiza, Kneebone, Cooper, Rice, Haines, Hoppe, Arntsen

Discussion and possible action on the following:

2. Report of the June 7, 2021 meeting of the City Plan Commission.

   Motion by Commissioner Cooper to approve the report of the July 7, 2021 Plan Commission meeting; seconded by Commissioner Arntsen.

Motion carried 7-0.

3. Public Hearing and action on a request from Tom Witt, representing the Consolidated Water Power Company, for a conditional use permit to construct a control house for an electrical substation at an unaddressed parcel off of Arlington Place (Parcel ID 281240832300261), consistent with Ch. 23.02(1)(a)(3)(b).

   Associate Planner/Zoning Administrator Kuhn explained the request to construct a 600 sq.ft. control house as part of a substation upgrade, which would house electrical equipment. The structure would be made from prefabricated metal and would meet building code requirements. Staff recommended approval with conditions outlined in the staff report.

   Mayor Wiza declared the public hearing open.

   Thomas Witt, with Consolidated Water Power Company, made himself and his colleague, Brad Menning, available for questioning.

   Mayor Wiza declared the public hearing closed.

   Alderperson Kneebone inquired on whether the noise levels would increase, to which Thomas Witt indicated that the levels would remain consistent with existing noise.

   Motion by Commissioner Hoppe to approve the request from Tom Witt, representing the Consolidated Water Power Company, for a conditional use permit to construct a control house for an electrical substation at an unaddressed parcel off of Arlington Place (Parcel ID 281240832300261), consistent with Ch. 23.02(1)(a)(3)(b) with the following:

   1. **The control house shall maintain a 20 foot side and rear setback.**
   2. **All applicable building permits shall be obtained prior to the start of construction.**
   3. **Staff shall have the ability to approve minor amendments to the site plan.**

   seconded by Commissioner Arntsen

   Motion carried 7-0.

4. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to extend E M Copps Drive to the east within Parcel ID 281230801120008.

   Director Kernosky stated that the City was looking to amend the Official Street Map to extend E M Copps Drive within the subject parcel for the purpose of accommodating planned expansions of Lineage Logistics. The proposed expansion remained consistent with the East Park Commerce Master Plan, and as such, staff recommended approval as presented.

   Commissioner Arntsen inquired on whether the roadway would be running east-west, to which staff confirmed accurate.

   Mayor Wiza declared the public hearing open.

   Mayor Wiza declared the public hearing closed.

   Motion by Commissioner Haines to approve the request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to extend E M Copps Drive to the east within Parcel ID 281230801120008; seconded by Alderperson Kneebone.

   Motion carried 7-0.

5. Public Hearing and action on a request from James Lynn, representing Marshfield Clinic, for a conditional use permit to install two above ground storage tanks at 4100 State Highway 66 (Parcel ID 281240822340017), consistent with Ch. 23.02(4)(e)(3.4).

Associate Planner/Zoning Administrator Kuhn summarized the request to install two 2,200 gallon above-ground petroleum storage tanks and generator enclosure as part of a 30,235-addition project to the clinic. Since the clinic was located within the Wellhead Protection B District, a conditional use permit was required to exceed the maximum 660-gallon restriction. Staff recommended approval with conditions outlined in the staff report, noting that many of the conditions were recommended from the Utilities Department.

Commissioners had the following comments:

1. Inquiry as to whether the generator was to be used for emergency's only and if two tanks had been proposed to allow for continuous use so one could be refilled while the other provided power, to which staff confirmed accurate.
2. Inquiry as to which direction a leak would flow towards, noting the wetland area just northwest of the tanks, to which staff stated that it would flow towards the parking lot and surrounding soil, however there were multiple ways to capture potential leaks, as well as constant monitoring of the tanks themselves.
3. Inquiry as to the need of exceeding the maximum amount by several thousand gallons.

Mayor Wiza declared the public hearing open.

Alderperson Keymer (District Three) inquired on the generator run time, ability to refuel, and consideration of an alternate and continuous fuel source such as natural gas.

Alderperson Johnson (District Five) noted experience with fuel tank monitoring systems and stated that they were very robust. She was confident that the tanks would be properly maintained and monitored.

Mayor Wiza declared the public hearing closed.

Mike D'Agostino, designer and working with Marshfield Clinic provided the following details:

1. Would have two parallel generators, with one generator being redundant. Each generator could run the building for 24hrs if there is a failure on either side.
2. Fuel amount was calculated based on all equipment to support the building, which was 73 gallons per hour. That amount was then multiplied by 24 (hours) to achieve approximately 1700 gallons. The extra fuel would allow a buffer to refuel.
3. Regarding the type of fuel, hospitals needed the generators to start immediately due to needing critical and lifesaving items to come back online. Other fuel sources did not have the same start-up capability.
4. The hospital had an emergency fueling plan, which typically allowed for 24 hours for a tanker to get on site to refuel. If it was not possible, they had additional backup plans to move critical patients to another location.

Alderperson Kneebone agreed that while proper safeguards were in place, she hoped for a future broader discussion regarding the Zoning Code where perhaps they would not even need to consider a fuel tank in a wellhead protection area.

Motion by Commissioner Hoppe to approve request from James Lynn, representing Marshfield Clinic, for a conditional use permit to install two above ground storage tanks at 4100 State Highway 66 (Parcel ID 281240822340017), consistent with Ch. 23.02(4)(e)(3.4) with the following

1. **All piping shall be double wall flexible piping, where if a product is released from the primary pipe it would be contained in a liquid tight pipe. Other type of piping that is not flexible is allowed if it**

can be proven to provide similar protection. This shall be approved by the State of Wisconsin and City staff prior to permit issuance.

2. **Sumps shall be located at the head of each tank and also sound an alarm immediately if any liquid enters the sump.**
3. **All tanks shall be at minimum double walled with a liquid sensor that sounds an alarm immediately if any liquid is detected.**
4. **Electronic line leak detection shall be installed.**
5. **Continuous monitoring is required, meaning that an alarm will sound and proper authorities shall be immediately notified if a leak is detected.**
6. **Overfill devices shall be required to be installed to prevent the overfilling of above-ground tanks. This shall include installing one in the fill pipe of each tank as well as an audible alert at 90% capacity and an auto shut-off at 95% capacity to ensure that overfilling will not occur.**
7. **Catch basins shall be installed around every fill point to catch product that may drip during the product transfer process.**
8. **Functionality tests shall be done semi-annually on all line monitors to ensure proper operation.**
9. **Monitoring wells shall be installed throughout the property at locations determined, prior to any permit issuance, by the Public Utilities Director. Sampling and analyses shall be done quarterly at the expense of the property owner. City staff shall be given unrestricted access for compliance purposes.**
10. **A spill prevention, control and countermeasure plan shall be in place prior permit issuance and shall be submitted to the Public Utilities Department for filing and enforcement.**
11. **The City reserves the right to establish new conditions for the purpose of protecting the groundwater supply. The Community Development Department and Public Utilities Department shall be notified if changes occur to chemicals, quantities, storage or service at the facility or on the property.**
12. **All costs associated with the conditions within the resolution shall be at the expense of the operator and/or owner. All required reports relating to sampling, analysis and/or testing shall be provided to the City upon completion of such sampling, analysis and/or testing.**
13. **If any equal or superior alternative exists over any of the conditions, as determined by the Director of Public Utilities and the Director of Community Development, City staff shall have the ability to modify such condition(s).**
14. **Any known spills, releases, leaks or discharges shall be reported to the Public Utilities Director within 24 hours of detection.**
15. **The two proposed above-ground tanks shall not exceed 2,200 gallons in storage capacity.**
16. **The applicant shall obtain applicable permits prior to tank installation.**

seconded by Commissioner Cooper.

Motion carried 7-0.

6. Public Hearing and action on a request from Sheldon Oppermann for a conditional use permit to construct a medical clinic at an unaddressed parcel off of Business Park Drive (Parcel ID 281230802400507), consistent with Ch. 23.02(3)(a)(3)(a).

Associate Planner/Zoning Administrator Kuhn summarized the request to construct a new 14,700 sq.ft. medical clinic within the Business Park. The proposed building would include 8 pre/post operation rooms, 9 exam rooms, 2 procedure rooms, ambulance accommodations, and associated office space and parking. Staff recommend approval with conditions outlined within the staff report.

Commissioner Haines inquired on which direction the building would expand into for future additions, as well as asked why all parking had to be paved now rather than with future additions.

Sheldon Oppermann, applicant representing G.I. Associates, explained that a potential expansion in the future would occur on the eastern half of the parcel, which would then utilize the existing parking area, noting that it had originally been paved. Rather than demolishing the existing lot only to repave it in the future, the development would be looking to plan around the existing paved surface.

Director Kernosky noted that Portage County had originally paved the parking lot onto the parcel for historic developments that did not come to fruition, which in turn had made the sale of the parcel difficult.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioner Arntsen asked for clarification if the new parking area was proposed because the existing parking did not fit the layout for the new building, to which staff confirmed accurate.

Motion by Commissioner Cooper to approve the request from Sheldon Oppermann for a conditional use permit to construct a medical clinic at an unaddressed parcel off of Business Park Drive (Parcel ID 281230802400507), consistent with Ch. 23.02(3)(a)(3)(a) with the following:

1. **A fire hydrant shall be installed on the property within 150 feet of existing Fire Department connections. If a private hydrant is proposed, it shall be reviewed and inspected by the Fire Department prior to installation.**
2. **The proposed building shall be equipped with a fire sprinkler system, subject to the review and approval of the Fire Department.**
3. **A knox box shall be installed within the subject property, subject to the review and approval of the Fire Department.**
4. **Clearview and spacing requirements shall be met when installing landscaping within the property.**
5. **Eight bicycle parking spaces shall be provided on the subject property, subject to the review and approval of Community Development staff meeting bicycle parking standards.**
6. **The applicant shall adhere to applicable deed restrictions and protective covenants administered in the Portage County Business Park, subject to the review and approval of the Portage County Department of Planning & Zoning.**
7. **Building and erosion control permits shall be obtained prior to the start of construction.**
8. **The developer shall add additional sidewalks to connect to existing pedestrian infrastructure along Business Park Drive as reviewed and approved by City staff.**
9. **Staff shall have the ability to approve minor amendments to the approved site plan.**

seconded by Commissioner Haines.

Motion carried 7-0.

7. Request from Chris Lowry for a Site Plan Review to construct a pet bathing facility at 5590 Highway 10 East, consistent with Ch. 23.02(2)(e)(5).

   Associate Planner/Zoning Administrator Kuhn explained that the request to construct a 100 sq.ft. pet bathing facility within the Fleet Farm parking lot. The facility would include pet washing supplies, a vacuum, treat vending machine, and all associated utilities within the room's structure. It would be operational year-round and have separate water and sewer connections off Brilowski Road. Staff recommended approval with conditions outlined in the staff report.

   Commissioners had the following comments:

   1. Inquiry as to whether the structure's size would be sufficient for the operation, to which staff confirmed that it was.
   2. Inquiry as to the security of the building.

3. Inquiry as to whether the building itself had additional security, or if Fleet Farm was relied on for surveillance.

Alderperson Johnson (District Five) inquired on whether there were any control measures for contagious dog viruses.

Chris Lowry, applicant, provided the following details:

1. Total footprint would bring the size to 144 sq.ft. with utilities.
2. It would be operational 24/7, unless staff or the owner locked the building, such as for inclement weather. The structure itself would house live security feeds. Additionally, they had a letter of intent from Fleet Farm would allow them access their security feeds as well.
3. The unit was disinfected twice a day.

Motion by Alderperson Kneebone to approve the request from Chris Lowry for a Site Plan Review to construct a pet bathing facility at 5590 Highway 10 East, consistent with Ch. 23.02(2)(e)(5) with the following:

1. **Bollards shall be installed along the perimeter of the structure, subject to the review and approval of Community Development staff.**
2. **Utility connections to support the structure shall be reviewed and approved by the Utilities Department meeting applicable utility infrastructure requirements.**
3. **The structure shall be set back a minimum of 25 feet from the Brilowski Road Right-of-Way.**
4. **The applicant shall obtain a building permit prior to the start of construction.**
5. **Staff shall have the ability to approve minor amendments to the approved site plan.**

seconded by Commissioner Arntsen.

Motion carried 7-0.

8. Request from the City of Stevens Point to grant a Gas Easement and an Electric Underground and Overhead Easement to the Wisconsin Public Service Corporation within Municipal Lot 7 (Parcel ID 281240832201905).

Director Kernosky explained the request to grant a gas easement and electric underground and overhead easement to Wisconsin Public Service within municipal parking lot seven for the purpose of installing and maintaining two Tesla 2nd Generation Electric Wall Charging Stations. The easement would be approximately 144 sq.ft. and located near the northern property line. Staff recommended approval as presented.

Mayor Wiza asked for comments from the audience, to which there were none.

Motion by Commissioner Haines to approve the request from the City of Stevens Point to grant a Gas Easement and an Electric Underground and Overhead Easement to the Wisconsin Public Service Corporation within Municipal Lot 7 (Parcel ID 281240832201905); seconded by Commissioner Hoppe.

Motion carried 7-0.

9. February - June, 2021 Monthly Reports.

Director Kernosky reviewed the monthly reports from February – June 2021, noting reporting delays due to a permitting software transition. Numbers thus far remained consistent with previous years, however year-to-date valuation was expected to rise significantly due to pending projects in the pipeline.

No action was taken.

10. Director's Report

Director Kernosky noted that his memorandum had been included in the Agenda Packet. It contained:

a. Developmental Updates
b. Special Project Updates
c. Public Policy Updates
d. Economic Development Updates

11. Adjourn.

Meeting adjourned at 6:41 PM.

A recording of this meeting can be viewed/heard at: https://stevenspoint.com/365/AgendasMinutesVideos

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Ryan J. Kernosky, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: July 29, 2021

RE: Public Hearing and Action on a request from the City of Stevens Point to amend the Project Plan for Tax Incremental District No. 5 to share surplus increments with Tax Incremental District No. 10, 11, 12, & 13 under the provisions of Wisconsin Statues Section 66.1105(6)(f)2.

Background: Community Development and Finance Staff have been working on an amendment to Tax Increment District (TID) No. 5 project plan to share increment with the newly established TID No. 10, 11, 12, and 13. Please note the aforementioned TIDs are informally referred to as:

TID No. 10 – Downtown II
TID No. 11 – North Division Street II
TID No. 12 – Southside Church Street
TID No. 13 – Eastside/Former Copps

Said project plan amendment is being done to facilitate the following:

1. Share excess increment of TID No. 5 with TID No. 10, 11, 12, and 13 to cover potential Project Costs estimated at $11.6 million.
2. Share excess increment with TID No. 11 for a comprehensive transformation of the North Division Street corridor. Note that TID No. 5 and TID No. 11 neighbor each other on the Northside, so it makes sense for these two districts to pool resources.
3. Allow for flexibility to strategically allocate TIF resources in the most effective way possible.

Consistent with Wis. Stats., the Plan Commission is to hold a public hearing on the proposed amendment and make a recommendation to the Common Council. City staff recommends **APPROVAL** as presented.

Please let Comptroller Ladick, myself, or Ehler's know if you have any questions or concerns.

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

July 29, 2021

Project Plan Amendment

Tax Incremental District No. 5

Northside Business District

City of Stevens Point, Wisconsin

Organizational Joint Review Board Meeting Held:	Scheduled for August 2, 2021
Public Hearing Held:	Scheduled for August 2, 2021
Approval by Plan Commission:	Scheduled for August 2, 2021
Adoption by Common Council:	Scheduled for August 16, 2021
Approval by the Joint Review Board:	TBD

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SECTION 1:
Executive Summary

Description of District
Tax Incremental District ("TID") No. 5 ("District") is a 92 - acre Blighted Area District created on May 16, 2005. The District was created to:

- Assure that private development occurs within the District consistent with the City's development and redevelopment objectives. To be accomplished by eliminating blight, installing public improvements and making necessary related expenditures to promote development and redevelopment within the District.
- Increase tax base and provide for and preserve employment opportunities within the City.

The District was amended on July 20, 2015 in order to share surplus increment with Tax Incremental District No. 6.

Purpose of Amendment
The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to:

- Allow excess revenue to be transferred to Tax Incremental District Nos. 10, 11, 12 and 13 ("Recipient Districts") as permitted under Wis. Stat. § 66.1105(6)(f)1. The Plan Amendment meets the following criteria necessary to allow for the transfer of excess revenue:
    1. The District and the Recipient Districts lie within the same overlapping taxing jurisdictions.
    2. The District is within its expenditure period, which expires May 16, 2027.
    3. The District has enough revenue to pay for all current Project Costs and has enough excess revenue to pay for eligible project costs of the Recipient Districts.
    4. The Recipient Districts No. 11 and 13 are a blighted area districts and Recipient Districts No. 10 and 12 are districts in need of rehabilitation or conservation which qualifies them eligible recipients of excess revenue.
- Amend the categories, locations or costs of project costs to be made as permitted under Wis. Stat. § 66.1105(4)(h)1. ("Project").

Estimated Total Project Cost Expenditures

The City anticipates making total expenditures of approximately $31.8 million ("Project Costs") to undertake the projects listed in this Project Plan ("Plan"). Project Costs include an estimated $20.4 million in additional increment sharing and $10 million in improvements to the Business Highway 51 corridor and 1.4 million in additional interest and administration expenses. The allowance to share increments with the recipient Districts will provide additional resources needed to assist the Recipient Districts in accomplishing the economic development goals as set forth in the Project Plans. This promotes the overall economic development of the City to benefit the overlapping taxing jurisdictions.

Incremental Valuation

The City projects that new land and improvements value of approximately $7.5 million of additional value was added in 2020 but is not forecasting any additional value resulting from the Project. Creation of additional value may be made possible by the additional Project Costs made within the District, but no projections are being made at this time. The City is also forecasting an adjustment make by the state due to corrections in the equalized ratio of the City. A table detailing assumption's as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District

Based on the Economic Feasibility Study located within Section 9 of this Plan, the City anticipates that the District will generate sufficient tax increment to pay all Project Costs within its allowable 27 years.

Summary of Findings

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City. In reaching this determination, the City has considered:

   The substantial investment needed to provide the public infrastructure necessary to allow for development within the District. Absent the use of tax incremental financing, the City is unable to fully fund this program of infrastructure improvements.

Current and projected tax increment collections for the Recipient Districts will be insufficient to pay for projects costs already incurred and/or the additional projects that need to be completed in the Districts to achieve the objectives of their Project Plans.

2. **The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered the following information:**

   That the Contractors and Developers are likely to purchase goods and services from local suppliers in construction of the Project, and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.

3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.** As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the City finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project. Also, given that it is likely that the Recipient Districts will not achieve all of the objectives of their Project Plans without the ability to share in the surplus increments from District No. 5, the City reasonably concludes that the overall additional benefits outweigh the value of the tax increment to be shared.

4. The boundaries of the District are not being amended.

5. The Project Costs relate directly to the elimination of blight in the District, consistent with the purpose for which the District is created.

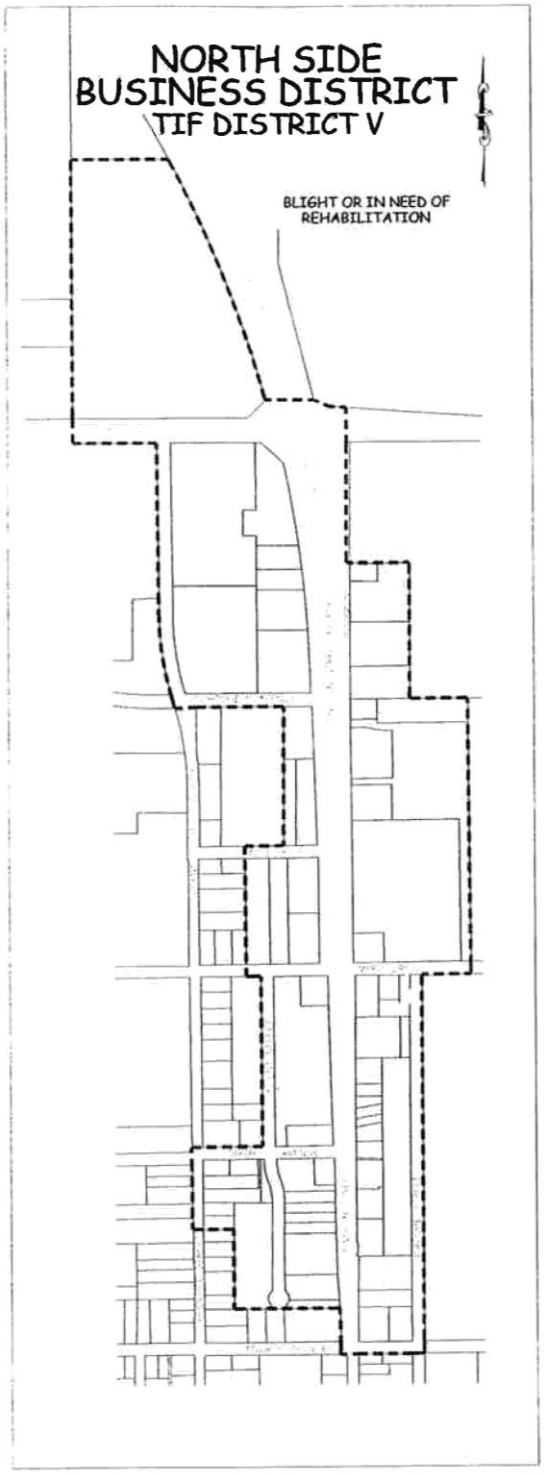
6. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.

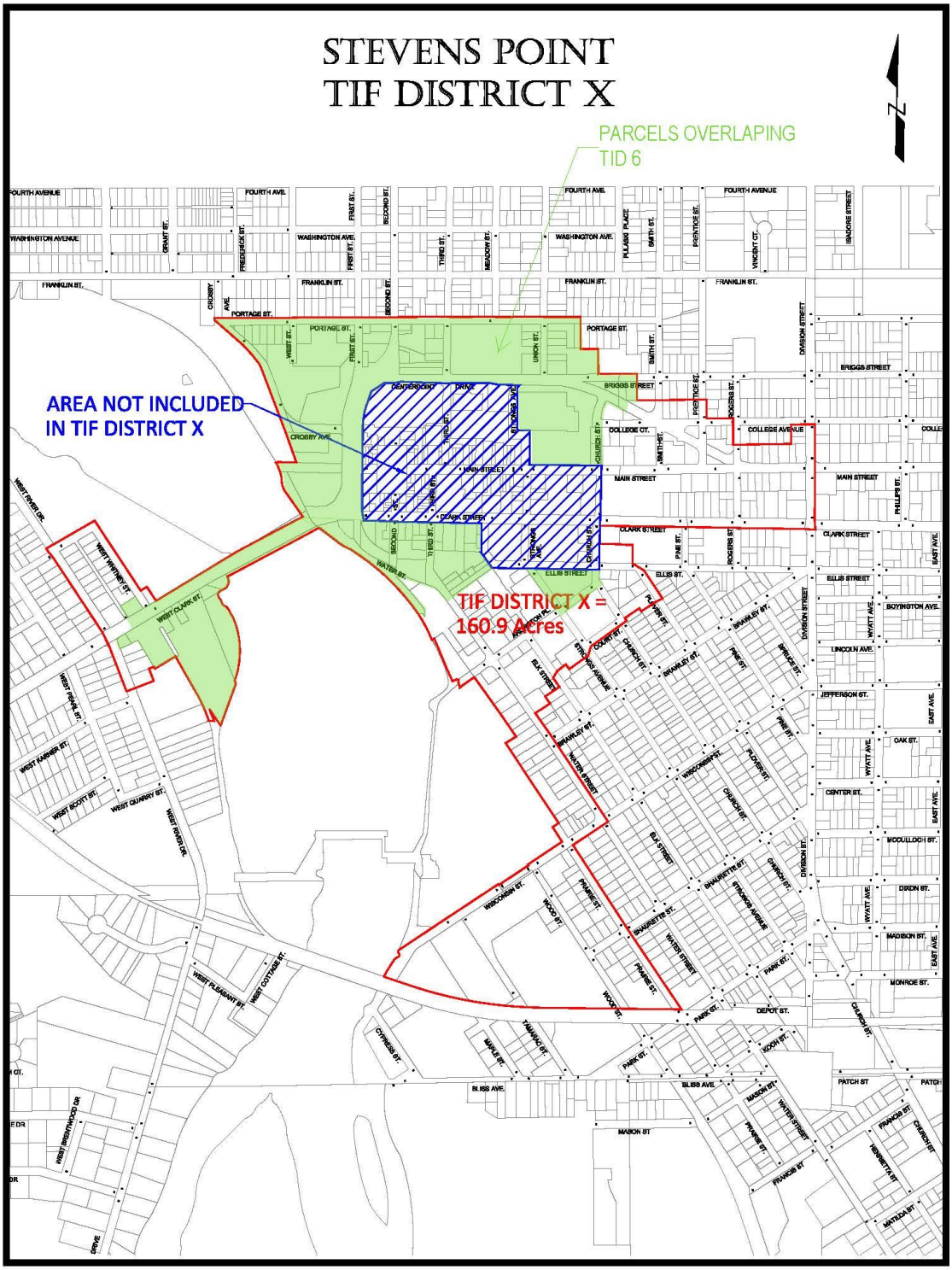
7. The Plan for the District is feasible and is in conformity with the Master Plan of the City.

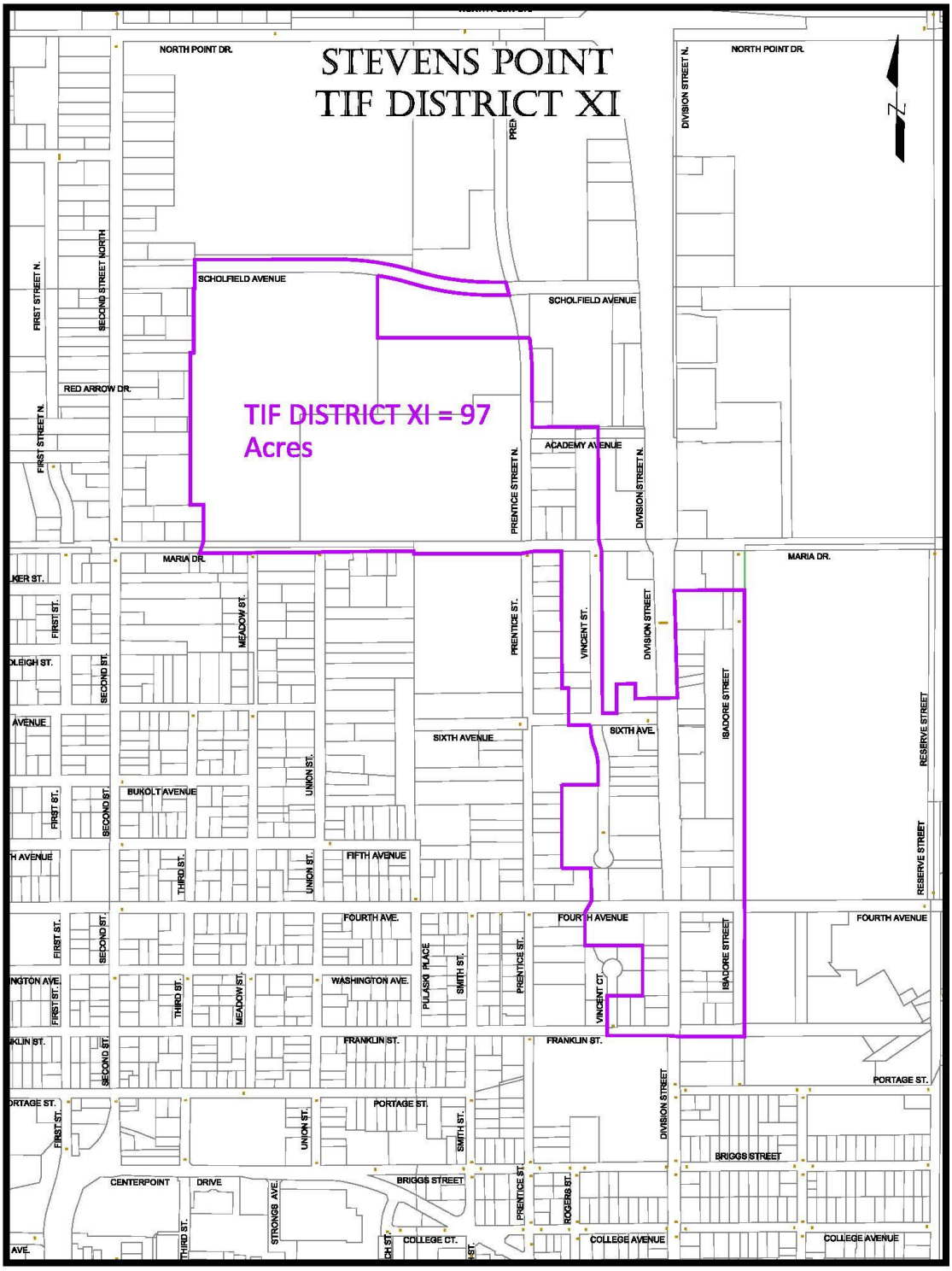
8. The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).

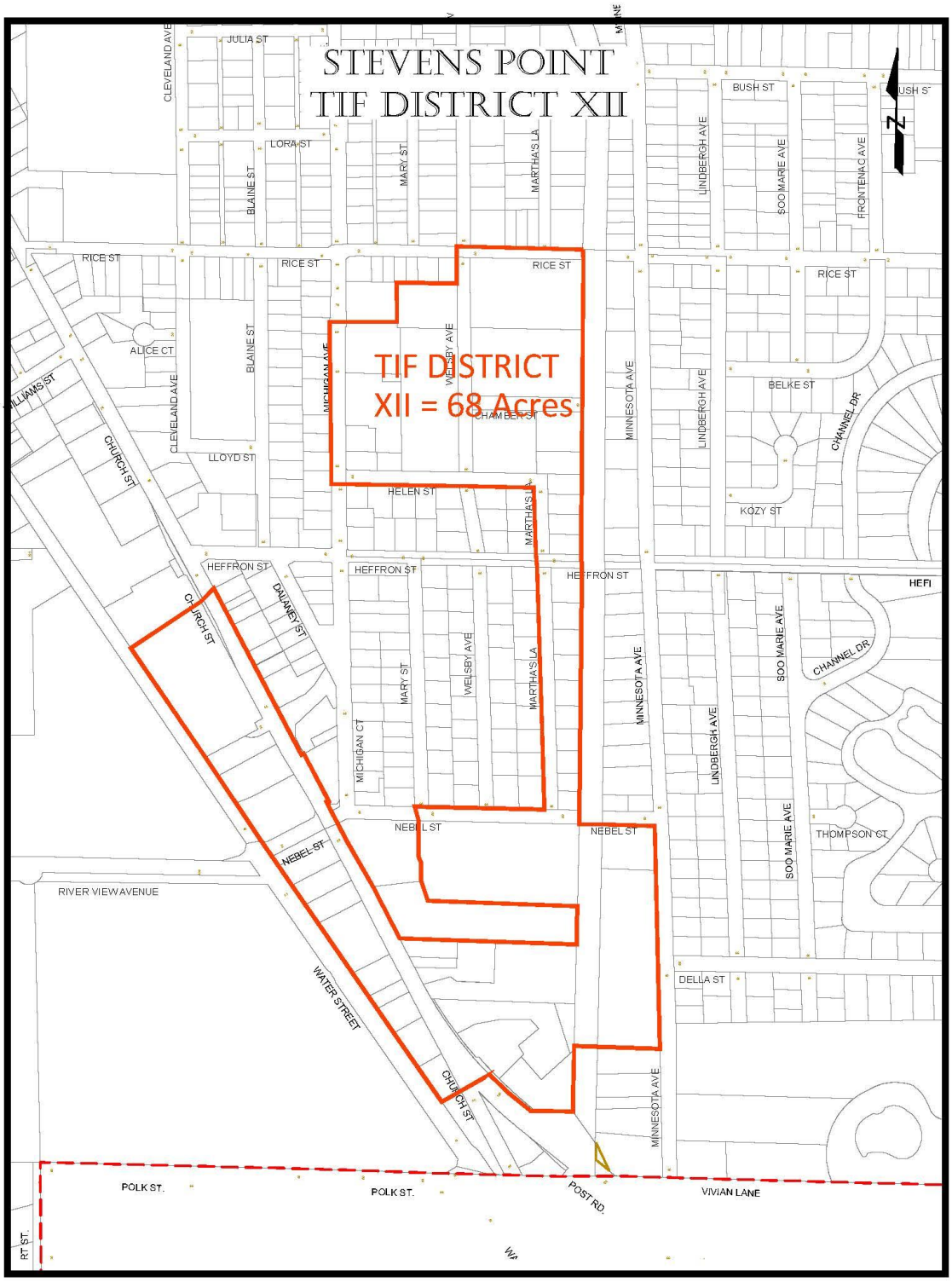
SECTION 2:
Map of Current District Boundary

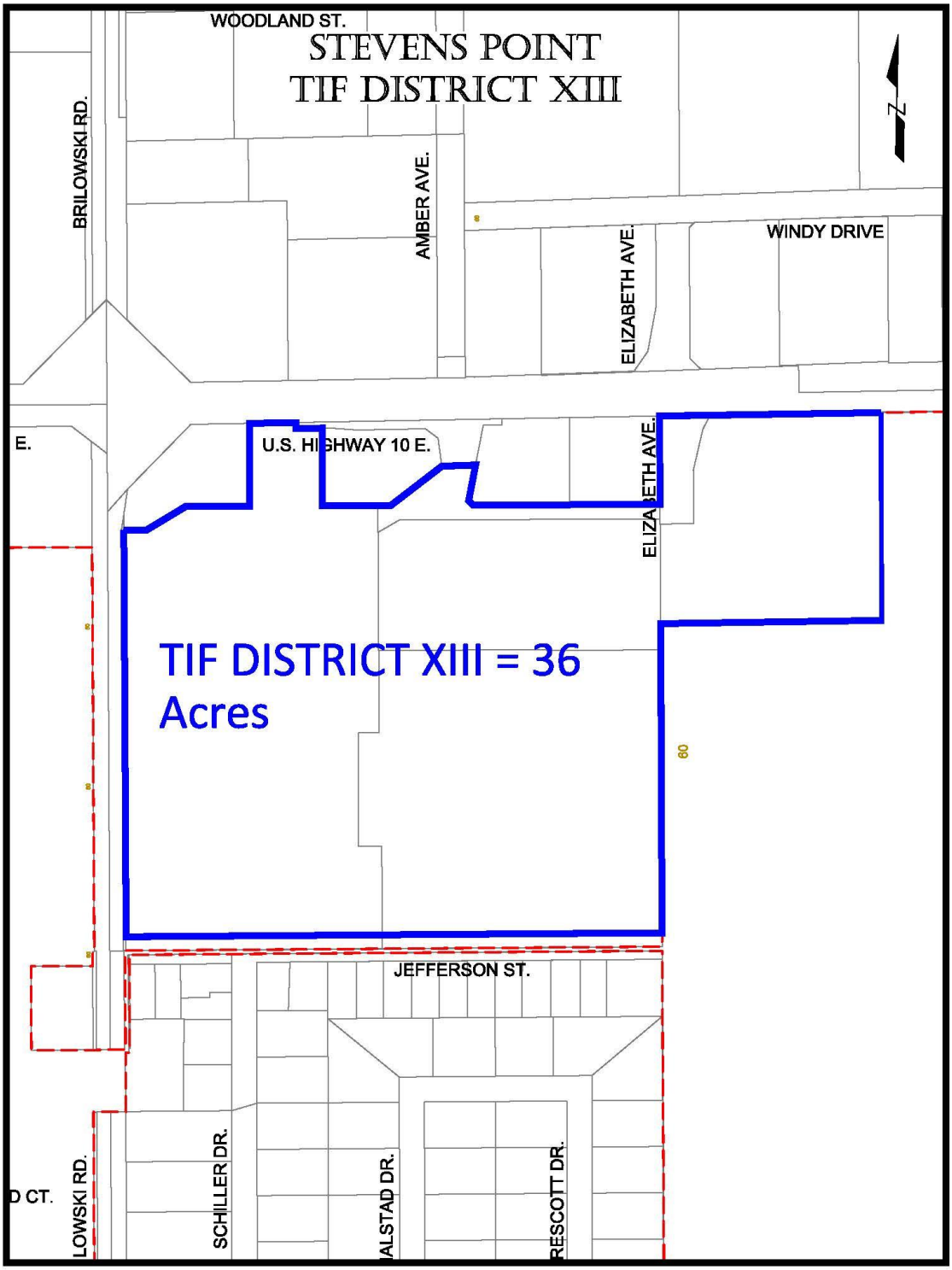
A map identifying the current boundaries of the Donor District and the Recipient Districts are found on the following page. The District's boundaries are not being amended.


NORTH SIDE
BUSINESS DISTRICT
TIF DISTRICT V
BLIGHT OR IN NEED OF
REHABILITATION


STEVENS POINT
TIF DISTRICT X
PARCELS OVERLAPING
TID 6
AREA NOT INCLUDED
IN TIF DISTRICT X
TIF DISTRICT X =
160.9 Acres

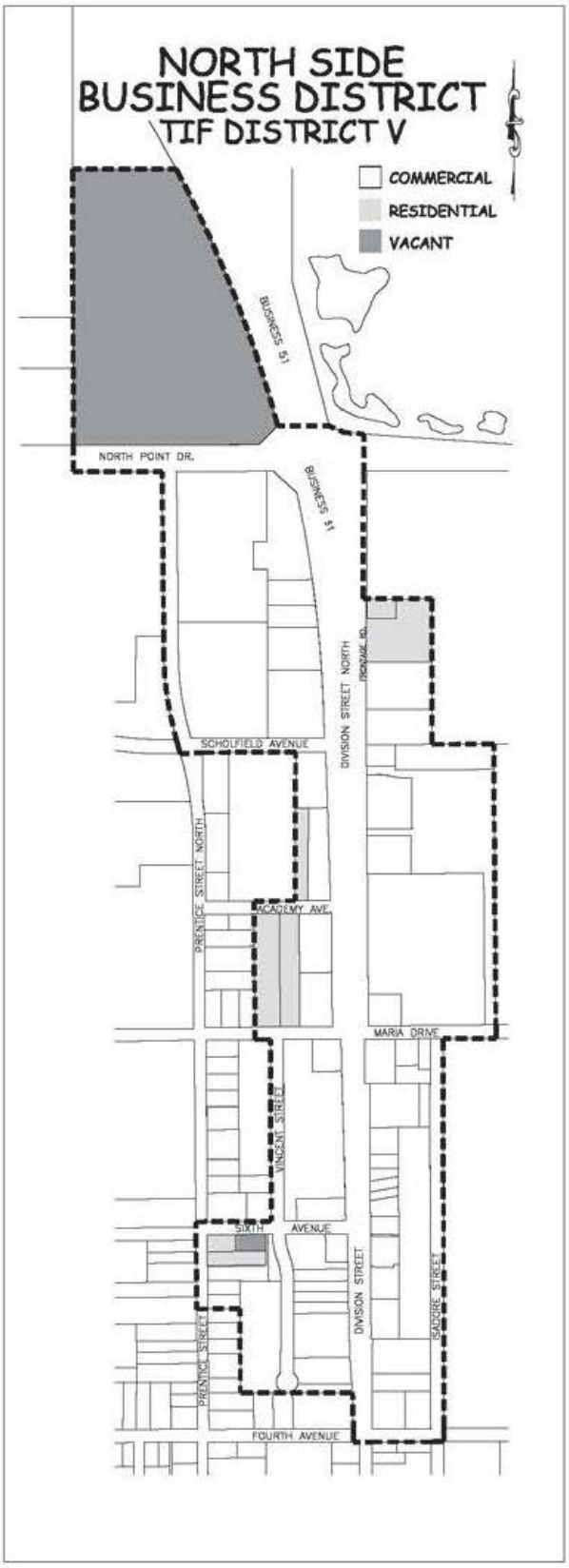

STEVENS POINT
TIF DISTRICT XI
TIF DISTRICT XI = 97 Acres
NORTH POINT DR.
SCHOLFIELD AVENUE
RED ARROW DR.
ACADEMY AVENUE
MARIA DR.
SIXTH AVENUE
SIXTH AVE.
BUKOLT AVENUE
FIFTH AVENUE
FOURTH AVE.
FOURTH AVENUE
WASHINGTON AVE.
FRANKLIN ST.
PORTAGE ST.
BRIGGS STREET
CENTERPOINT DRIVE
COLLEGE CT.
COLLEGE AVENUE
FIRST STREET N.
SECOND STREET NORTH
PRENTICE STREET N.
DIVISION STREET N.
MEADOW ST.
UNION ST.
PRENTICE ST.
VINCENT ST.
DIVISION STREET
ISADORE STREET
RESERVE STREET
FIRST ST.
SECOND ST.
THIRD ST.
PULASKI PLACE
SMITH ST.
VINCENT CT.
STRONGS AVE.
ROGERS ST.


STEVENS POINT
TIF DISTRICT XII
TIF DISTRICT
XII = 68 Acres
JULIA ST
CLEVELAND AVE
LORA ST
BLAINE ST
MARY ST
MARTHA'S LA
LINDBERGH AVE
SOO MARIE AVE
FRONTENAC AVE
BUSH ST
RICE ST
ALICE CT
WELSBY AVE
MICHIGAN AVE
CHAMBER ST
MINNESOTA AVE
BELKE ST
CHANNEL DR
LLOYD ST
CHURCH ST
HELEN ST
KOZY ST
HEFFRON ST
DAUNEY ST
MICHIGAN CT
NEBEL ST
THOMPSON CT
RIVER VIEW AVENUE
WATER STREET
DELLA ST
POLK ST.
POST RD.
VIVIAN LANE


STEVENS POINT
TIF DISTRICT XIII
WOODLAND ST.
BRILOWSKI RD.
AMBER AVE.
ELIZABETH AVE.
WINDY DRIVE
U.S. HIGHWAY 10 E.
ELIZABETH AVE.
TIF DISTRICT XIII = 36 Acres
JEFFERSON ST.
SCHILLER DR.
RESCOTT DR.
LOWSKI RD.
D CT.
N

SECTION 3:
Map Showing Existing Uses and Conditions

The District's boundaries are not being amended. The "Map Showing Existing Uses and Conditions" included within the District's original Project Plan dated May 16, 2005 remains unchanged and is incorporated by reference as part of this Plan Amendment.


NORTH SIDE
BUSINESS DISTRICT
TIF DISTRICT V
COMMERCIAL
RESIDENTIAL
VACANT
BUSINESS 51
NORTH POINT DR.
BUSINESS 51
DIVISION STREET NORTH
SCHOLFIELD AVENUE
PRENTICE STREET NORTH
ACADEMY AVE.
MARIA DRIVE
VINCENT STREET
SIXTH AVENUE
DIVISION STREET
ISADORE STREET
PRENTICE STREET
FOURTH AVENUE

SECTION 4:
Equalized Value Test

No territory will be added to the District. Demonstration of compliance with the equalized value test is not required for this Plan Amendment.

SECTION 5:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

The "Statement of Kind, Number and Location of Proposed Public Works and Other Projects" set forth in the original District Project Plan approved on May 16, 2005 and its subsequent amendment approved on July 20, 2015 is amended to add the following Project Costs that the City has made, expects to make, or may need to make, in conjunction with the implementation of the District's Plan or this Plan Amendment.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Conservancy

To promote the objectives of this Plan, the City may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of

stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs. The improvements to the wastewater treatment facilities, although not within the ½ mile radius, is an eligible project cost under Wis. Stat. § 66.1105(2)(f)1 k.

Water System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand

stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the City may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation

of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The City intends to make the following project cost expenditures outside the District: Possible Business Highway 51 Corridor Improvements

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs.

Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

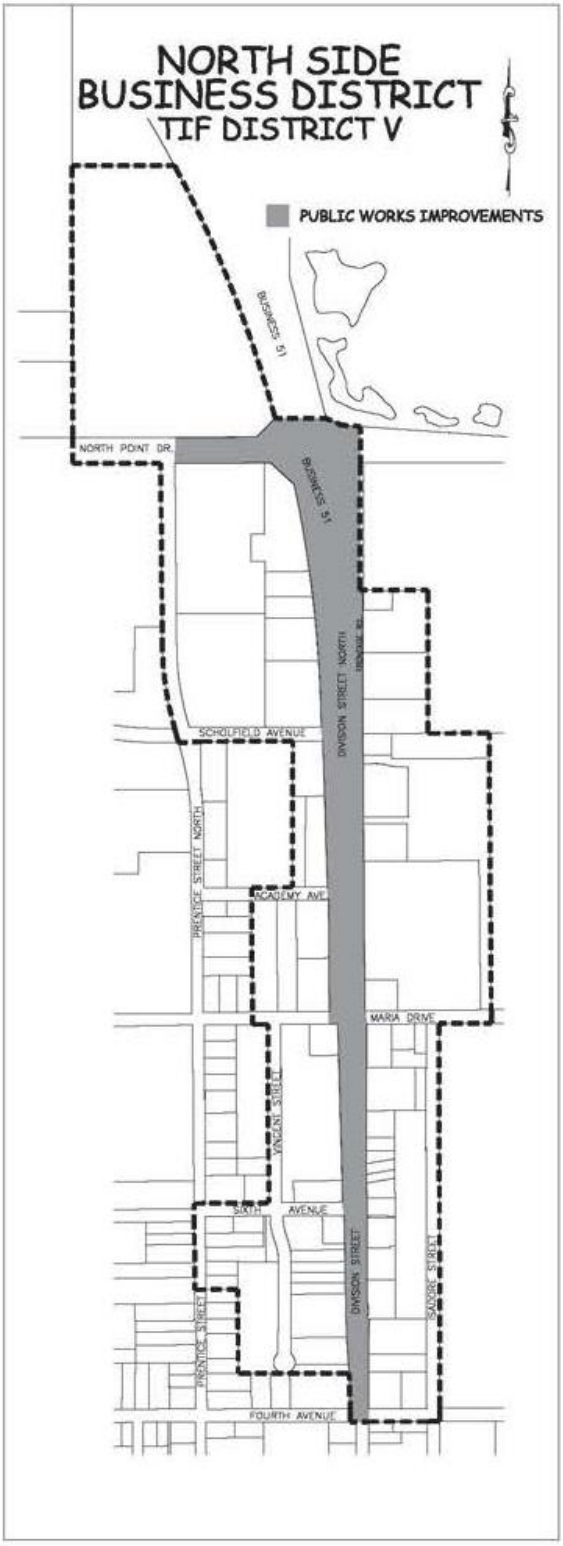
The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 6:
Map Showing Proposed Improvements and Uses

The District's boundaries are not being amended. The "Map Showing Proposed Improvements and Uses" included within the District's original Project Plan dated May 16, 2005 remains unchanged as it includes improvements for the HWY 51 corridor and is incorporated by reference as part of this Plan Amendment.


NORTH SIDE
BUSINESS DISTRICT
TIF DISTRICT V
PUBLIC WORKS IMPROVEMENTS
BUSINESS 51
NORTH POINT DR.
BUSINESS 51
DIVISION STREET NORTH
SCHOLFIELD AVENUE
PRENTICE STREET NORTH
ACADEMY AVE.
MARIA DRIVE
VINCENT STREET
SIXTH AVENUE
DIVISION STREET
SAUNDERS STREET
PRENTICE STREET
FOURTH AVENUE

SECTION 7:
Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the City has made, expects to make, or may need to make in conjunction with the implementation of the District's Plan or this Plan Amendment. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan Amendment. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

City of Stevens Point, Wisconsin

Tax Increment District #5

Estimated Project List

Project ID	Project Name/Type	Multi Phases 2021-2033	Phase II 2025	Ongoing 2021-2033	Total (Note 1)
1	Future Increment Sharing with TID #6	8,780,900			8,780,900
2	Future Increment Sharing with TID #10	5,470,000			5,470,000
3	Future Increment Sharing with TID #11	4,690,000			4,690,000
4	Future Increment Sharing with TID #12	1,070,000			1,070,000
5	Future Increment Sharing with TID #13	350,000			350,000
6	Business Highway 51 Corridor Improvements		10,000,000		10,000,000
7	Interest and Financing Costs			1,307,420	1,307,420
8	Administration expenses			87,060	87,060
Total Projects		20,360,900	10,000,000	1,394,480	31,755,380

Notes:

Note 1 Project costs are estimates and are subject to modification
TID #6 sharing approved in 2015 Project Plan Amendment

While not considered to be a Project Cost, this Plan Amendment provides authority for the District to transfer excess revenue to Tax Incremental Districts No. 10, 11, 12 and 13. The City will only share increment to the Recipient Districts to the level that is needed to support any gap in fulfilling the objectives of the plans as adopted.

SECTION 8:

Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how remaining Project Costs would be financed, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the City plans to make are expected to be covered by the current increment value of the TID. Estimated valuations changes are included in Table 1. Assuming the City's current equalized TID Interim tax rate of $23.26 per thousand of equalized value adjusted downward for 2022 based upon anticipated changes to the state budget, and no economic appreciation or depreciation, the Project would generate approximately $30 million in incremental tax revenue over the remaining 12 years the District as shown in Table 2.

City of Stevens Point, Wisconsin

Tax Increment District #5

Development Assumptions

Construction Year		Actual	Student Housing	State Correction	Annual Total	Construction Year	
1	2005	1,360,800			1,360,800	2005	1
2	2006	5,539,600			5,539,600	2006	2
3	2007	6,200,200			6,200,200	2007	3
4	2008	(50,900)			(50,900)	2008	4
5	2009	2,880,500			2,880,500	2009	5
6	2010	(1,965,900)			(1,965,900)	2010	6
7	2011	(5,454,900)			(5,454,900)	2011	7
8	2012	2,489,300			2,489,300	2012	8
9	2013	5,988,100			5,988,100	2013	9
10	2014	627,200			627,200	2014	10
11	2015	831,400			831,400	2015	11
12	2016	4,425,100			4,425,100	2016	12
13	2017	2,779,100			2,779,100	2017	13
14	2018	56,743,000			56,743,000	2018	14
15	2019	24,276,000			24,276,000	2019	15
16	2020		7,500,000	(7,868,000)	(368,000)	2020	16
17	2021			3,934,000	3,934,000	2021	17
18	2022				0	2022	18
19	2023				0	2023	19
20	2024				0	2024	20
21	2025				0	2025	21
22	2026				0	2026	22
23	2027				0	2027	23
24	2028				0	2028	24
25	2029				0	2029	25
26	2030				0	2030	26
27	2031				0	2031	27
	Totals	106,668,600	7,500,000	(3,934,000)	110,234,600		

Notes:

State adjustments in 2020 and 2021 are based upon anticipated corrections to the Equalization ratio

Table 1 – Development Assumptions

City of Stevens Point, Wisconsin

Tax Increment District #5

Tax Increment Projection Worksheet

Type of District	Blighted Area		Base Value	0
District Creation Date	May 16, 2005		Appreciation Factor	0.00%
Valuation Date	Jan 1,	2005	Base Tax Rate	$20.00
Max Life (Years)	27		Rate Adjustment Factor	
Expenditure Period/Termination	22	5/16/2027		
Revenue Periods/Final Year	27	2033		
Extension Eligibility/Years	Yes	6	Tax Exempt Discount Rate	
Eligible Recipient District	Yes		Taxable Discount Rate	1.50%

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment
1	2005	1,360,800	2006	0	1,360,800	2007	$22.64	**30,803**
2	2006	5,539,600	2007	0	6,900,400	2008	$22.75	**156,995**
3	2007	6,200,200	2008	0	13,100,600	2009	$22.71	**297,505**
4	2008	-50,900	2009	0	13,049,700	2010	$24.11	**314,648**
5	2009	2,880,500	2010	0	15,930,200	2011	$23.45	**373,619**
6	2010	-1,965,900	2011	0	13,964,300	2012	$24.19	**337,857**
7	2011	-5,454,900	2012	0	8,509,400	2013	$25.13	**213,853**
8	2012	2,489,300	2013	0	10,998,700	2014	$25.45	**279,862**
9	2013	5,988,100	2014	0	16,986,800	2015	$22.84	**387,984**
10	2014	627,200	2015	0	17,614,000	2016	$22.78	**401,277**
11	2015	831,400	2016	0	18,445,400	2017	$22.63	**417,415**
12	2016	4,425,100	2017	0	22,870,500	2018	$22.60	**516,898**
13	2017	2,779,100	2018	0	25,649,600	2019	$23.60	**605,333**
14	2018	56,743,000	2019	0	82,392,600	2020	$23.76	**1,957,641**
15	2019	24,276,000	2020	0	106,668,600	2021	$23.26	**2,480,798**
16	2020	-368,000	2021	0	106,300,600	2022	$22.79	**2,422,795**
17	2021	3,934,000	2022	0	110,234,600	2023	$22.79	**2,512,458**
18	2022	0	2023	0	110,234,600	2024	$22.79	**2,512,458**
19	2023	0	2024	0	110,234,600	2025	$22.79	**2,512,458**
20	2024	0	2025	0	110,234,600	2026	$22.79	**2,512,458**
21	2025	0	2026	0	110,234,600	2027	$22.79	**2,512,458**
22	2026	0	2027	0	110,234,600	2028	$22.79	**2,512,458**
23	2027	0	2028	0	110,234,600	2029	$22.79	**2,512,458**
24	2028	0	2029	0	110,234,600	2030	$22.79	**2,512,458**
25	2029	0	2030	0	110,234,600	2031	$22.79	**2,512,458**
26	2030	0	2031	0	110,234,600	2032	$22.79	**2,512,458**
27	2031	0	2032	0	110,234,600	2033	$22.79	**2,512,458**
	Totals	**110,234,600**		**0**			**Future Value of Increment**	**38,832,324**

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

Table 2 – Tax Increment Projection Worksheet

Financing and Implementation

The City anticipates financing the Business Highway 51 corridor improvements with the issuance of General Obligation Promissory Notes and other costs included the sharing of excess increment will be supported through the cash flow of the District. **Table 3.** provides a summary of the District's financing plan.

Based on the Project Cost expenditures as included within the cash flow exhibit **(Table 4)**, and utilization of excess increment to be shared with Districts No. 10, 11, 12 and 13 the District is projected to accumulate sufficient funds by the year 2033 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected as well as the actual amount of increment needing to be shared.

City of Stevens Point, Wisconsin

Tax Increment District #5

Estimated Financing Plan

	TID Cash Flow 2021-2033		G.O. Promissory Note 2025	Totals
Projects				
Multi Phases Increment Sharing	20,360,900			20,360,900
Business Highway 51 Improvement			10,000,000	10,000,000
Financing and Interest Expenses	1,307,420			1,307,420
Administration Elxpenses	87,060			87,060
Total Project Funds	21,755,380		10,000,000	31,755,380
Estimated Finance Related Expenses				
Municipal Advisor			46,100	
Bond Counsel			10,200	
Rating Agency Fee			25,000	
Paying Agent			875	
Underwriter Discount		12.50	127,500	
Total Financing Required			10,209,675	
Estimated Interest		0.25%	(12,500)	
Assumed spend down (months)		6		
Rounding			2,825	
Net Issue Size			10,200,000	10,200,000

Notes:

Increment shared with the Recipient District will be based upon actual need.

Table 3 – Financing Plan

City of Stevens Point, Wisconsin

Tax Increment District #5

Cash Flow Projection

Year	Projected Revenues							Expenditures																Balances			Year
								GO Promissory Notes, 2018B 2,375,000		Taxable GO Bonds 1,520,000		G.O. Promissory Note 10,200,000															
	Tax Increments	Interest Earnings/ (Cost)	Computer Aid/Personal Property Aid	Reconcile Increment Revenue	Misc Revenue	Proceeds From Bonds	Total Revenues	Dated Date: 11/01/18 Principal	Interest	Dated Date: 12/17/20 Principal	Interest	Dated Date: 08/01/25 Principal	Interest	Other Capital Projects	Total PAYGO Developer payments	Pointer Plazza LLC	Transfer to TID #6	Transfer to TID #10	Transfer to TID #11	Transfer to TID #12	Transfer to TID #13	Admin.	Total Expenditures	Annual	Cumulative	Principal Outstanding	
		0.15%																									
2005							0								0							10,000	10,000	(10,000)	(10,000)		2005
2006							0								0							2,324	2,324	(2,324)	(12,324)		2006
2007	30,803		4,634				35,437								0							1,005	1,005	34,433	22,109		2007
2008	156,995		8,905	1,600			167,500								183,396							9,662	193,058	(25,558)	(3,449)		2008
2009	297,505		9,869				307,374							40,090	198,239							4,888	243,217	64,156	60,707		2009
2010	314,648		15,535				330,184							17,832	248,298							9,530	275,659	54,525	115,232		2010
2011	373,619		12,171				385,790								282,228							1,150	283,378	102,412	217,644		2011
2012	337,857		10,950	(1,600)			347,207							354,688	256,566							1,425	612,679	(265,472)	(47,828)		2012
2013	213,853	4	9,585				223,443								182,154							1,350	183,504	39,939	(7,889)		2013
2014	279,862		9,094				288,956								188,346							1,353	189,699	99,257	91,368		2014
2015	387,984		8,778				396,762								163,548							13,900	177,448	219,314	310,682		2015
2016	401,277		10,758				412,035								83,142							1,450	84,592	327,443	638,124		2016
2017	417,415		9,199				426,614							82,838	82,838		510,900					1,319	677,895	(251,281)	386,843		2017
2018	516,898	1,104	9,334			2,460,879	2,988,215							2,261,831	77,169		731,000					63,063	3,133,063	(144,848)	241,995	2,375,000	2018
2019	605,333	2,166	14,573		285,865		907,937		63,375					81,228	81,228		750,000					52,532	1,028,363	(120,426)	121,569	2,375,000	2019
2020	1,957,641	4	29,939			1,540,469	3,528,053	100,000	82,500					6,738	48,783	1,500,000	1,879,000					30,958	3,647,979	(119,926)	1,644	3,795,000	2020
2021	2,480,798	2	45,304				2,526,105	100,000	78,500	765,000	11,266				48,691		990,000	100,000	350,000	35,000		20,000	2,498,457	27,648	29,291	2,930,000	2021
2022	2,422,795	44					2,422,839	100,000	74,500	510,000	10,000				49,816		1,370,000		300,000			5,000	2,419,316	3,522	32,814	2,320,000	2022
2023	2,512,458	49					2,512,507	100,000	70,500	245,000	2,450				49,816		1,100,000	200,000		10,000	50,000	5,100	1,832,866	679,641	712,455	1,975,000	2023
2024	2,512,458	1,069					2,513,527	100,000	66,500						43,978		1,450,000	200,000	200,000	10,000	50,000	5,202	2,125,680	387,847	1,100,302	1,875,000	2024
2025	2,512,458	12,500				10,075,325	12,600,283	100,000	62,500					10,000,000	0			200,000	300,000	10,000	50,000	87,481	10,809,981	1,790,302	2,890,604	11,975,000	2025
2026	2,512,458	4,336					2,516,794	575,000	49,000			1,000,000	258,490		0			400,000		10,000	200,000	5,306	2,497,796	18,998	2,909,602	10,400,000	2026
2027	2,512,458	4,364					2,516,823	600,000	27,750			1,100,000	236,990		0			200,000	200,000	10,000		5,412	2,380,152	136,671	3,046,273	8,700,000	2027
2028	2,512,458	4,569					2,517,028	600,000	9,000			1,150,000	212,790		0			400,000	200,000	45,000		5,520	2,622,310	(105,283)	2,940,990	6,950,000	2028
2029	2,512,458	4,411					2,516,870					1,200,000	186,340		0			500,000	500,000	45,000		5,631	2,436,971	79,899	3,020,889	5,750,000	2029
2030	2,512,458	4,531					2,516,990					1,300,000	157,180		0			500,000	500,000	45,000		5,743	2,507,923	9,066	3,029,955	4,450,000	2030
2031	2,512,458	4,545					2,517,003					1,400,000	124,030		0			950,000	750,000	100,000		5,858	3,329,888	(812,885)	2,217,070	3,050,000	2031
2032	2,512,458	3,326					2,515,784					1,500,000	86,650		0			900,000	850,000	250,000		5,975	3,592,625	(1,076,842)	1,140,228	1,550,000	2032
2033	2,512,458	1,710					2,514,169					1,550,000	44,950		0			920,000	540,000	500,000		6,095	3,561,045	(1,046,876)	93,352	0	2033
Total	38,832,324	48,736	208,628	0	285,865	14,076,673	53,452,227	2,375,000	584,125	1,520,000	23,716	10,200,000	1,307,420	12,845,245	2,268,238	1,500,000	8,780,900	5,470,000	4,690,000	1,070,000	350,000	374,231	53,358,875				Total

Notes:

Actual Increment Sharing is subject to change and will be based upon actual need by the recipient districts to meet the objectives of their original project plans.

Projected TID Closure

Table 4 – Cash Flow

SECTION 9:

Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. No territory is being added to the District as part of this Plan Amendment.

SECTION 10:

Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 11:

Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and City Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the City's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the City's Comprehensive Plan identifying the area as appropriate for Business Development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the City's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local

ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 12:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 13:
How Amendment of the Tax Incremental District Promotes the Orderly Development of the City

Plan Amendment promotes the orderly development of the City by eliminating blighted areas, providing necessary public infrastructure improvements, and providing appropriate financial incentives for private development projects. Through use of tax increment financing, the City can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as increased employment opportunities and redevelopment within other parts of the City with the sharing of excess increment.

SECTION 14:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District.

SECTION 15:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

INSERT SIGNED LEGAL OPINION

SAMPLE

Mayor
City of Stevens Point
1515 Strongs Ave
Stevens Point, Wisconsin 54481

RE: Project Plan Amendment for Tax Incremental District No. 5

Dear Mayor:

Wisconsin Statute 66.1105(4)(f) requires that a project plan for a tax incremental financing district include an opinion provided by the City Attorney advising as to whether the plan is complete and complies with Wisconsin Statute 66.1105. As City Attorney for the City of Stevens Point, I have been asked to review the above-referenced project plan amendment for compliance with the applicable statutory requirements. Based upon my review, in my opinion, the amended Project Plan for the City of Stevens Point Tax Incremental District No. 5 is complete and complies with the provisions of Wisconsin Statute 66.1105.

Sincerely,

City Attorney

SECTION 16:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Statement of Taxes Data Year:	2020	
		Percentage
Portage County	10,015,276	19.56%
McDill Protection & Rehab District	0	0.00%
City of Stevens Point	23,566,071	46.03%
School District of Stevens Point Area	15,791,036	30.84%
Mid-State Technical College	1,823,451	3.56%
Total	51,195,833	

Revenue Year	Portage County	McDill Protection & Rehab District	City of Stevens Point	School District of Stevens Point Area	Mid-State Technical College	Total	Revenue Year
2007	6,026	0	14,179	9,501	1,097	30,803	2007
2008	30,712	0	72,267	48,424	5,592	156,995	2008
2009	58,200	0	136,945	91,763	10,596	297,505	2009
2010	61,554	0	144,836	97,051	11,207	314,648	2010
2011	73,090	0	171,982	115,241	13,307	373,619	2011
2012	66,094	0	155,520	104,210	12,033	337,857	2012
2013	41,835	0	98,439	65,962	7,617	213,853	2013
2014	54,748	0	128,824	86,322	9,968	279,862	2014
2015	75,900	0	178,594	119,671	13,819	387,984	2015
2016	78,501	0	184,713	123,771	14,292	401,277	2016
2017	81,658	0	192,141	128,749	14,867	417,415	2017
2018	101,119	0	237,935	159,434	18,410	516,898	2018
2019	118,419	0	278,642	186,711	21,560	605,333	2019
2020	382,967	0	901,126	603,822	69,726	1,957,641	2020
2021	485,311	0	1,141,942	765,187	88,359	2,480,798	2021
2022	473,964	0	1,115,242	747,296	86,293	2,422,795	2022
2023	491,504	0	1,156,515	774,952	89,487	2,512,458	2023
2024	491,504	0	1,156,515	774,952	89,487	2,512,458	2024
2025	491,504	0	1,156,515	774,952	89,487	2,512,458	2025
2026	491,504	0	1,156,515	774,952	89,487	2,512,458	2026
2027	491,504	0	1,156,515	774,952	89,487	2,512,458	2027
2028	491,504	0	1,156,515	774,952	89,487	2,512,458	2028
2029	491,504	0	1,156,515	774,952	89,487	2,512,458	2029
2030	491,504	0	1,156,515	774,952	89,487	2,512,458	2030
2031	491,504	0	1,156,515	774,952	89,487	2,512,458	2031
2032	491,504	0	1,156,515	774,952	89,487	2,512,458	2032
2033	491,504	0	1,156,515	774,952	89,487	2,512,458	2033
	7,596,642	0	17,874,996	11,977,588	1,383,098	38,832,324	

Notes:

The projection shown above is provided to meet the requirments of Wisconsin Statute 66.1105(4)(i)4.

Administrative Staff Report

Site Plan Review

Caribou Coffee
Frontage Road
August 2, 2021

Department of Community Development

Applicant(s):

- Mark Johnson, representing Shree Laxmi Narayan Inc.

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281240829140013

Zone(s):

- "B-4" Commercial

Master Plan:

- Commercial/Office/Multi-Family

Council District:

- District 11 | Ald. Morrow

Lot Information:

- Frontage: 231 ft.
- Depth: 131 ft.
- Lot Size: 13,100 sq. ft. (0.301 ac.)

Current Use:

- Undeveloped

Applicable Regulations:

- 23.02(2)(f)(5)(b)

Request

1. A request from Mark Johnson, representing Shree Laxmi Narayan Inc., for a Site Plan Review to construct a drive-in restaurant at an unaddressed parcel off of Frontage Road (Parcel ID 281240829140013), consistent with Ch. 23.02(2)(f)(5)(b).

Attachment(s)

1. Application
2. Plans

Findings of Fact

1. A 627 sq ft coffeehouse establishment is being proposed on the subject property.
2. The proposed establishment will provide outdoor only seating for in-person sales, plus a drive-thru lane.
3. Eight parking stalls are proposed to be located behind the principal building.
4. The 2005 Comprehensive Plan Future Land Use Map identifies this property for "Commercial/Office/Multi-Family." The property is zoned "B-4" Commercial.
5. The property is also located within the "B-TID5" Tax Increment District 5.
6. Permitted uses within the "B-TID5" District are required to have a 0-25 foot setback off of all streets other than Division Street.
7. New development on a property within the "B-TID5" District requires a Site Plan Review.
8. The Plan Commission may attach additional requirements onto this site plan review request as necessary.

Staff Recommendation

Approve the Site Plan Review to construct a drive-in restaurant at an unaddressed parcel off of Frontage Road (Parcel ID 281240829140013), subject to the following requirements:

1. A knox box shall be installed, subject to the review and approval of the City Fire Marshal.
2. Bicycle parking provided on the property shall meet bicycle parking standards as outlined in the City's Zoning Code, subject to the review and approval of Community Development staff.

	3. The applicant shall submit final details on the size of wall signage proposed, subject to the review and approval of Community Development staff meeting Sign Code requirements. 4. An erosion control permit shall be obtained prior to any land disturbance. 5. Silt fencing shall be installed prior to any land disturbance and remain during the duration of construction. 6. A right-of way permit shall be obtained prior to any land disturbance within the Frontage Road Right-of-Way, subject to the review and approval of the Public Works Department. 7. The applicant shall obtain a building permit prior to the start of construction. 8. Staff shall have the ability to approve minor amendments to the approved site plan.

Vicinity Map

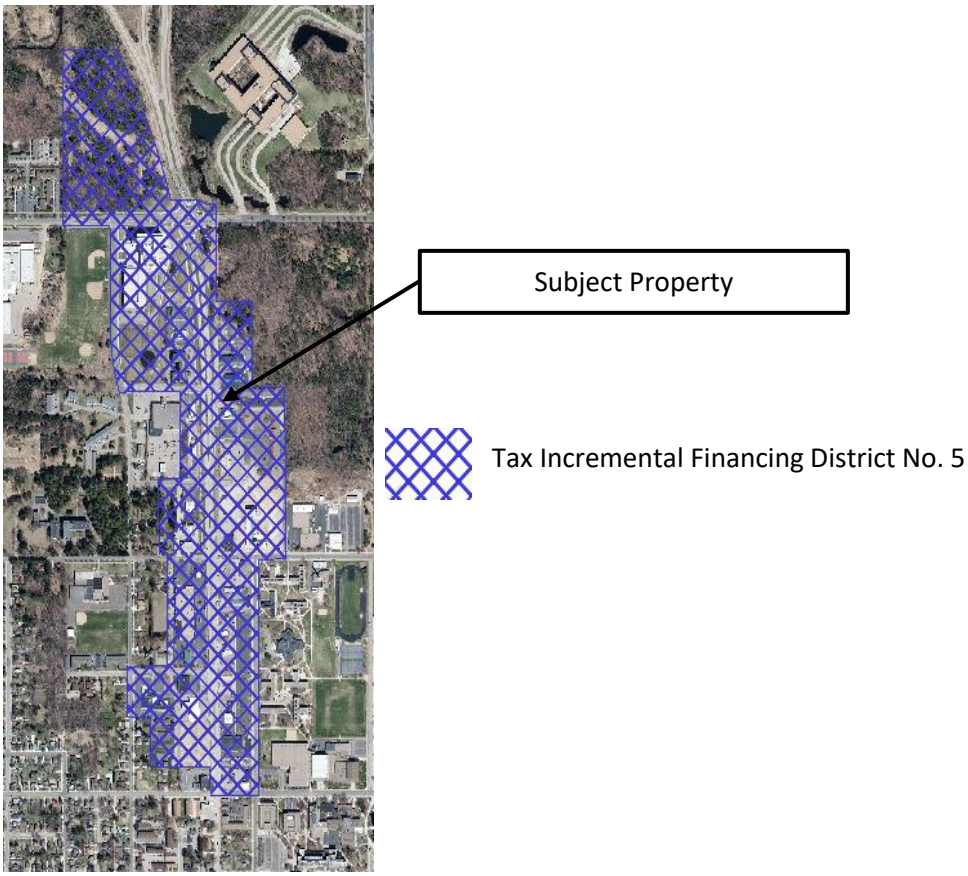
Background

Overview: The applicant is seeking to construct a 627 sq ft restaurant at an unaddressed parcel off of Frontage Road. The proposed building, housing the Caribou Coffee franchise, will consist of a kitchen, preparation space and employee only restroom space. Elsewhere on the property, an outdoor seating area is proposed directly behind the proposed building with eight parking stalls provided. In addition to in-person sales, a drive-thru lane is proposed and will wrap around the outer perimeter of the subject property.

The subject property is zoned "B-4" Commercial and falls within the "B-TID5" Tax Incremental Financing District No. 5 Overlay District. The City's Zoning Code places additional requirements on development within the "B-TID-5" District on

top of the performance standards regulated for the "B-4" District. These additional requirements, such as setbacks and parking, will be discussed later in this report. For any proposed development on a lot within the "B-TID5" District, a Site Plan Review is required. Said requirement is outlined in the following paragraph:

b) *Site, building and landscape review. A site, building, and landscape review shall be required for all new structures and sites, or exterior changes to existing structures or sites, with the exception that the Zoning Administrator can approve minor modifications.*



Further development details are provided below and are included in this report.

1) **Density.**

Analysis: The "B-4" District requires a minimum lot area of 7,000 sq ft for non-residential permitted uses.

Findings: The subject property is 13,100 sq ft in size and is of sufficient size to support the proposed development.

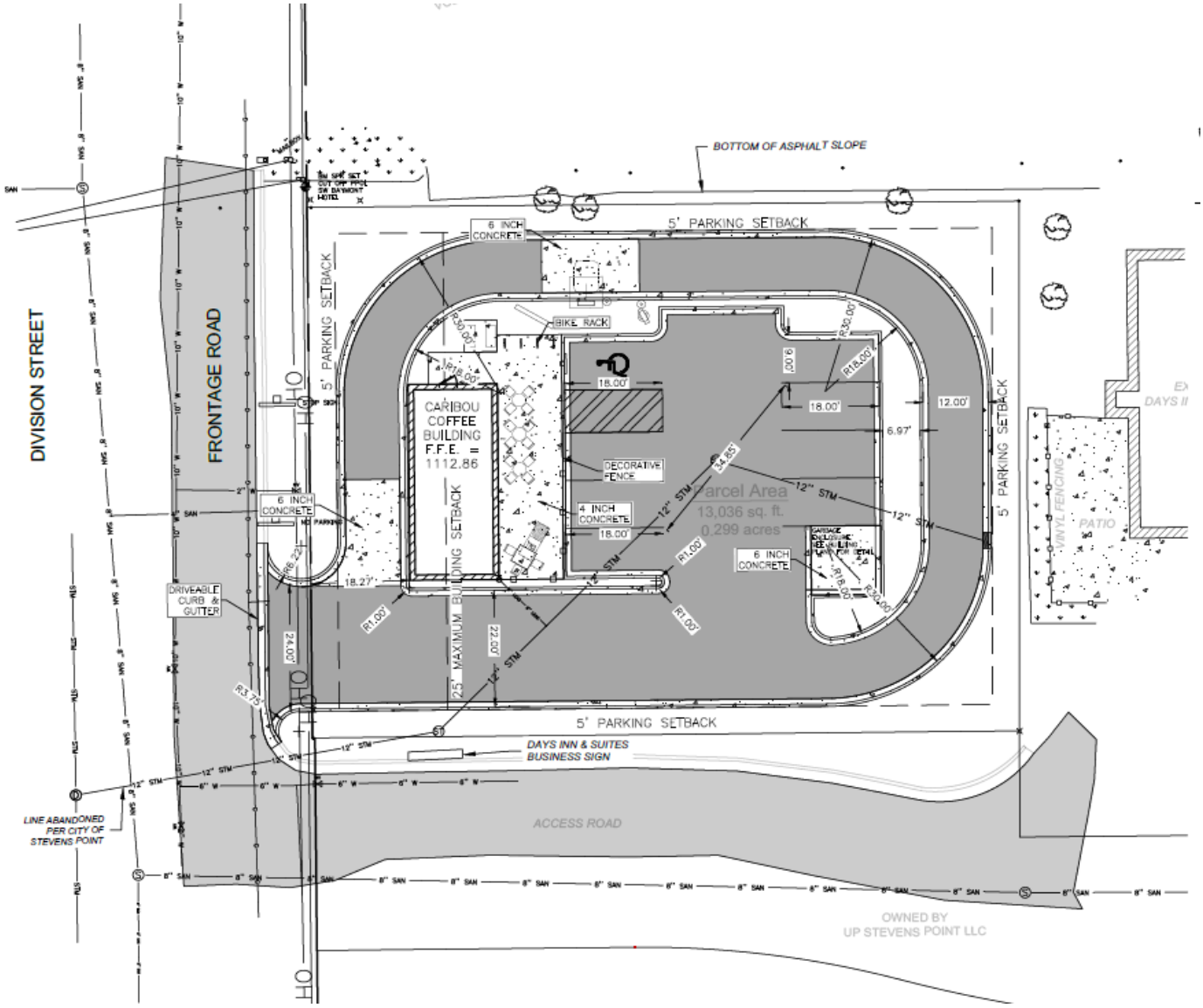


Exhibit A: Proposed Site Plan

2) **Building Height.**

Analysis: The proposed structure is one story tall and approximately 17' 8'' in height. Buildings within the "B-4" Commercial District cannot exceed 35 feet in height unless a fire prevention system exists that is reviewed and approved by the City's Fire Department.

Findings: As the proposed structure is less than 35 feet in height, it meets height requirements and is not subject to additional fire prevention measures.

3) **Setbacks.**

Analysis: The following are the building setback requirements for the "B-TID5" District:

Lot Line	Setback Requirement	Proposed Setback (Findings)
Street Setback for streets adjoining Division Street	0 minimum, 25' maximum	18' from Frontage Road
Side Yard Setback	0' minimum	28' from southern lot line, 34' 9'' from northern lot line
Rear Yard Setback	10' minimum	91' from the rear lot line

Please note that if this project had street frontage on Division Street, the minimum requirement for a setback would be 0', and the maximum setback would be 5'. Because this parcel has street frontage on Frontage Road, the alternative street setback for streets adjoining Division Street is the minimum standard as outlined within the City's Zoning Code.

The following are the parking lot setback requirements for the "B-4" District:

Lot Line	Setback Requirement	Proposed Setback (Findings)
Street Setback	5' minimum	5' from Frontage Road
Side Yard Setback	5' minimum	5' from both the northern and southern lot line
Rear Yard Setback	5' minimum	5' from eastern lot line

4) Parking.

Analysis: The proposed development includes eight parking stalls.

Findings: Properties that fall within the "B-TID5" District are exempt from meeting parking stall ratio requirements for all types of uses. All other parking lot requirements (e.g., stall dimensions, aisle widths, etc.) still apply and are met with this request. Given the eight parking stalls proposed, along with drive-in and bicycle parking accommodations provided, staff believes that the number of parking stalls proposed are adequate.

5) Landscaping.

Analysis: A landscaping plan has been provided by the applicant. The submitted plan includes a variety of spirea and lilac shrubs located along the southern and western perimeter of the property and around the trash enclosure. Two honeylocust trees are also proposed along the southern lot line. As outdoor seating is also proposed, the applicant is seeking to use landscaping to act as an enclosure between the adjacent parking stalls and drive-thru lane.

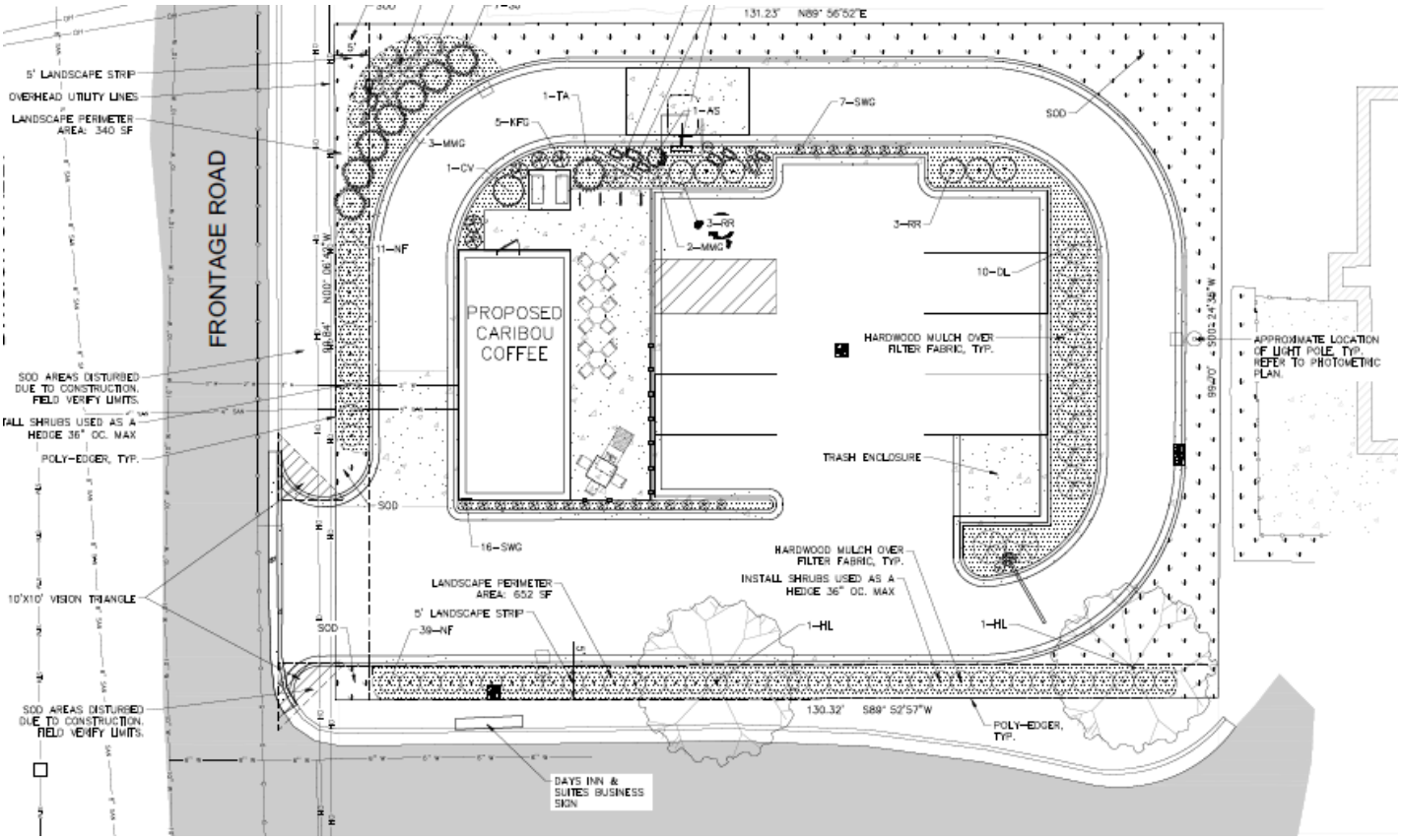


Exhibit B: Landscaping Plan

Findings: Spacing, sizing and clearview requirements are met with this request. An irrigation system is also proposed to ensure planting survive in the long-term. The proposed landscaping plan can be found in Exhibit B.

6) Access and internal traffic flow.

Analysis: Driveways for non-residential uses are required to be separated by a distance not less than 150 feet measured centerline to centerline between any two driveways.

Findings: The subject property has approximately 100 ft of street frontage. The property directly north and south of the subject property have driveways nearly abutting the property line to the proposed Caribou Coffee development. Although the 150 ft distance requirement is not met with a proposed driveway being located near the southern lot line, the City's Zoning Code provides an exception stating that lots that are not able to meet the separation requirement are allowed one driveway nonetheless. Said code section is described below.

Ch. 23.01(15)(i)(4)(c)

> *(iii) Driveways shall be separated by a distance not less than 150 feet measured centerline to centerline of the driveways. In the event that an infill lot is unable to meet this separation requirement due to the location of existing driveways on adjacent lots, the infill lot shall be permitted one driveway.*

While a private driveway exists along the southern lot line that services Days Inn & Suites, a private access agreement does not exist between the two properties. Therefore, having a driveway located off of the private driveway is not allowed with the absence of an access agreement.

Access into the subject property from Frontage Road leads either to the eight parking stalls provided or to the drive-thru lane. Additionally, the proposed development is required to meet stacking requirements as outlined within the City's Zoning Code. From the start of the drive-thru lane to the order box, a minimum of six spaces are required. From the order box to the pick-up window, a minimum of two spaces are required. From the submitted plan set, eight stacking spaces between the start of the drive-thru lane and the order box are provided, with another four spaces provided between the order box and pick-up window. Based on the facts outlined above, staff believes that the length of the drive-thru lane and the parking lot's distance from Frontage Road would not result in traffic spillage onto roadway infrastructure.

7) **Utilities.**

Analysis: Utilities exist within the Frontage Road Right-of-Way and can support the proposed development.

Findings: The Public Utilities Department, overall, have expressed support with the proposed utility plan. The applicant will need to obtain an erosion control permit and install silt fencing prior to any land disturbance. The Utility Plan can be found in Exhibit X.

8) **Fire Prevention and Access.**

Analysis: One fire hydrant exists adjacent to the subject property (within the Perkins lot) that can accommodate the proposed development.

Findings: The applicant will be required to install a knox box to allow for building access in the event of an emergency. The width of the access driveway is sufficient to allow for sufficient access within the property.

9) **Lighting.**

Analysis: Additional lighting is planned to accompany the proposed development. The additional lighting for the building and parking areas are not expected to impact the surrounding area as the average footcandle registered will be 2.2 footcandles. A lighting plan can be found in Exhibit X.

Findings: Staff believes that the lighting proposed is sufficient and will not spill onto neighboring properties.

The following includes the standards of review for new structures proposed in the "B-TID5" District.

Standards of Review – Site Plan Review

1) **Buildings are aligned and close to the street. Buildings form the space of the street.**

Analysis: The proposed structure is, at its closest point, 18 ft away from Frontage Road. Buildings are required to have a 0-25 ft setback from all streets other than Division Street and fall within the B-TID5 Zoning Overlay.

Findings: The structure is uniquely positioned to shield the off-street parking that provided on the lot. Although the drive-thru lane will be located between the property line and the proposed structure, the length of the building proposed (37' 3'') better achieves the goal of having an active streetscape within the "B-TID5" District. Staff believes that this standard is met.

2) **Buildings oversee the street with active fronts as opposed to blank fronts. The first floor and upper floors should include windows as well as entrances. Wider entrances, door framing, canopies, and other techniques should be used to identify the entrance.**

Analysis: The proposed one-story structure is 627 sq ft in size.

Findings: Several windows are proposed along the building's west façade to service both drive-thru operations and allow external lighting for the indoor seating area. Framing around the proposed windows are consistent with the door framing (on the building's northern façade) and contributes to the siding proposed along the eaves of the roof. Lighting fixtures are proposed to be mounted near the windows and corners of the building to better identify the primary entrance into the building and its drive-thru lane.

3) **Property lines are physically defined by buildings or street walls.**

Analysis: A street, side and rear setback is provided that is in line with what is permitted in the City's Zoning Code. As stated earlier, a greater street setback is allowed for this development as it does not abut Division Street.

Findings: This standard is met. While a greater side and rear yard setback is provided, sufficient setback is needed to accommodate the drive-thru lane and parking lot.

4) **Building facades facing the street shall exhibit a high level of architectural design. In no case shall the front facade of the building consist of a blank wall or a series of garage doors. Windows should play a prominent role in the facade design. All building materials to be used shall express their specific properties. For example, heavier more permanent materials (masonry) support lighter materials (wood).**

Analysis: Several windows exist on all building sides except for the northern façade (which includes the door leading into the building). As stated earlier, lighting fixtures and signage are proposed to provide variation in wall projections. Additionally, a variety of siding materials are proposed. A manufactured stone siding is proposed near grade, with concrete siding and metal roofing encapsulating the remainder of the structure. The variation in paint color used (i.e., brown, teal and gray) provides contrast and accentuates the brown door and window trim.

Findings: This standard is met.

5) **Two or more story buildings are preferred over one story buildings.**

Analysis: The applicant is seeking to construct a one-story building.

Finding: While the proposed structure is only one story in height, staff believes that this standard is met due to the lot being off Frontage Road and not Division Street. As setback requirements are more stringent for buildings along Division Street than other streets, the ability to meet height requirements would be more stringent if the lot was off of Division Street and not Frontage Road. Additionally, restaurants with drive-thru capabilities are generally one story in height and is consistent with this request.

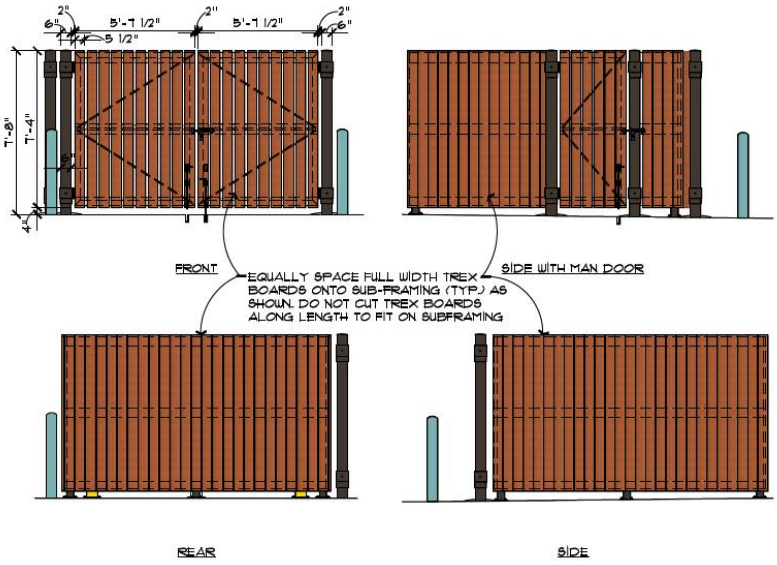
6) **Landscaping shall be of high quality and installed at a rate that is appropriate that enhances the proposed site and surrounding properties.**

Analysis: A landscaping plan has been provided by the applicant. The submitted plan includes a variety of spirea and lilac shrubs located along the southern and western perimeter of the property and around the trash enclosure. Two honeylocust trees are also proposed along the southern lot line.

Findings: Based on the variety of landscaping proposed and its location throughout the parking lot and drive-thru lane, staff believes that planned landscaping enhances the proposed site and surrounding properties.

7) **Vehicle storage, garbage, and mechanical equipment are kept away from the street and screened from public view.**

Analysis: A dumpster enclosure is proposed on the southeast corner of the parking lot. The trex boards surrounding the trash enclosure, along with additional landscaping, screens the trash receptables from public view and is complementary to the building's façade.



Findings: This standard is met.

8) **Parking (not including on-street parking) should be away from the street and screened from public view.**

Analysis: An off-street parking lot is proposed behind the proposed structure. A variety of shrubs and trees are proposed to block view of the parking lot from Frontage Road and adjoining properties.

Findings: This standard is met.

9) **The building design is coordinated with the street space. The city may require the improvement of the streetscape adjacent to the property including installation of trees, paving, sidewalk, lighting, street furniture, etc. Street trees are limited to a list approved by the City Forester.**

Analysis: The developer has been consulting with City staff to ensure that the positioning of the proposed structure will not interfere with planned improvements on Business 51.

Findings: This standard is met.

10) **Safety: Buildings should be close to the street but should acknowledge their neighboring building setbacks. Safety of entrances as well as vision around corners should be addressed in the review process.**

Analysis: While the proposed structure is close to Frontage Road, it meets street setback requirements of the "B-TID5" District. Sufficient access exists to and within the property for Fire/EMS vehicles.

Findings: This standard is met.

Based on the standards above, staff recommends approval of the Site Plan Review for a proposed Caribou Coffee establishment at an unaddressed parcel off of Frontage Road, subject to the conditions outlined above.

Photos

dotloop signature verification: dtlp.us/LnEI-jc2R-P81q

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

APPLICATION FOR A SITE PLAN REVIEW

(Pre-Application Conference is Required for Major and Minor Site Plan Reviews)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		**Date Submitted**		**Fee Required**		**Fee Paid**	
Associated Applications (if any)				**Assigned Case Manager**			
Pre-Application Conference Date				**Minor Site Plan** ☐		**Major Site Plan** ☐	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Mark Johnson, Forward Real Estate Serices LLC	**Contact Name**	
Address		**Address**	
City, State, Zip		**City, State, Zip**	
Telephone	612-730-5032	**Telephone**	
Fax		**Fax**	
Email	mark@forwardreservices.com	**Email**	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Jignesh Panchal, Shree Laxmi Narayan Inc	**Owner's Name**	
Address	2701 N 159th St	**Address**	
City, State, Zip	Omaha, NE 68116	**City, State, Zip**	
Telephone	715-252-0598	**Telephone**	
Fax		**Fax**	
Email	sp7677@gmail.com	**Email**	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	**Parcel 2**	**Parcel 3**
281-24-0829140013		
Legal Description of Subject Property		
LOT 1 OF PORTAGE COUNTY CERTIFIED SURVEY MAP NO. 3907-13-265 AS RECORDED SEPTEMBER 22, 1987 IN VOLUME 13 OF CERTIFIED SURVEY MAPS, PAGE 265, BEING PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN		
Area of Subject Property (Acres/Sq Ft)		
0.299 acres or 13,025 SF		
Current Zoning District(s)		
B4 with TID 5 Overlay		

dotloop signature verification: dtlp.us/LnEI-jc2R-P81q

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
B4	Vacant Land	B4

Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)

Proposed Cairbou Coffee Cabin, for retail sales of misc. coffee drinks, misc. food items and coffee related acccssories. Approximately 554 SF, with one ADA unisex bathroom, on 0.30 acres, with eight car parks, drive thru lane, walk up window ,landscaping, and outdoor patio. No indoor seating.

Building height is approximately 17'-8" tall. Freestanding pylon sign proposed in the NWQ of the property, adjacent frontage road, with building signage, all subject to review by City of Stevens Point.

Commence site construction ion or about late 1Q or early 2Q of 2022, with building completion Mid May, 2022 Open for business 90 days or less thereafter.

Forward Real Estate Serices LLC: Developer/Landlord
Caribou Coffee Operating Company: Tenant

Current Zoning Surrounding Subject Property			
North:	B4	South:	B4
East:	B4	West:	Frontage Road ROW
Current Land Use Surrounding Subject Property			
North:	Hotel	South:	Restaurant
East:	Hotel	West:	Frontage Road

EXHIBITS

Owner Information Sheet	x	**Additional Exhibits If Any (List):**
Letter to District Alderperson	x	ALTA Survey
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	x	
Site Plan (designating primary, side, and service street frontages)	x	
Building Elevations	x	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	x	
Street Plan with Cross-sections		
Utility Plan	x	
Landscape Plan (including any equivalent alternative landscaping requests)	x	
Stormwater Plan	x	
Outdoor Lighting Plan (location of fixtures, illumination levels)	x	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	7/14/21	Jignesh J Panchal dotloop verified 07/16/21 12:41 PM EDT LFJQ-IZFE-OZKV-BLSF	07/16/2021

July 14, 2021 Via E-Mail

Mr. Shaun Morrow, Alderperson
District 11, City of Stevens Point

Re: Proposed Caribou Coffee Cabin (SEQ Division & Scofield Ave)
Site Plan Review Application
Parcel # 281-24-0829140013
CSM 3907-13-265

Dear Alderperson Morrow,

My name is Mark Johnson, Founding Team Member of Forward Real Estate Services, LLC, and am writing to inform you of our interest in developing a small vacant parcel (0.30 acres), located within your district, with a new Caribou Coffee Cabin, drive thru facility, in the SEQ of Division Street and Scofield Avenue.

The building is modest in size at approximately 554 SF and presents an attractive Northwoods cabin themed architectural design that is unique and reflective of Caribou's branding. Features of the building include a drive thru service window, walk up service window, outdoor patio, eight parking spaces, perimeter landscaping and branded signage.

Caribou has opened and successfully operated a number of the cabin concepts in Minnesota and would like to be able to offer their high quality product offerings in Stevens Point as a part of a larger comprehensive rollout in the great state of Wisconsin.

We have been working closely with Adam Kuhn, Associate Planner/Zoning Administrator on the layout of the site plan (attached), addressing city zoning and development requirements. We have a pre-development meeting scheduled with city staff to review progress plans on 7.22.21, and will be submitting our formal site plan application and materials shortly thereafter.

We look forward to working with you and others at the City of Stevens Point to complete the review process and be able to commence site work early next year for a May/June 2022 opening.

Do not hesitate to let me know if you have any questions or concerns.

Sincerely,

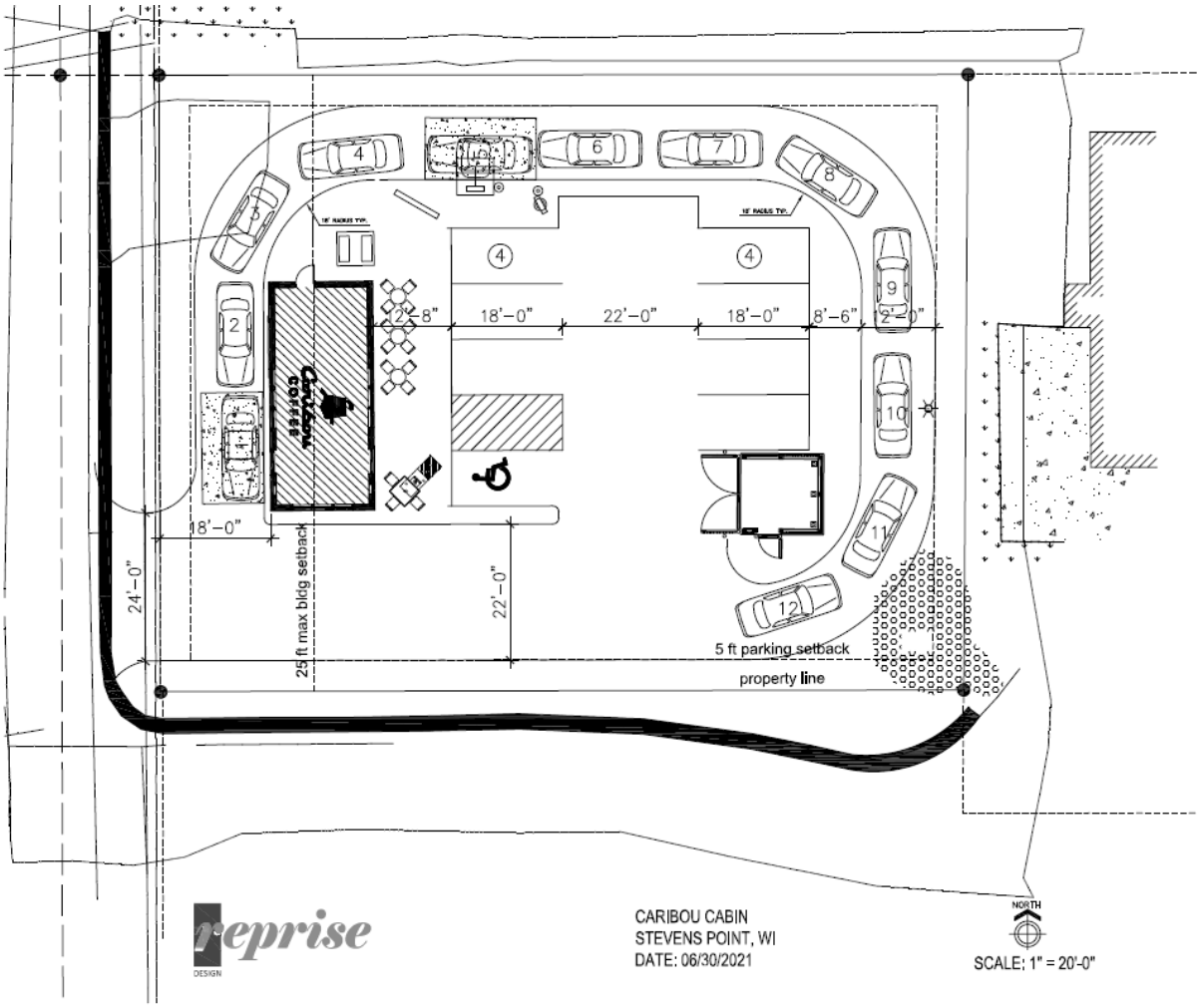
Mark Johnson

Mark B. Johnson,
Founding Team Member

Enclosure: Site Plan

C.C. Adam Kuhn, Associate Planner/Zoning Administrator (via email)

FORWARD Real Estate Services
FORWARD REAL ESTATE SERVICES
150 Secret Canyon Road, #A-25 | Sedona, AZ | 86336
928.203.3192


18' RADIUS TYP.
18' RADIUS TYP.
2'-8"
18'-0"
22'-0"
18'-0"
8'-6"
2'-0"
18'-0"
24'-0"
25 ft max bldg setback
22'-0"
5 ft parking setback
property line
Caribou COFFEE
reprise DESIGN
CARIBOU CABIN
STEVENS POINT, WI
DATE: 06/30/2021
NORTH
SCALE: 1" = 20'-0"

Caribou COFFEE
Caribou COFFEE
Caribou COFFEE
Caribou COFFEE

CIVIL PLANS FOR

CARIBOU COFFEE

LOT 1 OF CSM 3907, VOL 13, PAGE 265 AS DOCUMENT NUMBER 407568 IS LOCATED IN PART OF SE $\frac{1}{4}$ OF THE NE $\frac{1}{4}$ OF SECTION 29, TOWNSHIP 24 NORTH, RANGE 08 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN

LOCATION MAP

SHEET INDEX

1 Cover Page
2 Existing Site Plan
3 Demolition Plan
4 Proposed Site Plan
5 Grading Plan
6 Erosion Control Plan
7 Utility Plan
8 Erosion Control Specifications & Details
9 Site & Utility Details

MTS
MARATHON TECHNICAL SERVICES LLC
404 FRANKLIN ST
WAUSAU, WI 54403
PHONE: 715-842-2292
FAX: 715-842-7292
WWW.MTSLLC.NET

REVISION DATE

LAST MODIFIED ON:
July 15, 2021

SURVEYED BY:
RIVERSIDE LAND SURVEYING

DESIGNED BY:
MTS

DRAWN BY:
JUSTIN H.

APPROVED BY:
NICK B.

PROJECT DETAILS

PROJECT NUMBER:
2148

PROJECT PHASE:
PRELIMINARY

PROJECT MILESTONE:
CONCEPT

COVER PAGE

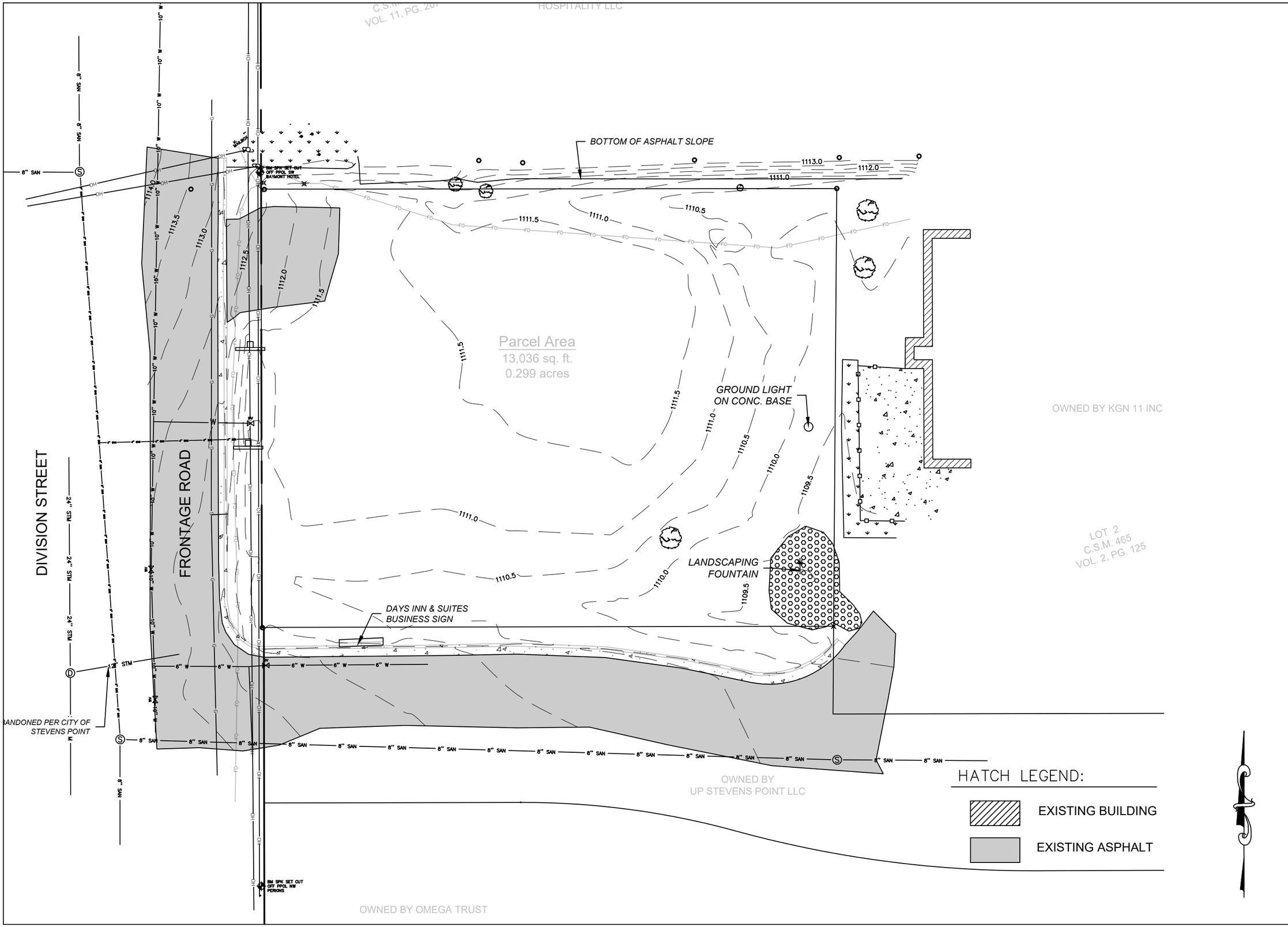
CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE

NTS

SHEET NO.

1



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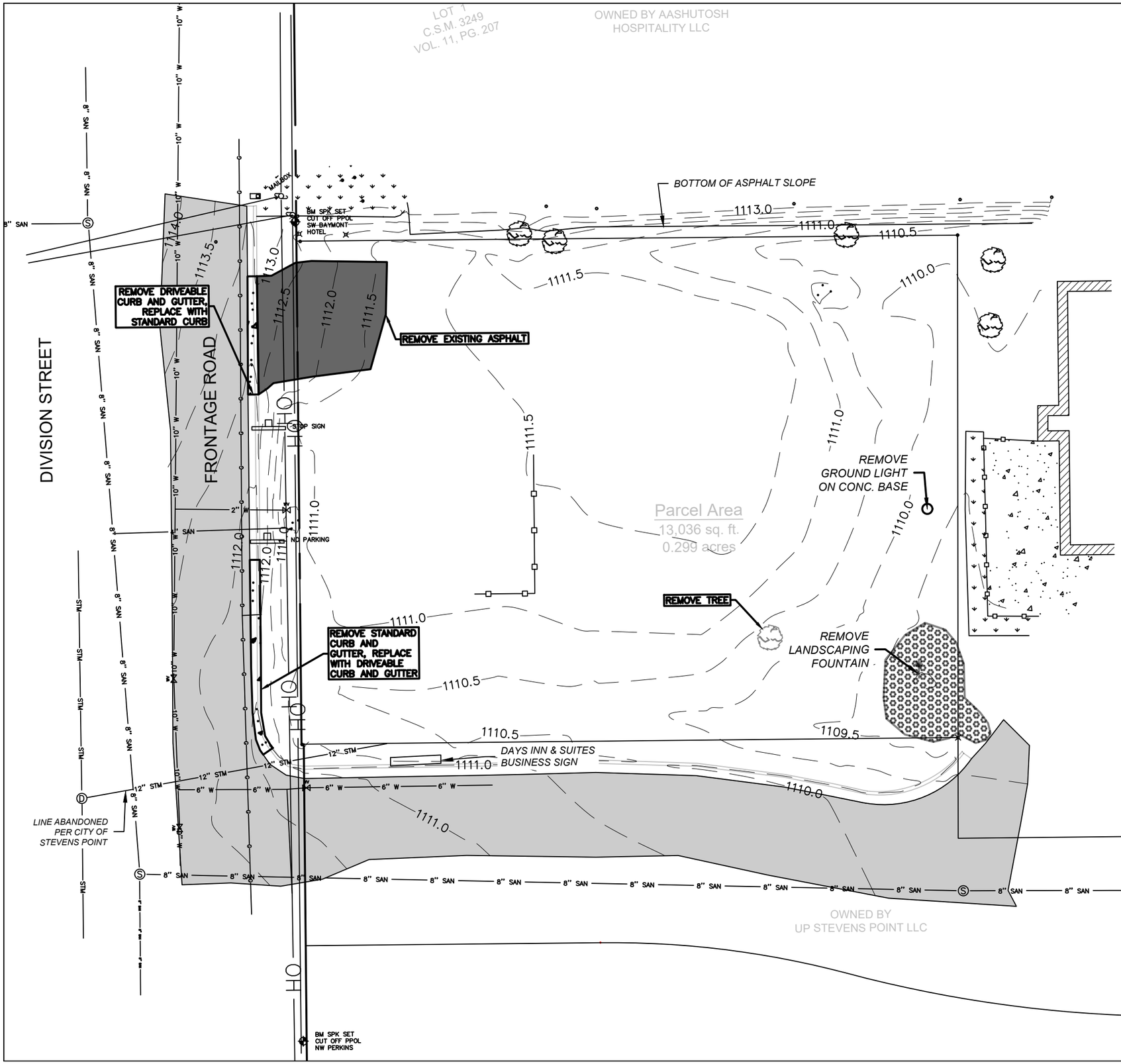
PROJECT MILESTONE:
CONCEPT

EXISTING SITE PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE
1:20

SHEET NO.
2



BLOCK LEGEND:

- EXISTING ROAD SIGNS
- EXISTING PEDISTALS
- EXISTING UTILITY POLE
- EXISTING WATER VALVE
- EXISTING STORM SEWER MANHOLE
- EXISTING SANITARY SEWER MANHOLE
- BENCHMARK ELEVATION LOCATIONS
- EXISTING IRON PINS
- EXISTING TREES

HATCH LEGEND:

- REMOVE LANDSCAPING FEATURE AND FOUNTAIN
- REMOVE ASPHALT
- REMOVE CONCRETE CURB AND GUTTER

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JUSTIN H.

APPROVED BY:
NICK B.

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PROJECT NUMBER:
2148

PROJECT PHASE:
PRELIMINARY

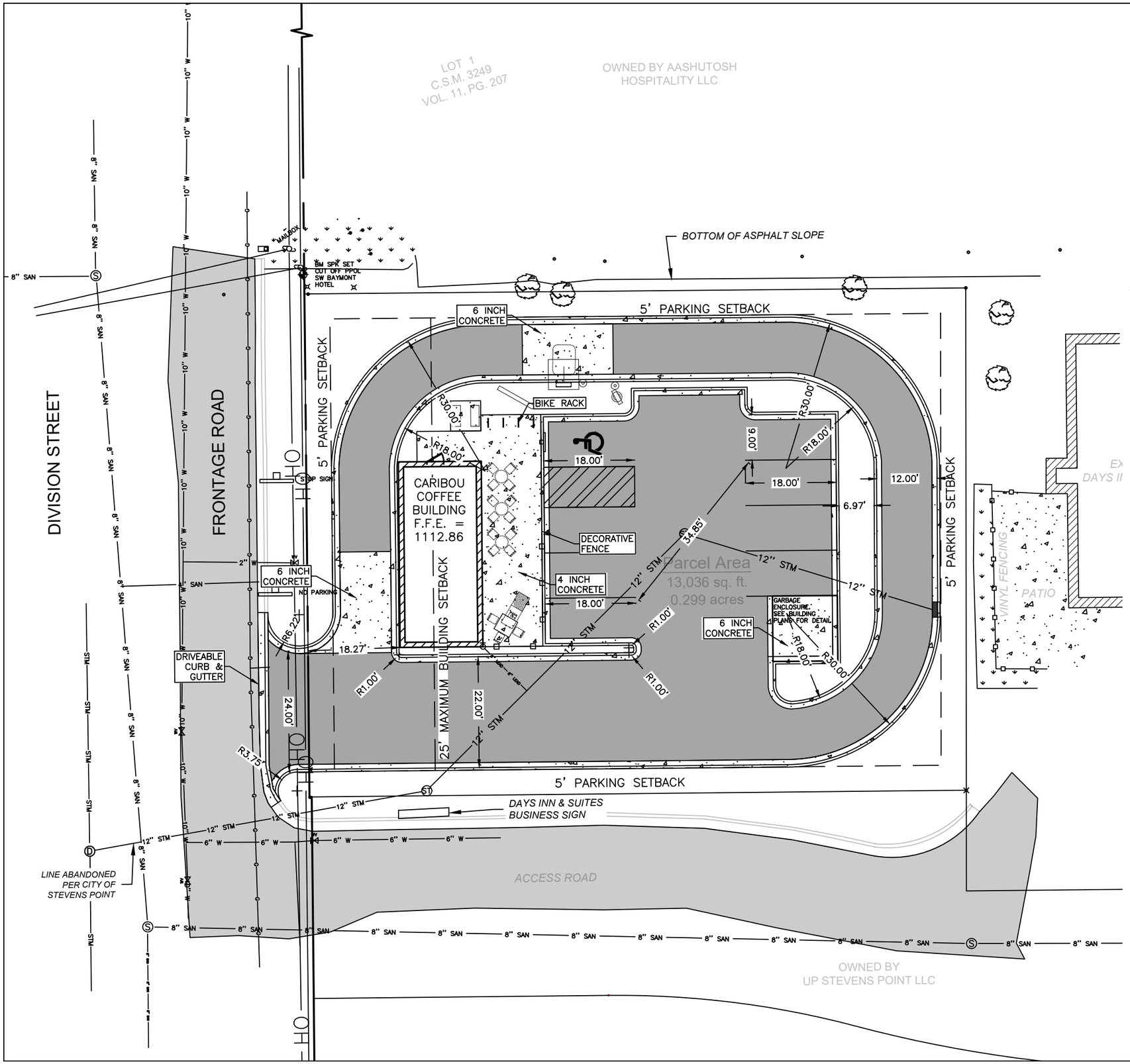
PROJECT MILESTONE:
CONCEPT

DEMOLITION PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE
1:20

SHEET NO.
3



BLOCK LEGEND:

- EXISTING ROAD SIGNS
- EXISTING PEDISTALS
- EXISTING UTILITY POLE
- EXISTING WATER VALVE
- EXISTING STORM SEWER MANHOLE
- EXISTING SANITARY SEWER MANHOLE
- BENCHMARK ELEVATION LOCATIONS
- EXISTING IRON PINS
- EXISTING TREES

HATCH LEGEND:

- PROPOSED BUILDING
- PROPOSED ASPHALT
- PROPOSED CONCRETE

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APPROVED BY:
NICK B.

PROJECT DETAILS

PROJECT NUMBER:
2148

PROJECT PHASE:
PRELIMINARY

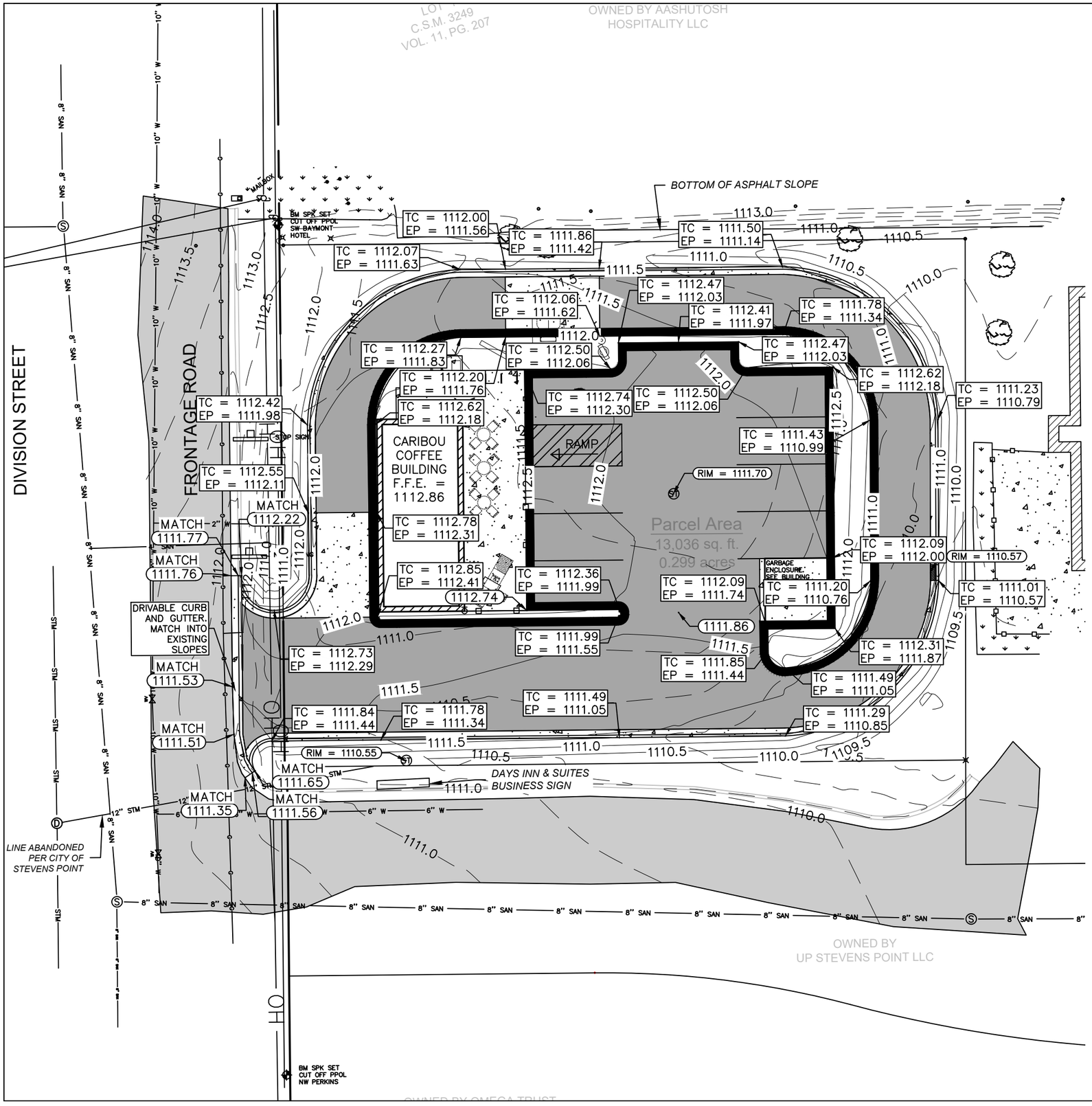
PROJECT MILESTONE:
CONCEPT

PROPOSED SITE PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE
1:20

SHEET NO.
4



BLOCK LEGEND:

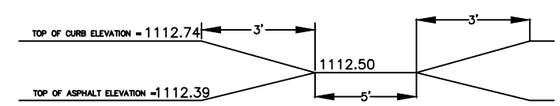
- EXISTING ROAD SIGNS
- EXISTING PEDISTALS
- EXISTING UTILITY POLE
- EXISTING WATER VALVE
- EXISTING STORM SEWER MANHOLE
- EXISTING SANITARY SEWER MANHOLE
- BENCHMARK ELEVATION LOCATIONS
- EXISTING IRON PINS
- EXISTING TREES

LINETYPE LEGEND:

- EXISTING CONTOURS
- PROPOSED CONTOURS
- PROPOSED REJECT CURB

LABEL LEGEND:

- XXXX.XX → PROPOSED SPOT ELEVATION
- MATCH XXXX.XX → PROPOSED MATCH ELEVATION
- TC = XXXX.XX / EP = XXXX.XX → PROPOSED TOP OF CURB AND EDGE OF PAVEMENT ELEVATION
- RIM = XXXX.XX → PROPOSED RIM ELEVATION OF STORM STRUCTURE



1/5 RAMP AT PATIO AND ACCESS AISLE

404 FRANKLIN ST
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DRAWN BY: JUSTIN H.
APPROVED BY: NICK B.

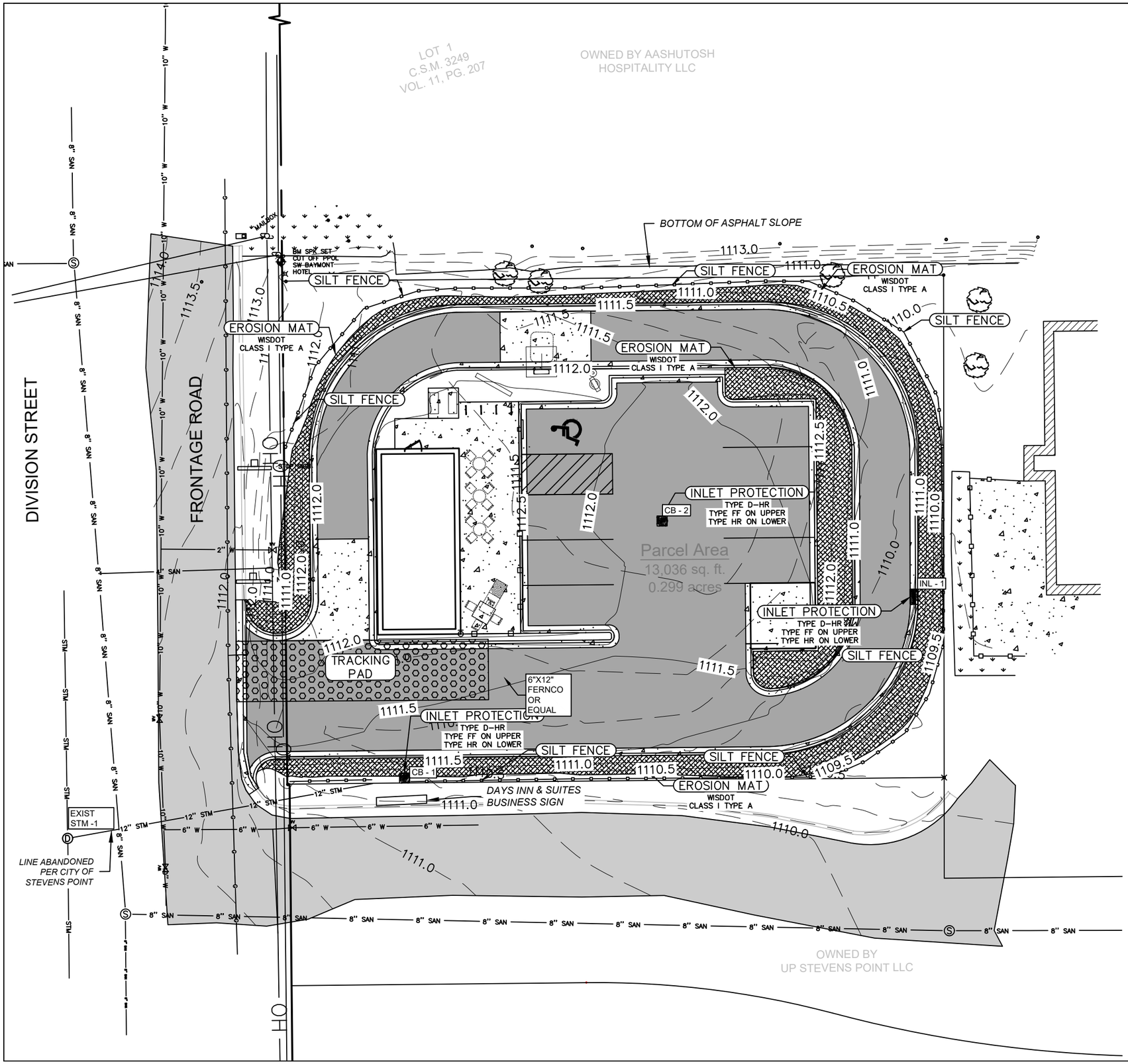
PROJECT DETAILS
PROJECT NUMBER: 2148
PROJECT PHASE: PRELIMINARY
PROJECT MILESTONE: CONCEPT

GRADING PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE: 1:20

SHEET NO. 5



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- BENCHMARK ELEVATION LOCATIONS
- EXISTING IRON PINS
- EXISTING TREES

HATCH LEGEND:

- EROSION CONTROL MATTING
- INLET PROTECTION

LINETYPE LEGEND:

- SILT FENCE

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MARATHON TECHNICAL SERVICES LLC

MTS

REVISION DATE

SURVEYED BY: RIVERSIDE LAND SURVEYING

DESIGNED BY: MTS

DRAWN BY: JUSTIN H.

APPROVED BY: NICK B.

PROJECT DETAILS

PROJECT NUMBER: 2148

PROJECT PHASE: PRELIMINARY

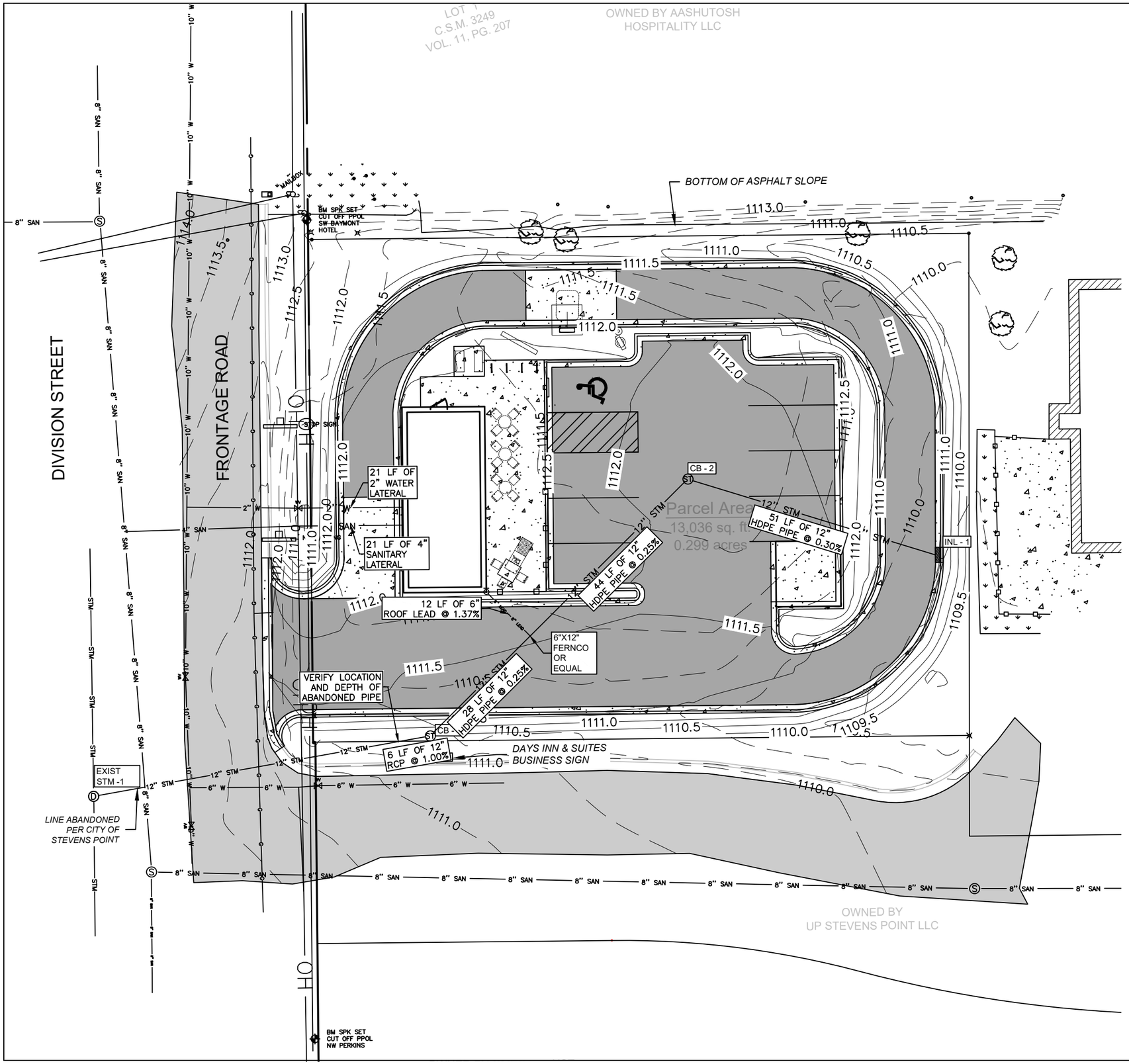
PROJECT MILESTONE: CONCEPT

EROSION CONTROL PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE: 1:20

SHEET NO. 6



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- EXISTING IRON PINS
- EXISTING TREES

LINETYPE LEGEND:

4" SAN	PROPOSED 4" SCH. 40 PVC SANITARY LATERAL
12" STM	PROPOSED 12" HDPE STORM SEWER
2" W	PROPOSED 2" COPPER WATER LATERAL

STORM SCHEDULES:

STORM STRUCTURE TABLE

STRUCTURE NAME	STRUCTURE DETAILS
CB – 1	RIM = 1110.26 INV (NE) = 1108.06 INV (W) = 1108.06 SUMP DEPTH = 0.00 FT DEPTH = 2.20 FT
CB – 2	RIM = 1111.70 INV (E) = 1108.24 INV (SW) = 1108.24 SUMP DEPTH = 0.00 FT DEPTH = 3.46 FT
INL – 1	RIM = 1110.57 INV (W) = 1108.39 SUMP DEPTH = 2.00 FT DEPTH = 4.18 FT

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DESIGNED BY: MTS
DRAWN BY: JUSTIN H.
APPROVED BY: NICK B.

PROJECT DETAILS
PROJECT NUMBER: 2148
PROJECT PHASE: PRELIMINARY
PROJECT MILESTONE: CONCEPT

UTILITY PLAN

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE: 1:20

SHEET NO. 7

PROPOSED EROSION CONTROL ACTIVITIES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. NOTIFY THE LOCAL MUNICIPALITY AT LEAST 2 WORKING DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
3. KEEP A COPY OF THE EROSION CONTROL PLANS AND STORMWATER & EROSION CONTROL MANAGEMENT PLAN ON SITE THROUGHOUT THE PROJECT.
4. INSTALL ALL TEMPORARY EROSION CONTROL ELEMENTS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
5. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
6. CRUSHED ROCK DRIVES FOR SEDIMENT TRACKING UTILIZING 3" CRUSHED ROCK SHALL BE MAINTAINED AT ALL CONSTRUCTION ENTRANCES TO THE SITE. THE ROCK DRIVE SHALL BE A MINIMUM OF 12" THICK AND BE A MINIMUM OF 50 FEET IN LENGTH BY THE WIDTH OF THE DRIVEWAY.
7. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
8. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
9. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING ANY SEDIMENT OR TRASH THAT HAS MOVED OFF-SITE SHALL BE SWEPT OR CLEANED UP BEFORE THE END OF THE WORK DAY.
10. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
11. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES AS PER THE REQUIREMENTS OF THE NOTICE OF INTENT SUBMITTED BY THE PROJECT CIVIL ENGINEER.
12. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IS ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
13. IF SEDIMENT LADEN WATER NEEDS TO BE REMOVED FROM THE SITE, FILTER BAGS OR SCREENING SHALL BE USED IN ACCORDANCE WITH THE WI DNR TECHNICAL STANDARDS 1061 TO PREVENT THE DISCHARGE OF SEDIMENT TO THE MAXIMUM EXTENT PRACTICABLE.
14. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOW OR FROZEN GROUND.
15. SILT FENCE SHALL BE INSTALLED AROUND THE TOPSOIL STOCKPILE.
16. THE CONTRACTOR SHALL ONLY USE PHOSPHORUS FREE FERTILIZER FOR ALL LANDSCAPE APPLICATIONS.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING PLANTED DISTURBED AREAS WHENEVER MORE THAN 7 DAYS OF DRY WEATHER OCCUR.
18. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE WI DNR "CONSTRUCTION SITE INSPECTION REPORT" FORM 3400-187. THIS FORM CAN BE FOUND ON WISCONSIN DNR WEBSITE OR PROVIDE IF NECESSARY.

EROSION CONTROL SCHEDULING:

1. INSTALL PERIMETER EROSION CONTROL.
2. BEGIN ROUGH GRADING AND UTILITY INSTALLATION.
3. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
4. ALL DISTURBED AREAS SHALL BE STABILIZED, TEMPORARILY AND/OR PERMANENT, WITHIN 30 DAYS OF DISTURBANCE, OR PERMANENTLY STABILIZED WITHIN 7 DAYS OF ACHIEVING FINISHED GRADE.
5. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

GENERAL NOTES:

DETAIL OF CONSTRUCTION NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STARDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.

WHEN POSSIBLE THE SILT FENCE SHOULD BE CONSTRUCTED IN AN ARC OR HORSESHOE SHAPE, WITH THE ENDS POINTING UPSLOPE TO MAXIMIZE BOTH STRENGTH AND EFFECTIVENESS.

ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOIL CONDITIONS.

ALTERNATES "A" & "B" ARE EQUAL AND EITHER MAY BE USED.

ATTACH THE FABRIC TO THE POSTS WITH WIRE STAPLES OR WOODEN LATH AND NAILS.

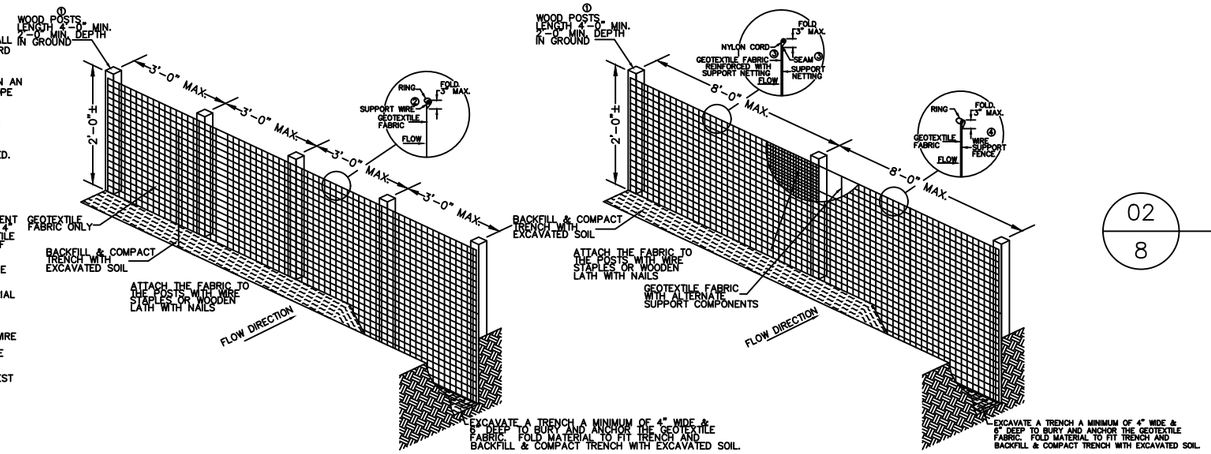
① STEEL POSTS SHALL BE A STUDDED "TEE" OR "U" TYPE WITH A MINIMUM WEIGHT OF 1.28 LBS/LINEAL FOOT (WITHOUT ANCHOR). FIN ANCHORS SUFFICIENT TO RESIST POST MOVEMENT ARE REQUIRED. WOOD POSTS SHALL BE A MINIMUM SIZE OF 4" DIA. OR 1 1/2" X 1 1/2" EXCEPT WOOD POSTS FOR GEOTEXTILE FABRIC REINFORCED WITH NETTING SHALL BE MINIMUM SIZE OF 1 1/8" X 1 1/8" OAK OR HICKORY.

② MINIMUM 14 GAGE WIRE REQUIRED. FOLD FABRIC 3" OVER THE WIRE AND STAPLE OR PLACE WIRE RINGS ON 12" C-C.

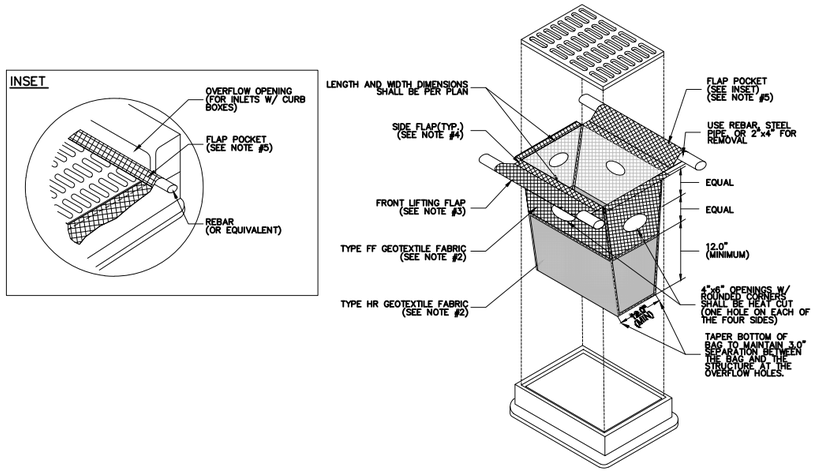
③ GEOTEXTILE FABRIC SHALL BE REINFORCED WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM MESH SPACING OF 3/4" OR EQUAL. A HEAVY DUTY NYLON TOP SUPPORT CORD OR EQUIVALENT IS REQUIRED.

④ WIRE SUPPORT FENCE SHALL BE 14 GAGE MINIMUM WOVEN WIRE WITH A MAXIMUM MESH SPACING OF 6". SECURE TOP OF GEOTEXTILE FABRIC TO TOP OF FENCE WITH STAPLES OR WIRE RINGS AT 12" C-C.

⑤ LENGTH NOT LESS THAN THE CIRCUMFERENCE OF THE LARGEST TIRE ON THE CONSTRUCTION EQUIPMENT, PLUS 5 FEET.



01 / 8 SILT FENCE

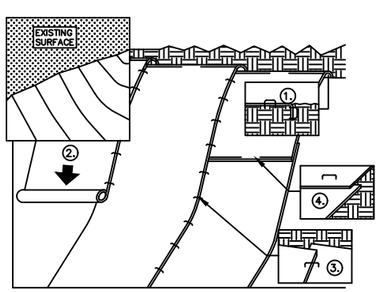


02 / 8 INLET PROTECTION - TYPE D HR

NOTES:

1. TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN THE BAD AND THE STRUCTURE, MEASURED FROM THE BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.
2. GEOTEXTILE FABRIC TYPE FF FOR FLAPS, TOP AND BOTTOM OF THE OUTSIDE OF FILTER BAG. FRONT, BACK, AND BOTTOM OF FILTER BAG BEING ONE PIECE.
3. FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FILTER BAG.
4. SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.
5. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2"x4". THE REBAR, STEEL PIPE, OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

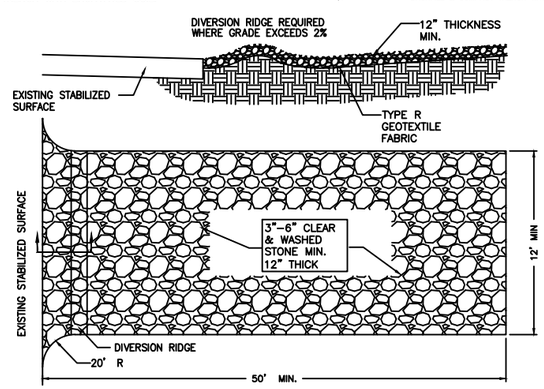
03 / 8 INLET PROTECTION NOTES



INSTALLATION NOTES:

1. BEGIN AT THE TOP OF THE SLOPE. ANCHOR THE MAT IN A 6" WIDE x 6" DEEP TRENCH. BACKFILL AND COMPACT THE TRENCH.
2. ROLL THE MAT DOWN THE SLOPE IN DIRECTION OF FLOW.
3. OVERLAP PARALLEL EROSION MAT APPROX. 2". PLACE MAT END OVER END (SHINGLE STYLE).
4. OVERLAP END TO END APPROX. 6" AND STAPLE OVERLAP AREA WITH STAPLES APPROX. 12" APART.

04 / 8 NON-CHANNEL EROSION CONTROL MATTING



NOTES:
1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING. REPAIR AND/OR CLEANOUT ANY MEASURES USED TO TRAP SEDIMENT.
2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
4. IF TRACKING PAD IS FILLED WITH SEDIMENT REMOVE AND REPLACE AGGREGATE.
5. IF A 50' PAD LENGTH IS NOT POSSIBLE DUE TO SITE GEOMETRY, INSTALL MAXIMUM LENGTH PRACTICABLE.

05 / 8 TRACKOUT CONTROL DETAIL

MTS
MARATHON TECHNICAL SERVICES LLC
404 FRANKLIN ST
WAUSAU, WI 54403
PHONE 715-842-2292
FAX 715-842-2292
WWW.MTSLLC.NET

REVISION DATE

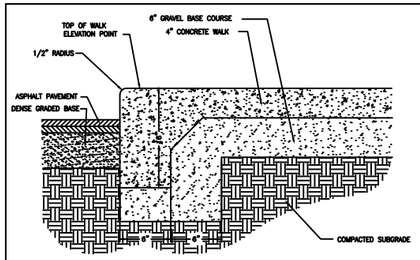
SURVEYED BY: RIVERSIDE LAND SURVEYING
DESIGNED BY: MTS
DRAWN BY: JUSTIN H.
APPROVED BY: NICK B.

PROJECT DETAILS
PROJECT NUMBER: 2148
PROJECT PHASE: PRELIMINARY
PROJECT MILESTONE: CONCEPT

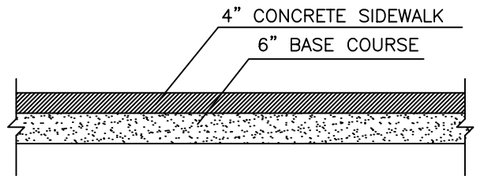
EROSION CONTROL SPECIFICATIONS & DETAILS
CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE: NTS

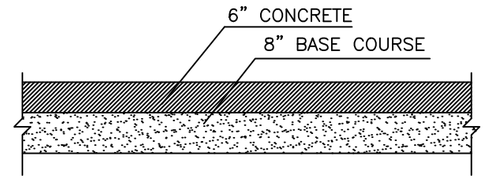
SHEET NO. 8



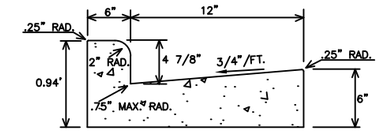
01 / 9 THICKEN EDGE SIDEWALK DETAIL



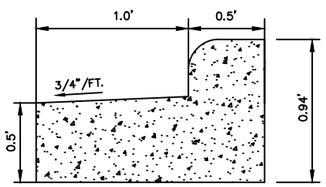
02 / 9 4 INCH CONCRETE DETAIL



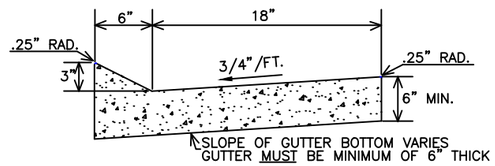
03 / 9 6 INCH CONCRETE DETAIL



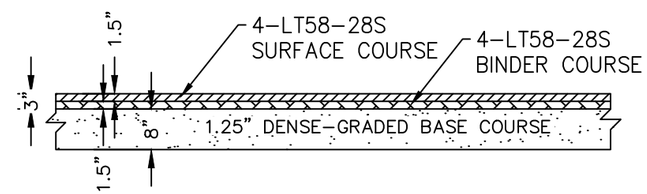
04 / 9 18 INCH STANDARD CURB



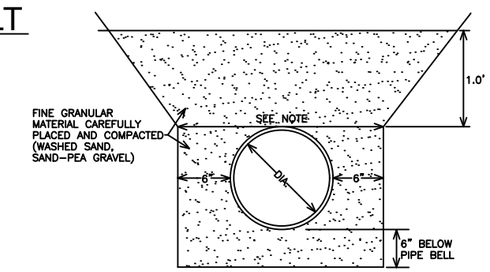
05 / 9 18 INCH REJECT CURB



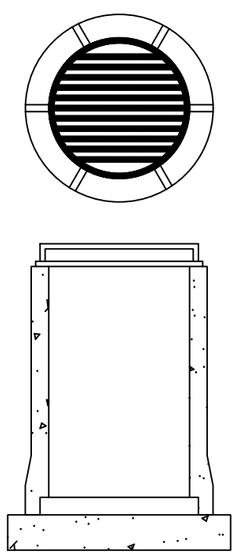
06 / 9 24 INCH DRIVABLE CURB



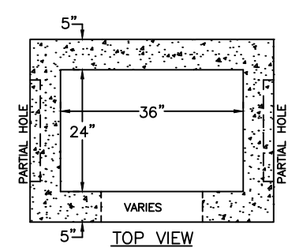
07 / 9 TYPICAL ASPHALT CROSS-SECTION

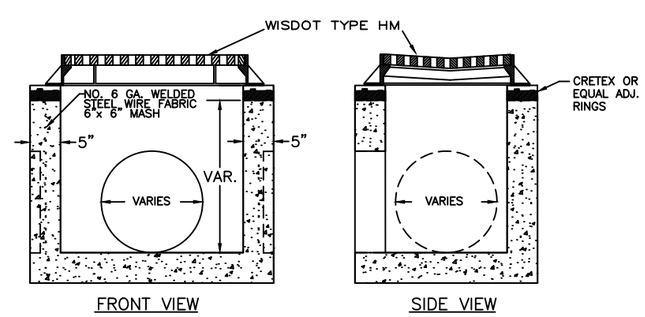


10 / 9 RIGID PIPE BEDDING - CLASS B

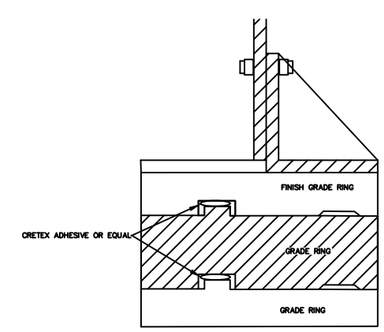


08 / 9 30 INCH CATCH BASIN





09 / 9 2' X 3' BOX INLET



11 / 9 CRETEX METHOD OF ADJUSTING RINGS

NOTE: FOR CARIBOU COFFE SPECIFIC DETAIL, SEE ARCHITECTURAL PLANS

404 FRANKLIN ST
WAUSAU, WI 54403
PHONE 715-842-2292
FAX 715-842-2292
WWW.MTSLLC.NET
MARATHON TECHNICAL SERVICES LLC
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REVISION DATE

SURVEYED BY: RIVERSIDE LAND SURVEYING
DESIGNED BY: MTS
DRAWN BY: JUSTIN H.
APPROVED BY: NICK B.

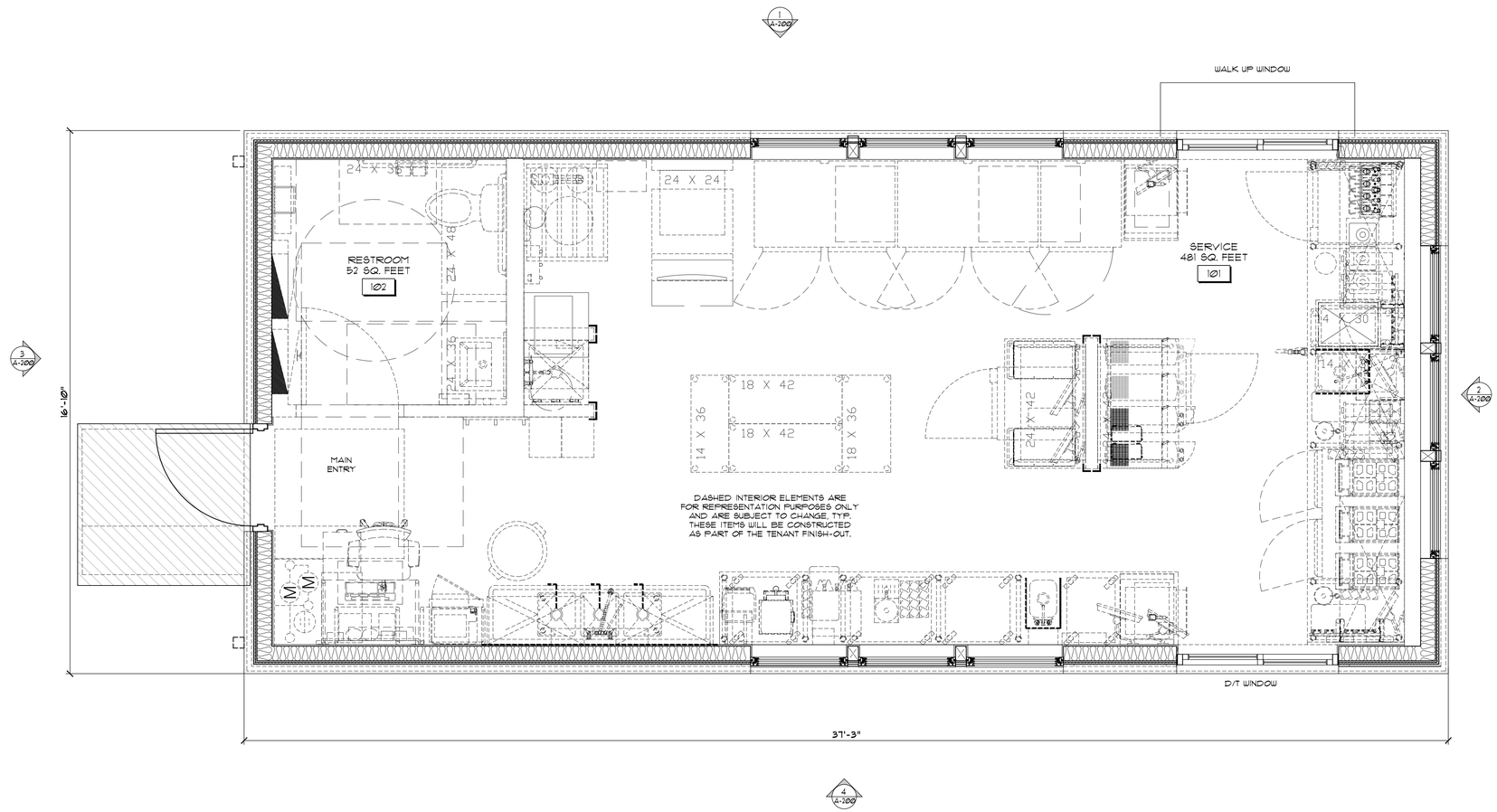
PROJECT DETAILS
PROJECT NUMBER: 2148
PROJECT PHASE: PRELIMINARY
PROJECT MILESTONE: CONCEPT

SITE & UTILITY DETAILS

CARIBOU COFFEE
STEVENS POINT, PORTAGE COUNTY

SCALE: NTS

SHEET NO. 9



1 FLOOR PLAN
1/2" = 1'-0"

NORTH

reprise DESIGN
Architecture, Inc.
13400 Portland Avenue South
Suite 100, Portland Corporate Center
Burnsville, MN 55337
Office: (952) 252-4042
Fax: (952) 252-4049

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY
NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
DT LEFT PROTOTYPE SHELL BUILDING
DIVISION STREET N, STEVENS POINT, WI 54481

FLOOR PLAN

Caribou COFFEE
Caribou Coffee Company
3900 Lakebreeze Ave N
Brooklyn Center, MN 55429

DATE ISSUED	
CITY SUBMITTAL	07-20-2021
DRAWN BY	CE
CHECKED BY	CS
JOB NO.	21213
PROJECT LOCATION:	STEVENS POINT, WI

A-100

1 EAST ELEVATION
1/4" = 1'-0"

2 SOUTH ELEVATION
1/4" = 1'-0"

3 NORTH ELEVATION
1/4" = 1'-0"

4 WEST ELEVATION
1/4" = 1'-0"

BUILDING MATERIALS LEGEND

- STONE - CULTURED/MANUFACTURED STONE: ENVIRONMENTAL STONEWORKS STYLE: TUSCAN LEDGESTONE, COLOR: LANTANA, SILL CAP: ENVIRONMENTAL STONEWORKS DRIP LEDGE COLOR: KODIAK.
- HARDIE PLANK SIDING - PAINTED 'CLOUDBURST'
- HARDIE TRIM BOARD AT HORIZONTAL TRANSITION TO SIDING AND SURROUNDING WINDOWS AND DOORS - PAINTED 'BITTERSWEET CHOCOLATE'
- STANDING SEAM METAL ROOFING - COLOR: DARK BRONZE.
- DARK BRONZE STOREFRONT DOORS, WINDOWS, AND HM SERVICE DOORS.
- NEW LIGHT FIXTURES - PROGRESS P5764-86 BURNISHED CHESTNUT WALL LAMPS

reprise DESIGN
Architecture, Inc.
13400 Portland Avenue South
Suite 100, Portland Corporate Center
Burnsville, MN 55337
Office: (952) 252-4042
Fax: (952) 252-4043

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CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
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DIVISION STREET N, STEVENS POINT, WI 54481

EXTERIOR ELEVATIONS

Caribou COFFEE
Caribou Coffee Company
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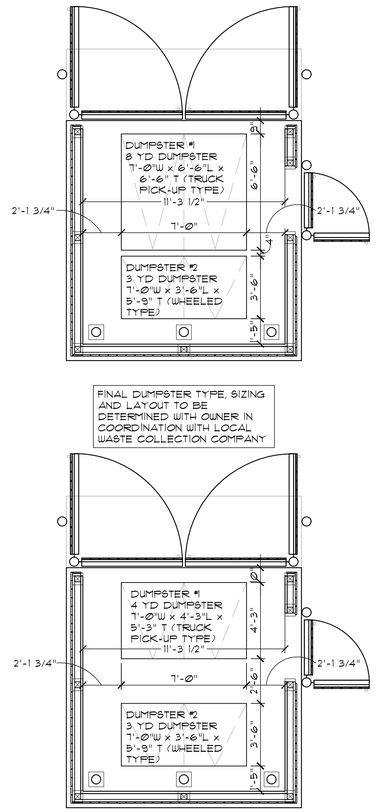
Brooklyn Center, MN 55429

DATE ISSUED	
CITY SUBMITTAL	07-20-2021
DRAWN BY	CE
CHECKED BY	CS
JOB NO.	21213
PROJECT LOCATION:	STEVENS POINT, WI

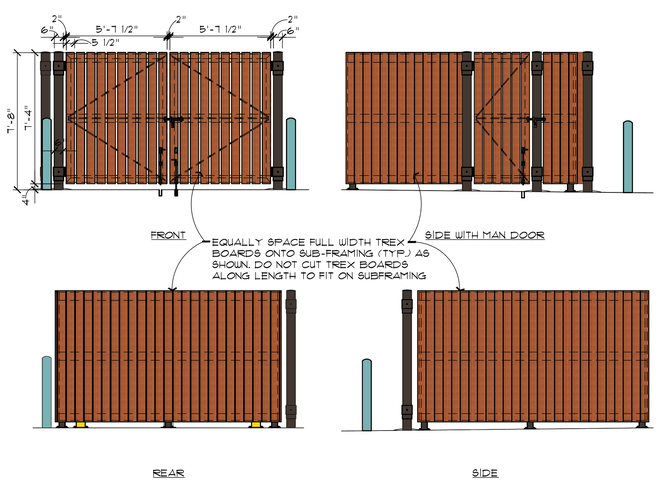
A-200



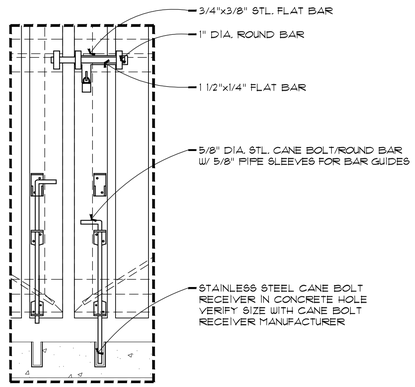
FINAL DUMPSTER TYPE, SIZING AND LAYOUT TO BE DETERMINED WITH OWNER IN COORDINATION WITH LOCAL WASTE COLLECTION COMPANY

10 EXAMPLE DUMPSTER LAYOUTS
1/4"=1'-0"

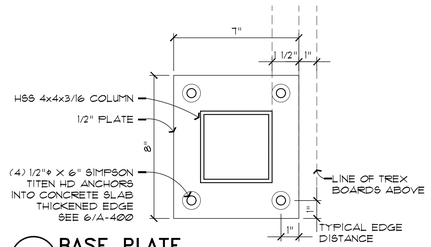
PROJECT ARCHITECT OR ENGINEER TO VERIFY TRASH ENCLOSURE DESIGN, SIZE AND LAYOUT BASED ON TRASH DUMPSTER SIZES AVAILABLE FROM LOCAL WASTE COLLECTION COMPANY AND ALL LOCAL JURISDICTIONAL DESIGN REQUIREMENTS.



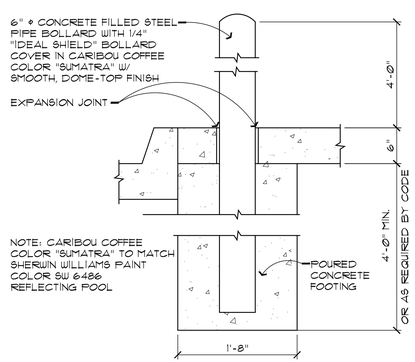
11 TRASH ENCLOSURE ELEVATIONS
1/4"=1'-0"



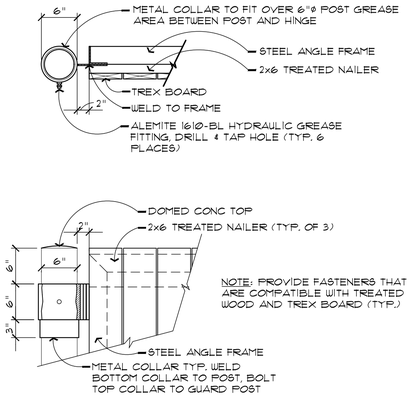
7 LATCH DETAIL
1"=1'-0"



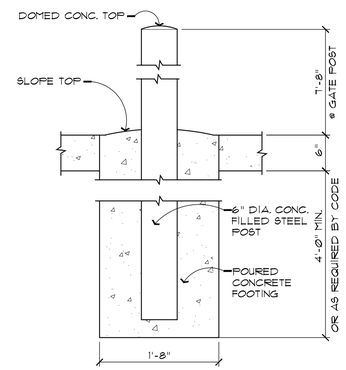
8 BASE PLATE
3"=1'-0"



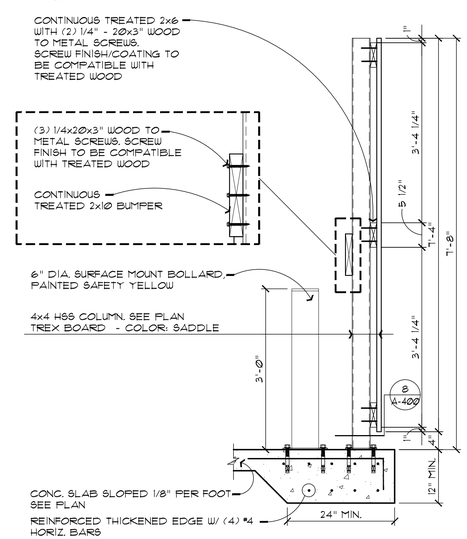
9 BOLLARD DETAIL
1"=1'-0"



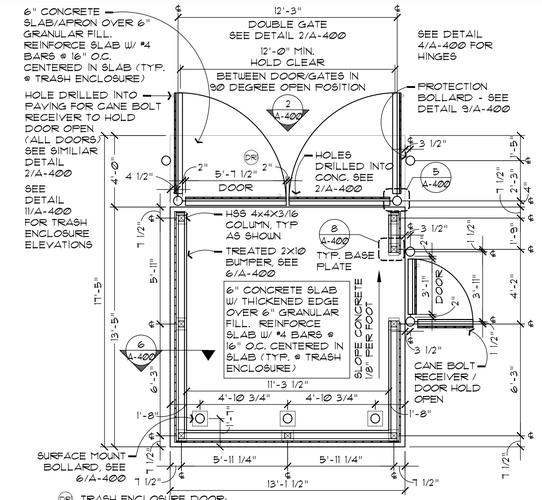
4 HINGE DETAILS
1"=1'-0"



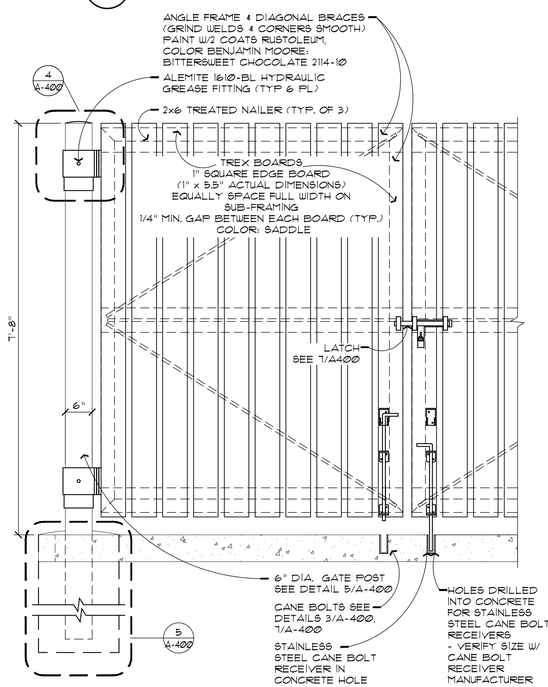
5 TYP. GATE POST DETAIL
1"=1'-0"



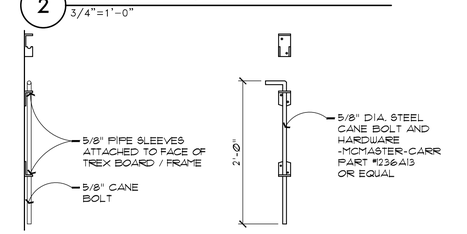
6 TYP. SECTION
3/4"=1'-0"



1 TRASH ENCLOSURE PLAN
1/4"=1'-0"



2 TYP. GATE DETAIL
3/4"=1'-0"



3 CANE BOLT DETAILS
1"=1'-0"

reprise DESIGN
Architecture, Inc.
12400 Portland Avenue South
Suite 100, Portland Corporate Center
Burnsville, Minnesota 55337
Office: (952) 252-4042
Fax: (952) 252-4043

PRELIMINARY NOT FOR CONSTRUCTION

PRELIMINARY NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
DT LEFT PROTOTYPE SHELL BUILDING
DIVISION STREET N, STEVENS POINT, WI 54481

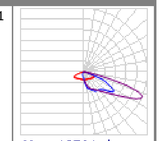
TRASH ENCLOSURE DETAILS

Caribou COFFEE
Caribou Coffee Company
3900 Lakebreeze Ave N
Brooklyn Center, MN 55429

DATE ISSUED	
CITY SUBMITTAL	07-20-2021
DRAWN BY	CE
CHECKED BY	CS
JOB NO.	21213
PROJECT LOCATION:	STEVENS POINT, WI

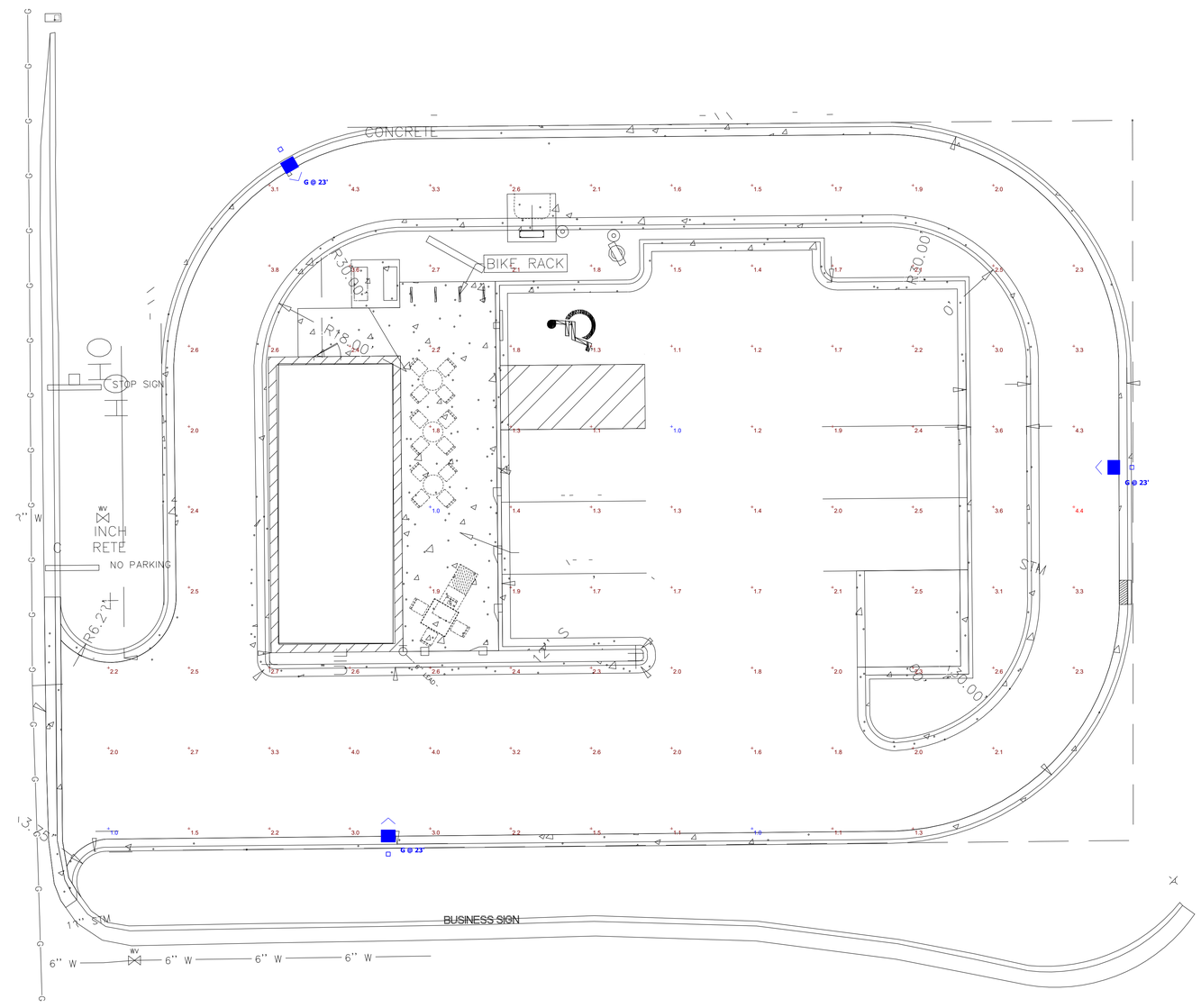
A-400

Schedule

Symbol	Label	Image	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage	Plot
	G		3	Lithonia Lighting	RSX1 LED P4 40K R3 HS	RSX Area Fixture Size 1 P4 Lumen Package 4000K CCT Type R3 Distribution with HS Shield	1	12480	0.9	133.1431	 Max: 10564cd

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Site	+	2.2 fc	4.4 fc	1.0 fc	4.4:1	2.2:1



Plan View
Scale - 1" = 8ft

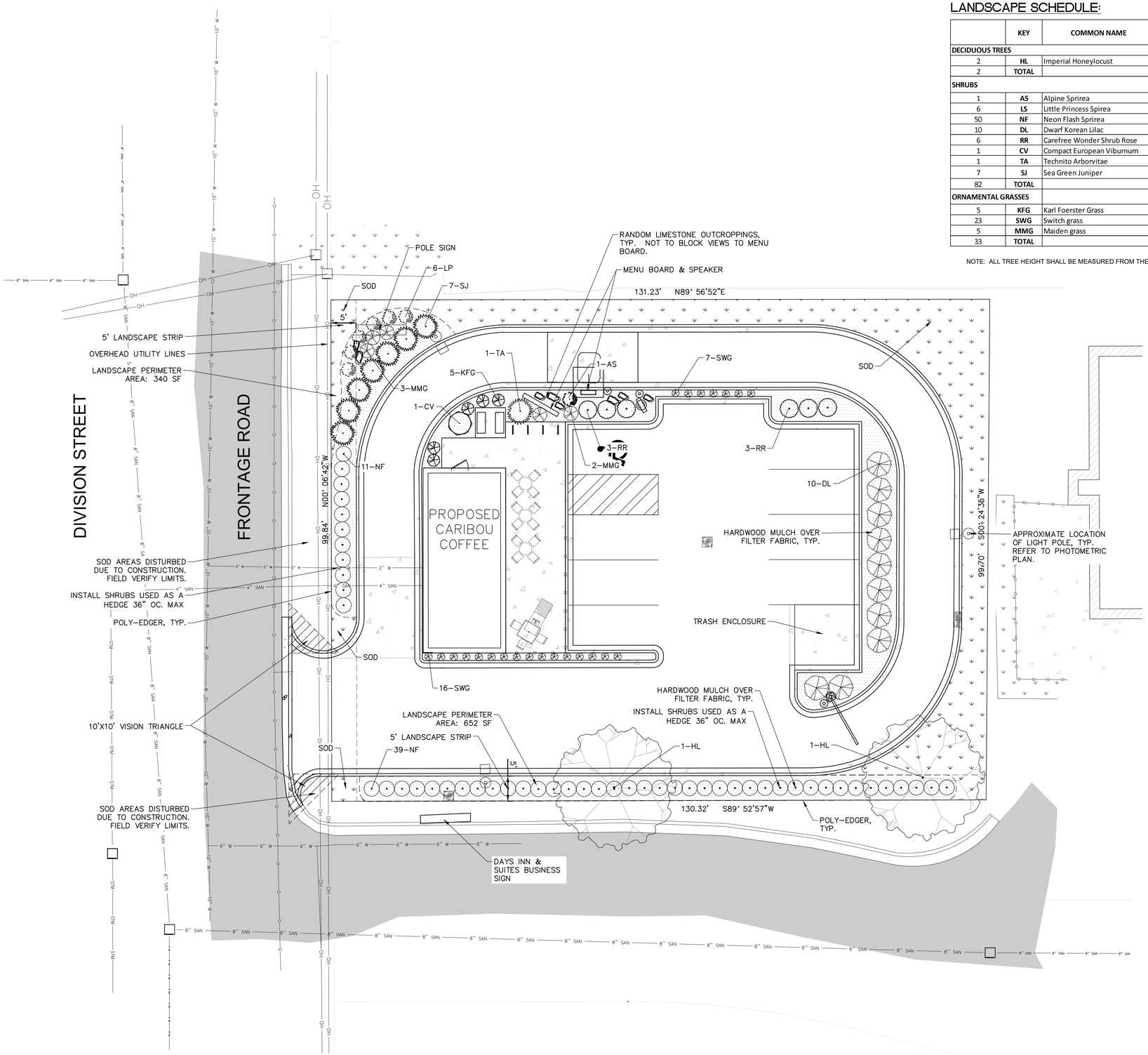
Note
1. Graybar Electric does not assume responsibility for the interpretation of this calculation, or State and City codes.
2. Calculation Points are taken A.F.G.
3. Fixtures are mounted on a 3'-0" base.

GraybarR.
2300 EAST 25TH STREET
MINNEAPOLIS, MN 55406

Caribou
Stevens Point, WI

Designer
MG
Date
07/16/2021
Scale
As Shown
Drawing No.

Summary



LANDSCAPE SCHEDULE:

	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE / ROOT TYPE HEIGHT & WIDTH	MATURE HEIGHT & WIDTH	NOTES
DECIDUOUS TREES						
2	**HL**	Imperial Honeylocust	Gleditsia triacanthos var. inermis	2.5" cal. B&B (10' ht x 4'w min.)	30'-35' x 30'-35'	Straight Trunk, No V-Crotch
2	**TOTAL**					
SHRUBS						
1	**AS**	Alpine Sprirea	Spiraea japonica 'Alpine'	3 gal. cont. (9"-12" ht)	12-15" x 2'-3'	Min. 5 canes at ht. spec.
6	**LS**	Little Princess Spirea	Spiraea x japonica 'Little Pricess'	3 gal. cont. (20"ht x 20"w min.)	2'-3' x 3'	Min. 5 canes at ht. spec.
50	**NF**	Neon Flash Sprirea	Spiraea japonica 'Neon Flash'	3 gal. cont. (20"ht x 20"w min.)	3' x 3'-5'	Min. 5 canes at ht. spec.
10	**DL**	Dwarf Korean Lilac	Syringa meyeri 'Palibin'	3 gal. cont. (20"ht x 20"w min.)	4'-5 ' x 5'-7'	Min. 5 canes at ht. spec.
6	**RR**	Carefree Wonder Shrub Rose	Rosa 'MElpitac'	3 gal. cont. (20"ht x 20"w min.)	3'-4' x 3'-4'	Min. 5 canes at ht. spec.
1	**CV**	Compact European Viburnum	Viburnum opulus 'Compactum'	5 gal. cont. (20"ht x 20"w min.)	5'-6' x 5'-6'	Min. 5 canes at ht. spec.
1	**TA**	Technito Arborvitae	Thuja occidentalis 'Bailjohn'	4' HT B&B (20"w min)	8'-10' x 4'-5'	Min. 5 canes at ht. spec.
7	**SJ**	Sea Green Juniper	Juniperus chinensis 'Sea Green'	5 gal. cont. (20"ht x 20"w min)	4'-6' x 4'-5'	Min. 5 canes at ht. spec.
82	**TOTAL**					
ORNAMENTAL GRASSES						
5	**KFG**	Karl Foerster Grass	C. x acutiflora 'Karl Foerster'	1 gal cont. (12"ht x 12"w min)	48" x 30"	
23	**SWG**	Switch grass	Panicum virgatum 'Norhtwind'	1 gal cont. (12"ht x 12"w min)	48" x 18"	
5	**MMG**	Maiden grass	Miscanthus sinensis 'Graziella'	1 gal cont. (12"ht x 12"w min)	60" x 36"	
33	**TOTAL**					

NOTE: ALL TREE HEIGHT SHALL BE MEASURED FROM THE TOP OF THE ROOT BALL TO THE TIP OF THE HIGHEST BRANCH.

LANDSCAPE REQUIREMENTS

PER CITY OF STEVENS POINT - CHAPTER 23.01 GENERAL PROVISIONS:

SEC. 15(b)(e)(2)(a) PERIMETER LANDSCAPING:
1. 5' WIDE LANDSCAPE STRIP
2. 1 CANOPY OR EVERGREEN TREE PER 50 LF (SPACED MAX OF 75' APART)
3. 1 SHRUB FOR EVERY 15 SF OF LANDSCAPE AREA

REQUIRED LANDSCAPE:	REQIRED	PROVIDED
PERIMETER LANDCAPING		
1. LANDSCAPE STRIP	5'	5'
2. 1 CANOPY TREE/50 LF ROW DIVISION STREET (100 LF / 50 = 2)	2	2
3. 1 SHRUB / 15 SF OF LANDSCAPE AREA (992 SF / 15 = 66 SHRUBS)	66	66

PERIMETER LANDSCAPE AREA: 992 SF.

LANDSCAPE LEGEND:

- PROPOSED SHADE TREE
- DECIDUOUS SHRUB
- EVERGREEN SHRUB
- ORNAMENTAL GRASS
- PERENNIALS & GROUNDCOVERS
- POLY EDGER
- LIMESTONE ROCK OUTCROPPINGS
- SOD
- HARDWOOD MULCH

Know what's below. Call before you dig. Dial 811

0' 10 20

reprise DESIGN
Architecture, Inc.
12400 Portland Avenue South
Suite 100, Portland Corporate Center
Burnsville, MN 55337
Office: (952) 252-4042
Fax: (952) 252-4043

MALEAH M. MILLER
LANDSCAPE ARCHITECT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed LANDSCAPE ARCHITECT under the laws of the State of MINNESOTA

PRELIMINARY NOT FOR CONSTRUCTION

MALEAH MILLER, PLA

Date 19507 License No.

PRELIMINARY NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY DRIVE–THRU ONLY STORE

DT RIGHT PROTOTYPE SHELL BUILDING
DIVISION STREET N, STEVENS POINT, WI 54481

LANDSCAPE PLAN

Caribou COFFEE
Caribou Coffee Company
3900 Lakebreeze Ave N
Brooklyn Center, MN 55429

DATE ISSUED	
CITY SUBMITTAL	07–20–2021
CITY RESUBMITTAL	07–26–2021

DRAWN BY MM
CHECKED BY MM
JOB NO. 21213
PROJECT LOCATION:
STEVENS POINT, WI

L-1

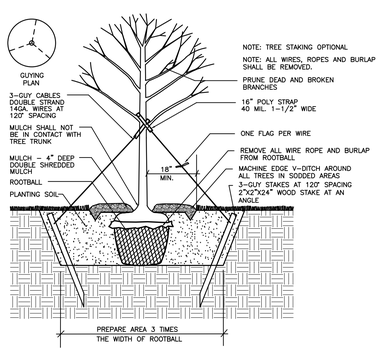
C:\MALEAH\CARIBOU\STEVENS POINT, WI\LANDSCAPE PLAN\LANDSCAPE PLAN-24X36.DWG #### 7/26/2021

LANDSCAPE NOTES

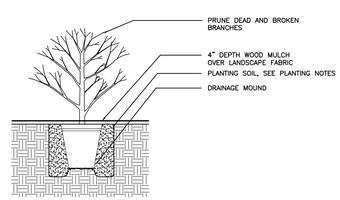
1. LANDSCAPE CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID TO BECOME COMPLETELY FAMILIAR WITH SITE CONDITIONS.
2. CONTRACTOR IS RESPONSIBLE TO LOCATE ALL UNDERGROUND FACILITIES AND SHALL AVOID DAMAGE TO UTILITIES DURING THE COURSE OF THE WORK. CONTACT STATE ONE, DIAL 811 OR (800) 242-8511 TWO BUSINESS DAYS PRIOR TO COMMENCEMENT OF WORK. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE TO UTILITIES, SITE STRUCTURES, ETC., RESULTING FROM LANDSCAPE CONSTRUCTION.
3. INSTALL 4" MIN. BLACK DIRT TO ALL SOD AND SHRUB AREAS. CONTRACTOR RESPONSIBLE FOR FINE GRADING OF SOD AREAS. PROVIDE 12" PLANTING SOIL FOR ALL PERENNIAL AREAS.
4. CONTRACTOR WILL STAKE OR MARK ALL PLANT MATERIAL LOCATIONS PRIOR TO INSTALLATION. CONTRACTOR SHALL HAVE OWNERS REPRESENTATIVE APPROVE ALL STAKING PRIOR TO INSTALLATION.
5. ALL SHRUB AREAS UNLESS SPECIFIED AS OTHER, TO BE BED MULCHED WITH 3" DEPTH OF SHREDDED HARDWOOD MULCH, OVER FILTER FABRIC. POLY-EDGER TO BE VALLEY VIEW BLACK DIAMOND OR APPROVED EQUAL.
6. INSTALL 4-6" DEPTH DOUBLE SHREDDED HARDWOOD MULCH, 3"-6" FROM BASE OF THE TREES THAT ARE ISOLATED FROM PLANT BEDS. DO NOT PILE MULCH AGAINST THE BASE OF A PLANT OR TREE TRUNK; PULL THE MULCH AWAY FROM THE BASE ONE TO TWO INCHES.
7. PLANTING SOIL SHALL CONSIST 1:1:1 CONSISTING OF 33% SELECT LOAMY TOPSOIL, 33% PEAT MOSS, 33% PIT RUN SAND.
8. CONTRACTOR WILL COMPLETELY GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR (12 MONTHS) BEGINNING AT THE DATE OF BUILDING PERMIT WAS APPROVED PER CITY REQUIREMENT. CONTRACTOR WILL MAKE ALL REPLACEMENTS PROMPTLY (AS PER DIRECTION OF OWNER).
9. ANY MATERIAL WHICH DIES, OR DEFOLIATES (PRIOR TO ACCEPTANCE OF THE WORK) WILL BE PROMPTLY REMOVED AND REPLACED.
10. THE OWNERS REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING SPECIFICATIONS.
11. ALL MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN.
12. ALL TREE TRUNKS SHALL BE WRAPPED WITH BROWN CREPE TREE WRAP. APPLY WRAP IN NOVEMBER AND REMOVE IN APRIL.
13. LANDSCAPE CONTRACTOR TO WATER AND MAINTAIN ALL PLANT MATERIALS AND SOD UNTIL INITIAL ACCEPTANCE.
14. REPAIR AT NO COST TO OWNER ALL DAMAGE TO PROPERTY RESULTING FROM LANDSCAPE WORK.
15. LANDSCAPE CONTRACTOR IS TO BE RESPONSIBLE FOR WATERING ALL PLANT MATERIALS UNTIL THE TIME THE PERMANENT IRRIGATION SYSTEM IS FULLY FUNCTIONAL.
16. CHEMICAL WEED CONTROL MUST BE APPLIED TO ALL LANDSCAPE AREAS PRIOR TO ANY PLANT INSTALLATION.
17. LANDSCAPE CONTRACTORS TO COORDINATE INSTALLATION WITH GENERAL CONTRACTOR.
18. STAKING AND GUYING OF TREES OPTIONAL: LANDSCAPE CONTRACTOR SHALL MAINTAIN PLUMBNESS OF TREES FOR DURATION OF WARRANTY PERIOD.
19. SWEEP AND WASH ALL PAVED SURFACES AND REMOVE ALL DEBRIS RESULTING FROM LANDSCAPE OPERATIONS.
20. IRRIGATION DESIGN TO BE PROVIDED BY OTHERS.
21. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN SHALL GOVERN.
22. WHEN PLANTING TREES ALL WIRE, ROPES AND BURLAP SHALL BE REMOVED.

SOIL PREPARATION:

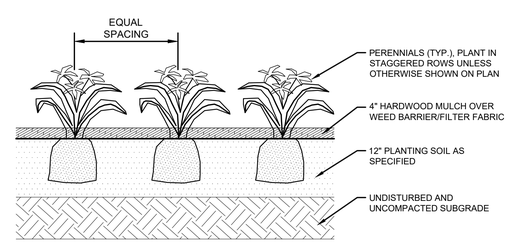
1. PRIOR TO THE INSTALLATION OF THE LANDSCAPE AND IRRIGATION SYSTEM, CONTRACTOR TO PREPARE SOIL TO ENSURE A PROPER ENVIRONMENT FOR PLANT ROOT DEVELOPMENT.
2. CONTRACTOR TO DE-COMPACT SOILS IN PLANTING AREAS BY ROTO-TILLING, DISKING OR RIPPING TO DEPTH OF 6-8" MINIMUM AND PREFERABLE A DEPTH OF 12-18". DE-COMPACTION OF SMALL PLANTER AREAS, SUCH AS THOSE IN PARKING LOT AREAS, MAY REQUIRE THE REMOVAL OF THE COMPACTED SOIL TO A DEPTH OF 18" OR MORE AND THEN RE-INSTALLED LOOSELY WITH REQUIRED AMENDMENTS. ALWAYS REMOVE DEBRIS OVER 2" IN SIZE FROM THE SOIL.
3. WHEN PERFORMING SOIL DE-COMPACTION, MULTIPLE PASSES ACROSS THE AREA WILL BE REQUIRED AND, WHEN POSSIBLE, SHOULD BE AT VARYING ANGLES TO ENSURE ADEQUATE COVERAGE. WHEN USING DISC OR RIPPING EQUIPMENT, IT IS REQUIRED THAT THE FINAL PASSES OVER THE AREA BE MADE WITH A ROTO-TILLER TO BREAK UP ANY LARGE CLUMPS TO MAKE FINAL GRADING EASIER.
4. AFTER INITIAL SOIL DE-COMPACTION PROCEDURES ARE PERFORMED, SOIL AMENDMENTS SHOULD BE ADDED. THE ADDITION OF SOIL AMENDMENTS IS DETERMINED FROM SOIL TESTS CONDUCTED PRIOR TO WORK COMMENCING. SOIL AMENDMENT MAY INCLUDE INORGANIC MATERIAL SUCH AS SAND, SILT OR CLAY, WHICH HELP IMPROVE SOIL TEXTURE. ORGANIC MATERIAL SUCH AS COMPOST, MANURE, AND PEAT MOSS MAY ALSO BE USED AND HELP IMPROVE SOIL STRUCTURE. OTHER AMENDMENTS SUCH AS FERTILIZER IMPROVE NUTRIENT CONTENT AND SULFUR ADJUSTS THE SOIL PH LEVEL. SULFUR SHALL BE INCORPORATED AT THE RATE OF ONE POUND OF SULFUR PER 100 SQUARE FEET.
5. ALL AMENDMENTS SHOULD BE MIXED THOROUGHLY WITH EXISTING SOIL AND AN ADDITIONAL SOIL TEST WILL BE TAKEN TO ENSURE PROPER SOIL CONDITIONS PRIOR TO PLANTING.



1 TREE PLANTING DETAIL
NOT TO SCALE



2 SHRUB PLANTING DETAIL
NOT TO SCALE



3 PERENNIAL PLANTING DETAIL
NOT TO SCALE

Know what's below.
Call before you dig.
Dial 811

C:\MALEAH\CARIBOU\STEVENS POINT, WI\LANDSCAPE PLAN\LANDSCAPE PLAN-24X36.DWG ###### 7/26/2021

reprise DESIGN
Architecture, Inc.
12400 Portland Avenue South
Suite 1100, Portland Corporate Center
Burnsville, MN 55337
Office: (952) 252-4042
Fax: (952) 252-4043

MALEAH M. MILLER
LANDSCAPE ARCHITECT

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed LANDSCAPE ARCHITECT under the laws of the State of MINNESOTA

MALEAH MILLER, PLA

Date | 19507 License No.

PRELIMINARY NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
DT RIGHT PROTOTYPE SHELL BUILDING

LANDSCAPE PLAN

Caribou COFFEE
Caribou Coffee Company
3900 Lakebreeze Ave N
Brooklyn Center, MN 55429

DATE ISSUED
CITY SUBMITTAL 07-20-2021
CITY RESUBMITTAL 07-26-2021

DRAWN BY MM
CHECKED BY MM
JOB NO. 21213
PROJECT LOCATION:
STEVENS POINT, WI

L-2

Administrative Staff Report

Sign Variance
Northwest Journey
August 2, 2021

Department of Community Development

Applicant(s):

- Cassie Berding, representing Northwest Journey

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):
- 281240833200107

Zone(s):
- "R-5" Multiple Family II Residential

Master Plan:
- Institutional / Government

Council District:
- District 2 | Ald. Shorr

Lot Information:
- Street Frontage: 2,700 ft.
- Depth: 1,260 ft.
- Lot Size: 1,254,528 sq. ft. (28.8 ac.)

Current Use:
- Consultation, City Police and Parks offices, Boys & Girls Club and park space

Applicable Regulations:
- Chapter 25

Request

A request from Cassie Berding, representing Northwest Journey, for a sign variance to erect a freestanding sign on the property at 2442 Sims Avenue (Parcel ID 281240833200107), consistent with Ch. 25.14.

Attachment(s)

- Application
- Site Plan

Findings of Fact

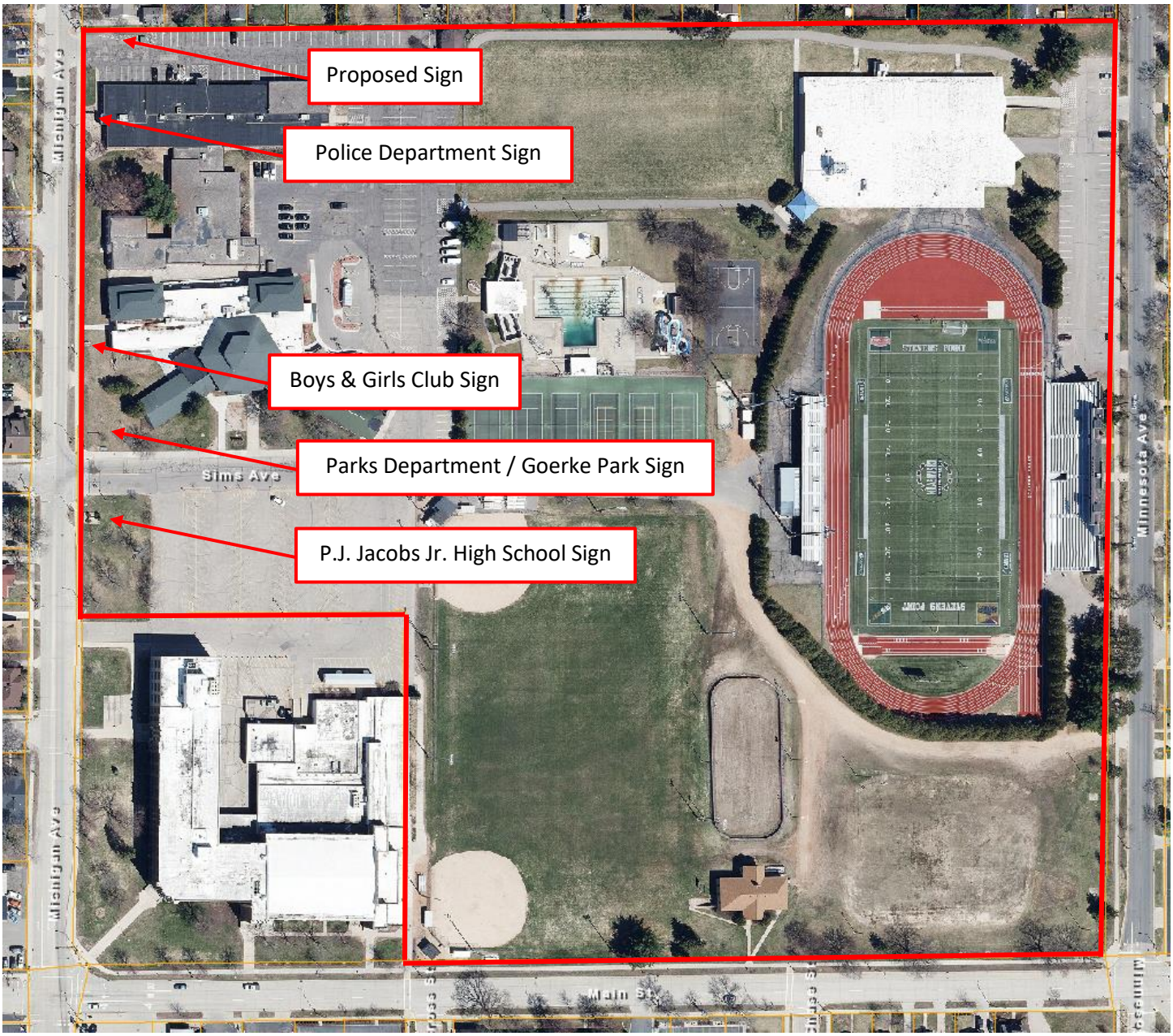
- The property is zoned "R-5" Multiple Family II Residential
- The proposed request is to construct a freestanding sign that is 13.23 sq ft in size and 6' 10'' in height.
- Within the "R-5" District, one freestanding sign is allowed at a size not to exceed 32 sq ft.
- The applicant is also requesting to erect a wall sign that is approximately 24 sq ft in size.
- One freestanding sign is permitted on each street frontage for non-residential uses. Any two freestanding signs must be separated by at least 200 ft.
- Four freestanding signs exist along Michigan Avenue (Police Department, Boys & Girls Club, Parks Department/Goerke Park and P.J. Jacobs Jr. High School)
- A variance is need to allow for the installation of another freestanding sign along Michigan Avenue at a separation distance less than 200 ft.
- The Plan Commission and Common Council may provide additional requirements to the proposal as presented.

Staff Recommendation

Approve the sign variance as proposed, subject to the following conditions:

1. The freestanding sign shall be set back at least five feet from the property line.
2. The applicant shall adhere to clearview requirements, subject to the review and approval of Community Development staff meeting applicable Zoning Code requirements.
3. The sign shall conform to all other applicable requirements within the City's Sign Code.
4. A building permit shall be obtained prior to installation of signage.
5. Minor modifications to the proposed sign may be approved by staff.

Vicinity Map



Background

The applicant is requesting a sign variance to erect one freestanding sign near the parking lot entrance for Northwest Journey (off of Michigan Avenue). The proposed sign is intended to direct commuters from Michigan Avenue to Northwest Journey's tenant space behind the City's Police Department headquarters. A wall sign is also proposed to be installed above tenant's entrance door.

The subject property is zoned "R-5" Multiple Family II Residential. Within the "R-5" District, one freestanding sign is permitted on each street frontage for non-residential uses, provided that a minimum separation distance of 200 feet exists. As shown above, several uses occupy building space within the subject property (i.e., Northwest Journey, City

Police Department, City Parks Department, Boys & Girls Club and P.J. Jacobs Junior High School) that has a freestanding sign along Michigan Avenue. Since more than one freestanding sign exists along Michigan Avenue, a sign variance is required in order to erect the desired freestanding sign. Additionally, should the Plan Commission approve of an additional freestanding sign, a minimum 200' separation distance is unable to be met given the location of existing signage. Therefore, part of this sign variance request is to also allow for the sign to be within 200' of another freestanding sign.

Other sign details, such as height and size, are provided and meet the requirements of the City's Sign Code. Below are details of the proposed freestanding sign and pertinent language from the City's Sign Code.

Ch. 25.04(6): SIGN REGULATIONS FOR THE "R-4" AND "R-5" RESIDENTIAL ZONING DISTRICTS

A. TOTAL NUMBER OF SIGNS ALLOWED

Office, commercial and non-residential uses: One free-standing sign is permitted on each street frontage per lot of record, as long as a minimum separation distance of 200 feet (measured along the frontage) is maintained between such signs. A freestanding sign may be a ground or pole sign and may be illuminated.

B. HEIGHT LIMITATIONS

Freestanding signs shall be limited to eight feet in height.

C. AREA REQUIREMENTS

Freestanding signs shall not exceed 32 square feet in area.

Sign Details:
Location: Along Michigan Avenue (near the Police Department parking lot entrance)
Sign Area: 41'' x 57'' (16.23 sq ft)
Height: 6' 10''

Standards of Review

In obtaining a permit, the applicant may submit an appeal to the Common Council for a variance from certain requirements of this ordinance. The Plan Commission shall provide a recommendation to the Common Council when a variance is requested. A variance may be granted by the Common Council where the literal application of the ordinance would create a substantial hardship for the sign user and the following criteria are met:

1. **A literal application of the ordinance would result in a demonstrated practical difficulty or unnecessary hardship to the property.**

   Analysis: The intent of the freestanding sign is to better identify the location of Northwest Journey. As Northwest Journey is located to the east of the Police Department headquarters and is not visible from Michigan Avenue, having a freestanding sign is preferred by the applicant to direct their patrons to the appropriate location on the property. While the applicant could have a freestanding sign elsewhere on the property, such as along Minnesota Avenue or Sims Avenue, it would be farther removed from Northwest Journey. Additionally, the subject property is unique due to the high number of occupants that exists. Given the positioning of other uses near Michigan Avenue, having a freestanding sign for Northwest Journey along Michigan Avenue would need to be within 200' of the existing Police Department freestanding sign.

   Findings: Although the subject property is located along three street frontages, a freestanding sign located along Michigan Avenue better achieves the applicant's goal of identifying the location of Northwest Journey to interested parties. Given the need to properly display an identification sign to drivers, bicyclists and pedestrians, staff feels that allowing the freestanding sign would meet this standard. The conditions applied to this request would also provide protections to the City and the surrounding neighborhood.

2. **The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.**

   Analysis: The subject property is bounded by a mix of residential uses to the north, east and west, and institutional uses (P.J. Jacobs Junior High School) to the south. The sign is not proposed to be illuminated.

   Findings: The proposed sign is 16.23 sq ft in size and is proposed to be located to the north of the parking lot entrance next to the City Police Department headquarters. For all freestanding signs in the "R-5" District, a minimum five foot setback shall exist from all property lines. Although residential uses exist to the north of the subject property—in the near vicinity of the proposed location—the five foot setback would negate any negative impacts to adjacent property owners. Additionally, as the proposed sign will not be illuminated and will need to meet clearview requirements as outlined in the City's Zoning Code, staff believes that the allowance of this freestanding sign within 200' of existing freestanding signs would not be materially detrimental to nearby property owners.

3. **Hardship caused the sign user under a literal interpretation of the ordinance is due to conditions unique to that property and does not apply generally to the city.**

   Analysis: The subject property is unique in terms of its size and existing property characteristics relative to neighboring lots. Not only are most neighboring lots used for single-family residential purposes, but neither has more than one primary building and use that exists within the same parcel. With multiple primary buildings existing on the property—most being along Michigan Avenue—it restricts the applicant's ability to install a freestanding sign due to the quantity and spacing restrictions.

   Property size is generally not a hindrance in allowing for creative sign designs that meets Sign Code requirements. However, given that primary access to Northwest Journey is off of Michigan Avenue, signage needs to alert commuters and pedestrians of its location within the subject property. As the greatest amount of vehicular and pedestrian exists off of Michigan Avenue (relative to Minnesota Avenue and Sims Avenue), not allowing a freestanding sign would likely limit Northwest Journey's marketability and visibility to commuters and would thereby create a hardship.

Findings: The request is unique as the factors identified above generally do not occur elsewhere in the City. Furthermore, the ordinance referenced above was created to ensure signage not be in great quantity and not negatively impact surrounding properties due to the property's residential zoning classification. While other commercial and institutional uses adhere to the signage requirements listed above, most are the sole use that is being operated within the property.

4. **The granting of the variance would not be contrary to the general objectives of this ordinance.**

Analysis: The purpose of these sign regulations are to: encourage the effective use of signs as a means of communication in the City of Stevens Point; to maintain and enhance the beauty and unique character and enhance the aesthetic environment of the city by eliminating visual blight; to enhance the city's ability to attract sources of economic development and growth; to protect pedestrians and motorists of the city from damage or injury caused or partially attributable to the distractions and obstructions which are hereby declared to be caused by improperly sized or situated signs; to minimize the possible adverse effect of signs on nearby public and private property; to promote the public safety, welfare and convenience, and enjoyment of travel and the free flow of traffic within the city; and to provide a uniform sign ordinance between the City of Stevens Point, Village of Plover and Portage County.

Findings: The proposed sign is in a location that best communicates the location of Northwest Journey. Furthermore, the allowance of an additional freestanding sign would likely not detract from the property or neighborhood, primarily to the number of freestanding signs already installed along Michigan Avenue and the safeguards tied to this request as mandated in the City's Sign Code and Zoning Code. Based on the findings above, the granting of a variance to allow for an additional freestanding sign along Michigan Avenue not meeting the required 200' separation for other freestanding signs would not be generally contrary to the general objectives of the City Sign Code.

Photos

Northwest Journey
City Police Department
Proposed Sign Location
Michigan Avenue

NORTHWEST
Journey
ENTRANCE IN BACK

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

APPLICATION FOR A SIGN VARIANCE

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		**Date Submitted**		**Fee Required**		**Fee Paid**	
Associated Applications if Any				**Assigned Case Manager**			
Pre-Application Conference Date				**Sign Variance (check all that apply)**	**Height** ☐ **Size** ☐ **Quantity** ☐ **Other** ☐		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ■)	
Applicant Name	Northwest Journey	**Contact Name**	Cassie Berding
Address	931 Michigan Ave, Suite 101	**Address**	931 Michigan Ave, Suite 101
City, State, Zip	Stevens Point, WI, 54481	**City, State, Zip**	Stevens Point, WI, 54481
Telephone	715-997-9486	**Telephone**	715-997-9486
Fax	(844) 810-8859	**Fax**	(844) 810-8859
Email	cassieb@nwcgc.com	**Email**	cassieb@nwcgc.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	The City of Stevens Point (We rent)	**Owner's Name**	
Address		**Address**	
City, State, Zip		**City, State, Zip**	
Telephone		**Telephone**	
Fax		**Fax**	
Email		**Email**	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]

Parcel 1	Parcel 2	Parcel 3

Legal Description of Subject Property

We are connected to the Stevens Point Police Department with and our enterance located in the back.

Current Use of Property	Current Zoning of Property
Mental Health Day Treatment for Children and Adolescents	R5

Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)

Yes, it will. We have had multiple citizens being confused where the entrance for Northwest Journey is. Often times we get citizens looking for the Stevens Point Police Department and vice versa.

Would the granting of the variance be materially detrimental to the property owners in the vicinity? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)
No. By granting the variance to place a sign for Northwest Journey close to the road it would actually assist in decreasing the confusion of traffic as citizens will know what door to enter. Additionally, by placing another sign above the door to the entrance of the building it will allow citizens coming from the opposite direction know exactly where our door is.
Does the property have unique property characteristics that cause a hardship to the sign user under a literal interpretation of the Sign Ordinance? If yes, please describe the unique property characteristics. (Use additional pages if necessary)
Yes. In this property block we have PJ Jacobs, the City Recreation Department, Boys and Girls Club, Stevens Point Police Department and Northwest Journey.
Would the granting of this variance be contrary to the general objectives of the Sign Ordinance? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)
No I do not believe so as it will assit in decreasing the confusion as to where our enterance to the building is.

Current Zoning Surrounding Subject Property			
North:	R2 - Single family	**South:**	R5 - mulit-family
East:	R2 - single family	**West:**	R2 - single family
Current Land Use Surrounding Subject Property			
North:	Residential	**South:**	Institutional
East:	Residential	**West:**	Residential

EXHIBITS

Letter to District Alderperson: David Shorr	☒	**Additional Exhibits If Any:**
Map / Site Plan (designating location of the sign(s))	☒	
Sign Rendering(s) (includes sign dimensions, size & graphics)	☒	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
[illegible]	7/28/21		

Northwest Journey-Stevens Point
931 Michigan Ave. Suite 101
Stevens Point, WI 54481
715-997-9486(phone) 844-810-8859(fax)

July 28, 2021

To whom it may concern,

Below are the dimensions for the two signs Northwest Journey is requesting a sign variance for. Separately attached with this request you will find graphics of the sings as well as the location for the sign above our entrance.

Dimensions for sign by the road:
82" X 57"

Dimensions for sign above entrance door:
96" X 36"

Please do not hesitate to reach out via phone or email.

Sincerely,

Cassie Berding, CSW, QTT
Northwest Journey – Stevens Point
Program Director
cassieb@nwcgc.com

NORTHWEST
Journey
ENTRANCE IN BACK

NORTHWEST
Journey

2

Northwest Journey-Stevens Point
931 Michigan Ave. Suite 101
Stevens Point, WI 54481
715-997-9486(phone) 844-810-8859(fax)

July 28, 2021

Dear David Shorr,

This letter is to inform you of the request for a sign variance for Northwest Journey. We are a day treatment facility for children and adolescents located directly behind the Stevens Point Police Department. Since we have moved to this location there has been confusion as to whose entrance is where. We often get people looking for our establishment from the road due to not knowing where our door is. Additionally, we frequently get people who come in the parking lot from the P.J. Jacobs entrance looking for the Stevens Point Police Department.

It is at this time that we respectfully request a sign variance be granted so that a sign can go by the road and a sign can be put above the door to our entrance to eliminate further confusion. Please do not hesitate to reach out via phone or email.

Sincerely,

Cassie Berding, CSW, QTT
Northwest Journey – Stevens Point
Program Director
cassieb@nwcgc.com

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Ryan J. Kernosky, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: August 2, 2021

RE: Monthly Director's Report

Development Updates:

Point Motel/Lokre Development: The Point Motel is vacant. The developer is currently finishing environmental remediation (asbestos) and will be razing the structure in the coming weeks.

Northside Yard (1017 Third St): Framing is under construction for building two (SE corner of the building). The first disbursement of the CDI grant has occurred, second disbursement will occur in the coming months.

Sentry Insurance Boutique Hotel: A Final Inspection is near, many of the finishes are still being finalized.

Delta Dental Corporate Headquarters: The building is framed out. HVAC and electrical work is currently under construction.

Lineage Logistics: Waiting final inspection of the office, temporary occupancy was issued for the warehouse portion of the building.

Wanta Live/Work: No additional information.

Doolittle Drive Duplex Development: Under Construction.

Convent Development: Developer was awarded ~$1.4M in WHEDA Housing Tax Credits for the first phase of the project (convent and three townhomes). City staff is working with developer on the CDBG application for ~$1M in assistance in purchasing the property.

Fox Theatre: Demo permit has been issued for interior demo. The Marquee has been removed.

Marshfield Clinic Addition: Framing is complete. Project is ongoing.

Special Projects Updates:

Targeted Area Master Plan – Downtown: City staff has worked with Vandewalle on an alternative plan to the WPS Superfund site. While the plan has been completed for a few months, we've been hopeful that we are going to be able to present the information in-person. Additionally, staff has provided the amended plan to Verso for their review of compliance with FIRC regulations.

Strategic Planning: The City's Strategic Planning Core Team and the consultant continue to work on the makings of this document. While the plan is nearly ready for public consumption, Plan Commission and the Common Council be the next groups to review the document for final comments before final adoption. Staff is working through a possible joint meeting.

Downtown Business Improvement District: Staff had been working on this project with the Downtown Business Alliance. At this time, this project is at a standstill.

City Comprehensive Plan & Zoning Code Update: The City's Comprehensive Plan is complete, but unadopted. City staff has asked Portage County Planning & Zoning to review the document for consistency. Once the City's Strategic Plan is completed, staff will work to compare the City's Comprehensive Plan with the City's Strategic Plan to ensure that those two documents are working together before final adoption. Once those two documents are finalized, staff will begin working on the Zoning Code Update to codify the recommendations made in the aforementioned planning documents.

WEDC Idle Sites Grant: MSTC and City staff have submitted a grant for the proposed Advanced Manufacturing Training Facility off of Coye Drive. The grant could award up to $250,000 to the City and MSTC for site preparation and construction.

Housing Taskforce: This committee has been formed. Conversations and meeting should be occurring shortly.

Public Policy Updates:

Accessory Dwelling Unit Code Amendment: The Council has opted to table a decision on the ADU/ACU code update to gather additional input. City staff has asked Alders to host listening sessions to gather additional feedback, which should occur this summer.

Principal Structure Housing Size Minimums: Staff has researched what other communities have as housing minimums in similar zoning codes. We will likely have a document for consideration/discussion in a 2021 Plan Commission meeting.

Economic Development Updates:

2021 Construction Numbers: State-wide it appears that 2021 commercial/industrial construction will be significantly down from 2019/2020. Almost all of the slow-down indicates this is due to the COVID pandemic and the uncertainties of the future of the economy.

Stevens Point Home Sales: Through May 2021 year over year median home sale prices have been ~$172,000. The housing market continues to be competitive due to the lack of inventory. 42% of homes sold year over year have sold above the listing price.

There as been some indication that demand is being reduced due to the competitive pricing and low inventory, which may indicate a price-correction for housing in sight.

Other Updates:

Edgewater Manor Relocation: There are 28 residents remaining at Edgewater who do not have relocation plans at this time. City staff has issued a formal notice of closure of May 3, 2022.