



AGENDA
**HISTORIC PRESERVATION/
DESIGN REVIEW COMMISSION**

Members

- Chairperson Tim Siebert
- Vice Chair Mary McComb
- Joe Debauche
- Sarah Scripps
- Carol Molepske (Alternate 1)
- Peter Munck (Alternate 2)

Date and Time: September 20, 2021
9:30 AM

Location: Community Room
933 Michigan Avenue, Stevens
Point, WI

OR

Zoom Teleconferencing

Meeting ID: 823 5687 3022
| Passcode: 587674

By

Computer: <https://us02web.zoom.us/j/82356873022?pwd=UFdoanU1Z01rUIZVa0FtN3ZrNEdWdz09>

By Phone: +1-312-626-6799 (US
Chicago)

Opening Section:

1. A physical inspection of the sites described below by the Commission will take place at **9:30am**. Please note that no official business will be conducted during the inspection and that a quorum of Commission members may attend.
 - a. 1000 Union Street (Parcel ID 281240832200201).
 - b. 1043 Union Street (Parcel ID 281240832200116).

Following the site inspections referenced above, the Commission will convene at the Community Room, 933 Michigan Avenue, at **10:30am** for discussion and possible action on the agenda items below.

Discussion and Possible Action on the Following:

2. Roll Call

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.

3. Report of the September 3, 2021 meeting of the Historic Preservation / Design Review Commission.
4. A request from Joe Stuczynski, representing North Side Yard LLC, for a demolition review to raze the principal structure on the property at 1000 Union Street (Parcel ID 281240832200201).
5. A request from Nick Busa, representing 13 Investments LLC, for a design review to reconstruct an existing parking lot located on the property at 1043 Union Street (Parcel ID 281240832200116).

Closing Section:

6. Adjourn

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 Strong's Avenue, Stevens Point, WI 54481.

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

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

September 3, 2021 – 2:00 PM
Zoom Conference Call Meeting

PRESENT: Chairperson Siebert, Commissioner Debauche, Commissioner Scripps.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Secretary Mohr, Reese Frederick, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the July 28, 2021 meeting of the Historic Preservation / Design Review Commission.
3. Request from Joe Stuczynski, representing North Side Yard LLC, for a demolition review to raze the principal structure on the property at 1000 Union Street (Parcel ID 281240832200201).

Closing Section:

4. Adjourn

1. Roll Call

Meeting convened at 2:10 PM

Present: Siebert, Debauche, Scripps

Excused: Molepske, Munck

Absent: McComb

2. Report of the July 28, 2021 meeting of the Historic Preservation / Design Review Commission.

Motion by Commissioner Debauche to approve the report of the July 28, 2021 meeting of the Historic Preservation / Design Review Commission; seconded by Commissioner Scripps.

Motion carried 3-0.

3. Request from Joe Stuczynski, representing North Side Yard LLC, for a demolition review to raze the principal structure on the property at 1000 Union Street (Parcel ID 281240832200201).

Associate Planner/Zoning Administrator Kuhn summarized the request to demolish the two-family residence and attached garage located at the subject property. The razed parcel would be used to complement the mixed-use development to the west. After review, staff felt the guidelines of review had been met to proceed with the demolition and recommended approval of the request. Mr. Kuhn lastly noted that 95% of future improvements to the property would require the commission's approval.

Commissioners made the following comments:

1. Asked for ownership clarification of the parcel.

2. Inquiry as to when the owner found out about additional approvals needed to demolish, to which staff noted that the cut-off for the Design Review district was along Portage Street, or directly across from the subject property.
3. Clarification requested on who Joy Hannemann was.
4. Inquiry as to whether there were concrete plans proposed for the subject property, and whether their intention was to also purchase the cleaners to the south.
5. Inquiry as to whether the house had been gutted or if there were any walls left.
6. Inquiry as to whether the house could be moved.
7. Noted frustration that the Historic Preservation Commission was not able to see the residence in its original form, and that the Fire Department had further damaged the property through training practices.
8. There was a brief conversation regarding the process of scheduling on-site visits, and the benefits and challenges that came along with doing so.

Reese Frederick, representing North Side Yard LLC, provided the following details in response to commission inquiries:

1. Merge Development Company owned the property.
2. Razing approvals and requirements were brought up when the razing contractor attempted to pull a permit for the demolition during the previous week.
3. Joy Hannemann was the registered agent for the property, noting that the North Side Yard was an LLC under Merge Urban Development. Ms. Hannemann was the co-founder of Merge Development Company.
4. Noted that there were no current concrete plans to improve the property or purchase the cleaners to the south.
5. Upon acquisition, the upper level seemed to have been partially remodeled, with the lower level being completely gutted. Type of work that had occurred since then included but may not be limited to:
 - a. Asbestos siding being abated
 - b. Fire Department allowed to conduct training activities, but no fires had been set. The windows had been shattered and the walls dug into.
 - c. Since the windows were gone, water damage was now present.
 - d. Evidence of a historic fire in the basement.
 - e. Existing damage to the foundation and floor trusses.
6. Noted that they would need an engineer to determine whether the house could be moved, adding that it was dilapidated upon acquisition.
7. Welcomed the commission for an on-site visit of the property.

Motion by Commissioner Debauche to postpone the request from Joe Stuczynski, representing North Side Yard LLC, for a demolition review to raze the principal structure on the property at 1000 Union Street (Parcel ID 281240832200201) pending an on-site visit; seconded by Commissioner Scripps.

Motion carried 3-0.

Closing Section:

4. Adjourn.

Motion by Commissioner Debauche to adjourn; seconded by Commissioner Scripps.

Motion carried 3-0, meeting adjourned at 2:32 PM.

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

Administrative Staff Report

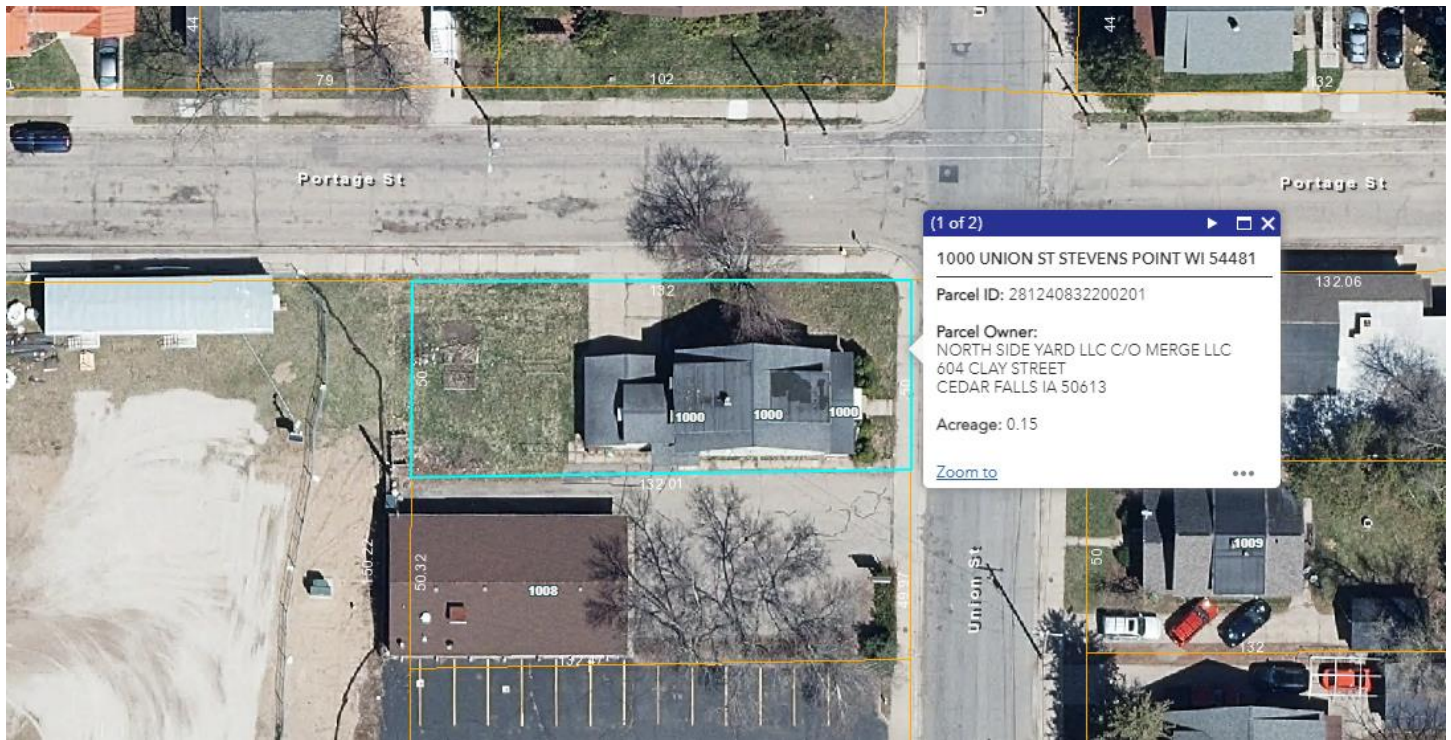


Demolition Review
1000 Union Street
September 20, 2021

Department of Community Development
1515 Strongs Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Joe Stuczynski, representing North Side Yard LLC Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832200201 Zone(s): "B-2" Central Business Transition District Council District: - District 1 – Vacant Lot Information: - Actual Frontage: 182 feet - Effective Depth: 132 feet - Square Footage: 6,600 - Acreage: 0.152 Structure Information: - Year Built: 1900 (121 years) - Number of Stories: 1.5 Current Use: - Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Joe Stuczynski, representing North Side Yard LLC, for a demolition review to raze the principal structure on the property at 1000 Union Street (Parcel ID 281240832200201). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Downtown Historic Design Review District Staff Recommendation Approve the request to raze the primary structure at 1000 Union Street (Parcel ID 281240832200201), subject to the following conditions: - All applicable Building and Zoning Code requirements shall be met prior to demolition. - A razing permit shall be obtained prior to demolishing the structure.
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Vicinity Map



Scope of Work

The applicant is requesting a demolition review to raze the two-family residence and attached garage located at 1000 Union Street. Built in 1900, the house consists of a residence old style appearance with an asphalt and slate exterior wall. According to the applicant, the intent of this parcel is to complement the North Side Yard project located on the adjacent parcel to the west. As the Commission may recall, a design review took place in February 2019 to construct five buildings as part of larger mixed-use development. While the details for how the subject property will be used are not finalized at this time, any improvements would be subject to a historic review and potentially require approval by the Historic Preservation / Design Review Commission.

According to Section 7.4 of the Historic Preservation / Design Review Commission's Design Guidelines, the demolition of any structure is considered a 'major work' and requires the review and approval of the Commission. Said requirement is outlined below.

Sec. 7.4: Major and Minor Works

Sec. 7.4.1 Major Works (HPDRC Approval)

c. Demolition of any structure

The demolition of structures within a locally-recognized historic or design review district is further discussed within Chapter 22 of the Revised Municipal Code of the City of Stevens Point. The process for obtaining a design review from the Commission is identified below.

CHAPTER 22: HISTORIC PRESERVATION

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

SEC. 6.1: DEMOLITION

- 1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.**

Analysis: The applicant has indicated the residence's state of disrepair. Several photographs are provided throughout this report showing deteriorating siding, broken window trim, cracks in the foundation, window openings temporarily closed with wood, and other deteriorating features.

Findings: Upon review, it appears that deterioration of the structure has been occurring prior to the City's Fire Department utilize the structure for training purposes (approximately Spring 2021). The cracks on the northwest and southeast foundation likely indicates that it is shifting or sinking. A proper repair of the structure would likely require significant investment and does not seem appropriate given its age and deteriorated state.

- 2. Whether the building or structure, although not itself a historic structure, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.**

Analysis: The structure was constructed with several building materials including stone, block and wood. Documents indicate that most residences near the subject property were built between 1920 and 1930.

Findings: Given that the house was constructed roughly twenty years prior to neighboring housing stock, it likely contributes to the historic character of the region. Although the structure has historic character, it does not align with the historic character of the surrounding neighborhood. While a decorative stone located along the front porch adds characteristics to the house, it is not necessarily defining features.

- 3. Whether demolition of the subject property would be contrary to the objectives of the historic preservation plan for the applicable district as duly adopted.**

Analysis: One objective of the Commission's Design Review District is that "all new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related."

Findings: As part of the North Side Yard development located west of the subject property, apartment, mixed-use and townhome buildings are planned at a max height of four stories. By continuing the 1.5 story single-

family residence to be located directly adjacent to North Side Yard, it would be provide significant height variation within the same city block.

4. **Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.**

Analysis: See standard two regarding building design and material.

Findings: Asbestos is a material heavily used for the exterior walls. Given environmental and health regulations regarding the use of asbestos in building materials, rehabilitating the structure would likely incur additional expenses and may deviate from the historic layout of the structure. Additionally, having cracks in the foundation would pose difficulty to correct given the age of the structure.

5. **Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.**

Analysis: The residence was built of a simple design and would have limited features to showcase as part of encouraging the study of architecture and design.



Findings: This standard is met.

6. **Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.**

Analysis: The repairs needed to seal cracks in the foundation, close window openings, repair siding and other structural elements due to continued moisture retention, intermittent shingle repair and repairs to the porch overhang would incur significant financial expense that would likely cause a hardship.

Findings: This standard is met.

7. **Whether demolition of the building or structure would promote conformance with other criteria as designated in the City of Stevens Point Historic Design guidelines.**

Analysis: The residence does not meet the street setback requirement of 25 feet off of Union Street and the side yard setback requirement off of the southern lot line. Given the close proximity of the structure to Union Street, Portage Street and the property to the south, a building collapse would likely impact several parties.

Findings: Demolition of the house would improve safety for the area and would improve the overall aesthetics of the city block.

8. Prior to undertaking demolition work, the property owner should approach the HP/DRC to determine the

historic significance of the structure and its relationship to the district.

Analysis: The property owner has requested a demolition review and have had discussions with City staff regarding the significance of the structure and its relationship to the Downtown Design Review District.

Findings: See standards one and two above. As the subject property is located on the fringe of the Downtown Design Review Historic, staff believes that razing the structure would not detract from the historical significance of the region due to the characteristics of the structure.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission's Design Guidelines.

Building Images



Cracks in Foundation



Moisture Retention Near Vent



Deteriorating Window Trim



Temporary Coverings Over Window
Openings





HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

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 DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	8/26/21
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	Joe Stuczynski	Contact Name	
Address	2408 Wayne St.	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	715-344-8098	Telephone	
Fax	715-344-8095	Fax	
Email	joe@stutrucking.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	North Side Yard LLC	Owner's Name	
Address	604 Clay St	Address	
City, State, Zip	Cedar Falls, IA, 50613	City, State, Zip	
Telephone	715-450-6181	Telephone	
Fax	N/A	Fax	
Email	joy@mergeurbandedevelopment.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1000 Union St. Stevens Point, WI 54481		
Legal Description of Subject Property		
Property location for this residential home is described as follows: 1000 Union Street; Stevens Point, WI located in Portage County in the city of Stevens Point. The residential two story structure with garage is scheduled for demolition.		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
	1500 Sq Ft	

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Central Business Transition		Stevens Point Historical Society	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Office Space	Vacant	Demolition	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
Two story residential house, 70 years old, asbestos removed from outside and inside of house. The house is scheduled to be demolished in the month of September pending review of Stevens Point Board.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
Yes, the work will destroy the entire house. All exterior architectural features will be detrimentally changed.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
The proposed work will harmonize with the adjacent neighboring improvements. The house is scheduled to be demolished in early September. The removal of the house will dramatically change the city corner and improve overall neighborhood with the addition of the North Side Yard apartment complex.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
N/A			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			
N/A			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits If Any (List):
Photographs of Building or Structure	☐	
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

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

2021 Property Records for City of Stevens Point, Portage County

August 26, 2021

Tax key number: 281-24-0832200201

Property address: 1000 Union St

Owner: North Side Yard LLC
604 Clay St
Cedar Falls, IA 50613-2904

Zoning: B2 Central Business Transition, Downtown Design Review

Traffic / water / sanitary: Light / City water / Sewer

Legal description:

Summary of Assessment	
Land	\$13,200
Improvements	\$83,100
Total value	\$96,300

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Residential	50	132	6,600	0.152	None	Residential		\$13,200

Residential Building									
Year built:	1900	Full basement:	912 SF						
Year remodeled:		Crawl space:							
Stories:	1.5 story	Rec room (rating):							
Style:	Residence Old Style	Fin bsmt living area:							
Use:	2 Family	First floor:	912 SF						
Exterior wall:	Asbestos/Asphalt/Sla	Second floor:	684 SF						
Masonry adjust:		Third floor:							
Roof type:	Asphalt shingles	Finished attic:	196 SF						
Heating:	Gas, forced air	Unfinished attic:							
Cooling:	No A/C	Unfinished area:							
Bedrooms:	4	Enclosed porch	144 SF						
Family rooms:		Garage	496 SF						
Baths:	2 full, 0 half								
Other rooms:	5								
Whirl / hot tubs:									
Add'l plumb fixt:	3								
Masonry FPs:									
Metal FPs:									
Gas only FPs:									
Bsmt garage:									
Shed dormers:	26 LF	Energy adjustment:	No						
Gable/hip dorm:		Percent complete:	100%						

Total living area is 1,792 SF; building assessed value is \$83,100

Building Permits				
Issued	Permit #	Purpose	\$ Amount	Completed
4/10/2019	20190274	Electrical work, upper floor	\$300	6/19/2019
5/21/2018	20180454	Bathroom remodel	\$500	12/31/2018
12/3/2004	32896	100 amp	\$700	12/3/2005

Sales History		
Date	Price	Type
4/30/2012	\$72,000	Valid improved sale

Administrative Staff Report

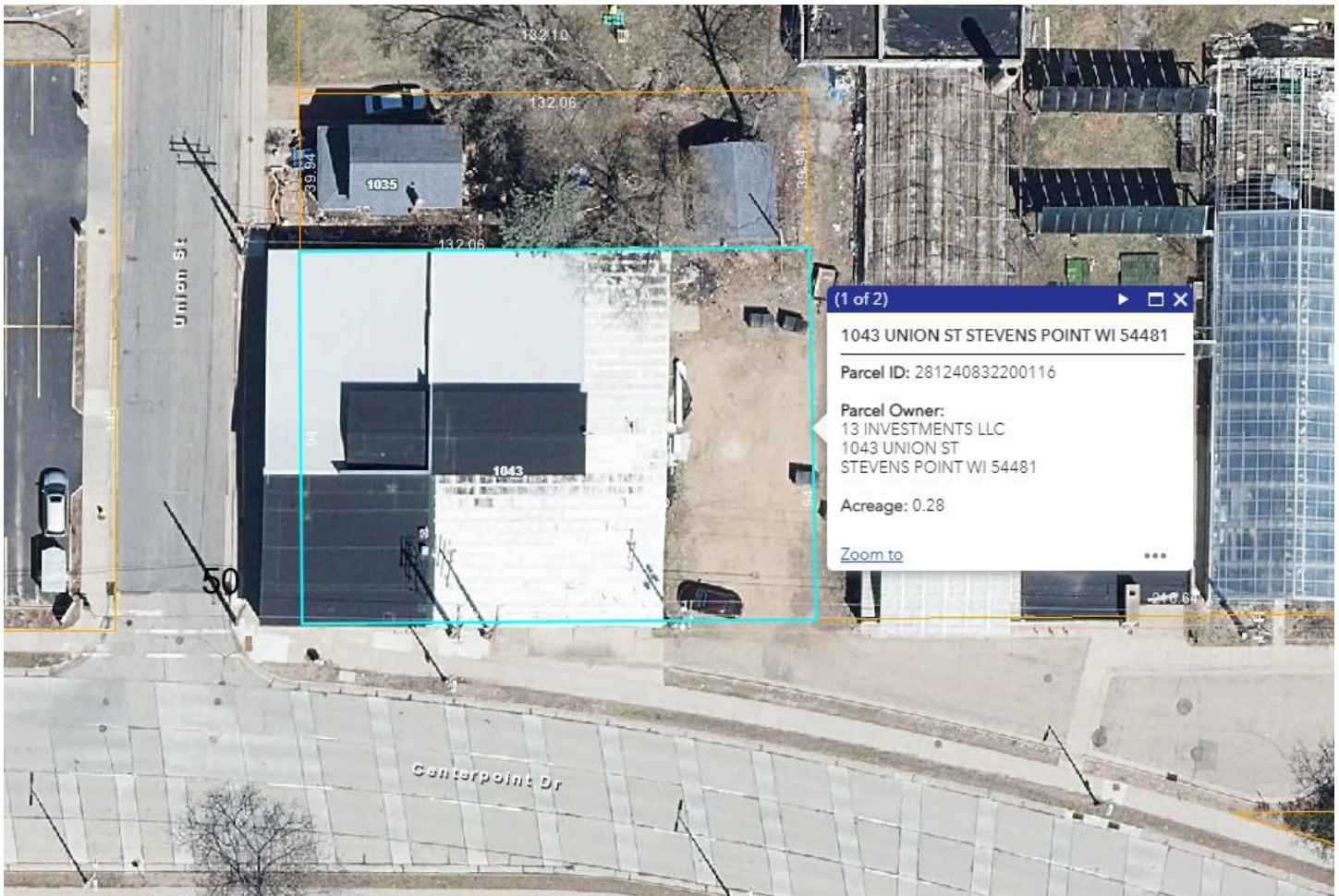


**Design Review
1043 Union Street
September 20, 2021**

**Department of Community Development
1515 Strongs Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498**

Applicant(s): - Nick Busa Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832200116 Zone(s): "B-2" Central Business Transition District Council District: - District 1 - Vacant Lot Information: - Actual Frontage: 226 feet - Effective Depth: 132 feet - Square Footage: 12,408 - Acreage: 0.285 Structure Information: - Year Built: 1950 (71 years) - Number of Stories: 1 Current Use: - Office and warehouse Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Nick Busa for a design review to reconstruct an existing parking lot at 1043 Union Street (Parcel ID 281240832200116). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Downtown Historic Design Review District Staff Recommendation Approve the design review to reconstruct an existing parking lot at 1043 Union Street (Parcel ID 281240832200116), subject to the following conditions: - Parking stalls provided on the property shall have a minimum dimension of nine feet wide by 17 feet long. This stall dimension shall not apply to the required accessible parking stall. - The two-way parking lot aisle shall be 20 feet in width. - A minimum three-foot pavement setback shall be provided from the northern, southern and eastern lot lines. - Trash receptacles shall be screened from public view, subject to the review and approval of the Zoning Administrator meeting applicable landscaping and/or screening requirements. - The applicant shall obtain a right-of-way permit through the Public Works Department prior to any land disturbance in the public right-of-way. - A building permit shall be obtained prior to the start of land disturbance. - Staff shall have the ability to approve minor amendments to the site plan.
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Vicinity Map



Scope of Work

The applicant is requesting a design review to reconstruct an existing parking lot on the property at 1043 Union Street. With the principal structure occupying approximately 71% of the land area for the property, a 40' x 94' area exists off of Briggs Street that can accommodate a parking lot. On September 3rd, the applicant met with City staff to discuss applicable Zoning Code requirements for reconstructing an existing dirt and gravel parking lot to an asphalt-surfaced parking lot. The following provides a brief summary of parking lot requirements per the Zoning Code:

- Parking stalls shall be a minimum of nine feet wide by 18 feet long.
- Parking areas providing at least four parking stalls shall provide an accessible parking stall as required by the Americans with Disabilities Act.
- Parking lot aisles intended for two-way traffic must be a minimum of 22 feet in width.
- A minimum five-foot pavement setback shall be provided from all property lines.
- The subject property, being zoned "B-2" Central Business Transition District, is exempt from parking ratio requirements.
- The existing parking lot is not landscaped. By reconstructing the parking lot, additional landscaping would be required.

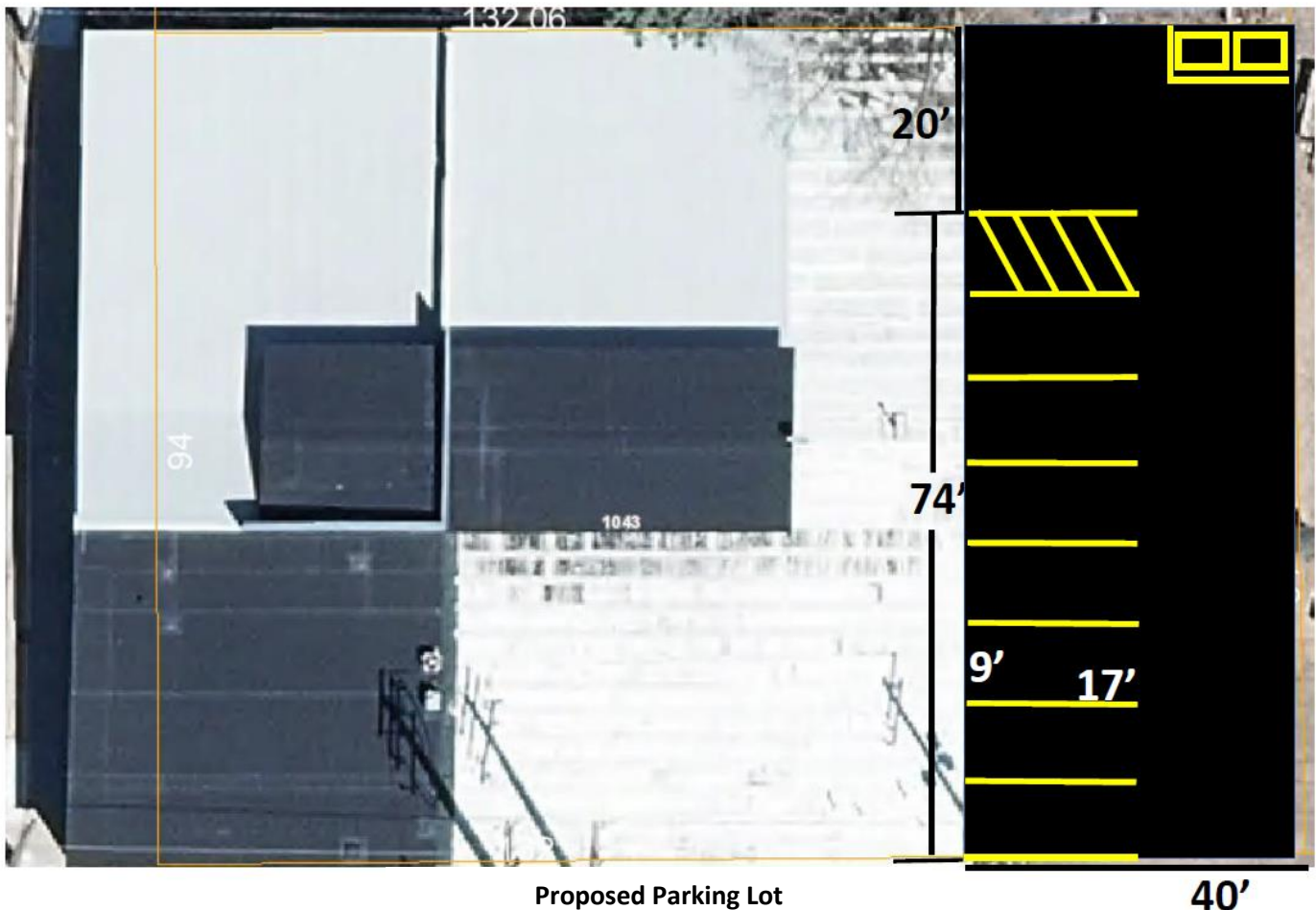
Based on the requirements listed above, the applicant determined that the parking lot is not of sufficient width to meet the stall dimension, aisle width and setback requirements. While a parking area of at least 45 feet in width would be

required, the existing parking lot is only 40 feet width. Although the City's Zoning Code provides minimum parking lot requirements, it also allows for modifications to these standards via a constrained site designation. The City's Zoning Administrator may apply a constrained site designation to a property if any one of four requirements are met. A full description of the constrained site clause is described below.

Ch. 23.01(15)(g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Administrator only where the required parking and landscaping in this Zoning Code cannot be physically met on the site for one of the following reasons described below. Such alternative standards shall be the least aggressive possible.

- 1. Redevelopment of an existing site requires parking or landscaping to be added, but a building, pavement or stormwater facility already exists; or*
- 2. Redevelopment of an existing site would reduce the number of stalls below the required number for the use or reduce aisle widths below the recommended standard; or*
- 3. The existing site has lost area from landscaping due to adjacent road widening or other right-of-way infrastructure improvements; or*
- 4. A parking facility addition would be inconsistent with the layout or setback of the existing parking facility to the extent where it would significantly change the configuration of the existing facility to meet current standards. Such addition shall not exceed more than 50 percent of the existing parking facility area.*



Since the applicant would be required to provide additional screening versus what currently exists, along with the principal structure on the property providing limitations for reconstructing the parking lot, a constructed site designation was applied to the property. Please see the attached memorandum further discussing the constrained site designation.

The subject property is located within the Downtown Historic Design Review District. Although the construction and reconstruction of parking lots are administrated by the Zoning Code, the Historic Preservation / Design Review Commission shall review and approve new or expanded parking lots based on key design guidelines. Said requirement is listed below.

Sec. 7.4 Major and Minor Works

1. Major Works (HP/DRC Approval)

(k) New or expanded parking areas

Chapter 22 of the Revised Municipal Code of the City of Stevens Point further provides design review requirements for certain types of improvements requested within a designed historic district, design review district or an approval local landmark. This requirement is discussed further in the following section.

CHAPTER 22: HISTORIC PRESERVATION

*Division 5.02 **Regulation of Construction, Reconstruction, Alteration, and Demolition***

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

PARKING, DRIVEWAYS AND SIDEWALKS (Sec. 4.3)

- 1. Parking lots, driveways, and sidewalks shall comply with any ordinance requirements for size and landscaping elements as well as site grading.**

Analysis: Access to the parking lot is off of Briggs Street. The proposed parking lot would meet Zoning Code requirements via the constrained site designation.

Findings: This standard is met.

- 2. On-site parking within commercial areas should be to the side or rear of the structure. Front yards, in particular, should be used for building area to create a continuous street wall consistent with the historic development of the commercial district.**

Analysis: The subject property is bounded by three street frontages (Centerpoint Drive, Briggs Street and Union Street). A principal structure exists on the property and accounts for roughly 71% of the land area for the property.

Findings: Although the parking lot would be located in the secondary front yard, the size of the lot, its location, and how the principal structure is situated on the property restricts where parking can be offered on the site. Therefore, having a three-foot pavement setback off of Centerpoint Drive and Briggs Street should assist in separating the parking area from the street.

4. **Large expanses of parking are not recommended. Parking should be adequately landscaped with buffers and vegetative islands. Pedestrian access and crossings should be clearly designated in parking areas.**

Analysis: The proposed parking lot would have seven parking stalls, one of which is van accessible.

Findings: With only seven parking stalls requested, the Zoning Code does not require terminal or interior landscape islands to be constructed. Pedestrian access to the parking lot is off of an adjacent sidewalk running parallel with Centerpoint Drive.

6. **Commercial parking areas should be surfaced with suitable materials such as asphalt, concrete, brick, etc. Gravel, crushed stone, or other loose material including unpaved lots are not recommended.**

Analysis: The existing parking lot is surfaced with a dirt and gravel mixture. If approved, the reconstructed parking lot would be surfaced with asphalt.

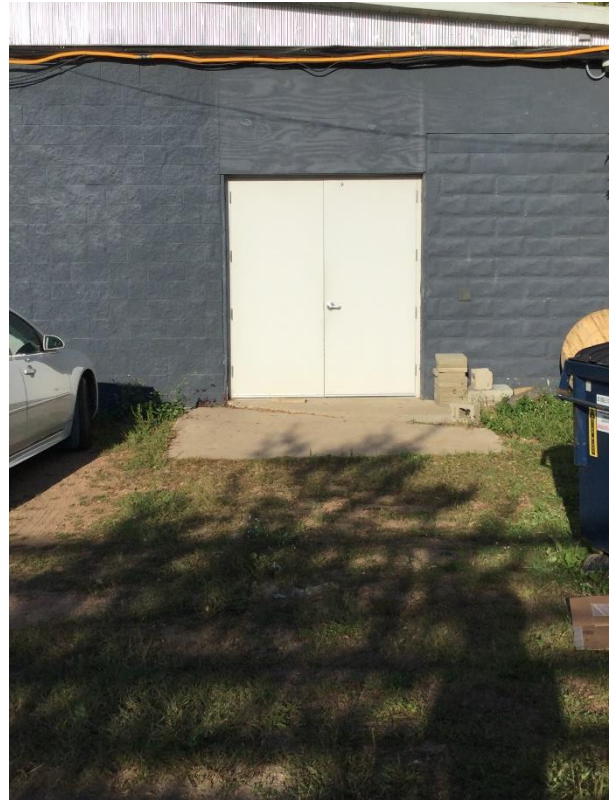
Findings: This standard is met.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission's Design Guidelines.

Building Images







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Paradise Solutions	Contact Name	Nick busa
Address	1043 Union St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.254.0679	Telephone	
Fax		Fax	
Email	nick.busa@psolit.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	13 Investments	Owner's Name	
Address	1043 Union St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.254.0679	Telephone	
Fax		Fax	
Email	nick.busa@psolit.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
28124083220116		
Legal Description of Subject Property		
1043 Union St.		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
10,000		

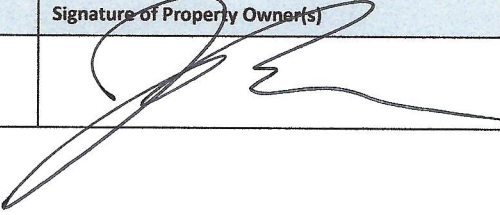
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Central Business Transition		TIF District	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Office Building		
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
I'd like to redo our old, worn out, uneven parking area to asphalt			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
No			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			

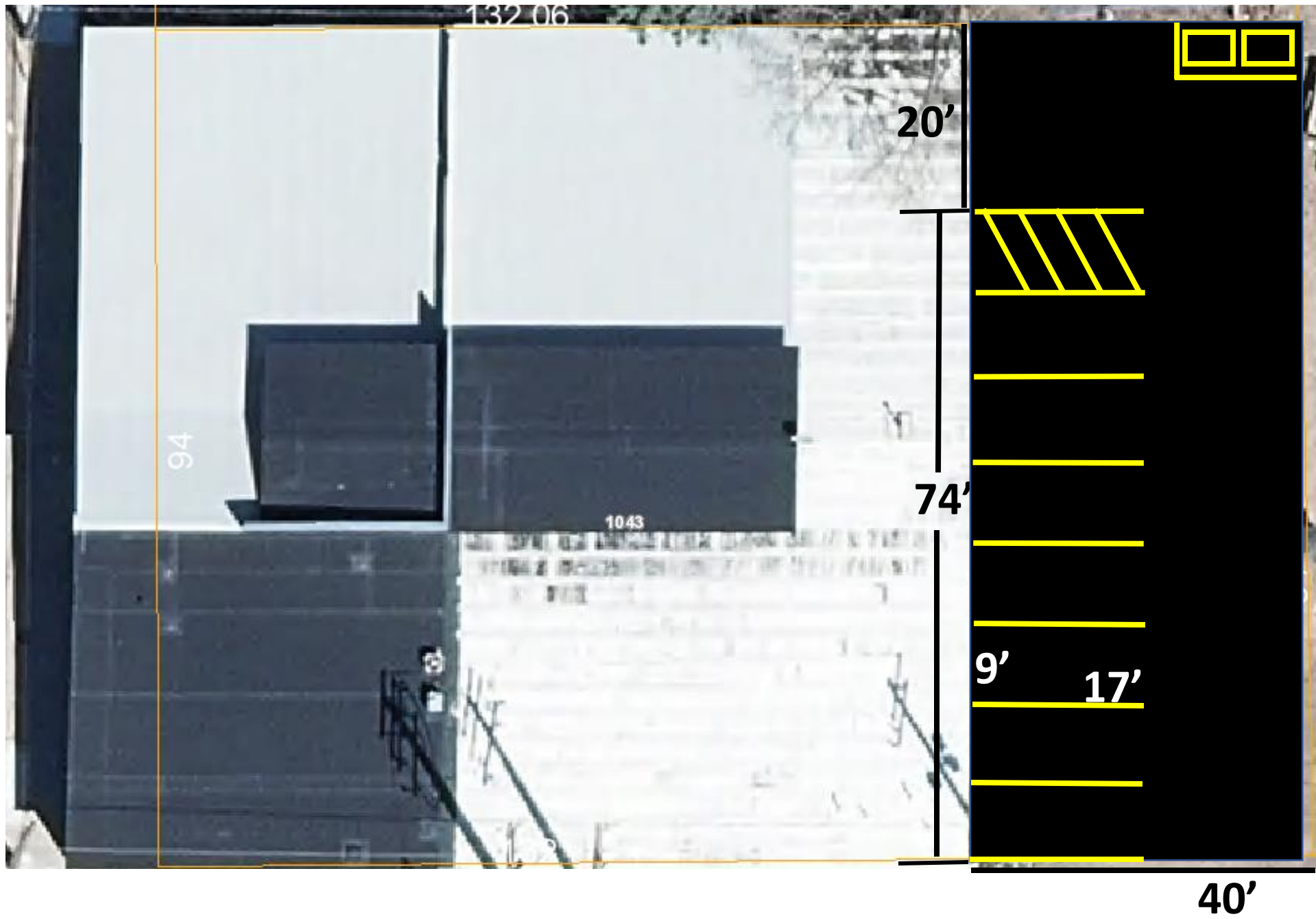
EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits If Any (List):
Photographs of Building or Structure	☒	
Renderings or Elevations	☒	
Site Plan (for additions, and new construction)	☒	

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
	9.14.2		9.14.21





September 16, 2021

13 Investments LLC
Attn: Nick Busa
1043 Union St
Stevens Point, WI 54481

Dear Nick Busa,

Thank you for contacting me over the last few weeks regarding a planned parking lot reconstruction on the property at 1043 Union Street. After meeting in my office to discuss Zoning Code requirements for the parking lot reconstruction, you sought to apply a 'constrained site designation' as identified in the City's Zoning Code due to the stated inability to meet pavement setback and aisle width requirements.

According to Chapter 23.01(15)(g) of the City's Zoning Code, alternative parking standards may be approved by the Zoning Administrator when any one of the following requirements are met:

1. Redevelopment of an existing site requires parking or landscaping to be added, but a building, pavement or stormwater facility already exists; or
2. Redevelopment of an existing site would reduce the number of stalls below the required number for the use or reduce aisle widths below the recommended standard; or
3. The existing site has lost area from landscaping due to adjacent road widening or other right-of-way infrastructure improvements; or
4. A parking facility addition would be inconsistent with the layout or setback of the existing parking facility to the extent where it would significantly change the configuration of the existing facility to meet current standards. Such addition shall not exceed more than 50 percent of the existing parking facility area.

An existing parking lot is located to the east of the principal structure and consists of a dirt and gravel road base mixture. Besides meeting parking lot requirements as it relates to pavement setbacks, aisle widths, stall dimensions and compliance with the Americans with Disabilities Act, landscaping is also required for new parking lots or the reconstruction of existing parking lots. Since landscaping does not exist within the parking lot, it would be required as part of a parking lot reconstruction. With the principal building occupying over 71% of the land area in the subject property, adding



additional landscaping would further restrict the ability to meet other parking lot standards.

Therefore, after affirming that the requested parking lot reconstruction adhere to the first requirement for applying a constrained site designation per Ch. 23.01(15)(g), please treat this letter as official approval of a constrained site designation for the property at 1043 Union Street, subject to the following conditions:

1. Parking stalls provided on the property shall have a minimum dimension of nine feet wide by 17 feet long.
2. The two-way parking lot aisle shall be 20 feet in width.
3. A minimum three-foot pavement setback shall be provided from the northern, southern and eastern lot lines.
4. Trash receptacles shall be screened from public view, subject to the review and approval of the Zoning Administrator meeting applicable landscaping and/or screening requirements.
5. A design review certificate shall be obtained prior to obtaining a building permit. The design review certificate shall be issued only after the review and approval of the Historic Preservation / Design Review Commission.
6. A building permit shall be obtained prior to the start of land disturbance.
7. Staff shall have the ability to approve minor amendments to the site plan.