



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:	February 7, 2022 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 843 5658 8459 Passcode: 858693
			<u>By Computer:</u>
			https://us02web.zoom.us/j/84356588459?pwd=NTZYbW4zRHlvRzVyei9OSGJhd
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the January 3, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from James Jakusz for a conditional use permit to construct three duplexes on an unaddressed parcel off of Echo Dells Avenue (Parcel ID 281230805420304), consistent with Ch. 23.01(13)(f).
4. Public Hearing and action on a request from Benjamin Pfiffner for a conditional use permit to operate a non-owner-occupied tourist rooming house at the property located at 2308 Main Street (Parcel ID 281240833201607), consistent with Ch. 23.02(1)(f)(3)(i).
5. A request from Chase Rettler, representing Sentry Insurance, for a fence waiver to construct perimeter privacy fencing at the property located at 601 Michigan Avenue North (Parcel ID

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.

281240821310003), consistent with Ch. 23.01(14)(g).

6. A request from the City of Stevens Point to be granted a Communication Line Easement from Westside Highway, LLC at an unaddressed parcel off of Roosevelt Drive (Parcel ID 173-23-0823-08) in the Village of Plover.
7. Discussion Only: Accessory Dwelling Unit & Accessory Commercial Unit Ordinance.
8. December 2021 Monthly Report.
9. Director's Report.

Closing Section:

10. Adjourn

REPORT OF CITY PLAN COMMISSION

January 3, 2022 – 6:00 PM
In-Person & Zoom Conference Call Meeting

PRESENT: Alderperson Kneebone, Commissioner Arntsen, Commissioner Cooper, Commissioner Hoppe.

ALSO PRESENT: Director Kernosky, Director Lemke, Associate Planner/Zoning Administrator Kuhn, Alderperson Fishler, Alderperson Morrow, Bob Woehr, Ethan Skeels, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Selection of a temporary chairperson for the January 3, 2022 meeting of the City Plan Commission.
3. Report of the December 6, 2021 meeting of the City Plan Commission.
4. Public Hearing and action on a request from Tim Anderson, representing Sentry Insurance, for a conditional use permit to construct two hospitality stations accessory to a golf course use located at 601 Michigan Avenue North (Parcel ID 281240821310003), consistent with Ch.23.02(1)(a)(3)(h).
5. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request Page 1 of 63 amends Ch. 23.02(4)(e) relating to the Wellhead Protection Overlay Districts of the City of Stevens Point.
6. A request from Shelly Handrick, representing Stratford Sign Company, LLC, for a sign variance to construct a freestanding sign exceeding the total number of freestanding signs allowed on the property located at 3733 Stanley Street (Parcel ID 281240827230034), consistent with Ch.25.14.
7. Director's Report.

Closing Section:

8. Adjourn.
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Opening Section:

1. Roll call.

Present: Kneebone, Arntsen, Cooper, Hoppe

Excused: Wiza, Haines, Rice

Discussion and possible action on the following:

2. Selection of a temporary chairperson for the January 3, 2022 meeting of the City Plan Commission.
Motion by Commissioner Hoppe to nominate Commissioner Cooper as Temporary Chairperson for the January 3, 2022 meeting of the City Plan Commission; seconded by Commissioner Arntsen.
Motion carried 4-0.
3. Report of the December 6, 2021 meeting of the City Plan Commission.
Motion by Commissioner Arntsen to approve the report of the December 6, 2021 Plan Commission meeting; seconded by Commissioner Hoppe.

Motion carried 4-0.

4. Public Hearing and action on a request from Tim Anderson, representing Sentry Insurance, for a conditional use permit to construct two hospitality stations accessory to a golf course use located at 601 Michigan Avenue North (Parcel ID 281240821310003), consistent with Ch.23.02(1)(a)(3)(h).

Associate Planner/Zoning Administrator Kuhn summarized the request to construct two 850 square feet hospitality buildings. The buildings would provide convenience food, bathroom facilities, and outdoor grilling stations for golfers utilizing the course. Due to being within the Conservancy District, the request was for a conditional use. After review, staff had no concerns and recommended approval with conditions outlined in the staff report.

Chairperson Cooper declared the public hearing open.

Alderperson Morrow stated his support, noting it would be a great addition to the golf course and surrounding area, as well as benefit the upcoming 2023 U.S. Senior Open Championship.

Chairperson Cooper declared the public hearing closed.

Commissioners made the following comments:

1. Inquiry as to how waste would be removed from the sites to which staff explained that there were private sewer laterals that would serve both buildings.

Motion by Commissioner Arntsen to approve the request from Tim Anderson, representing Sentry Insurance, for a conditional use permit to construct two hospitality stations accessory to a golf course use located at 601 Michigan Avenue North (Parcel ID 281240821310003), consistent with Ch.23.02(1)(a)(3)(h) with the following:

1. The applicant shall ensure that appropriate fire access to each structure exists and is maintained, subject to the review and approval of the City Fire Marshal.
2. The two structures shall meet applicable provisions of the latest version of the Americans with Disabilities Act, subject to the review and approval of the Commercial Building Inspector.
3. An erosion control permit shall be obtained and applicable erosion control facilities shall be provided during the time of construction.
4. A building permit shall be obtained prior to the start of construction.
5. Staff shall have the ability to approve minor amendments to the site plan.

seconded by Commissioner Hoppe.

Motion carried 4-0.

5. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request Page 1 of 63 amends Ch. 23.02(4)(e) relating to the Wellhead Protection Overlay Districts of the City of Stevens Point.

Director Kernosky briefly explained that the Stevens Point Board of Water and Sewerage Commission had been looking at ways to enhance wellhead protections through updated zoning rules and regulations, specifically proposing a revision to add a Wellhead Protection Zone C. The Zone C Overlay District had existed previously only within the County's wellhead protection standards, not the City's. As the City had a three-mile extraterritorial review authority, it was deemed appropriate to add the new zone.

Director Lemke provided additional details in adding Zone C. While a large portion of the management strategies would remain the same, several smaller changes such as updated definitions and conditional use categories, had been updated. He made himself available for questioning.

Commissioners made the following comments:

1. Concern with the maps provided, noting it had excluded some areas based on flow path. Additionally, the green Proposed Zone C on the map (page 51) appeared to be larger than the areas on the County's maps, to which Director Lemke explained that some areas had been squared off/expanded to keep future development in mind. Additionally, staff recommendations had been provided to Plover and Whiting for review.
2. Thanked staff for their time and efforts in reviewing the data, however noted that some uses shouldn't even be listed as conditional. Would like to see future discussions from a preservation perspective, adding that the amendments didn't go far enough.

Chairperson Cooper declared the public hearing open.

Chairperson Cooper declared the public hearing closed.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request Page 1 of 63 amends Ch. 23.02(4)(e) relating to the Wellhead Protection Overlay Districts of the City of Stevens Point; seconded by Commissioner Hoppe.

Motion carried 4-0.

6. A request from Shelly Handrick, representing Stratford Sign Company, LLC, for a sign variance to construct a freestanding sign exceeding the total number of freestanding signs allowed on the property located at 3733 Stanley Street (Parcel ID 281240827230034), consistent with Ch.25.14.

Associate Planner/Zoning Administrator Kuhn reviewed the numerous requests for the associated parcel, including the construction of a new Hyundai service center, for which the freestanding sign would be associated with. Within the B-4 District, a maximum of one freestanding sign was permitted for each street frontage. Being on a corner, the stated parcel had two existing freestanding signs, therefore a variance was being requested for a third sign. After review, staff had no concerns and recommended approval with conditions outlined in the staff report.

Commissioners made the following comments:

1. Inquiry as to whether all signs would be along Stanley Street, to which staff stated that that while they all abutted Stanley Street, all signs were set at least 200 feet apart.
2. The signs seemed acceptable due to the vast size of the property.

Motion by Alderperson Kneebone to approve the request from Shelly Handrick, representing Stratford Sign Company, LLC, for a sign variance to construct a freestanding sign exceeding the total number of freestanding signs allowed on the property located at 3733 Stanley Street (Parcel ID 281240827230034), consistent with Ch.25.14 with the following:

1. The freestanding sign shall be installed on the subject property in accordance with clearview requirements per Chapter 23.01(15)(b)(3) of the City's Zoning Code.
2. The freestanding sign shall be set back a minimum of five feet from all property lines.
3. A building permit shall be obtained prior to installing the freestanding sign.
4. Staff shall have the ability to approve minor modifications to the signage request.

seconded by Commissioner Arntsen.

Motion carried 4-0.

7. Director's Report

Director Kernosky 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

Commissioners made the following comments:

1. Inquiry on whether there were any updates regarding the boundary agreement with the Town of Hull, to which staff stated that while they were actively working on the agreement, they were not in a place to disclose details. Staff hoped to have more concrete details before the commission in the first quarter of 2022.

Closing Section:

8. Adjourn.

Meeting adjourned at 6:22 PM.

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

Administrative Staff Report

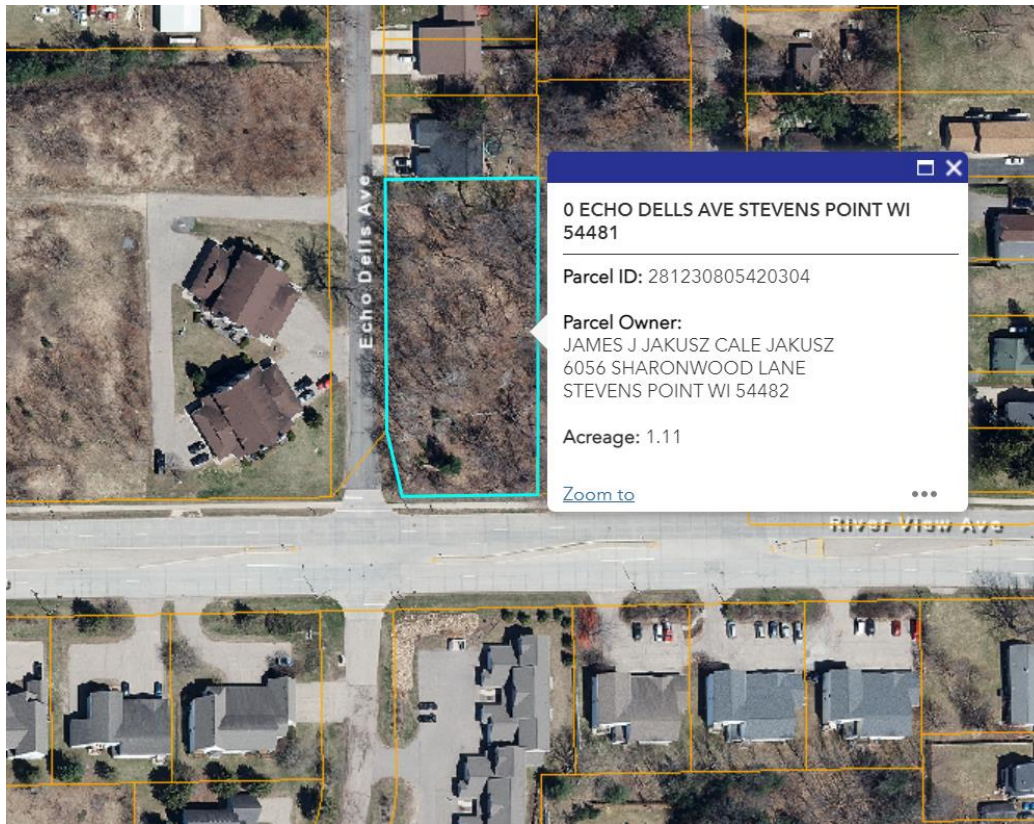
Construction of Three Duplexes Intersection of Echo Dells Avenue & River View Avenue February 7, 2022



Department of Community
Development

Applicant(s): - James Jakusz Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230805420304 Zone(s): "R-3" Single- and Two-Family Residence District Master Plan: - Single-Family Residential Council District: - District 10 Ald. Fishler Lot Information: - Frontage: 398.62 ft. - Depth: 136 ft. - Lot Size: 48,337 sq. ft. (1.110 ac.) Current Use: - Undeveloped Applicable Regulations: 23.02(13)(f)	Request - Public Hearing and action on a request from James Jakusz for a conditional use permit to construct three duplexes on an unaddressed parcel off of Echo Dells Avenue (Parcel ID 281230805420304), consistent with Ch. 23.01(13)(f). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct three duplexes on the subject property. - No more than one main building can be situated on one zoning lot, except for when the Plan Commission approves the measure through a conditional use permit. - A shared driveway is located on the west lot line of the subject property to provide access to the six planned residential units. - The subject property is zoned "R-3" Single- and Two-Family Residential. Staff Recommendation Approve the conditional use permit to construct three duplexes on an unaddressed parcel off of Echo Dells Avenue (Parcel ID 281230805420304), subject to the following conditions: - The applicant shall submit a landscaping plan for the proposed development, subject to the review and approval of Community Development staff meeting applicable landscaping guidelines. - A building permit shall be obtained prior to commencement of construction. - Staff shall have the ability to approve minor amendments to the site plan.
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to construct three duplexes on an undeveloped parcel located at the northeast corner of Echo Dells Avenue and River View Avenue. Each dwelling unit would provide two bedrooms and one bathroom totaling 1,352 square feet of habitable area. An attached garage totaling 450 square feet is proposed as part of each dwelling unit. As shown in the conceptual plan below, a concrete patio at grade is proposed to the rear of each living unit, along with retention and infiltration areas near the Echo Dells Avenue Right-of-Way to direct stormwater flow.

According to the City's Zoning Code, no more than one main building can be situated on one zoning lot, except for when the Plan Commission approves the measure through a conditional use permit. Said requirement is outlined below.

Ch. 23.01(13)

- (f) *More Than One Principal Building or Use on a Lot. Every building hereafter erected, converted, enlarged, or structurally altered shall be located on a zoning lot and there shall not be more than one main building on one zoning lot except that the Plan Commission may authorize more than one main building on one zoning lot if the proposal meets the conditional use standards contained in this ordinance.*

Further development details have been provided below and are summarized throughout this report.

1. Setbacks.

The following are the setback requirements of the “R-3” Single- and Two-Family Residence District – 25’ of street setback, a minimum 7’ 6” side yard setback on each side and a rear yard setback not less than 20% of the lot’s depth (minimum of 15’ with a maximum of 30 feet. According to the submitted site plan, 56 feet of street setback is provided off of Echo Dells Avenue and 25 feet off of River View Avenue. Ten feet of side yard setback is provided off of the northern lot line, while 26’ 5” of rear yard setback is provided off of the eastern lot line. With the lot approximately 131.71 feet, 26’ 4” of rear yard setback is required.

Lot Line	R-3 District Minimum Setback Requirements	Proposed Setbacks (Findings)
<i>Street</i>	25 ft	25 ft off of River View Avenue, 56 ft off of Echo Dells Avenue
<i>Side</i>	7 ft 6 in	10 ft from north lot line
<i>Rear</i>	20% of lot depth (minimum of 15 ft and a maximum of 30 ft)	26’ 5”

2. Density.

Within the “R-3” District, duplexes require a lot size of at least 10,000 square feet. As three duplexes are proposed on a lot 48,337 square feet in size, the subject property meets density requirements.

3. Parking and Traffic Flow.

A shared driveway approximately 18 feet in width is proposed to provide access to each duplex. Please note that the proposed driveway will be located slightly more towards River View Avenue as what is shown on the proposed site plan to line up with the existing driveway across the street. As the development is not considered an apartment or mixed-use facility, it is not subject to vehicular and bicycle parking requirements as outlined in the City’s Zoning Code.

4. Utilities.

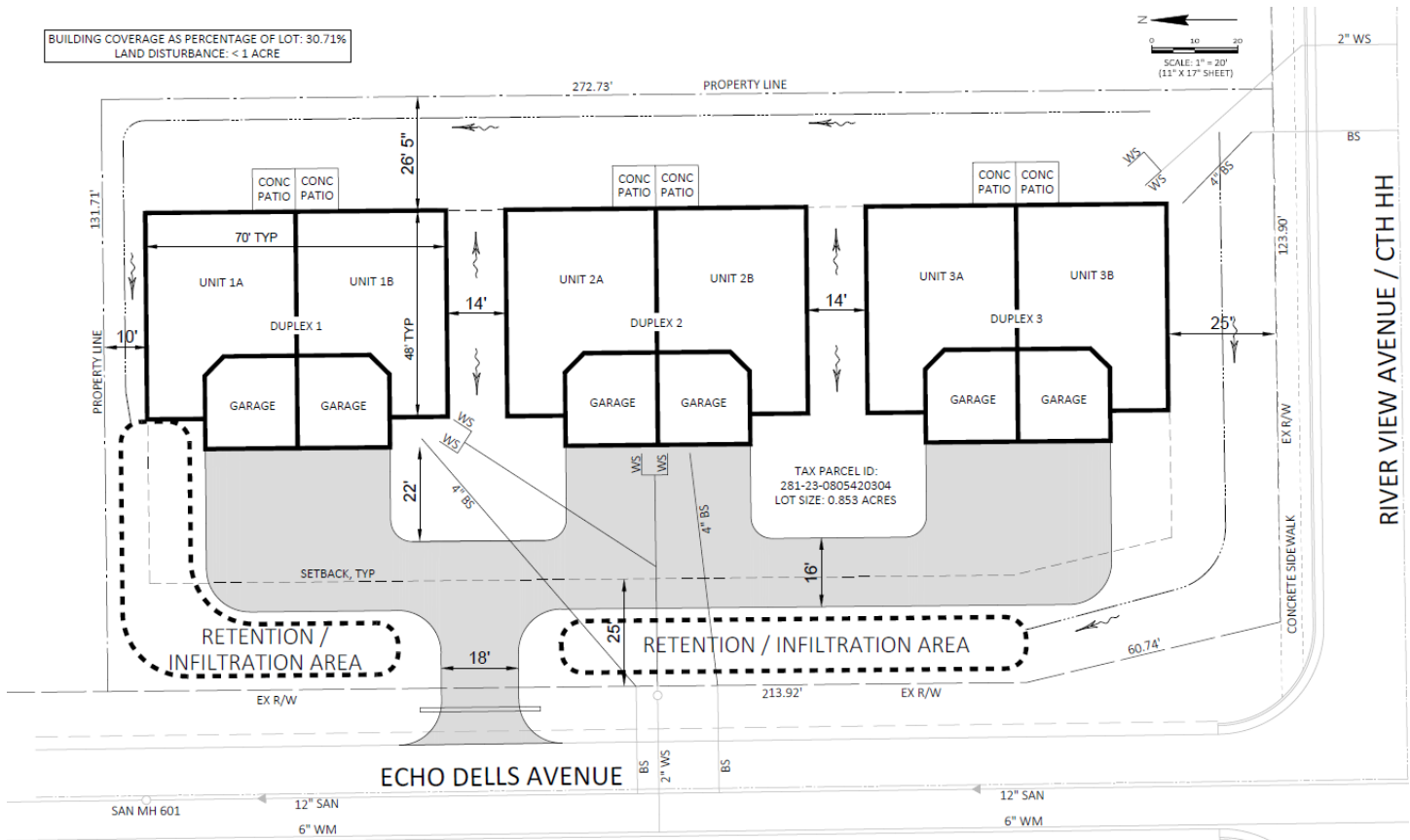
Similar to the duplexes under construction along Doolittle Drive, two water lines and two sewer lines per duplex (one for each unit) is required. Utility connections exist off of both River View Avenue and Echo Dells Avenue that can service the proposed development.

5. Landscaping.

A landscaping plan has not been submitted for the proposed development. As a condition of approval to this request, the applicant is required to submit a landscaping plan that is consistent with applicable Zoning Code requirements.

6. Compatibility with the Comprehensive Plan.

The subject parcel is in an area that provides single-family homes generally north of River View Avenue with multi-family residential developments south of River View Avenue. The City’s Future Land Use Map identifies the subject property for single-family residential uses. Please note that the Future Land Use Map couples both single- and two-family uses within the ‘single-family residential’ classification.



Standards of Review – Conditional Use Permit

1. The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

Analysis: The proposed use is consistent with the City's comprehensive plan and the existing surrounding uses are unlikely to be negatively impacted by the proposed development. Higher-density residential development exists to the south and west of the property, while single-family uses exist to the north and use of the subject property. By providing two-unit dwelling units, it arguably provides a better buffer between the range of residential use intensities north and south of River View Avenue. Adequate utility and road networks exist to compliment the planned future development of the subject property.

Findings: The applicant will provide adequate private water, sewer, garbage, and recyclable connections to the parcel. Additionally, the "R-3" Single- and Two-Family Residential District allows for two-family dwellings as a permitted use. Whereas this request seeks to allow more than one duplex on the parcel, constructing two-family duplexes are consistent with the land uses of neighboring parcels. Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

2. The use will not be injurious to the use and for the purpose already permitted, nor substantially diminish and impair property values.

Analysis: A two-family dwelling is a permitted use on a lot zoned "R-3" Single- and Two-Family Residential.

Findings: Given that two-family dwellings are a permitted use within the zoning code, and that the only requirement for the conditional use is due to more than one principal structure on a single lot. Staff does not believe that this use is injurious to the use for the uses already permitted.

3. The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Analysis: The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area for single- and two-family residential uses.

Findings: See standards one and two above. The applicant's proposal will not impede on the normal and orderly development and improvement of the surrounding area.

4. The exterior architectural appeal and function plan of any proposed structure will not be variance with either the exterior architectural appeal and function plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district so as to result in a substantial or undue adverse effect on the neighborhood.

Analysis: The proposed duplexes are of a design compatible with other higher-density residential development in the City and will be a mirror image of the duplexes recently approved along Doolittle Drive. A decorative brick façade is planned along the front door to provide aesthetic variation with siding enclosing the overhead doors. The differences in roof pitch also creates a more uniform building height and better compliments similar residential development nearby.

Findings: This standard is met.



5. Adequate utilities, access roads, drainage and/or facilities have been, or are being, provided.

Analysis: A private driveway has been constructed to provide access to Echo Dells Avenue that provides sufficient access to residents and emergency personnel. Similarly, two retention and infiltration ponds are located between the private driveway and the Echo Dells Avenue Right-of-Way.

Findings: This standard is met.

6. Adequate measures have been, or will be taken, to provide ingress and egress so designed to minimize traffic congestion in the public streets.

Analysis: The development will be serviced by a private driveway off of Echo Dells Avenue. The proposed private drive will not cause any alignment issues with adjacent properties, nor will it cause significant issues with ingress and egress.

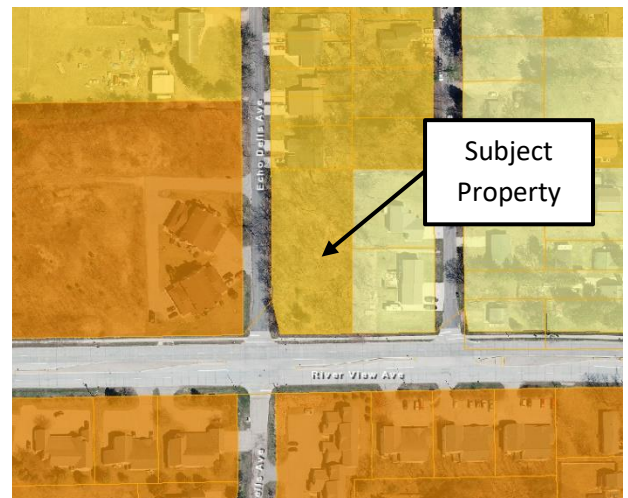
Findings: Based on the configuration of the proposed driveway, along with the low intensity of traffic expected, staff believes that this standard is met.

7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point and any of its components.

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property has identified the subject property for single- and two-family residential uses. The subject property is also zoned "R-3" Single- and Two-Family Residential. According to the City's Zoning Code, the "R-3" District is established "to provide for both single-family residences and two-family residences intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1" and "R-2" districts and higher intensity districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required."

Findings: The proposed development is consistent with providing two-family residential uses and provides a buffer between the higher-density residential uses to the south and the lower-density residential uses to the north.

8. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.



Analysis: The conditional use permit application is seeking to construct more than one principal building on a lot, which is subject to approval through conditional use. Key land use requirements outlined in the ‘background’ section above are met with the proposed development.

Findings: The regulations of the district are met for this proposal provided the conditional use permit’s conditions are met.

9. **The proposal will not result in result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective systems of the community.**

Future Land Use



Analysis: Approximately six housing units will be created under this proposal. The proposed use is less dense than other surrounding uses.

Findings: Six additional housing units will not result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective services systems of the community. This standard is met.

10. **Principal – Applications for exclusive multi-family residential uses: The view from the street should maintain a residential character. The view should not be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.**

Analysis: Three two-unit residential building are planned to be constructed on the lot. While the proposed use is not considered multi-family residential use, the view from River View Avenue will not be of garages, but rather the side profile of the duplex.

Findings: This standard is met.

11. **Access to the site shall be safe.**

Analysis: Vehicular access comes from a private driveway coming off of Echo Dells Avenue. Neither sidewalks nor bicycle lanes exist along either side of Echo Dells Avenue, while a sidewalk exists to the north of River View Avenue.

Findings: Staff believes that access is adequate.

12. **There shall be adequate utilities to serve the site.**

- a. **The Public Works Director, Police Chief and Fire Chief shall determine whether there is adequate sanitary sewer, portable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.**

Analysis: The property has water and sewer connections up to the right-of-way. Appropriate water connections for the proposed development have been planned as part of the plan review.

Findings: This standard is met.

13. The privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:

- a. **Mechanical equipment including refuse storage shall be screened from neighboring properties.**

Analysis: Refuse storage is not enclosed on the attached plans.

Findings: As only three duplexes are proposed on the subject property, staff believes that a designated refuse storage area and associated screening is not required.

- b. **Lighting shall be located to minimize intrusion onto neighboring properties.**

Analysis: Outside of light coming from the buildings, no additional lighting that impacts the surrounding neighborhood is proposed.

Findings: Lighting would be provided by the building.

- c. **Sources of noise shall be located in a manner that minimizes impact to neighboring properties.**

Analysis: The use will be operating within the confines of the building and property.

Findings: The use should not create excessive noise.

14. Principal – Applications for exclusive multi-family residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

Analysis: While the proposed development is not of multi-family use, the applicant must submit a landscaping permit that is consistent with the regulations of the Zoning Code to ensure a more harmonious residential development.

Findings: This standard is met provided that a landscaping plan is submitted and approved.

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use

under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

Photos





APPLICATION FOR A CONDITIONAL USE PERMIT

(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				Conditional Use Permit Request	Use ☐	Amend ☐	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	James J. Jakusz	Contact Name	
Address	6056 Sharonwood Lane	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	715-252-6501	Telephone	
Fax		Fax	
Email	jamesandelainenc@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		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)] 0 Echo Dells Ave		
Parcel 1	Parcel 2	Parcel 3
NE Quadrant of Echo Dells/CTH HH intersection		
Legal Description of Subject Property		
Being part of lot 6, all of lots 7, 8, 9 and 10, together with the south 25' of vacated Ray Street (Forrest Avenue) and all of the vacated alley adjoining the east side of above lots, of block 4 of seller's addition to the City of Stevens Point, except any part used for highway purposes. Located in the northwest 1/4 of the southeast 1/4 of Section 5, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.		
Designated Future Land Use Category		Current Use of Property
Multi-Family		Vacant Property
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
The proposed development is three duplexes within an existing residential neighborhood in the City of Stevens Point. The development will begin construction in spring of 2022 and complete the development by spring 2023.		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

The proposed development will reinforce the residential use of the surrounding neighborhood. Directly across from the proposed development is two quadplex buildings, adjacent to the proposed development is single family residences, and across CTH HH/River View Avenue is multiple multi-family residential units. The proposed development meets the existing and planned characteristics of the neighborhood residential use.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)

The proposed development will leave a wooded buffer around the existing property lines to reduce the negative impacts of the new development to adjacent properties. The proposed development will incorporate retention/infiltration areas to capture storm water runoff reducing the negative impacts on adjacent properties.

Current Zoning Surrounding Subject Property

North:	Single and Two Family Residential	South:	Multiple Family I Residential
East:	Single Family Residential	West:	Single and Two Family Residential

Current Land Use Surrounding Subject Property

North:	Duplex	South:	Multiple Family Residency
East:	Quadplex	West:	Single Family Residency

EXHIBITS

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

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
	1/7/2022		1/7/2022

January 6th, 2022

Alderson Keely Fishler
District 10
Stevens Point, WI 54481

Dear Ms. Fishler-

Hello, this is James J. Jakusz, General Contractor and owner of Northern Construction Inc., a business that has been building homes in and around the Stevens Point area for close to 30 years.

I would like to inform you that I am submitting a conditional use permit application to the city. This project will consist of constructing three duplexes that will be located on Echo Dells Avenue in Stevens Point. Each duplex will be 1352 sq. ft. on the main floor and 450 sq. ft for the garage. Each duplex will have two bedrooms and two full baths, along with a great room, kitchen, laundry and dining room. We will add nicer finishes as well.

I have recently come into contact with several older couples who are having some difficulty finding adequate housing free from HOA's, and I would like to provide a beautiful, comfortable, affordable residence option for them, as well as for young families, and/or people coming into Stevens Point on a non-permanent basis such as medical personnel, and people working for Sentry or other companies.

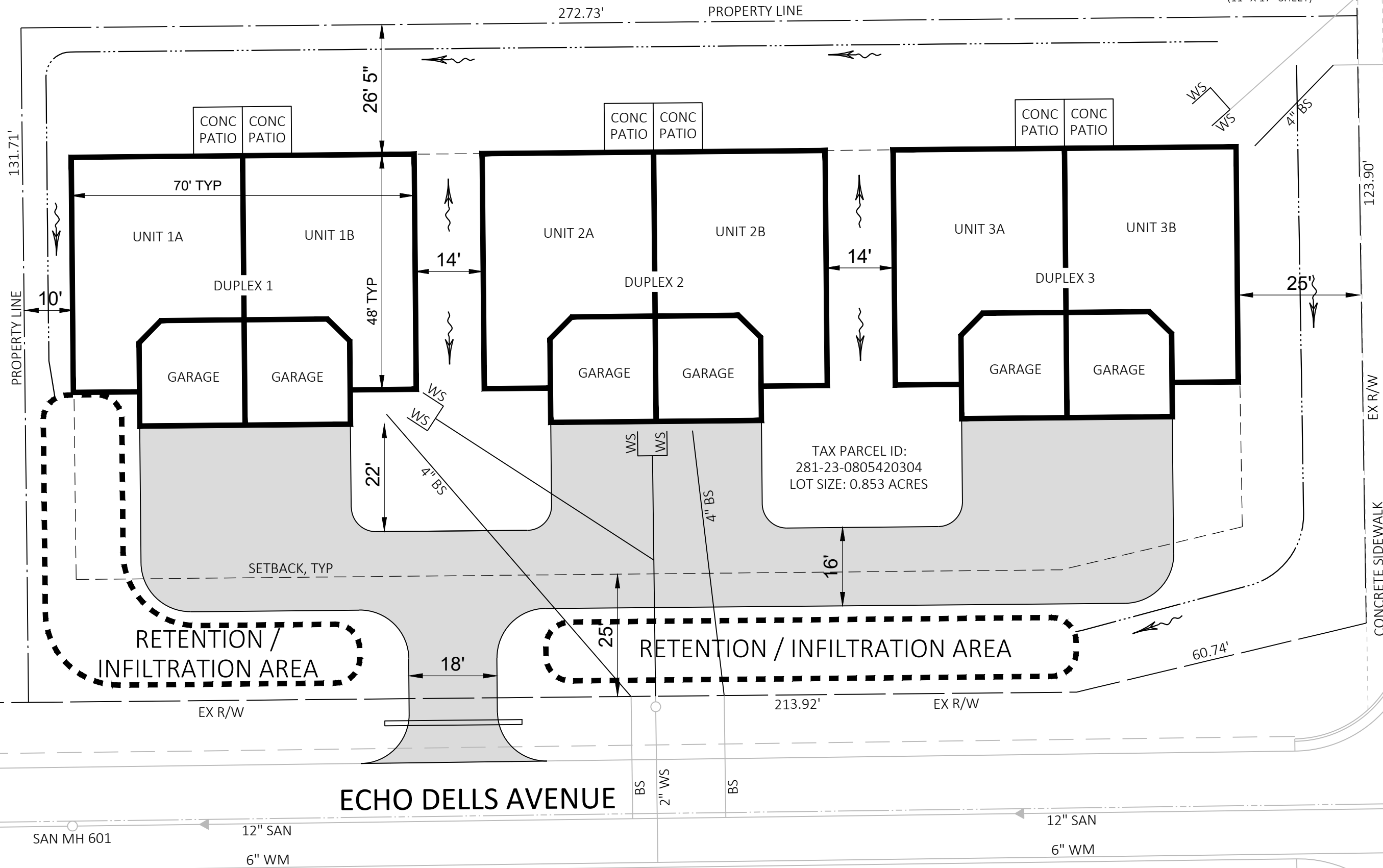
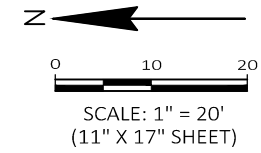
The benefits to the city would be additional tax revenue. The benefits to the people would be a convenient, great place to live that is located right in town.

The timeline for this project is to start construction in the spring of 2022 and complete the development by spring of 2023.

Sincerely,

James J. Jakusz
General Contractor
Northern Construction Inc.
6056 Sharonwood Lane
Stevens Point, WI 54482
715-252-6501 (c)

BUILDING COVERAGE AS PERCENTAGE OF LOT: 30.71%
LAND DISTURBANCE: < 1 ACRE

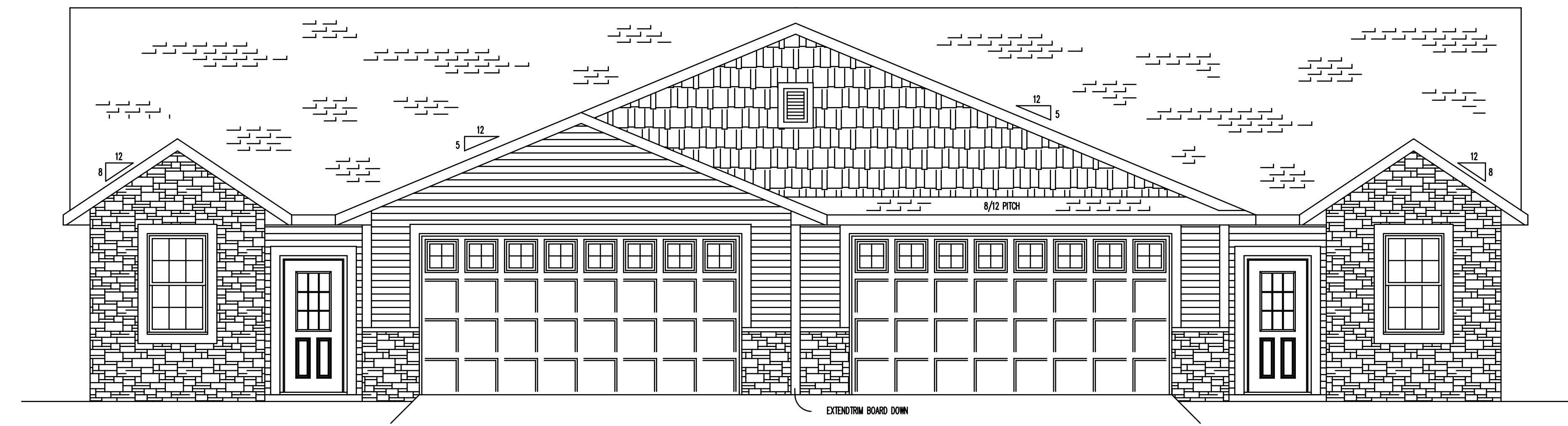


NORTHERN CONSTRUCTION - ECHO DELLS
AVENUE DUPLEX DEVELOPMENT
CITY OF STEVENS POINT

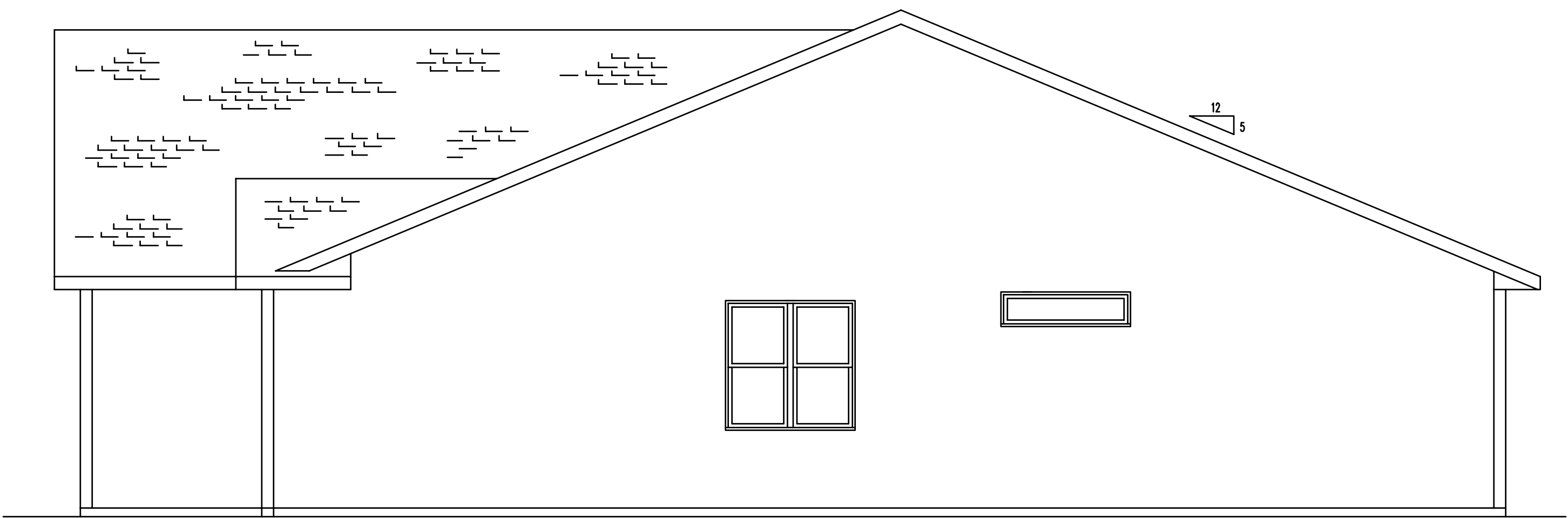
OWNER
JAMES JAKUSZ
6056 SHARONWOOD LANE
STEVENS POINT, WI 54482

ENGINEER
GREMMER & ASSOCIATES, INC.
CONSULTING ENGINEERS
Stevens Point • Fond du Lac
120 Wilshire Boulevard North • Stevens Point, WI 54481
(715) 341-4365 • Fax (715) 341-1856

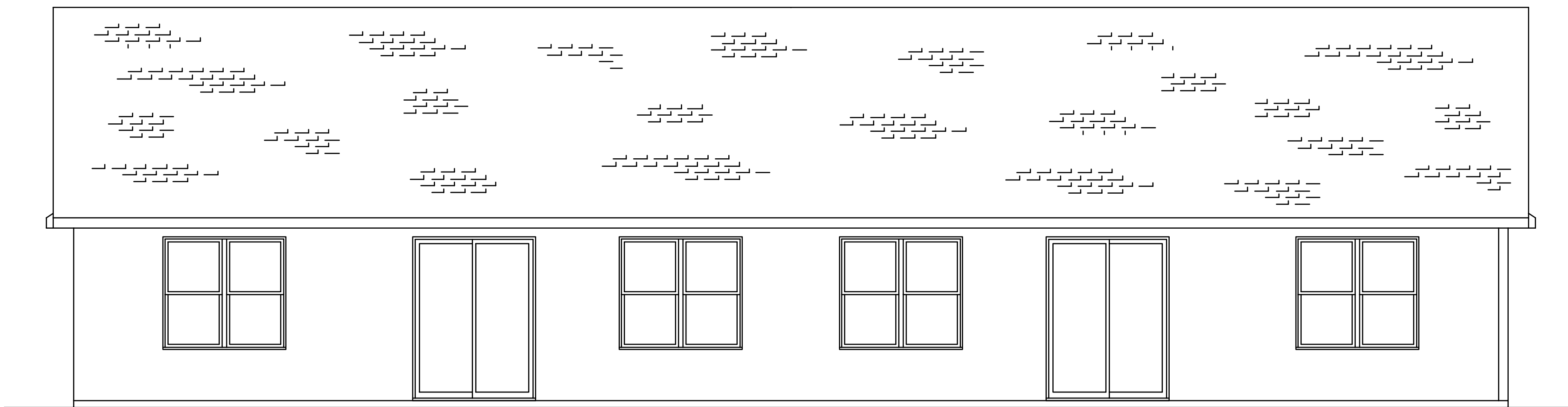
CONCEPTUAL PLAN
1/6/2022



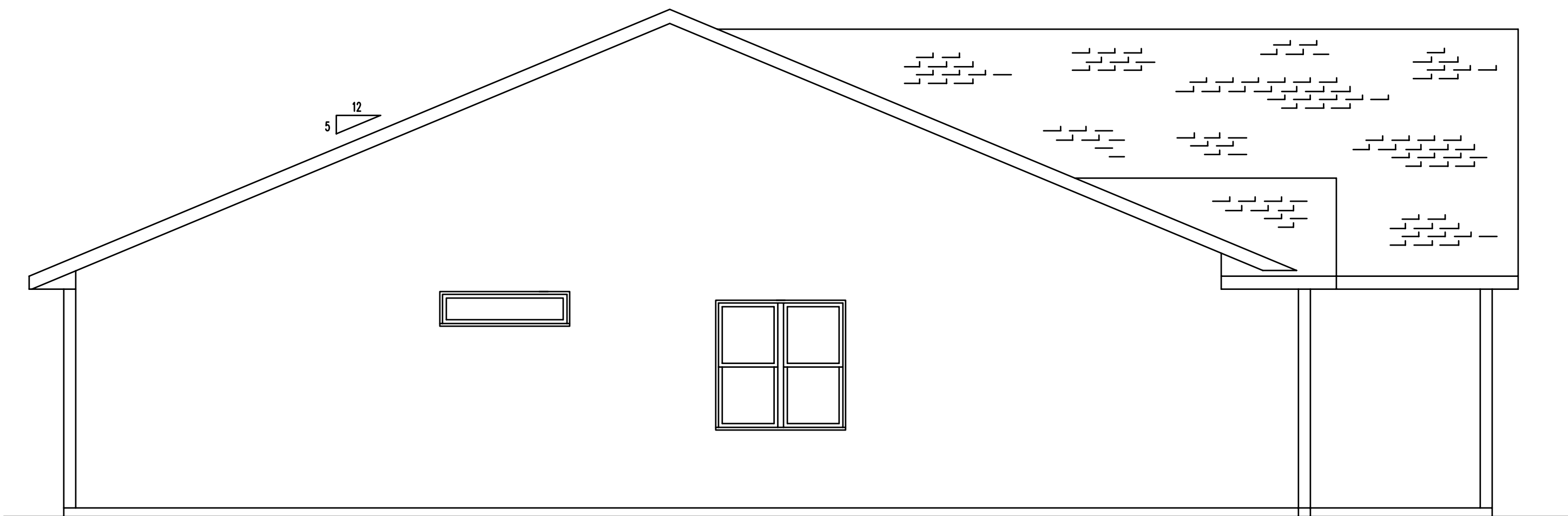
FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

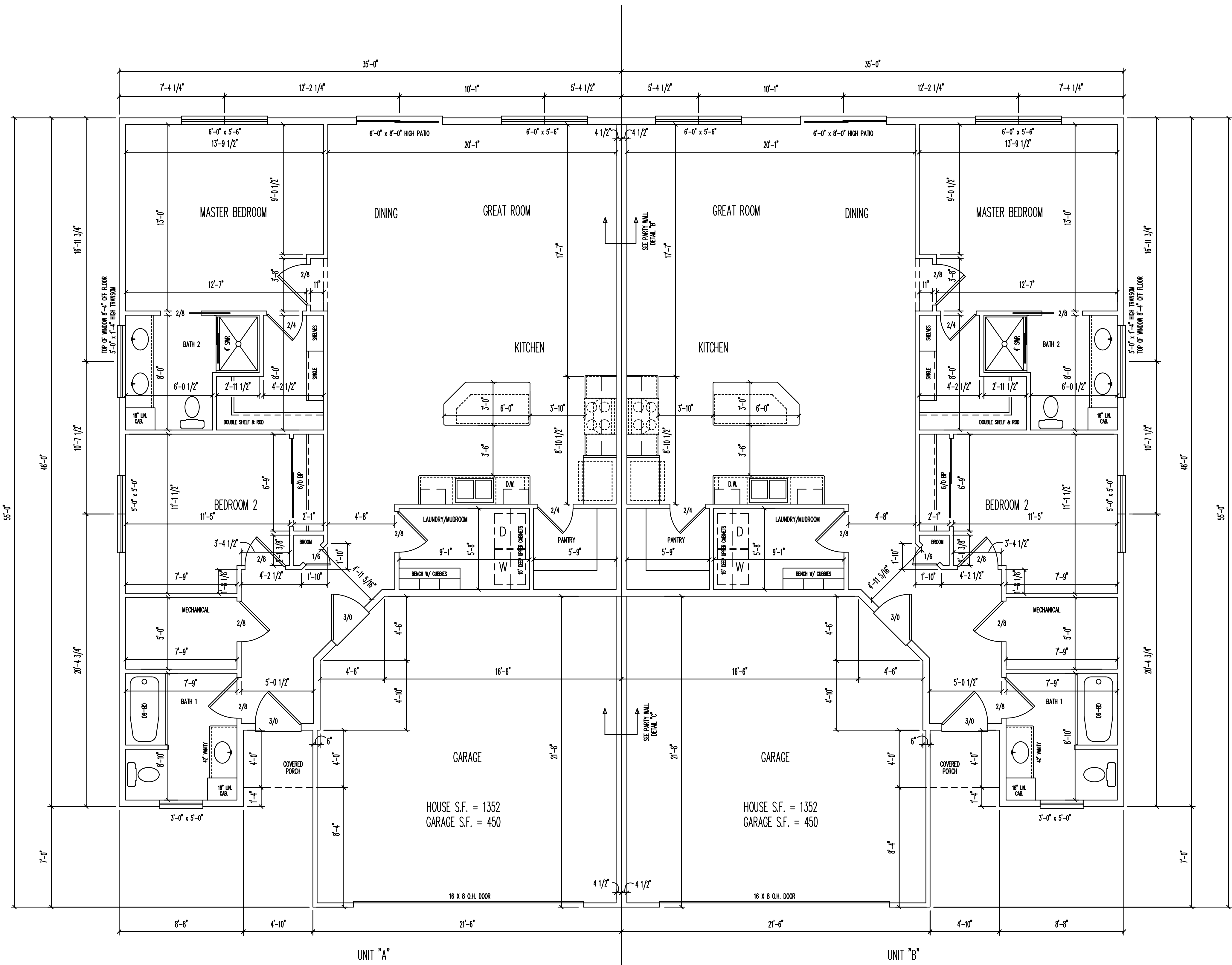


LEFT ELEVATION

NOTE:
ALTHOUGH EVERY EFFORT HAS BEEN
MADE IN PREPARING THESE PLANS,
AND CHECKING THEM FOR ACCURACY,
THE BUILDER HEREBY ASSUMES FULL
RESPONSIBILITY AND LIABILITY
FOR SAME IN BOTH DIMENSION AND
STRUCTURAL SOUNDNESS.

EACH CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL LOCAL
AND STATE BUILDING CODES THAT ARE APPLICABLE FOR THEIR
SPECIFIC TRADE. PLEASE CONSULT THE LATEST EDITION OF THE
WISC. UNIFORM DWELLING CODE, AS PUBLISHED BY THE DEPT.
OF INDUSTRY, LABOR, AND HUMAN RELATIONS OR CONTACT
THE LOCAL BUILDING INSPECTION DEPARTMENT FOR THEIR OPINION.

2283 NORTHERN CONSTRUCTION
EXTERIOR ELEVATIONS



NOTE: ALL HOUSE EXTERIOR WALLS ARE 9'-1 1/8" (UNLESS NOTED OTHERWISE)

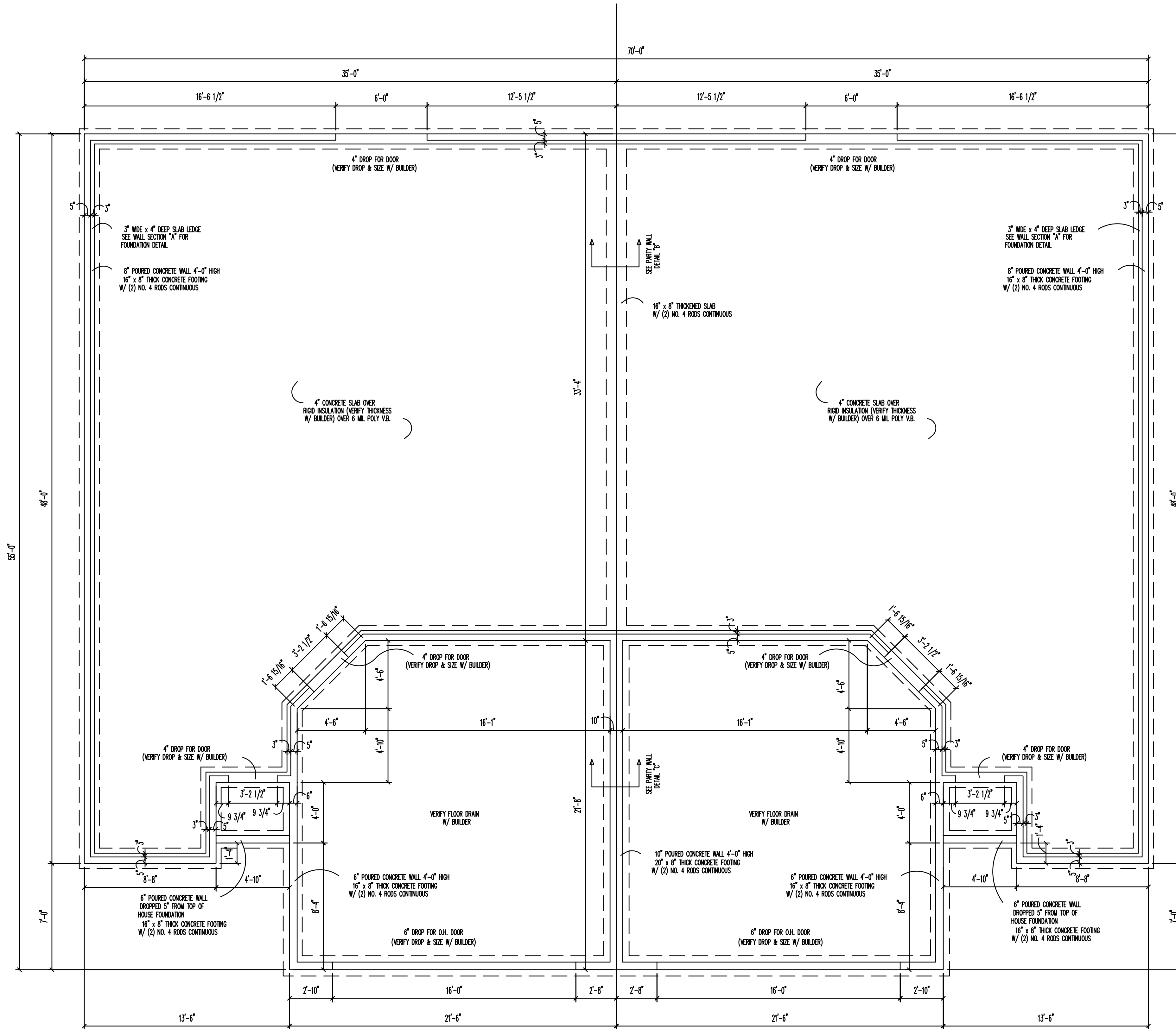
TOP OF WINDOW ARE 7'-11 3/8" OFF TOP OF FLOOR

WINDOW SIZES ARE APPROXIMATE, VERIFY EXACT FRAMING ROUGH OPENINGS WITH MANUFACTURER

NOTE: ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS, AND CHECKING THEM FOR ACCURACY, THE BUILDER HEREBY ASSUMES FULL RESPONSIBILITY AND LIABILITY FOR SAME IN BOTH DIMENSION AND STRUCTURAL SOUNDNESS.

EACH CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL LOCAL AND STATE BUILDING CODES THAT ARE APPLICABLE FOR THEIR SPECIFIC TRADE. PLEASE CONSULT THE LATEST EDITION OF THE M.S.C. UNIFORM DWELLING CODE AS PUBLISHED BY THE DEPT. OF INDUSTRY, LABOR, AND HUMAN RELATIONS OR CONTACT THE LOCAL BUILDING INSPECTION DEPARTMENT FOR THEIR OPINION

2283 NORTHERN CONSTRUCTION
FLOOR PLAN

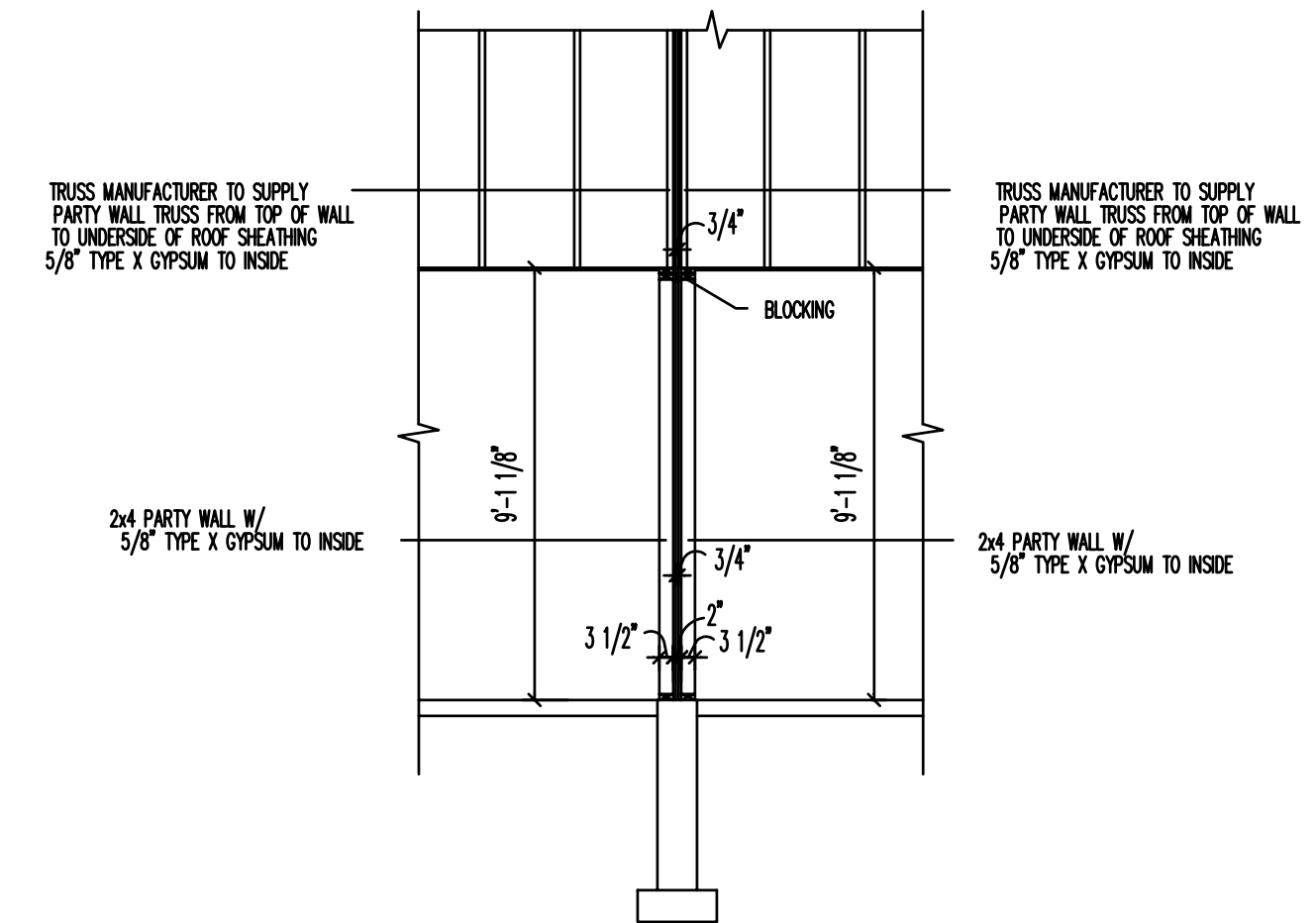


NOTE:
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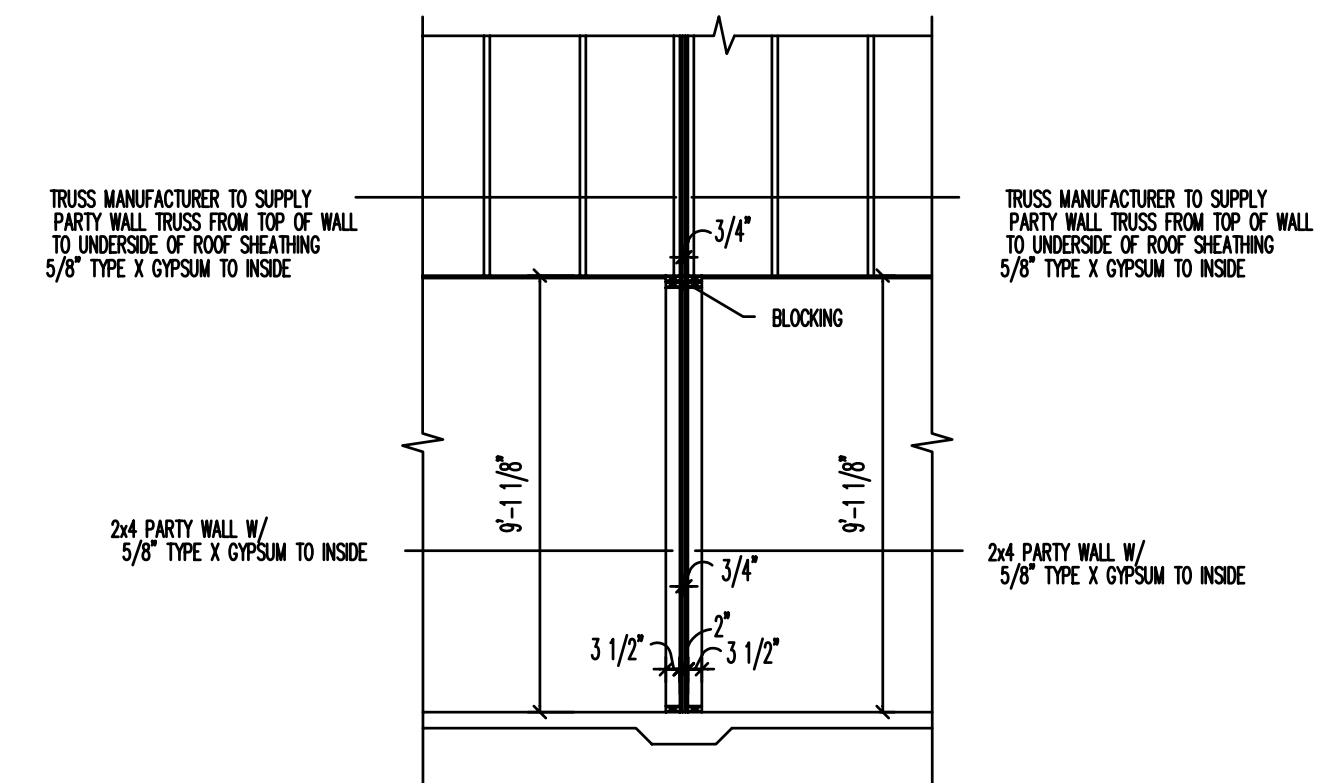
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OF INDUSTRY, LABOR, AND HUMAN RELATIONS OR CONTACT
THE LOCAL BUILDING INSPECTION DEPARTMENT FOR THEIR OPINION

NOTE: MASON TO SIZE REINFORCING
BASED ON SITE CONDITIONS

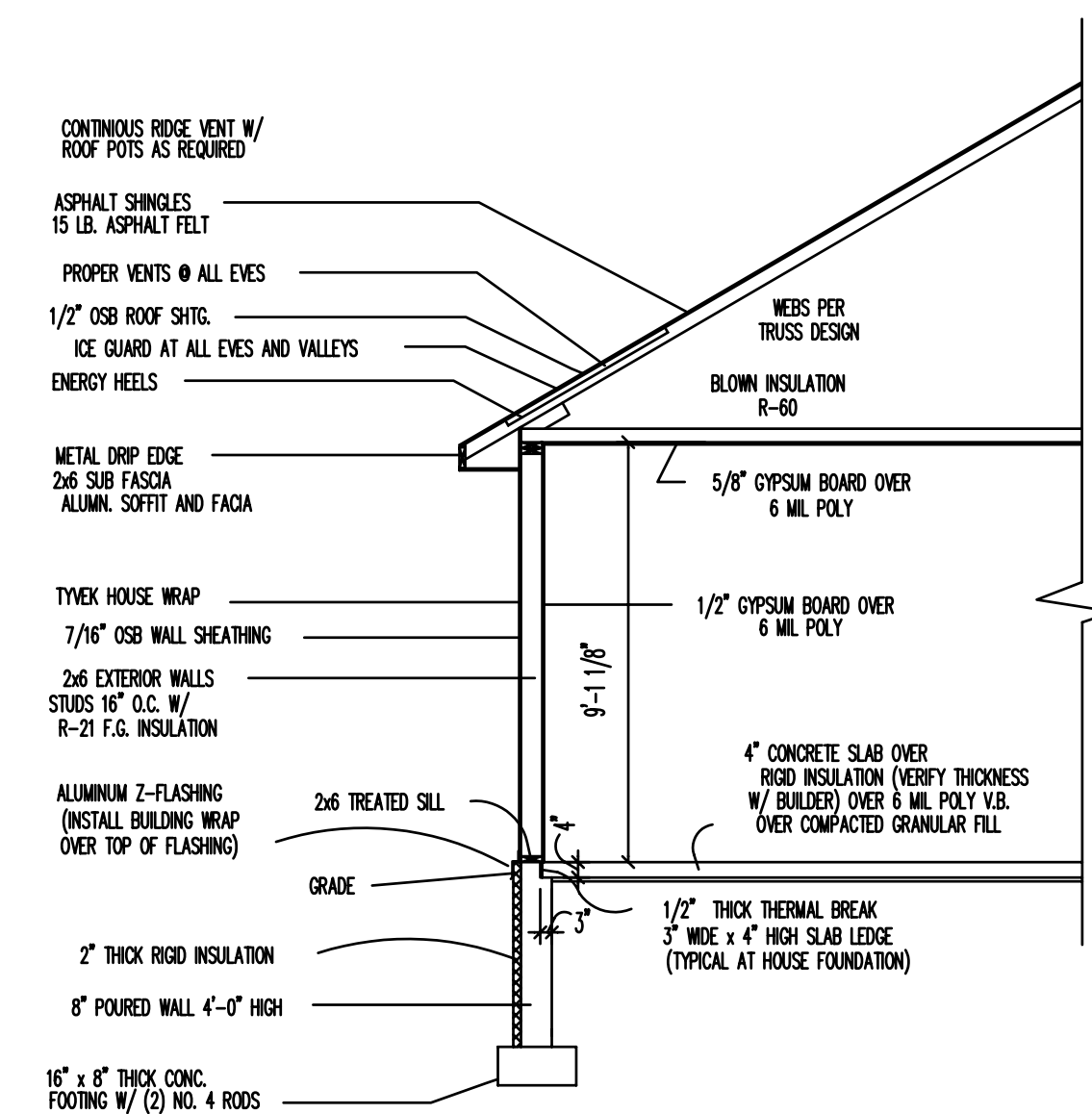
NOTE: SOIL BEARING CAPACITY IS ASSUMED TO
BE 2000 LBS./S.F. GENERAL CONTRACTOR
NOTIFY DESIGNER IF CAPACITY IS LESS TO
RE-SIZE FOOTINGS



PARTY WALL DETAIL "C"



PARTY WALL DETAIL "B"



WALL SECTION "A"
1/4" = 1'-0"

2283 NORTHERN CONSTRUCTION
FOUNDATION PLAN

Administrative Staff Report

Conditional Use Permit
Operate a Tourist Rooming House
2308 Main Street
February 7, 2022

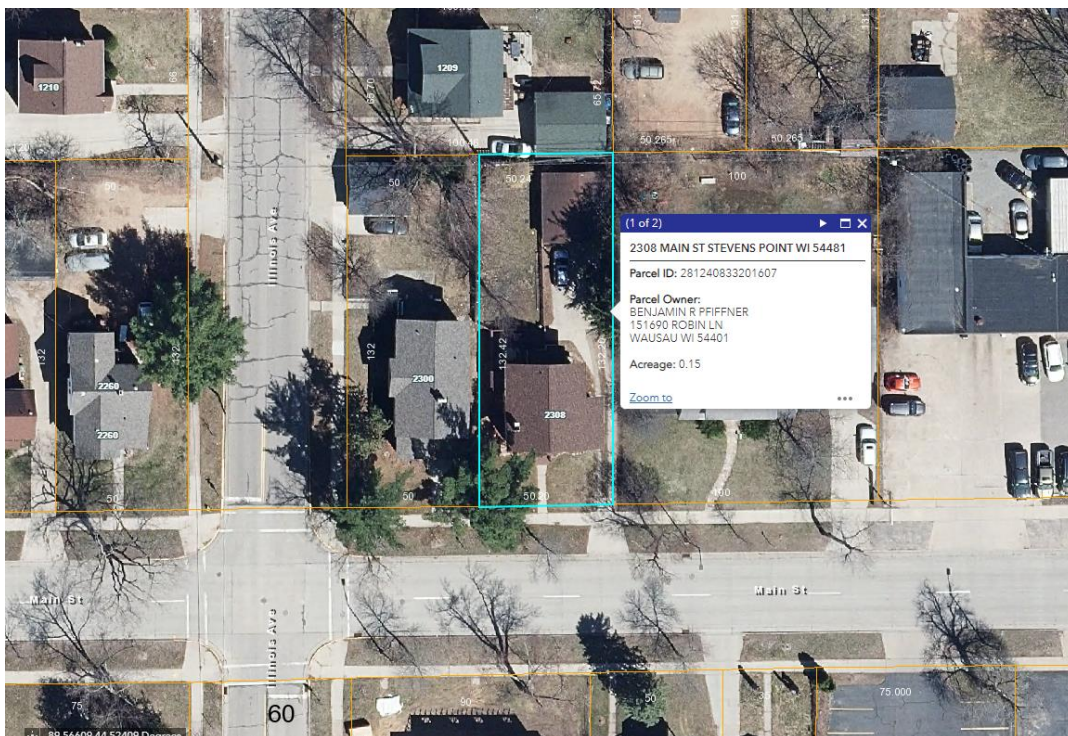


**Department of Community
Development**

Applicant(s): - Benjamin Pfiffner Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240833201607 Zone(s): "R-4" Multiple Family I Residence District Master Plan: - Single-Family Residential Council District: - District 3 Ald. Keymer Lot Information: - Frontage: 50.2 ft. - Depth: 132.42 ft. - Lot Size: 6,643 sq. ft. (0.153 ac.) Current Use: - Single-family residential Applicable Regulations: 23.02(1)(f)(3)(i)	Request - Public Hearing and action on a request from Benjamin Pfiffner for a conditional use permit to operate a non-owner-occupied tourist rooming house at the property located at 2308 Main Street (Parcel ID 281240833201607), consistent with CH. 23.02(1)(f)(3)(i). Attachment(s) - Application - Plans Findings of Fact - The subject property is zoned "R-4" Multiple Family I Residence District. - The property has historically been used as a single-family residence. - While the property owner does not permanently reside on the subject property, he resides part-time at 1816 Gilkay Street (approximately .38 miles away from the subject property) and in Wausau, Wisconsin. - Tourist rooming houses are a conditional use only in the "R-4" and "R-5" Zoning Districts when the residence is not occupied by the property owner while in operation as a tourist rooming house. - The Plan Commission may attach additional conditions onto this request. Staff Recommendation Approve the conditional use permit to operate a non-owner-occupied tourist rooming house at 2308 Main Street (Parcel ID 281240833201607), subject to the following conditions: - The establishment shall have a current license as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195. - When applicable, the owner shall register with the Treasurer's Office to pay room tax as required under Section 4.13 of the City's Revised Municipal Code. - Maximum tourist occupancy shall comply with the minimum performance standards of the underlying zoning district regulations, parking regulations, and applicable building, fire and occupancy codes, as amended.
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4. The property shall have a locally designated agent or property manager on file with the Zoning Administrator.
5. The establishment shall have a registry available on-site for inspection, indicating the identity of guests, dates of stay, acknowledgement of operator presence or absence during the stay, and the length of the stay. The registry shall include all information from the current registry year and the year immediately prior.
6. Unless otherwise approved by the Zoning Administrator, the subject property may only be utilized as a tourist rooming house at the time when the property owner or property manager is residing within the City's corporate boundaries.

Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to operate a tourist rooming house at 2308 Main Street where the property owner does not reside on the property when it is being utilized for said use. As the Commission may recall, amendments to the City's tourist rooming house ordinance were adopted in 2020 to provide the distinction between tourist rooming houses operating with and without the property owner present. The following provides additional information on tourist rooming houses:

TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients.

Ch. 23.01(1)(f) "R-4" Multiple Family I Residence District

3) *Conditional Uses*

- i) *Tourist Rooming House where the owner does not permanently reside within the home or building, subject to the regulations identified within Section 23.01(13)(ii) of this Zoning Code.*

In operating a non-owner-occupied tourist rooming house, several permits and approvals are needed from multiple agencies. For example, the Portage County Department of Health and Human Services must issue an operational lodging permit for all tourist rooming house requests prior to starting the use. This permit ensures that applicable health codes are met and the permit was subsequently issued to the applicant in September of 2021. Additionally, the City's Zoning Code requires that tourist rooming house are up to date on paying local lodging taxes pursuant to Section 4.13 of the City's Revised Municipal Code. The applicant is intending to advertise the space on Airbnb. By advertising the residence on Airbnb, a portion of the yearly costs that the applicant pays to advertise on their platform is automatically transferred to the City to pay the local lodging tax. Should the applicant intend to advertise the property independent of using other platforms, the applicant would need to pay the local lodging tax directly with the City's Treasurer's Office. Further information on the local lodging tax can be found within the following link: <https://stevenspoint.com/1288/Room-Tax-Occupancy-Tax>.

Provided that the above requirements are met, along with providing proof of proper business insurance, a zoning permit is subsequently issued that is subject to yearly renewals. Should the Zoning Administrator determine that the regulations for tourist rooming houses are not met, the permit may be revoked and/or not reissued. Further information on the requirements for administering a tourist rooming house are shown below.

Ch. 23.01(13)(j) Non-Owner-Occupied Tourist Rooming Houses

Non-Owner-Occupied Tourist Rooming Houses are permitted consistent with Section 23.02 of this Zoning Code. Non-Owner-Occupied Tourist Rooming Houses shall be subject to the following provisions:

- 1) *Non-Owner-Occupied Tourist Rooming Houses shall require a City-issued permit issued by the Zoning Administrator.*
 - a) *Said permit shall provide evidence that the applicant has received all applicable State and County permits, and the proper documentation to collect and remit sales, use, and the local lodging tax, and that the operator has the proper business insurance. A responsible operator, who resides within Portage County, shall also be identified and provide appropriate contact information.*
 - b) *The Zoning Administrator shall keep a record of all approved applications, and shall administratively review each permit each calendar year for compliance with subsection (a) as identified above.*
 - c) *In the event the Zoning Administrator chooses to not reissue a permit, the applicant may appeal the decision to the Plan Commission, who will make a recommendation.*

Below are additional details regarding the property and house:

Zoning Classification: "R-4" Multiple Family I
Residential
Size: 6,643 square feet (.96 acres)
Year Built: 1918

Bedrooms: 4
Baths: 2 full, 1 half
Habitable Floor Area: 1,666 square feet
(combined 1st and 2nd floor)

City staff have received the applicant's request subject to the review standards below for a conditional use permit. An analysis of each standard is found below.

Standards of Review – Conditional Use Permit

1. **The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.**

Analysis: The proposed use is to rent out property as a short-term rental (Tourist Rooming House). While the subject property is an interior lot, it directly abuts Main Street. Due to its principal arterial road classification, it acts as a natural buffer to minimize the tourist room house use to neighboring residential uses to the south. Similarly, the property having a reasonable lot depth (132.42 feet) should help reduce possible noise complaints from properties to the north.

Findings: While the property is proposed to act as a tourist rooming house, the intensity of the use will not necessarily increase, as the owner does not reside on the premise. The tourist rooming house use will likely not be rented every day of the week or weekend and thus the property will be partially vacant regularly. Because the applicant or property manager will need to reside within the City's limits at the time the tourist rooming house is in operation, issues or complaints can be addressed in short order. Generally, the use should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

2. **The use will not be injurious to the use and for the purpose already permitted.**

Analysis: The property is zoned "R-4" Multiple Family I Residential which permits non-owner-occupied tourist rooming houses via a conditional use permit. The definition of the use is below.

TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients

TRANSIENT OR TOURIST - is a person who travels to a location away from his or her permanent address for a short period of time, not to exceed thirty days for vacation, pleasure, recreation, culture, business, or employment.

Findings: As required within the Zoning Code, the Portage County Department of Health and Human Services needs to inspect the house to ensure applicable health codes are met prior to beginning the tourist rooming house use. An operational lodging permit was issued by the County in September 2021.

It is also important to note that the tourist rooming house may have more residents over time or at once, but is not necessarily always occupied. In comparison to a single- or two-family uses, a large family residing in the home may create more noise, lighting, and general activity onsite. Therefore, the use should not be injurious to the use and for the purpose already permitted.

3. **The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

Findings: See standards one and two above. The applicant's request will not impede on the normal and orderly development and improvement of the surrounding area.

- Analysis:** No exterior improvements are planned as part of this request. The two-story house is of a simple Craftsman architectural style that emphasizes horizontal trim, low-pitched gable roofs that extends well past the exterior walls, wood siding and other decorative elements (e.g., variation in muntin patterns). The house, while having historical relevance in the city, is customary with other early-twentieth century homes built along the Main Street and Clark Street corridors.

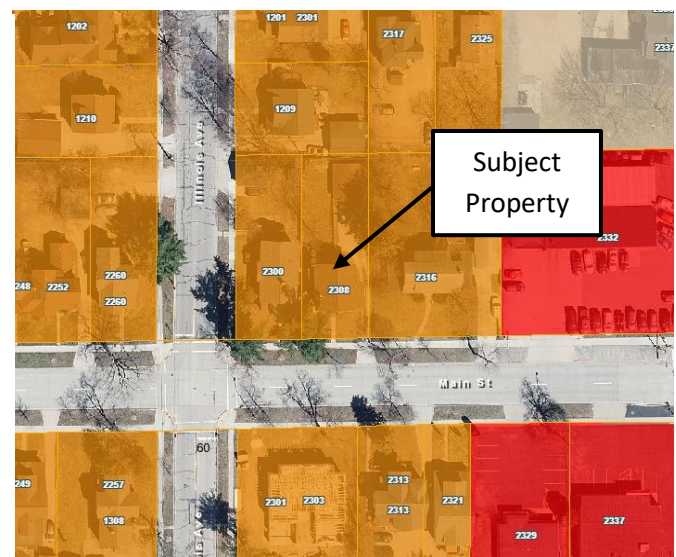
5. Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

Findings: With the proposed use, no additional access or utility work is needed to support the request.

- Analysis:** A driveway exists off of Main Street that leads to a detached garage in the rear of the property. The road classification of Main Street allows for a greater capacity of traffic volume and should not impact any neighboring residential streets.

7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point, any of its components, and/or its environs.

-  Conservancy
-  Low Density
-  Suburban Single Family Residential
-  Single Family Residential
-  Single and Two Family Residential
-  Multiple Family I Residential
-  Multiple Family II Residential
-  Neighborhood Business
-  Central Business Transition
-  Central Business
-  Commercial
-  Highway Commercial
-  Light Industrial
-  Heavy Industrial
-  University Facilities District
-  Planned Development District
-  Planned Industrial Development District
-  Split Zoned



density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City's Comprehensive Plan.” The City’s Future Land Use Map identifies the subject property for a single-family residential use.

Future Land Use



Findings: The use has been allowed via a conditional

use permit within the City’s Zoning ordinance. The tourist rooming house use may be denser than the single-family use at times, but consistent with the two-family use that this property is currently utilized for. Recall that it is likely that the property will be vacant many days out of the year, resulting in a less-dense property. Further, the large lot size, driveway, and other property specifics, will assist in lessening any negative impacts from the use within the neighborhood.

8. **The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.**

Analysis: The property and residence exists. Any exterior improvements shall meet the zoning requirements for the “R-4” District, however none are requested. The Plan Commission shall set the lot area and density requirements for conditional uses in the “R-4” District. Based on the use requested, staff believes that the property is of a sufficient size that would not result in the high concentration of uses for an area primarily served by single- and two-family uses. In addition, state licensing is required and local room taxes for operating a tourist rooming house are required to be collected and remitted.

Findings: As other regulatory agencies review tourist rooming house requests outside of the Community Development Department, staff believes that sufficient reviews are in place for tourist rooming houses that makes it conform with the neighborhood and intent of the “R-4” District.

9. **The proposal will not result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective services systems of the community.**

Analysis: The use is for a tourist rooming house in a one-unit, four bedroom residence.

Findings: The use on the property will change with the stays. Many times the home may not be rented, such as weekdays. Therefore, the use should not create a high density of persons on the property, at least not regularly.

10. **Principal -- Applications for exclusive multifamily residential uses: The view from the street should maintain a residential character. The view should be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.**

Analysis: N/A

Findings: N/A

11. Access to the site shall be safe.

Analysis: Access to the property is off of Main Street.

Findings: Additional traffic as a result of this use is expected to be marginal and will not negatively impact access to and from the property.

12. There shall be adequate utilities to serve the site.

- a. **The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.**

Analysis: The property currently exists with utilities serving the site.

Findings: This standard is met.

13. There privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:

- a. **Mechanical equipment including refuse storage shall be screened from neighboring properties.**

Analysis: Refuse storage occurs on site, likely in city provided trash receptacles.

Findings: If refuse storage is increased, the owner shall screen the refuse containers.

- b. **Lighting shall be located to minimize intrusion onto the neighboring properties.**

Analysis: No change in lighting is proposed.

Findings: Lighting is provided by the building.

- c. **Sources of noise shall be located in a manner that minimizes impact to neighboring properties.**

Analysis: The use will be operating within the confines of the building and property.

Findings: The use should not create excessive noise. However, if a large number of people stay at the home, noise levels or disturbances could increase, but given the large lot size and existing vegetation it should be somewhat buffered.

14. Principal – Applications for exclusive multifamily residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

Analysis: N/A

Findings: N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on pages one and two. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to

permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

Photos





APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	PREVIOUSLY
Associated Applications if Any				Assigned Case Manager			
Pre-Application Conference Date				Conditional Use Permit Request	Use ☐	Amend ☐	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	Benjamin R Pfiffner	Contact Name	
Address	1816 Gilkay St	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	920-904-4849	Telephone	
Fax		Fax	
Email	brpfiffner@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Benjamin R Pfiffner	Owner's Name	
Address	1816 Gilkay St	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	920-904-4849	Telephone	
Fax		Fax	
Email	brpfiffner@gmail.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
2308 Main St. Stevens Point, WI 54481		
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
		Residence.
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
TRH - Tourist Rooming House. Previously approved by Portage County 2021. Non-Owner- Occupied.		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)

Fenced-in backyard. 2-car plus detached garage and long driveway for parking if needed currently. Owner is very strict on restrictions for guests. There is a quiet time requirement, no pets, no smoking, and no large events permitted ever.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

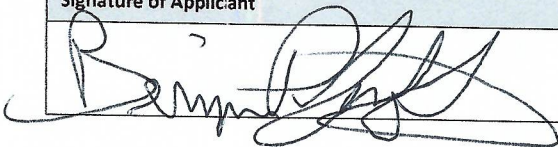
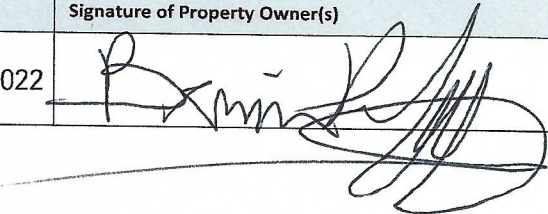
North:		South:	
East:		West:	

EXHIBITS

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

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
	01/11/2022		01/11/2022

Adam Kuhn

From: Benjamin Pfiffner <brpfiffner@gmail.com>
Sent: Wednesday, January 12, 2022 8:53 PM
To: District 3; Adam Kuhn
Cc: Benjamin Pfiffner; Loren De Lonay; Maria Mohr
Subject: [External] Proud to submit-Non-Owner Occupied Conditional Use Permit Request to Stevens Point for 2308 Main St. 54481. Mr Benjamin Pfiffner

Dear Ms Keymer

Thanks for your community time and commitment first of all with the city of Stevens Point.

Please accept this letter as my official request for license and approval of my application for a conditional use permit for the residence currently at

2308 Main St

Stevens Point, WI 54481.

[2308 MAIN ST | Property Record | Wisconsin Historical Society \(wisconsinhistory.org\)](#)

As a Stevens Point native, a graduate of Pacelli HS and UW-Stevens Point, I am proud to expand my Tourist Rooming House (TRH) business in the city of Stevens Point if given the opportunity. This iconic strictly up-to-date home was built in 1916 - and given the Moniker "The Watson House" after a prominent teacher and coach in the 1930s-1950s at UW-SP - Charles F. Watson. The house next door is also on this potentially historic "Professors' Row" known as The Delzell House - both next to the southern end of the campus, close to the Hospital, Schmeeckle Reserve, and many other beautiful amenities we have in Stevens Point.

As I age, I have grown a passion and love for the history of prominent and interesting locations. This property as historic as it is for our city of Stevens Point, currently is NOT REGISTERED on the National or state of Wisconsin Historical Society list yet. I have already started communications with the WI Historical Society, and am considering the lengthy application process for this location. See the hyperlink - the property is noted on the Wisconsin historical society, but not officially registered yet.

I purchased this home in May, 2021, and lived there through August of 2021 as my primary residence. My personal circumstances now include a need for a part-time rhome in Wausau, WI for a few more years, as my youngest 2 children still live up there after my divorce. Stevens Point is my home and future permanent home as well,.

I run a very tight ship as an AirBnB "Superhost" running this business model in other counties since 2017. I allow NO large Event Parties, NO SMOKING, NO PETS, and I have a very strict guest policy of quiet hours at 11pm nightly. I make sure my guests leave the home in better condition than when they arrive or I do not invite them back.

A lot of my guests come back again and again because they love professionalism, quick service and follow-up, an extremely clean environment, with many extra amenities; and my homes I share with guests usually have something special about them, the location, the history, etc. I look for authentic marketing niches.

This home at 2308 Main St. Stevens Point, WI 54481, clearly meets all of those criteria and I am proud to help market and drive positive economic benefits to our wonderful city of Stevens Point. I also know that the neighboring property has successfully run this business model since 2016, and a lot of seasonal winter guests at that location gladly stay in Stevens Point and spend their money here rather than up in the Wausau area while skiing at Granite Peak and Rib Mountain.

I am already licensed and approved by Portage County for this property to be a Touring Rooming House establishment (TRH) and I promise you I will be a very positive allie to all of us within the city of Stevens Point at a time when we need to drive marketing and tourism dollars into our community, not away from it.

Submitted Appreciatively,

Mr Benjamin R Pfiffner
Owner of 2308 Main St
Stevens Point, WI 54481

920-904-4849-cell

Appreciatively,

Benjamin R Pfiffner, MAT
BPIA
Benjamin Pfiffner Insurance Agency Principal
Licensed Insurance Agent. WI. MI. IL. NPN 8056918

Investment Advisor Representative
Chicago Capital Management Advisors, LLC
4722 Main St. Lisle, IL 60532
630-241-1122-Headquarters
920-904-4849-cell
www.chicagomanagement.com

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PORTAGE COUNTY HEALTH & HUMAN SERVICES

License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is hereby authorized to engage in the activity as indicated below.

ACTIVITY Tourist Rooming House (LTR)		EXPIRATION DATE 30-Jun-2022	I.D. NUMBER CHES-C5YHDB
LICENSEE MAILING ADDRESS PFIFFNER CHAIN VACAS LLC 1816 GILKAY ST STEVENS POINT WI 54481	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS THE WATSON HOUSE 2308 MAIN ST STEVENS POINT WI 54481	

The department may send out a renewal notice as a courtesy, but in the absence of a courtesy reminder it is the licensee that is responsible for remittance of the permit fee to the department before July 1st. All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1st or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

PORTAGE COUNTY TREASURER
1516 CHURCH ST
STEVENS POINT, WI 54481
(715)345-5350

* Include the name of your facility and the ID number.

Administrative Staff Report

Install Perimeter Fencing

SentryWorld Golf Course
601 Michigan Avenue North

February 7, 2022



Department of Community
Development

Applicant(s): - Chase Rettler, representing Sentry Insurance Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240821310003 Zone(s): - Split Zoned: "C" Conservancy and "B-4" Commercial Master Plan: - Park & Recreation - Commercial / Office / Multi-Family Council District: - District 11 Ald. Morrow Lot Information: - Frontage: 14,265 ft. - Depth: 5,525 ft. - Lot Size: 11,336,055 sq. ft. (260.24 ac.) Current Use: - Golf Course Applicable Regulations: 23.01(14)(g)	Request - A request from Chase Rettler, representing Sentry Insurance, for a fence waiver to construct perimeter privacy fencing at the property located at 601 Michigan Avenue North (Parcel ID 281240821310003), consistent with Ch. 23.01(14)(g). Attachment(s) - Application - Plans Findings of Fact - The SentryWorld Golf Course is requesting to replace the existing perimeter chain link fencing with privacy fencing within the same footprint. - The proposed fencing would be eight feet in height along the Michigan Avenue North, Wilshire Boulevard North and North Point Drive Right-of-Ways. Fencing along the Interstate 39 Right-of-Way would be ten feet in height. - Most fencing would be located along the property line, with the exception of targeted segments along North Point Drive being located within the right-of-way. The applicant is coordinating with the Public Works Department on obtaining a revocable occupancy permit. - The City's Zoning Code requires all privacy fencing greater than ten feet in height to be set back at least ten feet from the street property line. Additionally, fencing within the street yard may not exceed six feet in height. - Exceptions from fencing standards may be obtained via a site plan review that is approved by the Plan Commission and Common Council. - The Plan Commission and Common Council may attach additional conditions onto this request. Staff Recommendation Approve the fencing waiver request to construct perimeter privacy fencing at the property located at 601 Michigan Avenue North (Parcel ID 281240821310003), subject to the following conditions: - The applicant shall obtain a revocable occupancy permit prior to the start of construction.
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2. Staff shall have the ability to approve minor amendments to the site plan.

Vicinity Map



Background

Overview: In preparation for SentryWorld hosting the 2023 U.S. Senior Open Championship in Stevens Point, several improvements are being planned to the SentryWorld Golf Course. Along with the recently approved hospitality structures, SentryWorld is requesting to replace the existing chain link fencing that encloses the golf course grounds. Reasons for installing new fencing are to improve security and reduce exterior distractions for both participants and guests. The request entails installing privacy fencing within the same footprint as the existing fencing. Along Michigan Avenue North, Wilshire Boulevard North and North Point Drive, fencing would be eight feet in height. Along the Interstate 39 Right-of-Way, the fencing height would increase to ten feet.

The City's Zoning Code provides restrictions as to the type, height and location where fencing can be placed. Specific to SentryWorld's request, the Zoning Code requires that all fencing within the street yard not exceed six feet in height. As stated earlier, the proposed fencing would range from eight to ten feet in height. Additionally, privacy fencing that exceeds three feet in height must be set back at least ten feet from the street property line. Most of the proposed fencing would be located along the property, with the exception of certain segments along the North Point Drive and Wilshire Boulevard North being located within the right-of-way. References to both Zoning Code requirements are highlighted below.

Ch. 23.01(14) Fencing Standards

- a) *No fence shall rise over two feet in height above the level of the public sidewalk or land surface within 20 feet of any two or more adjoining streets and ten feet parallel and perpendicular to a driveway so as to interfere with traffic visibility across from any corner. Fences shall not be*

permitted within ten feet of any street or alley right-of-way in such manner as to interfere with traffic visibility. **In no case shall a fence with less than 50 percent of its surface uniformly open and unobstructed in any area exceed three feet in height in that part of a yard within ten feet of a street or alley right-of-way.**

- c) **Fences not prohibited above are permitted in a required side or front yard provided such fence or wall, other than a retaining wall, shall not be higher than six feet.**

While certain fencing segments are proposed to be within City right-of-way (at the same footprint of the existing chain link fencing), SentryWorld has stated that moving the fence out of the right-of-way would “disrupt the established vegetation and mature trees, reduce the size of the parking lot at the maintenance building [along North Point Drive] and force storm sewers and cart paths to be relocated.” Although improvements installed and maintained by private parties are historically not allowed within City right-of-way, avenues do exist for allowing it. Under the direction of the Public Works Department, applicants may apply for a revocable occupancy permit that allows improvements to be installed within the right-of-way. Per conversations with Director Beduhn, the proposed location of fencing within the North Point Drive, Wilshire Boulevard North and Michigan Avenue North Right-of-Ways would not impact any long-term goals for these street segments. The City’s Board of Public Works and Common Council would need to approve the revocable occupancy request and is slated to be on a future agenda.



Existing Fencing



Proposed Fencing (Nantucket Gray Color)

The City’s Zoning Code allows for exceptions to fencing standards to be heard via a site plan review. Unlike other variance requests that are subject to specific review standards as outlined in State Statutes, fencing waivers shall be reviewed based on a number of factors, such as parking lot design and access, building location, property use and other factors deemed relevant. Further information is found below.

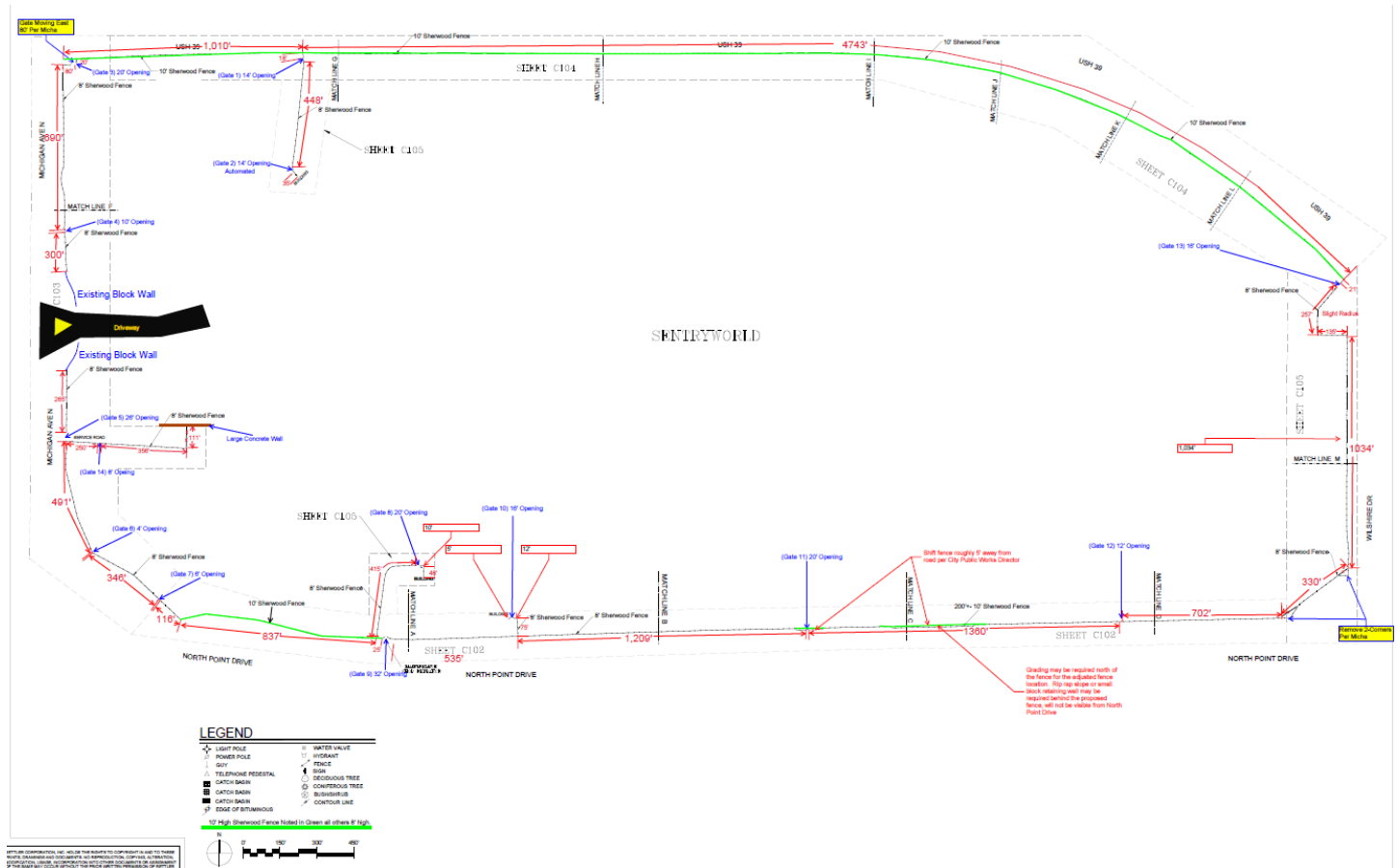
Ch. 23.01(14) Fencing Standards

- g) *Exceptions from this section shall be permitted upon approval of a site plan review by the Plan Commission and the Common Council. Review shall include site characteristics including ingress/egress, parking lot design and configuration, building location, property use, and other*

factors that the Plan Commission and Common Council deem necessary. The Plan Commission and Common Council may attach conditions to the approval.

Standards of Review – Fencing Waiver

Analysis: The fencing guidelines were amended several years ago to include the code language referenced above that allows the Plan Commission to review exceptions to fencing requirements. The applicant is seeking a fencing waiver to allow for 8-10' high privacy fencing at the street right-of-way (with some fencing segments located in the right-of-way as allowed via a revocable occupancy permit).



Proposed Site Plan

Findings: The proposed fencing shall be installed so that entering and existing property is not hindered. Besides perimeter fencing, gates are planned to be installed within select golf course entrances and exists. While these gates are more often closed for access, additional parameters have been taken to ensure access is appropriate. For example, fencing installed is required to meet clearview requirements as outlined within Ch. 23.01(13) of the City's Zoning Code. Please note that clearview requirements would be met for all areas where two streets intersect (e.g., intersection of Michigan Avenue North and North Point Drive) and that the decorative block wall along at the public driveway along Michigan Avenue North is not proposed to be altered and conforms to clearview requirements.

The applicant is seeking two deviations from City fencing standards – 1.) to allow for privacy fencing to be constructed within the street yard that exceeds six feet in height and 2.) to allow for privacy fencing exceeding three feet in height to

not be set back ten feet from the street lot line. As stated earlier, reasons for taller fencing are to improve security to the golf course grounds and to minimize distractions for participants and guests. Reasons stated by the applicant to remove the ten-foot setback requirement is that current requirements would “disrupt the established vegetation and mature trees, reduce the size of the parking lot at the maintenance building [along North Point Drive] and force storm sewers and cart paths to be relocated.” Staff would agree that moving the new fencing out of its existing footprint would likely result in a significant number of trees and vegetation to be removed that would pose additional economic and environmental costs. Likewise, imposing the setback requirement would likely pose significant problems for safe access to and from the maintenance building along North Point Drive. While the maintenance building is considered a legal conforming structure (i.e., meeting the street setback requirements of the “C” Conservancy District), moving the proposed fencing back could worsen safe access to the building and harm internal traffic flow within the maintenance building parking lot. For example, having the proposed fencing meet the ten-foot setback requirement may result in the parking lot aisle supporting the maintenance building being less than the required 22’ in width as mandated by the Zoning Code.

The regulatory review as part of this fencing project is important to acknowledge as part of this fencing waiver. As mentioned earlier, the fence project as proposed would need a revocable occupancy permit that is reviewed by both the Board of Public Works and the Common Council. Additionally, portions of the fencing project are located within close proximity to the Stevens Point Municipal Airport and, as such, must be compliant with the City’s Height Limitation Zoning Ordinance. The desired fencing heights do not exceed airport height restrictions as enforced in the HLZO Ordinance.

Based on the findings above, staff would recommend approval of the waiver allowing a deviation from the City’s fencing guidelines as outlined within the attached site plans. Conditions tied to this request are found within pages one and two of this staff report.

Photos







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	Carl Chase	Contact Name	Chase Rettler
Address	1800 North Point Drive	Address	3317 Business Park Drive
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	Stevens Point, WI, 54482
Telephone	715.346.6000	Telephone	715.341.2633
Fax		Fax	
Email	carl.chase@sentry.com	Email	crettler@rettler.com

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		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)] 601 Michigan Ave N Stevens Point, WI 54481		
Parcel 1	Parcel 2	Parcel 3
281240821310003		
Legal Description of Subject Property		
LOT 3, CERTIFIED SURVEY MAP NO. 1195-4-253, SECTION 24, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN		
Area of Subject Property (Acres/Sq Ft)		
260.24		
Current Zoning District(s)		
Split Zoned - B-4 Commercial, Conservancy		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Park, Commercial, Office, Multi-Family	Commercial	Commercial
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
SentryWorld is hosting the 2023 U.S. Senior Open Championship and the existing chain-link fence doesn't support the safe and unique environment that SentryWorld wants to offer for players and guests. Construction is planned during winter & spring 2022 so it is ready for the 2022 golf season. The plan is for the current chain-link fence to be removed and the new fence to be installed within the same footprint. The fence will be shifted roughly 5' away from the roadway at two locations along North Point Drive per instruction from the City Director of Public Works. The reason for this request is because the existing fence falls within the right of way in portions of North Point Drive, Wilshire Boulevard and Michigan Avenue. Moving the fence out of the right of way would disrupt the established vegetation and mature trees, reduce the size of the parking lot at the golf course maintenance building and force storm sewers and cart paths to be relocated. The existing fence is visually blocking but has not impeded on traffic, pedestrians and commerce since it was established in 1981. The new fence is also visually blocking and should have no affect on the previously mentioned traffic. SentryWorld has chosen the Bufftech Sherwood fence as the replacement. It has steel reinforced, molded vinyl panels that will last for many years. An 8' fence height will be installed on the West, South and East sides of the property. A 10' fence height will be installed on the North side along I-39. This fence will improve security and reduce exterior distractions for both players and guests.		
Current Zoning Surrounding Subject Property		
North:	I-39	South: Conservancy
East:	R2 Single Family Residential	West: B4 Commercial
Current Land Use Surrounding Subject Property		
North:	I-39	South: Conservancy
East:	Utility, Wilshire Drive, Religious	West: Commercial

EXHIBITS

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

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
	1/18/22		1/18/22



Brett Beversdorf
AVP – Aviation and Corporate Services
Brett.Beversdorf@sentry.com
715-346-8590 PHONE
715-340-7776 CELL

December 23, 2021

Alderman Shaun Morrow
City of Stevens Point
1515 Strongs Ave.
Stevens Point, WI 54481

Dear Alderperson Morrow,

I'm writing to inform you that SentryWorld Golf Course will be submitting an application for a variance on the location of a new, permanent perimeter fence. SentryWorld is hosting the 2023 U.S. Senior Open Championship and the existing chain-link fence doesn't support the safe and unique environment that SentryWorld wants to offer for players and guests. Construction is planned during winter & spring 2022 so it is ready for the 2022 golf season.

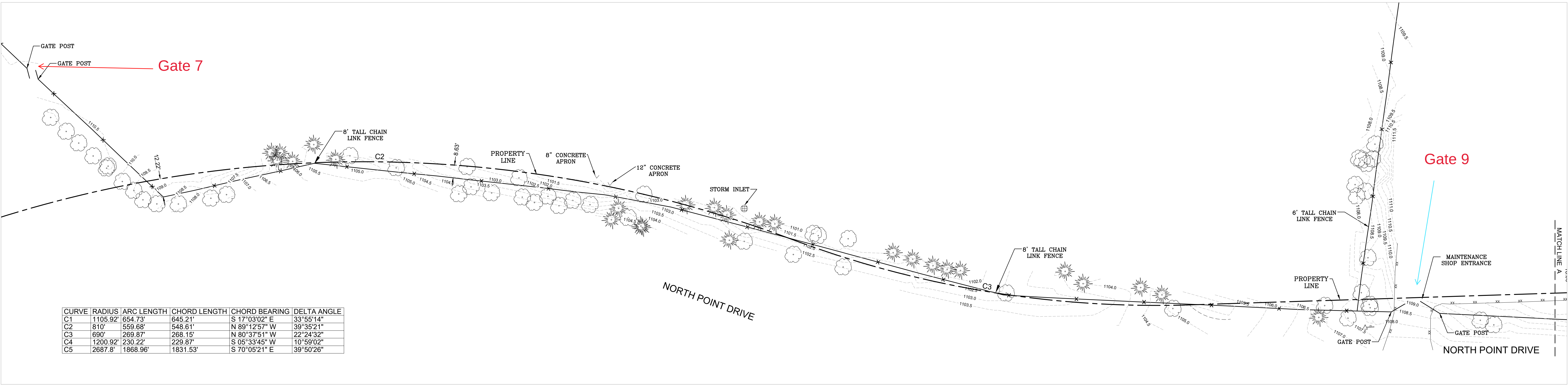
The plan is for the current chain-link fence to be removed and the new fence to be installed within the same footprint. The reason for the variance is because the existing fence falls within the right of way along North Point Drive and Michigan Avenue. Moving the fence out of the right of way would disrupt the established vegetation and mature trees, reduce the size of the parking lot at the golf course maintenance building and force storm sewers and cart paths to be relocated. The existing fence is visually blocking but has not impeded on traffic, pedestrians and commerce since it was established in 1981. The new fence is also visually blocking and should have no affect on the previously mentioned traffic.

SentryWorld has chosen the Bufftech Sherwood fence as the replacement. It has steel reinforced, molded vinyl panels that will last for many years. An 8' fence height will be installed on the West, South and East sides of the property. A 10' fence height will be installed on the North side along I-39. This fence will improve security and reduce exterior distractions for both players and guests.

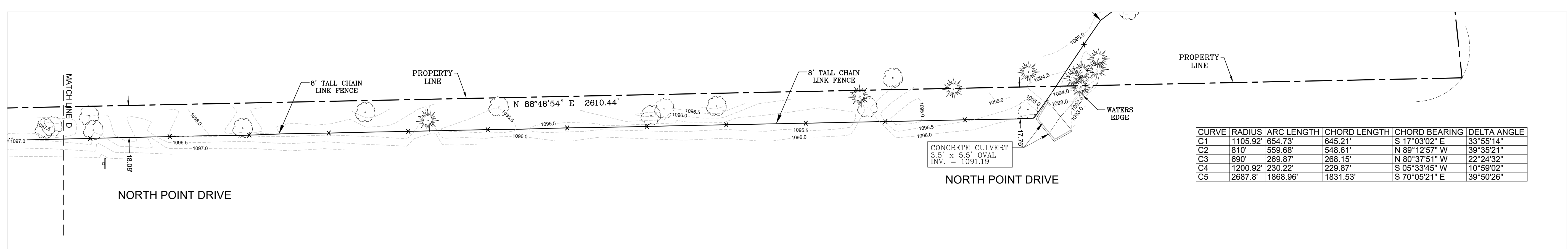
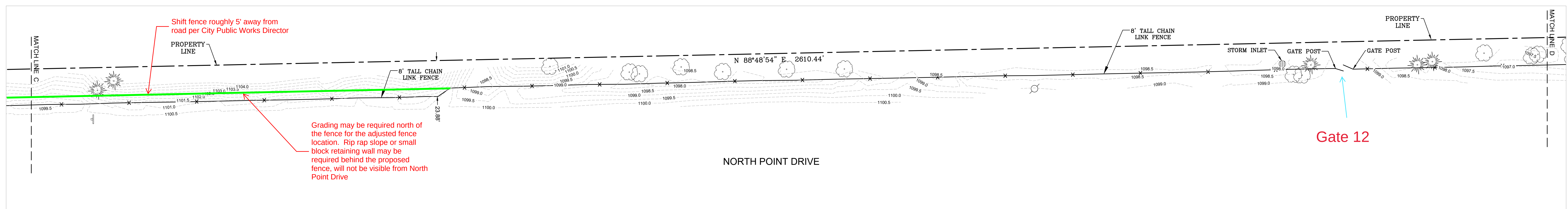
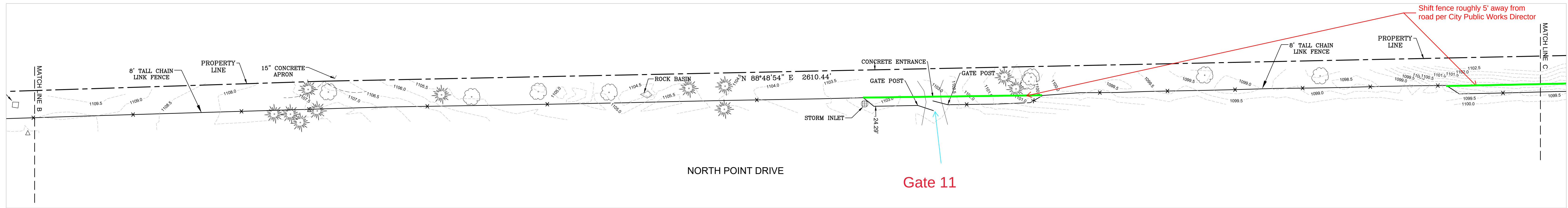
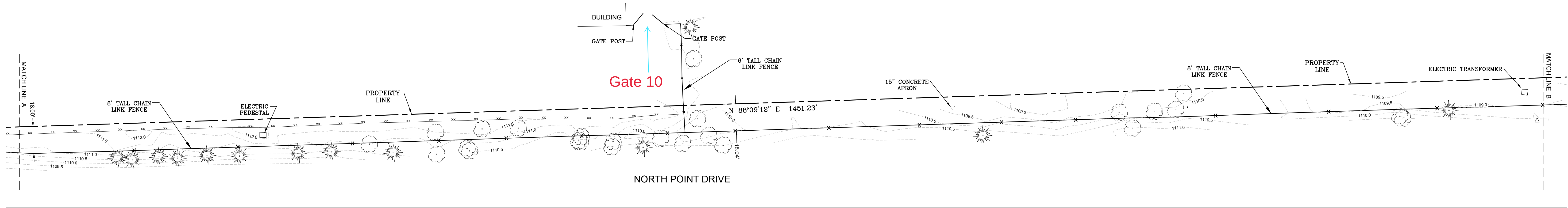
If you have any questions or would like to review the proposal in more detail with me or the project team, please feel free to contact me directly

A handwritten signature in black ink, appearing to read "Brett Beversdorf", with a stylized flourish at the end.

Brett Beversdorf



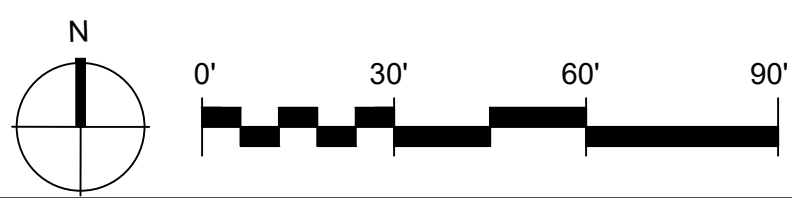
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C1	1105.92'	654.73'	645.21'	S 17°03'02" E	33°55'14"
C2	810'	559.68'	548.61'	N 89°12'57" W	39°35'21"
C3	690'	269.87'	268.15'	N 80°37'51" W	22°24'32"
C4	1200.92'	230.22'	229.87'	S 05°33'45" W	10°59'02"
C5	2687.8'	1868.96'	1831.53'	S 70°05'21" E	39°50'26"



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LEGEND

- LIGHT POLE
- POWER POLE
- GUY
- TELEPHONE PEDESTAL
- CATCH BASIN
- CATCH BASIN
- EDGE OF BITUMINOUS
- WATER VALVE
- HYDRANT
- FENCE
- SIGN
- DECIDUOUS TREE
- CONIFEROUS TREE
- BUSH/SHRUB
- CONTOUR LINE



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REV

DATE

ISSUED FOR

DRAWN:

B.KLITZKE

CHECKED:

C. RETTLER

DOCUMENT NO.

RETTLER

corporation

3317 Business Park Drive, Stevens Point, WI 54482
Telephone: 715-341-2653, Fax: 715-341-0431
email: info@rettl.com website: www.rettler.com

SENTRYWORLD FENCE REPLACEMENT

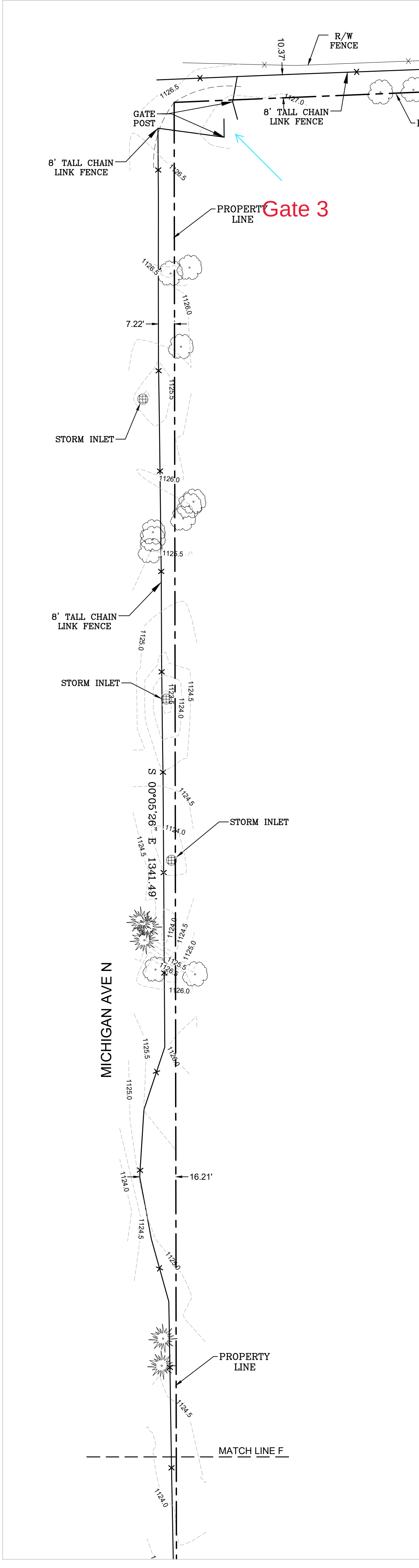
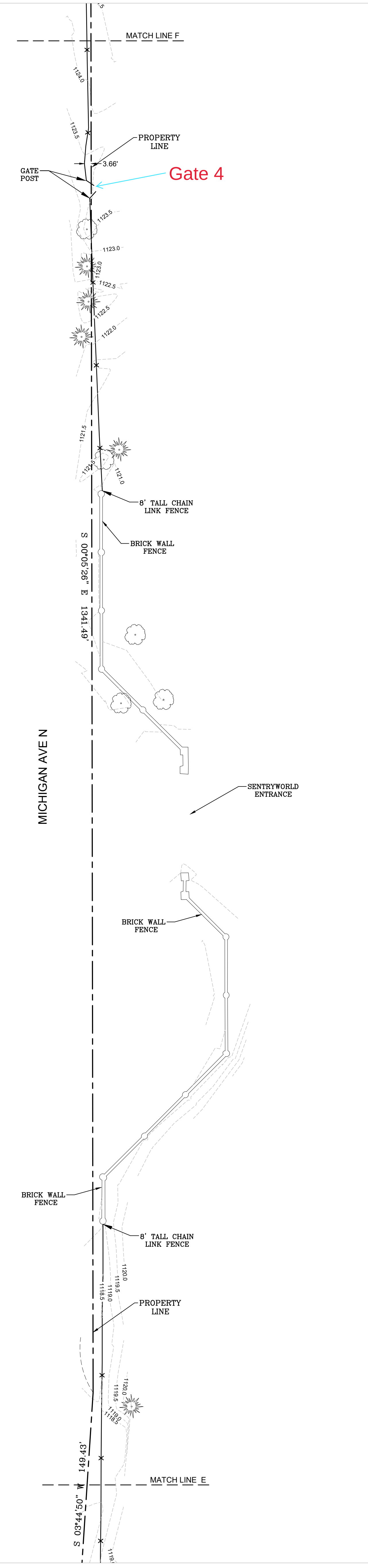
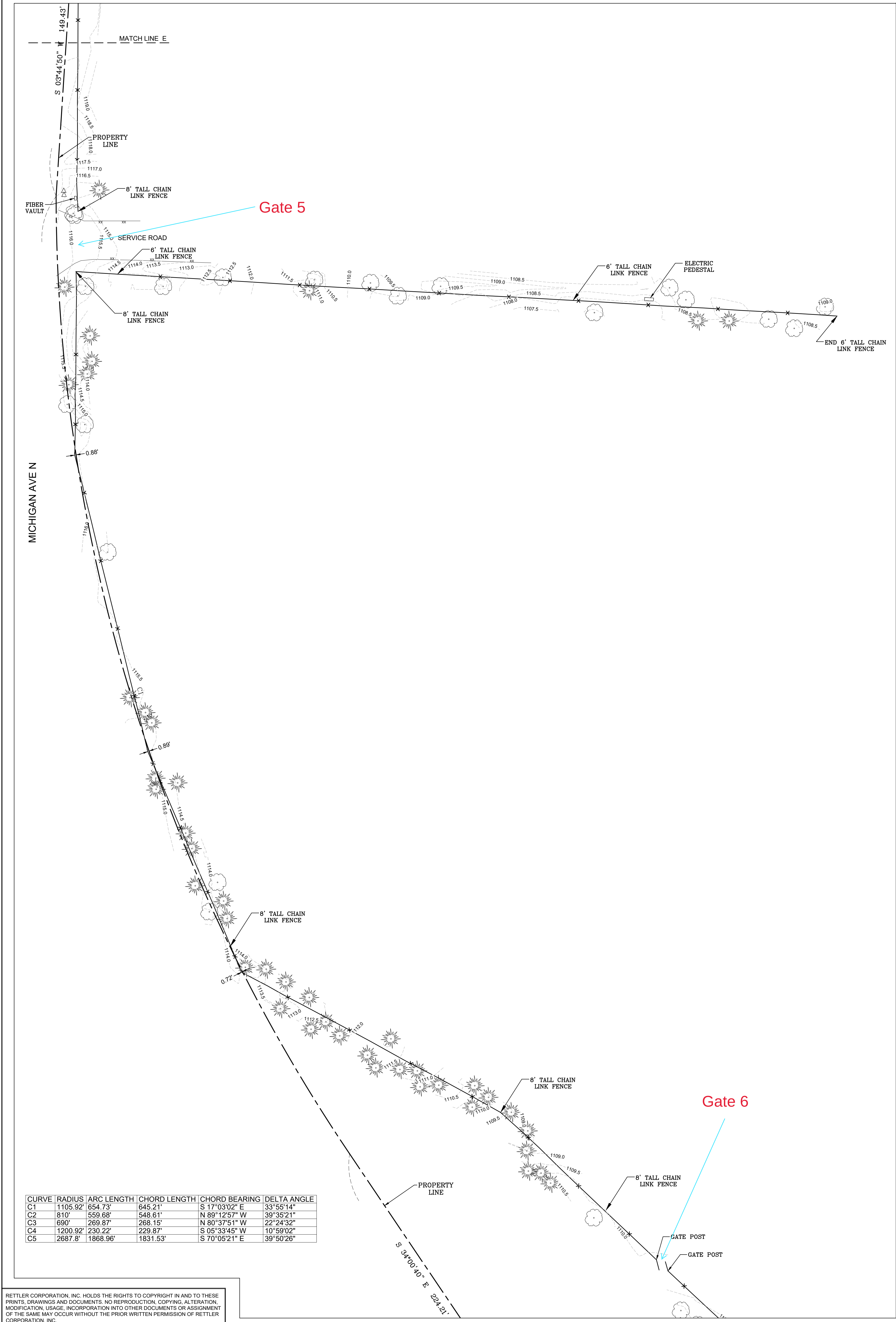
EXISTING SITE PLAN

SENTRYWORLD

601 MICHIGAN AVENUE

STEVENS POINT, WI 54481

C102

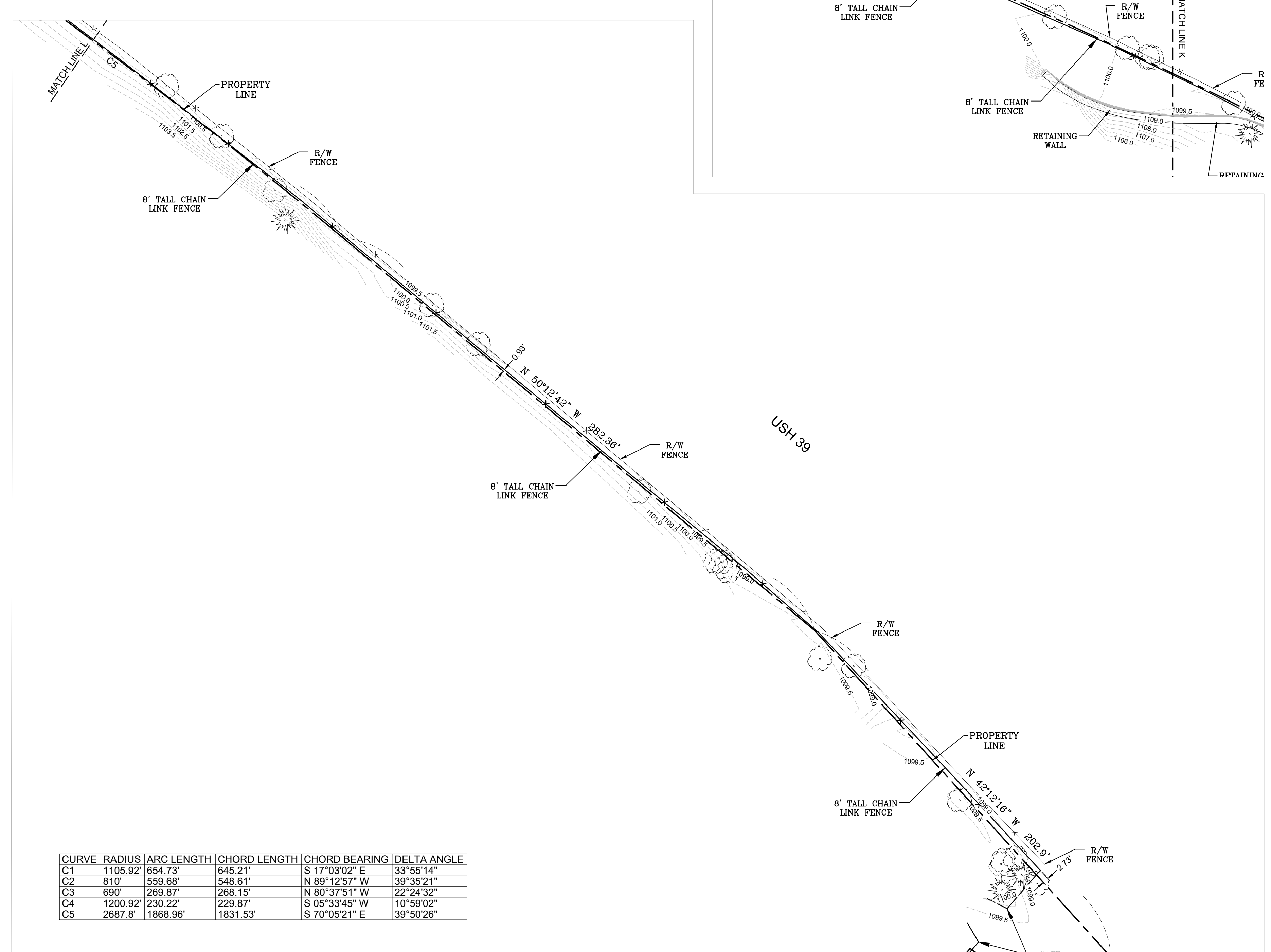
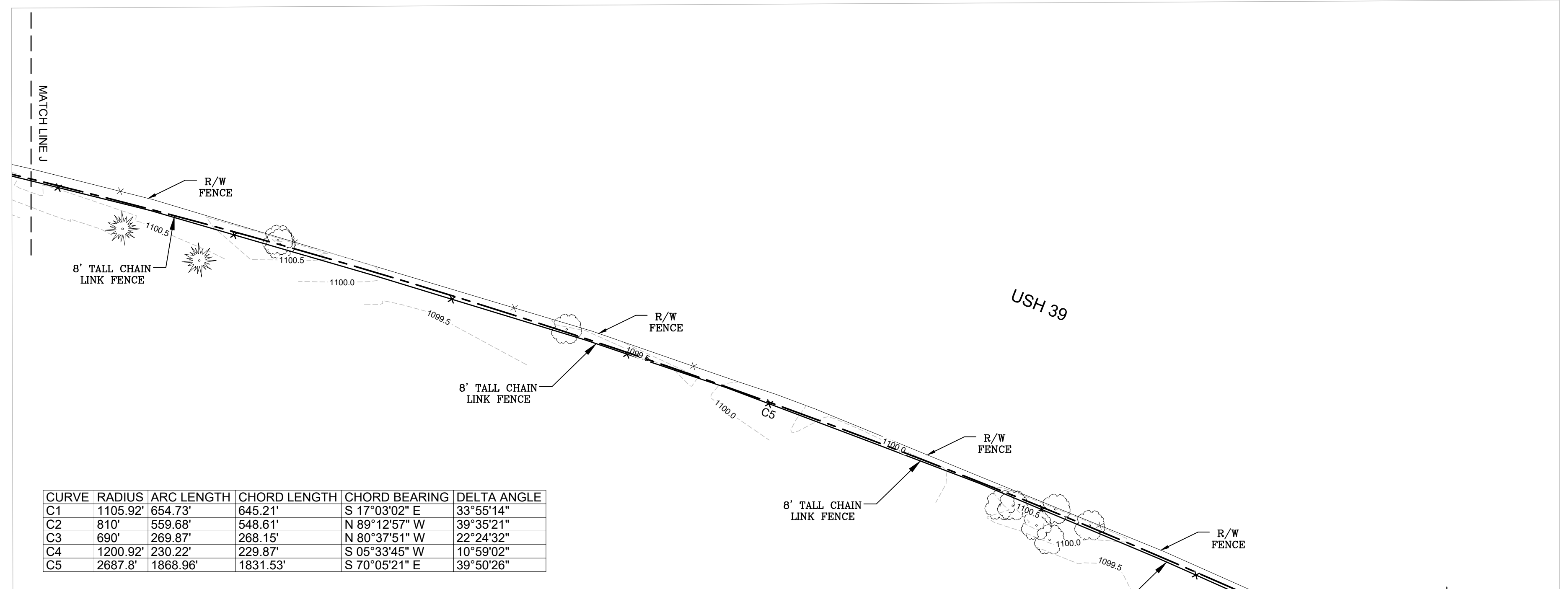
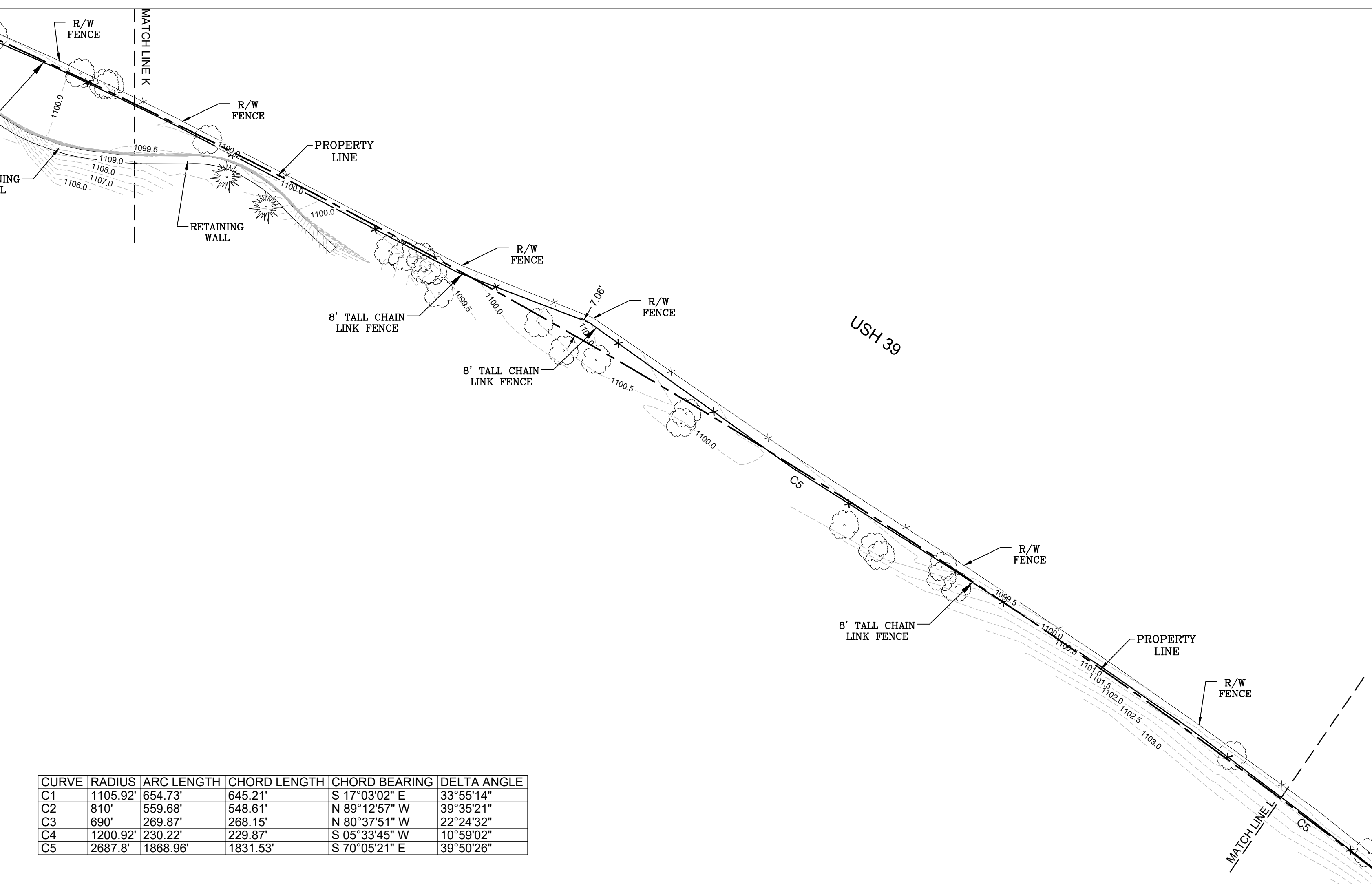
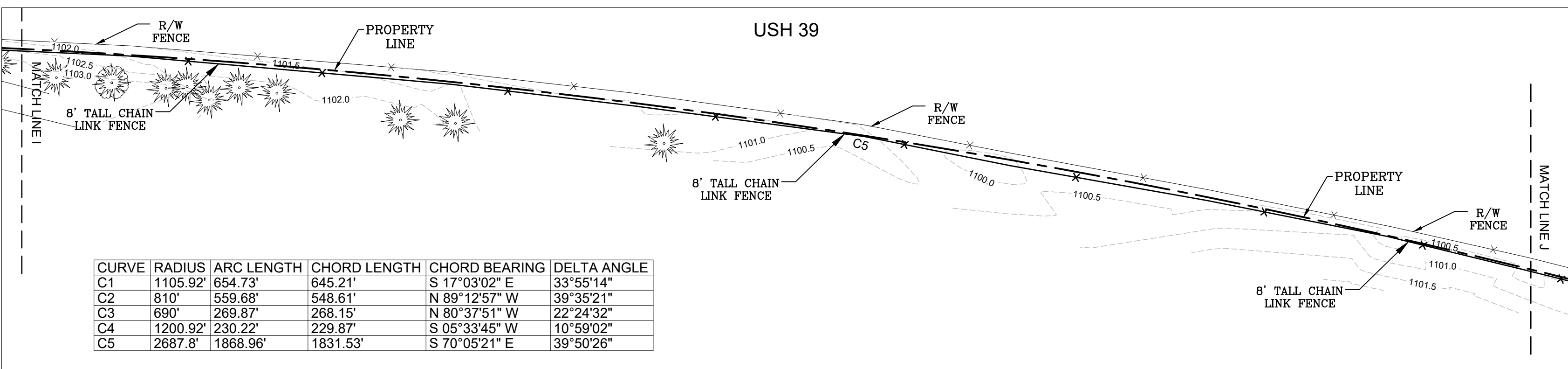
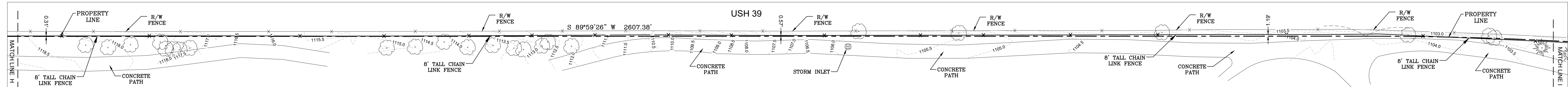
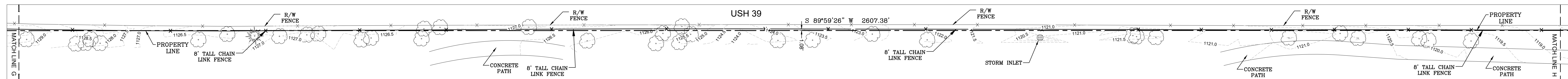
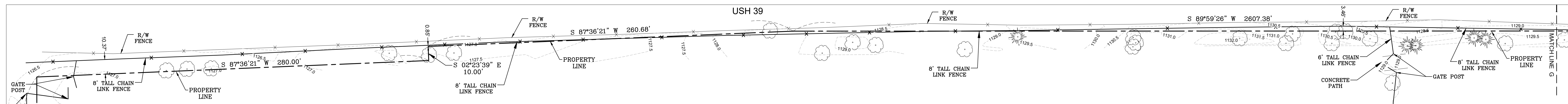


LEGEND

LIGHT POLE	WATER VALVE
POWER POLE	HYDRANT
GUY	FENCE
TELEPHONE PEDESTAL	SIGN
CATCH BASIN	DECIDUOUS TREE
CATCH BASIN	CONIFEROUS TREE
CATCH BASIN	BUSH/SHRUB
EDGE OF BITUMINOUS	CONTOUR LINE

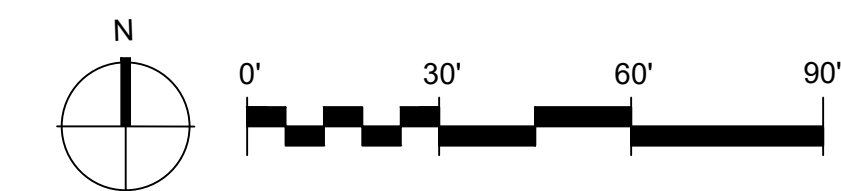
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REV	DATE	ISSUED FOR
DRAWN: B.KLITZKE		C. RETTLER
CHECKED:		
DOCUMENT NO.		
RETTLER corporation		
3317 Business Park Drive, Stevens Point, WI 54482 Telephone: 715-341-2653, Fax: 715-341-0451 email: info@rettl.com website: www.rettler.com		
SENTRYWORLD FENCE REPLACEMENT		
EXISTING SITE PLAN		
SENTRYWORLD 601 MICHIGAN AVE N STEVENS POINT, WI 54481		
C103		

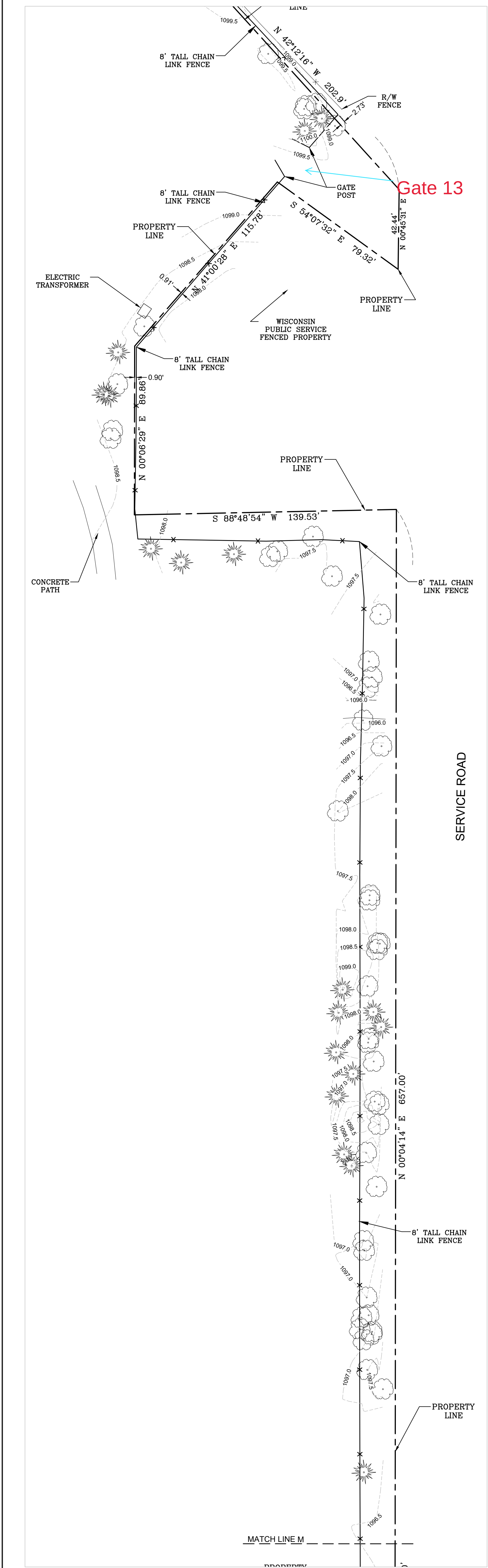


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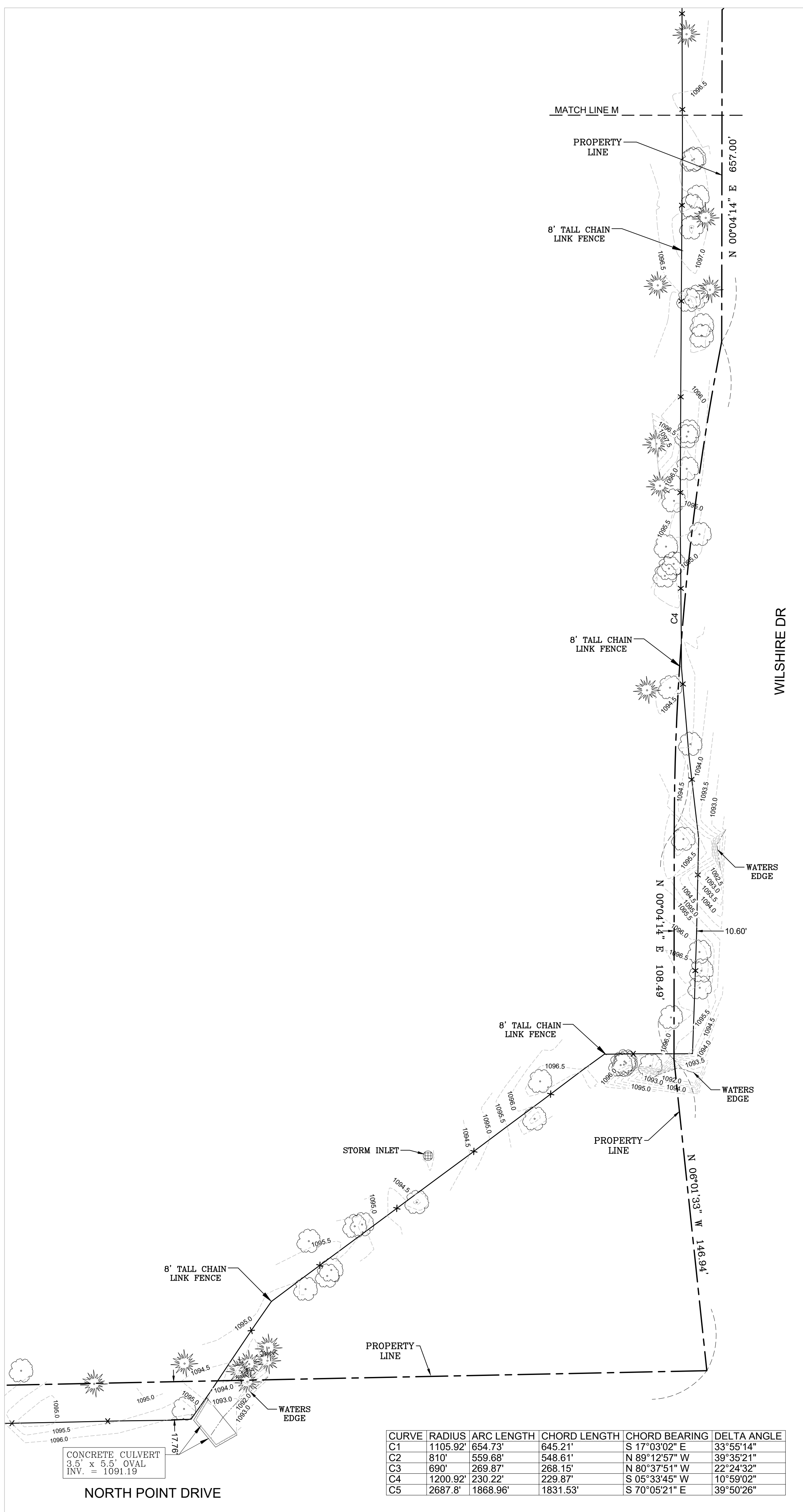
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|---|--------------------|---|-----------------|
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|  | POWER POLE |  | HYDRANT |
|  | GUY |  | FENCE |
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|  | EDGE OF BITUMINOUS |  | CONTOUR LINE |



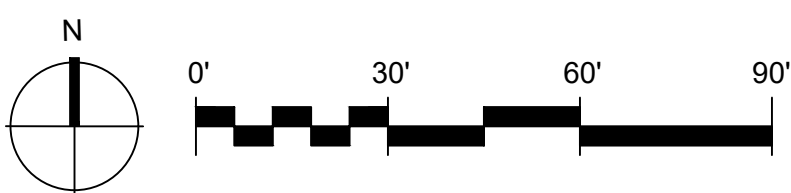
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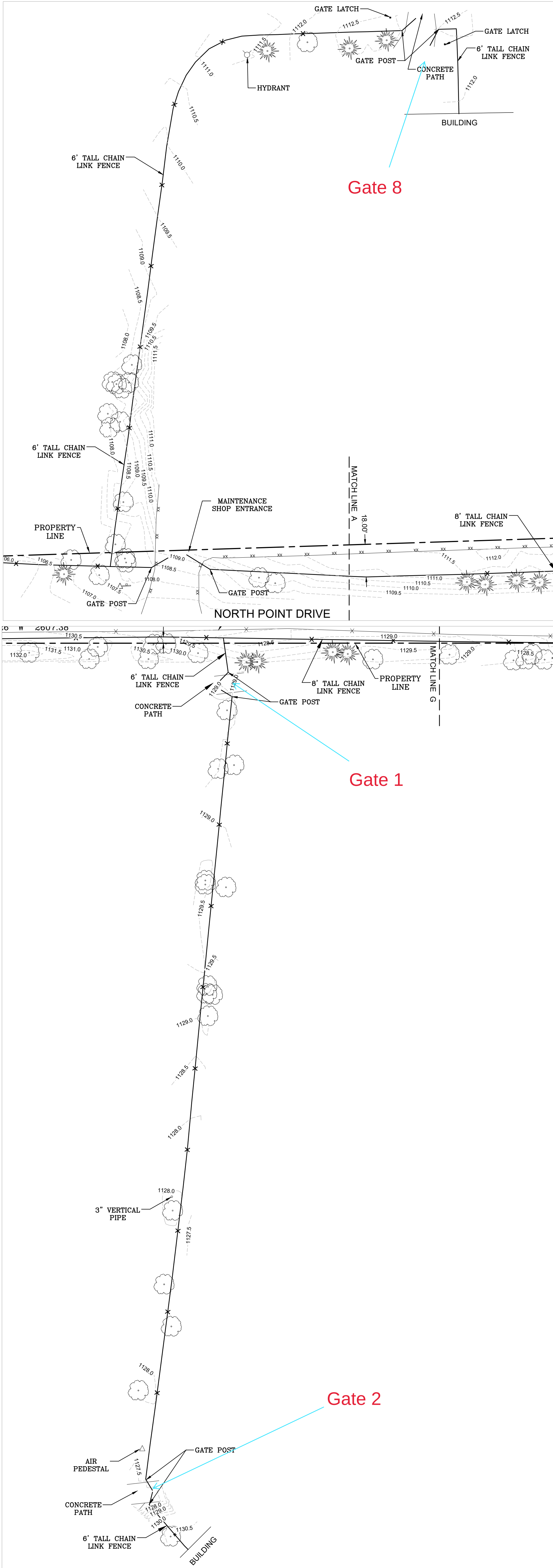
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- LEGEND**
- | | |
|----------------------|-------------------|
| ⊙ LIGHT POLE | ⊙ WATER VALVE |
| ⊙ POWER POLE | ⊙ HYDRANT |
| ⊙ GUY | ⊙ FENCE |
| ⊙ TELEPHONE PEDESTAL | ⊙ SIGN |
| ⊙ CATCH BASIN | ⊙ DECIDUOUS TREE |
| ⊙ CATCH BASIN | ⊙ CONIFEROUS TREE |
| ⊙ CATCH BASIN | ⊙ BUSH/SHRUB |
| ⊙ CATCH BASIN | ⊙ CONTOUR LINE |
| ⊙ EDGE OF BITUMINOUS | |



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1105.92	654.73	645.21	S 17°03'02" E	33°55'14"
C2	810	559.68	548.61	N 89°12'57" W	39°52'21"
C3	690	269.87	268.15	N 80°37'51" W	22°24'32"
C4	1200.92	230.22	229.87	S 05°33'45" W	10°59'02"
C5	2687.8	1868.96	1831.53	S 70°05'21" E	39°50'26"



REV	DATE	ISSUED FOR
DRAWN: B.KLITZKE		RETTLER Corporation 3317 Business Park Drive, Stevens Point, WI 54482 Telephone: 715-341-2653, Fax: 715-341-0451 email: info@rettler.com website: www.rettler.com
CHECKED: C. RETTLER		
DOCUMENT NO.		
SENTRYWORLD FENCE REPLACEMENT		
EXISTING SITE PLAN		
SENTRYWORLD 601 MICHIGAN AVE N STEVENS POINT, WI 54481		
C105		



Sherwood

Bufftech's patented design of rotationally-molded fence allows realistic wood appearance and superior performance. Extremely durable, Sherwood provides excellent sound absorption for a quieter outdoor space.

Panel Sizes: 6' x 6', 4' x 8'

Heights: 4' & 6'

Stackable: 8'

Steel Reinforced Panels





Sherwood in Gold Cedar



4'x 8' panels are stackable.



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: February 7, 2022

RE: Request from the City of Stevens Point to be Granted a Communication Line Easement from Westside Highway, LLC at an Unaddressed Parcel off of Roosevelt Drive (Parcel ID 173-23-0823-08) in the Village of Plover.

Background: Westside Highway, LLC is requesting to grant a Communication Line Easement to the City of Stevens Point at an unaddressed parcel off of Roosevelt Drive (Parcel ID 173-23-0823-08) in the Village of Plover. The purpose of this easement is to allow for the construction, operation and long-term maintenance of a communication line extending from Roosevelt Drive and subsequently crossing Interstate 39. The easement area is approximately 995 feet long and is located near the northern lot line of the subject property (not within dedicated road right-of-way).

According to the City's Public Utilities and Transportation Department, the intended fiber optic project would be less expensive using the proposed easement area versus other options explored. As this request entails the City being granted an easement, it must be reviewed by the Plan Commission with a recommendation made to the Common Council.

Staff Recommendation: Staff recommends APPROVAL as presented.

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Exhibit A: Proposed Easement Area



**COMMUNICATION LINE
EASEMENT**

Document Number

Document Title

Westside Highway, LLC., a Wisconsin limited liability company, grantor herein, grants, sets over and gives unto the City of Stevens Point, Wisconsin, a municipal corporation, grantee herein, a permanent easement, over and across the following described real estate for the purpose of constructing, operating, and maintaining a communication line and all appurtenances. Said easement shall cover the following described property:

The north 20 feet of the Southeast Quarter of the Northwest Quarter of Section 23, Township 23 North, Range 8 East, Village of Plover, Portage County, Wisconsin, except therefrom the north 20 feet of the west 226 feet thereof, and except any part thereof used for highway purposes.

The grant of this easement herein contained shall also include the right of reasonable access to said lands for the purpose of exercising the rights granted herein, grantor agrees not to construct or place any improvement over the easement area which interferes with the grantee's use of the same, unless specifically approved by the grantee. If any improvements are constructed in this easement area by the grantor, grantor agrees to remove such improvements within sixty (60) days after being notified by grantee. Costs relating to the removal of grantor's improvements shall be borne entirely by grantor.

This instrument and the covenants and agreements contained herein are binding upon the grantor, their personal and legal representatives, successors, heirs, and assigns, and inures to the benefit of the grantee. This easement shall run with the land.

IN WITNESS WHEREOF, the grantor has caused this instrument to be duly executed this ____ day of _____, 20____.

Westside Highway, LLC.

By: _____,
Name,
Title

Attest: _____,
Name,
Title

STATE OF _____)
)
COUNTY OF _____)

Personally came before me this ____ day of _____, 20____, the above named _____, Title and _____, Title to me known to be such officers who for and on behalf of said Westside Highway, LLC., executed the foregoing instrument and acknowledged the same.

Notary Public, State of _____

My Commission expires: _____

This Instrument Drafted By:
Patrick Fuehrer, Engineering Division
City of Stevens Point

PRELIMINARY

Return to:
City of Stevens Point
City Clerk
1515 Strong's Avenue
Stevens Point WI 54481

PARCEL ID NUMBERS:
173-2308-23-08



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: February 7, 2022

RE: **Demand for Accessory Dwelling/Commercial Units**

Background: During the December Plan Commission meeting, Commissioners asked for staff to determine what demand for Accessory Dwelling/Commercial Units would exist if the City were to pass the proposed ordinance. City staff reached out to several communities in Wisconsin that have ADU to determine what demand they have had for ADU's since adopting their version of the ordinance, below is what we found:

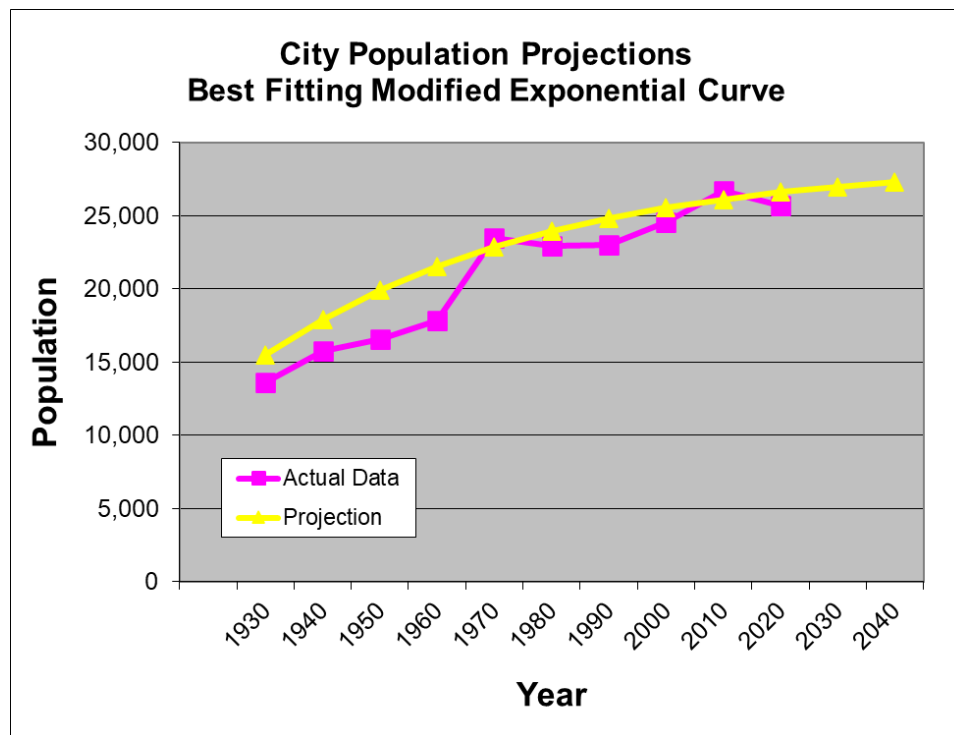
Community	# Permits	Notes
Appleton	1	Ordinance adopted 7/13/2021
Ashland	2/year	
Grafton	0	Ordinance adopted 12/7/2020
Marshfield	0	Only permitted in two-family zoning
Onalaska	0	Ordinance adopted in 2020
Sturgeon Bay	0	Ordinance adopted in 2018
Waupaca	0	Ordinance adopted in November 2020
Weston	0	Ordinance adopted in 2015

City staff has stated for several months that demand for ADU/ACU will be limited. The intention of the ordinance is to allow, via the conditional use permit process, property owners the ability to construct an ADU/ACU. Additionally, there was a request for City staff to review population projections and projected need for additional housing units. Based the best fitting modified exponential curve calculations, with an assumed upper limit of 35,000 in population, and based upon historic population trends from 1930 through 2020, we can calculate the projected population growth to 2040:

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Year	Index	Actual Data	Projection	Error of Estimate
1930	1	13,623	15,503	1,880
1940	2	15,777	17,928	2,151
1950	3	16,564	19,909	3,345
1960	4	17,837	21,527	3,690
1970	5	23,479	22,850	(629)
1980	6	22,970	23,930	960
1990	7	23,006	24,812	1,806
2000	8	24,551	25,533	982
2010	9	26,717	26,121	(596)
2020	10	25,667	26,602	935
2030	11		26,995	
2040	12		27,316	



Per the US Census, there are 2.18 persons per household in the City of Stevens Point. Projecting a 2040 population of 27,316 less the 2020 population of 25,667 (a difference of 1,649 persons), the City would need an additional 756 additional units to fill the 2020-2040 gap. City staff recognizes that the identified gap is going to be filled with a variety of housing options, including apartments, townhomes, single-family, and others. ADU's are simply another way to fill the identified future needs of the community.

City staff has put together the historic development trends of single-family (SFD), two-family (TFD), and multi-family (MFD) housing within the community since 2010. Those results are on the next page:

Base	2010 Pop.	26717	
	SFD	TFD	MFD
2010	x	x	x
2011	13	0	8
2012	9	0	0
2013	14	2	0
2014	18	14	8
2015	17	6	0
2016	20	4	0
2017	9	0	22
2018	13	6	0
2019	13	4	144
2020	13	10	159
Total	139	46	341

Staff would note that the majority of the 2020 MFD numbers have not been fully realized, meaning that those units are not completely occupied due to construction. Additionally, there are 69 units less in 2020 due to Edgewater Manor's closure (12 units remain occupied as of the date of this memorandum).

Demand for additional housing continues to be a need in our community. Please let staff know if you have any additional questions.

Proposed Ordinance

14) Accessory Commercial Units and Accessory Dwelling Units.

a) Definitions

- 1) Accessory Commercial Units (ACU) is a small detached commercial unit that are accessory to the principal residential use on the site. Uses of ACUs are subject to Home Occupation Regulations as defined in this Chapter.
- 2) Accessory Dwelling Units (ADU) are defined as a small, detached secondary place of residence on the same lot as the principal residential dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation.

b) Where permitted. ACUs and ADUs shall be a conditional use in the R-LD, R-1, R-2, R-3, R-4 and R-5 zoning districts.

c) Setbacks. ACUs and ADUs shall meet the minimum setback requirements for principal structures of the zoning district or overlay zoning district for which it is located. All ACU and ADUs shall be a minimum of 10 feet from any other structure on the parcel.

d) Lot size. ACUs and ADUs shall be allowed only on a lot after meeting the minimum lot area requirements for single family use within the zoning district for which the property is located. For lots zoned "R-3" Single- and Two Family Residential, the minimum lot size requirement shall be 10,000 square feet. No construction of an ADU shall result in an impervious lot coverage ratio exceeding 60% of the total lot area.

e) Square Footage Limitations.

- 1) Minimum size. ADUs shall meet the minimum size requirements as outlined in Ch. 21.08 of the Revised Municipal Code of the City of Stevens Point.
- 2) Maximum size. ADUs shall not exceed the maximum size allowed for detached accessory structures as outlined in Chapter 30 of the Revised Municipal Code of the City of Stevens Point.
- 3) Calculation of ACU and ADU square footage. ACU and ADU square footage calculations are exempt the square footage calculations outlined in Chapter 30 for detached accessory structures.

f) Height limitations. ACUs and ADUs shall not exceed 20 feet in height, not including the height of roof gables.

- g) Owner occupied. The owner of the property in which the ACU or ADU is created must continue to occupy the principal residential use on the site as their primary residence for a period of at least ten months in a calendar year. A restrictive agreement between the property owner and the City shall be recorded prior to occupancy being granted.
- h) Utility connections. All utility connections for ACUs and ADUs shall have separate connections from the principal structure located on the same lot.
- i) Number of occupants allowed. The number of occupants allowed in an ADU shall be consistent with the definition of Family as outlined in this chapter.
- j) Number of ACUs and ADUs allowed. One ACU or ADU is permitted per lot.
- k) Tourist Rooming House Prohibited. ADUs are prohibited to be utilized as a tourist rooming house.



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: November 1, 2021

RE: **Proposed ADU/ACU Ordinance**

Please see the attached draft ordinance pertaining to Accessory Dwelling Units and Accessory Commercial Units (ADU/ACU).

The draft ordinance takes into consideration feedback from the neighborhood meetings staff had in seven aldermanic districts over the summer months. As we've stated before, there was no consensus on the entirety of the proposed ordinance, but there were common themes staff took away from those discussions. Those common themes are included as part of this draft ordinance.

All ADU/ACU's are a Conditional Use in all Residential Zoning Districts

Neighbors expressed concern that the original ordinance allowed ADU/ACU as a permitted use in all Residentially Zoned Districts (R-LD, R-1, R-2, R-3, R4, and R-5), and wished to be notified and allowed to provide testimony during the regulatory process. As a result, staff made all ADU/ACU's a Conditional Use Permit as part of the rewritten ordinance. As a reminder, all property owners within 200' of the subject property are notified of the Conditional Use Permit application.

Setbacks for ADU/ACU's must meet the same setbacks as the principal structure on the lot

Under the previous ordinance, ADU/ACU's were allowed to be constructed consistent with the accessory structure setbacks. Neighborhoods expressed concern that an ADU could be 3' from the side and rear lot line, and felt more comfortable if the ADU/ACU met the same setback requirements as the principal structure.

The chart on the next page breaks down each setback for each of the zoning districts.

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	Front Yard (ft)	Side Yard (ft)	Rear Yard (ft)	Lot Size Minimum for SFD
R-LD	50	30	50	2 acres
R-1	30	Total of 25', one side not less than 12 ft.	30	16,500 sf
R-2	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	20 ft. Total of both sides, one side not less than 8' for buildings not over 2 ½ stories	Not less than 20% of lot depth but not less than 15' and need not exceed 30 ft.	8,000 sf
R-3	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Minimum of 7 ½' on each side for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	5,000 sf*
R-4	25	10	Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.	8,000 sf
R-5	25	10	20	8,000 sf

***Lot Size Minimums Change for R-3 Zoning**

Under the previous ordinance, ADU/ACU's could be constructed provided that the minimum square footage of the lot met the standards for 1 unit/SFD within the zoning district. Those residents with the R-3 zoning expressed concern that the 5,000 sf minimum was too dense. As a result, staff increased the minimum density for R-3 from 5,000 sf to 10,000 sf.

Owner Occupancy

Within the proposed ordinance, the owner of the property in which the ACU or ADU is created must continue to occupy the principal residential use on the site as their primary residence for a period of at least ten months in a calendar year. A restrictive agreement between the property owner and the City shall be recorded prior to occupancy being granted.

Tourist Rooming Houses are prohibited uses for ADU/ACU's

A consistent message from the neighborhood meetings included concerns about allowing ADU/ACU's for tourist rooming houses (Air B&B, VRBO). As a result, staff prohibited the ability to utilize ADU/ACU's as tourist rooming houses.

Staff Comments

There is no formal action required. Please provide any final feedback to City staff to be incorporated before we publish the proposed ordinance for a public hearing.

Please let staff know if you have any questions or concerns. Thank you.



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: November 29, 2021

RE: **ADU/ACU Zoning Lot Analysis**

At the request of Commissioners, City staff has put together an analysis of each zoning lot that would meet the minimum lot area requirements for the Accessory Dwelling Unit/Accessory Commercial Unit (ADU/ACU). Below is a break down by each zoning district:

Zoning District	Total Parcels	Proposed Min Lot Size Required (SF)	Parcels Meeting Min Lot Size	Percentage
RLD	76	87,120	29	38 %
R1	957	16,500	923	96%
R2	2,973	8,000	2,209	74%
R3	2,814	10,000	720	26%
R4	581	8,000	390	67%
R5	163	8,000	94	58%

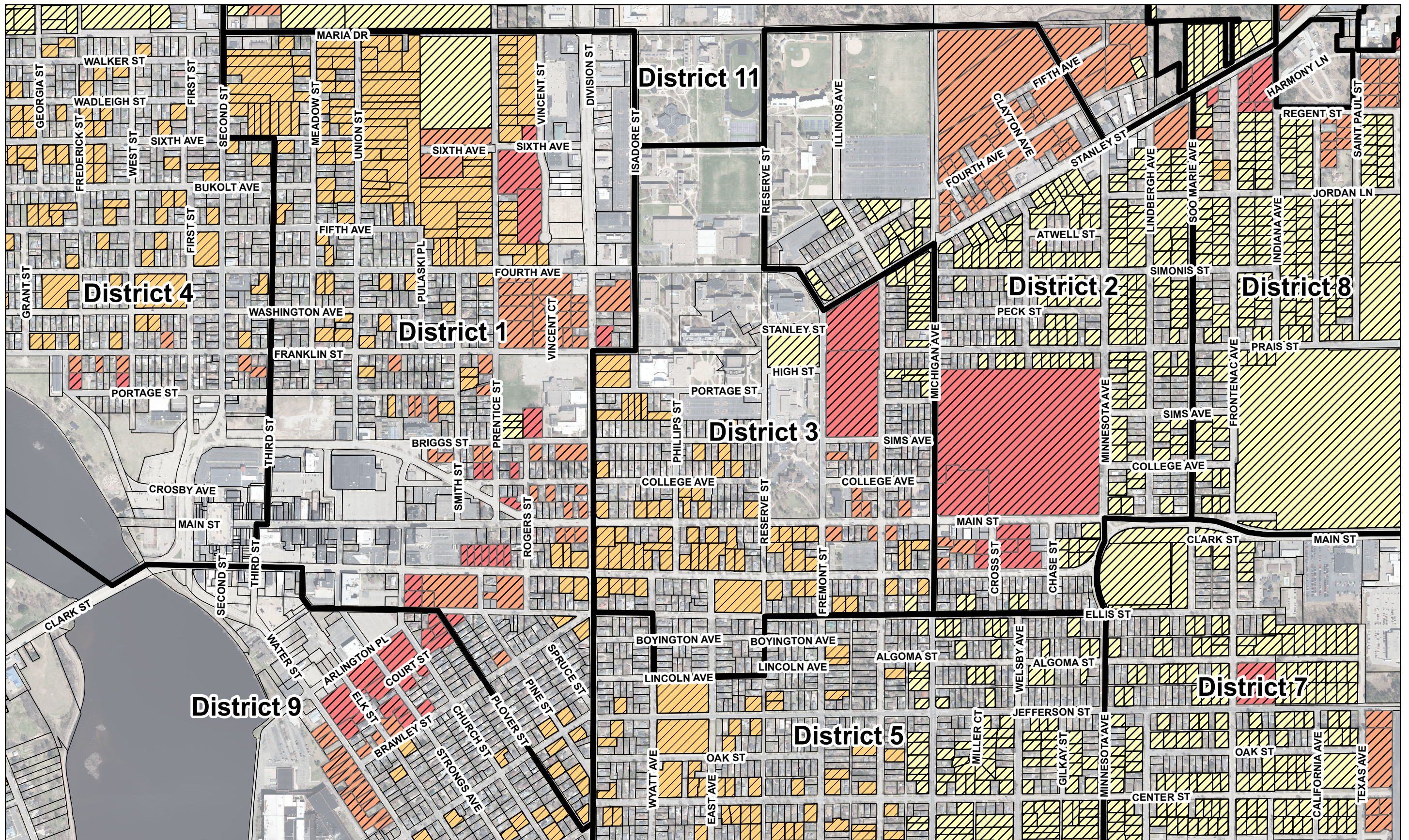
Included in this packet is a breakdown of each zoning lot that would meet the minimum lot area requirements, as identified in the 2010 Aldermanic Districts. Additionally, a copy of the City's Zoning Map is also included.

As Commissions will notice, the further out from the City's 'Core' (loosely identified as Districts 1, 2, 3, 4, 5, 9), the lot sizes become larger and therefore the regulatory ability construct an ADU/ACU becomes easier (setbacks, impervious surface ratios, etc. are easier to meet on a larger lot).

Please let staff know if you have any additional questions or comments.

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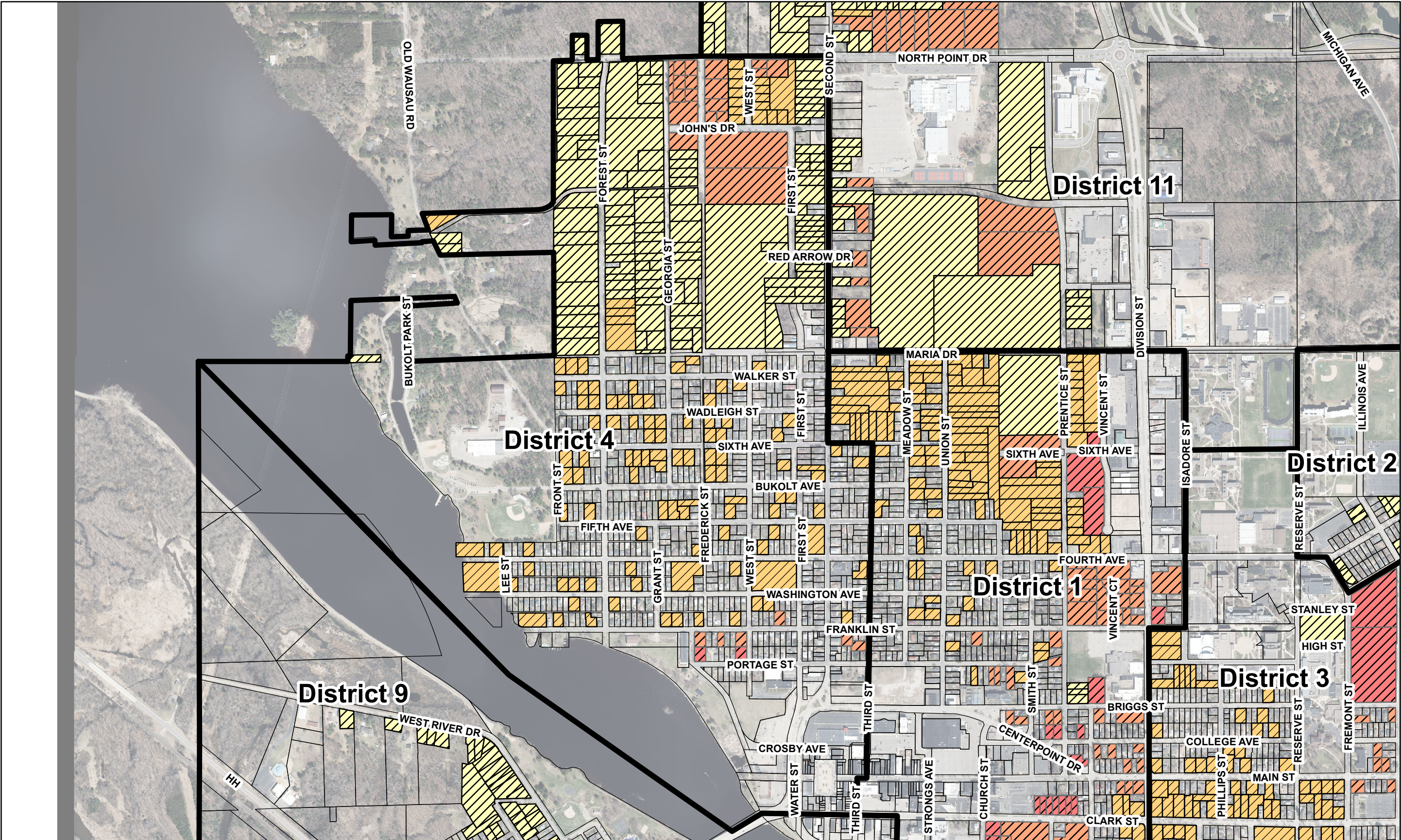
Legend

- 2011 Aldermanic Districts
- Zoned R1 & $\geq 16,500sf$
- Zoned R3 & $\geq 10,000sf$
- Zoned R5 & $\geq 8,000sf$
- Zoned RLD & $\geq 87,120sf$
- Zoned R2 & $\geq 8000sf$
- Zoned R4 & $\geq 8,000sf$

Districts 1, 2, 3



NOT TO SCALE



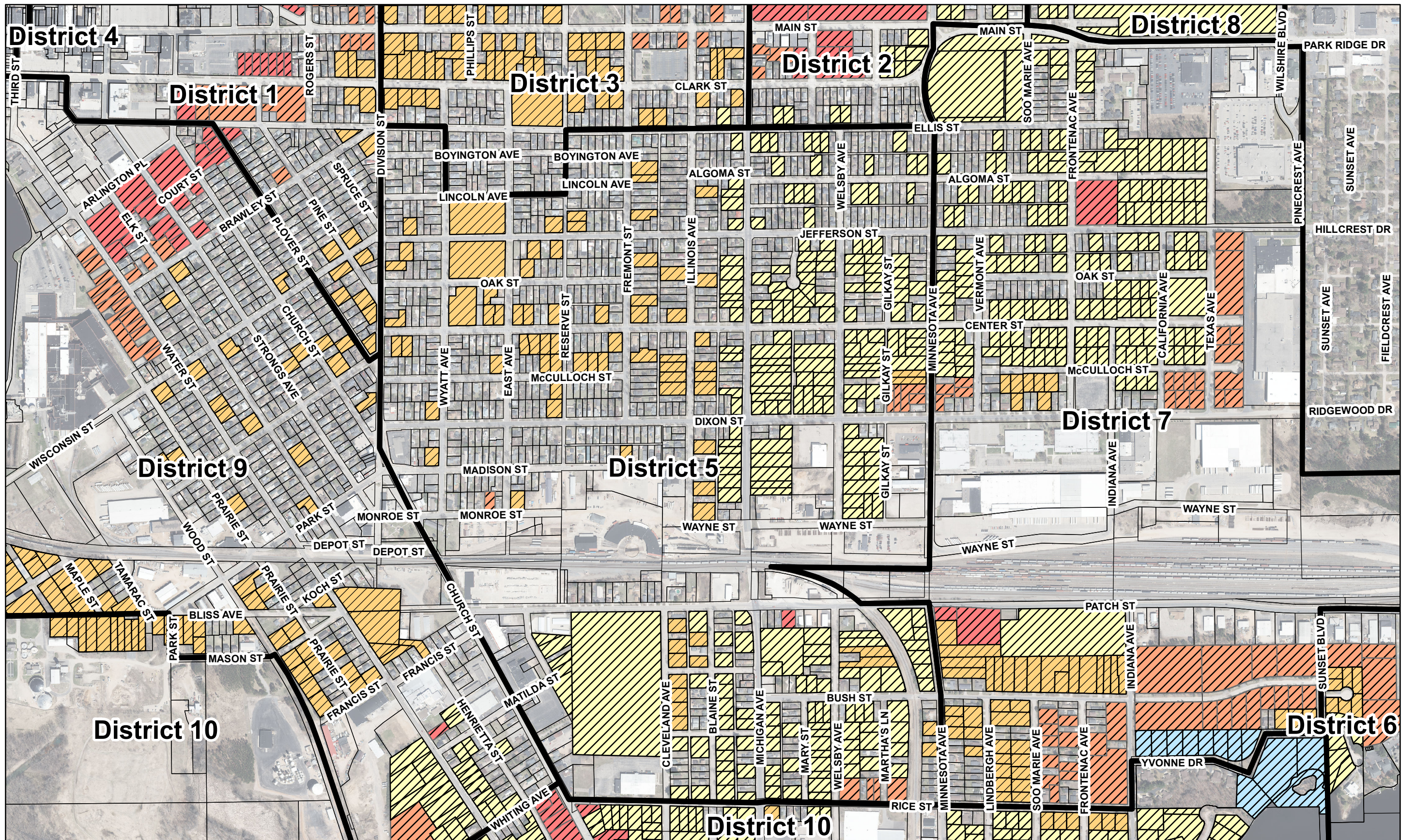
Legend

- | | | | |
|---------------------------|------------------------|-----------------------|-----------------------|
| 2011 Aldermanic Districts | Zoned R1 & >= 16,500sf | Zoned R3 & >=10,000sf | Zoned R5 & >= 8,000sf |
| Zoned RLD & >= 87,120sf | Zoned R2 & >=8000sf | Zoned R4 & >=8,000sf | |

District 4



NOT TO SCALE



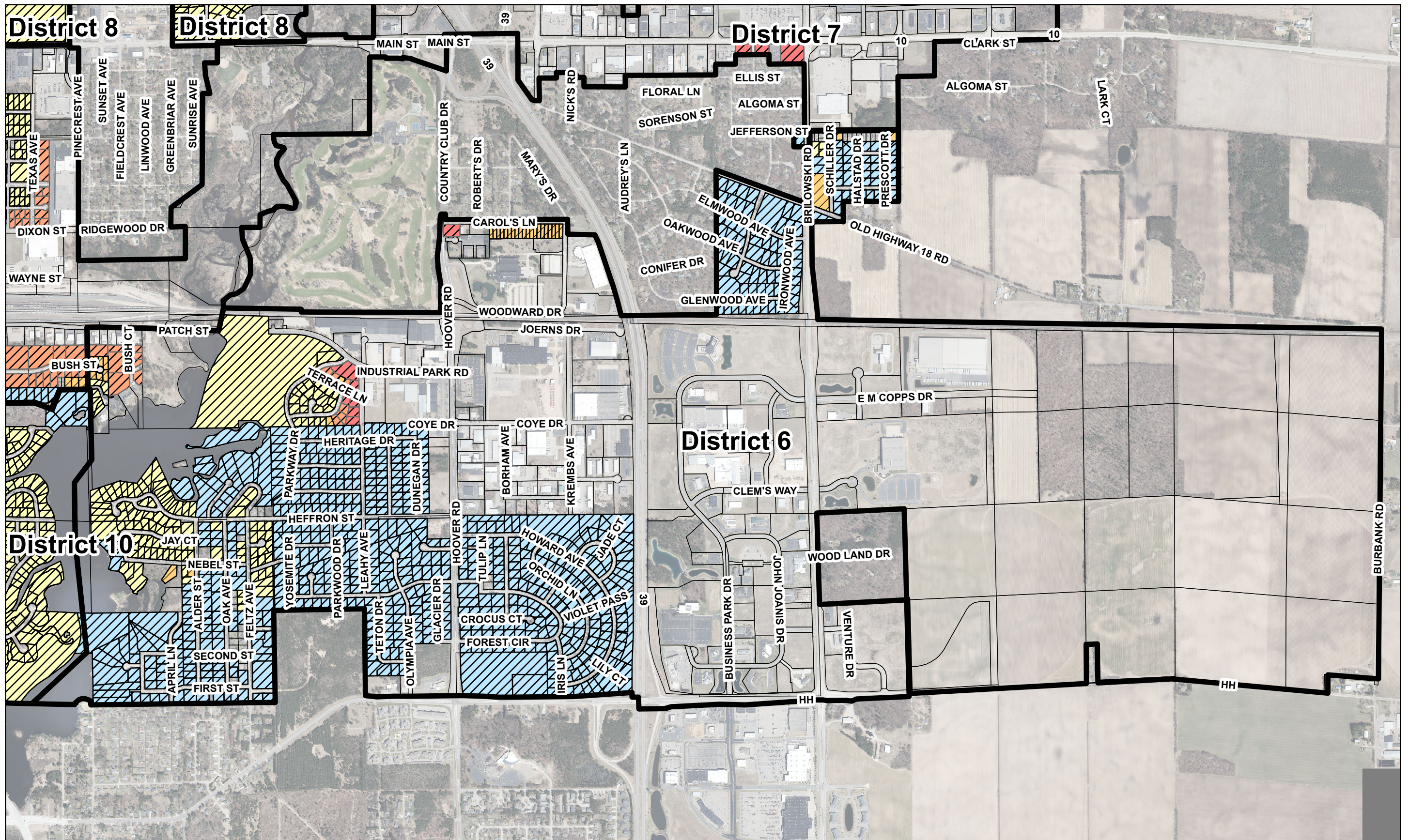
Legend

- 2011 Aldermanic Districts
- Zoned R1 & $\geq 16,500\text{sf}$
- Zoned R3 & $\geq 10,000\text{sf}$
- Zoned R5 & $\geq 8,000\text{sf}$
- Zoned RLD & $\geq 87,120\text{sf}$
- Zoned R2 & $\geq 8000\text{sf}$
- Zoned R4 & $\geq 8,000\text{sf}$

District 5



NOT TO SCALE



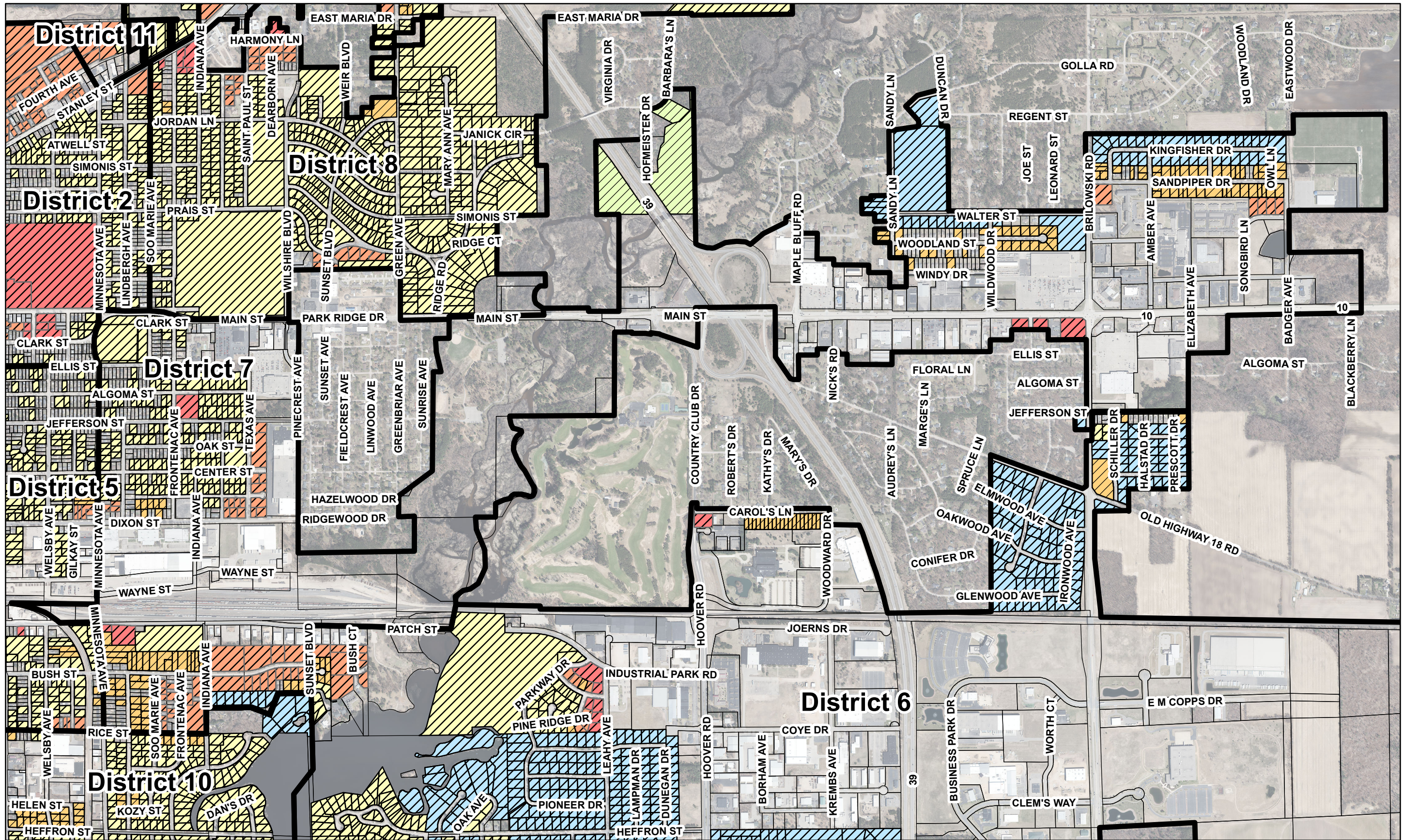
Legend

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|---------------------------|------------------------|-----------------------|-----------------------|
| 2011 Aldermanic Districts | Zoned R1 & >= 16,500sf | Zoned R3 & >=10,000sf | Zoned R5 & >= 8,000sf |
| Zoned RLD & >= 87,120sf | Zoned R2 & >=8000sf | Zoned R4 & >=8,000sf | |

District 6



NOT TO SCALE



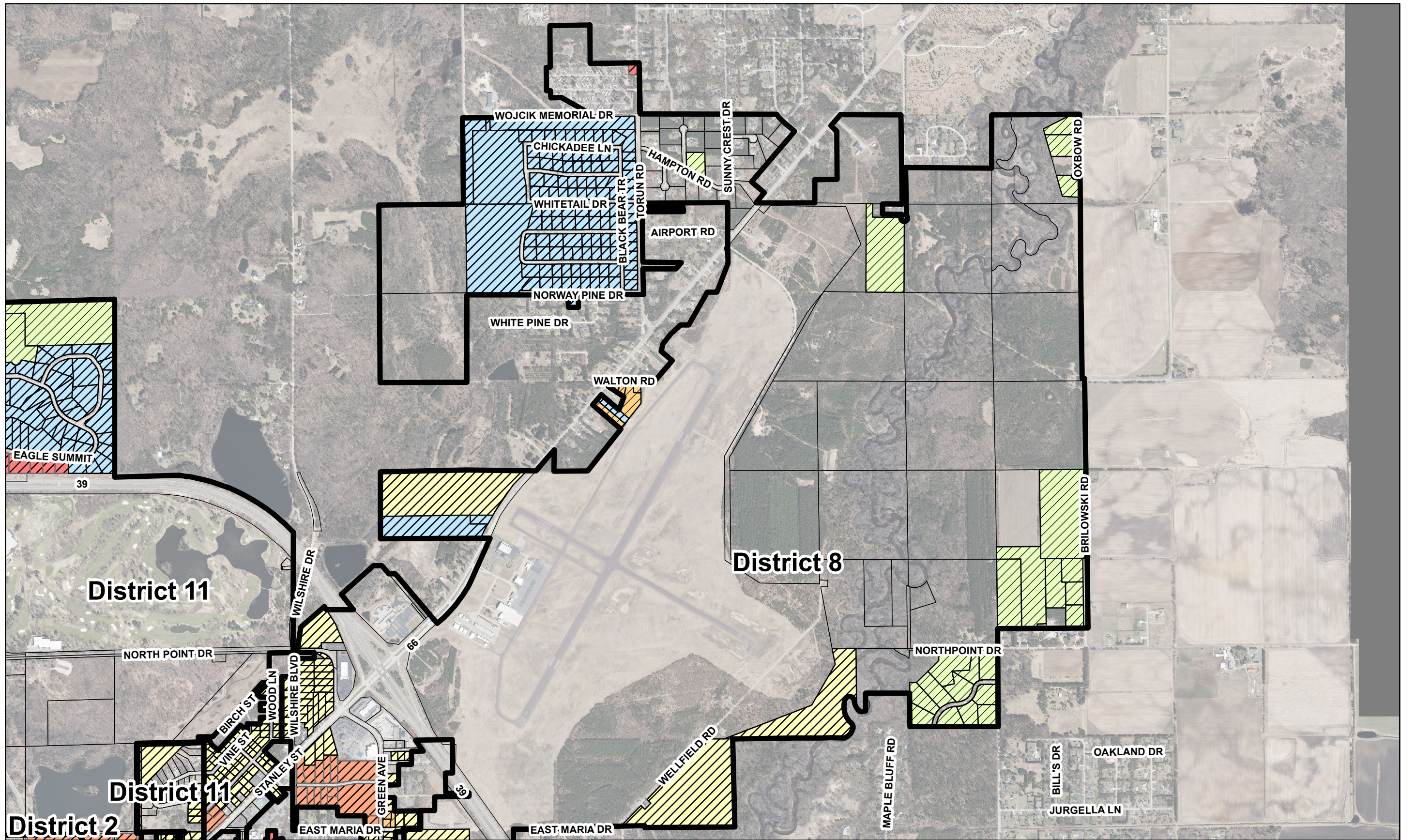
Legend

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- Zoned R5 & $\geq 8,000sf$
- Zoned RLD & $\geq 87,120sf$
- Zoned R2 & $\geq 8000sf$
- Zoned R4 & $\geq 8,000sf$

District 7



NOT TO SCALE



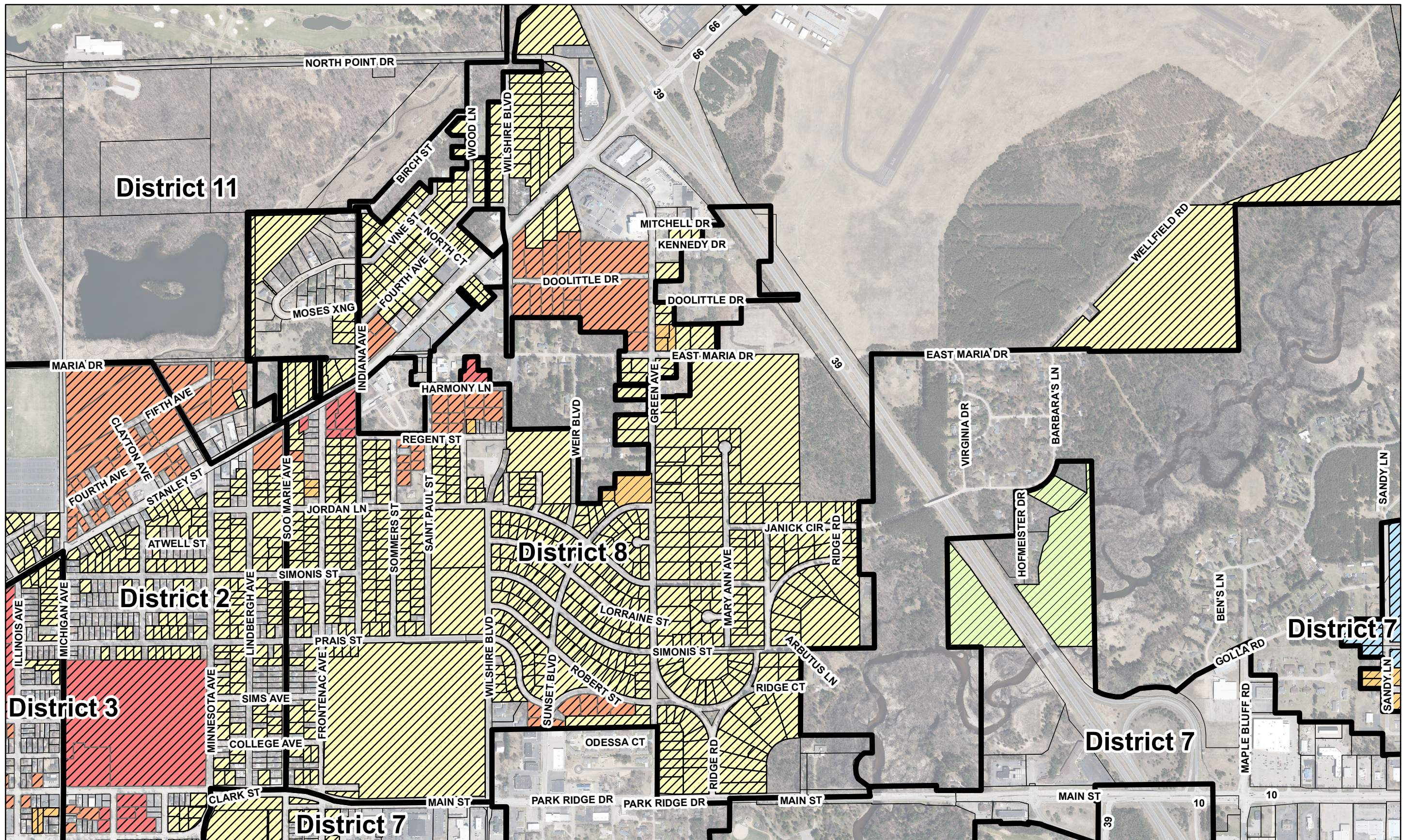
Legend

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|-----------------------------|----------------------------|----------------------------|---------------------------|
| 2011 Aldermanic Districts | Zoned R1 & $\geq 16,500sf$ | Zoned R3 & $\geq 10,000sf$ | Zoned R5 & $\geq 8,000sf$ |
| Zoned RLD & $\geq 87,120sf$ | Zoned R2 & $\geq 8,000sf$ | Zoned R4 & $\geq 8,000sf$ | |

District 8, Area A



NOT TO SCALE



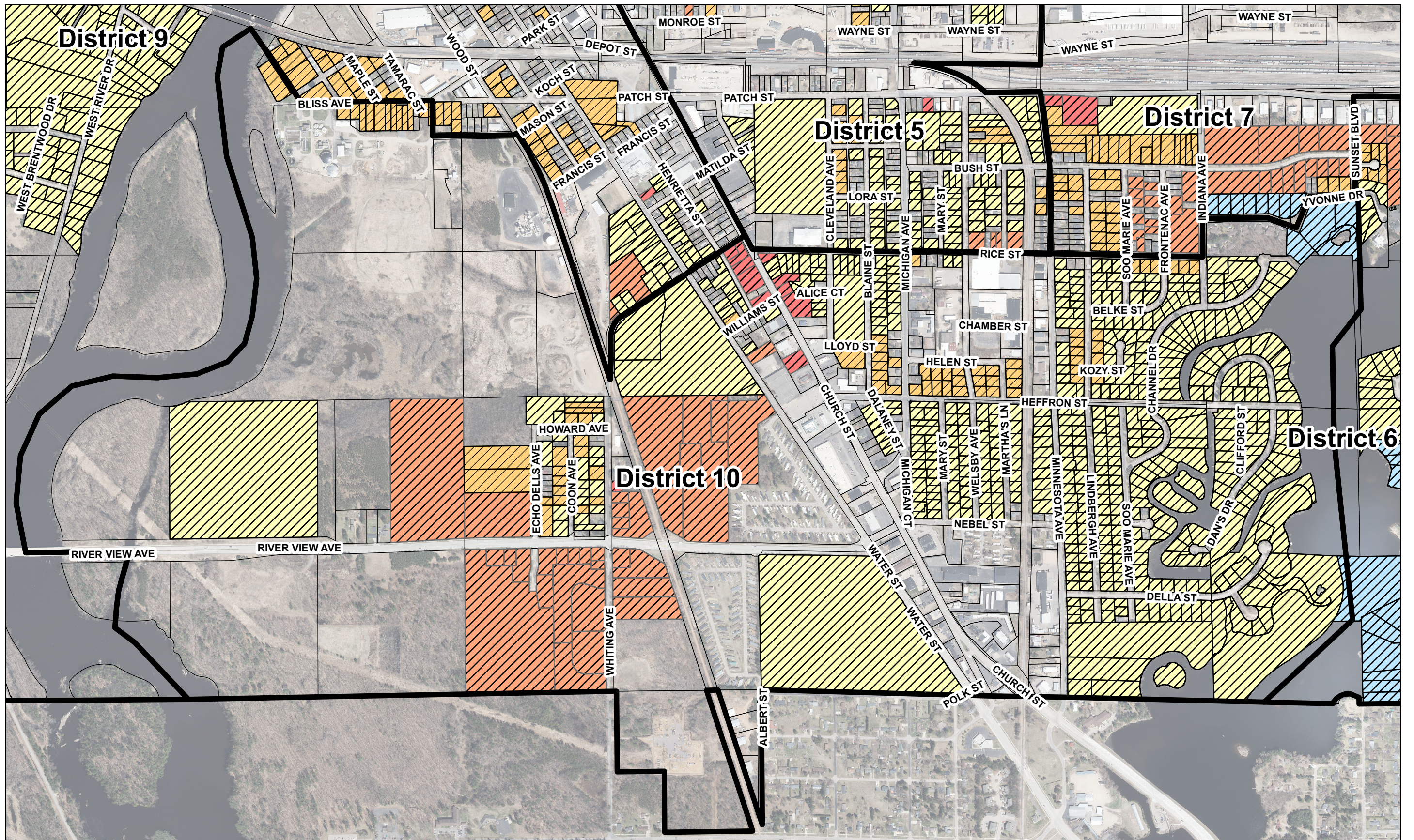
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- Zoned R5 & $\geq 8,000sf$
- Zoned RLD & $\geq 87,120sf$
- Zoned R2 & $\geq 8,000sf$
- Zoned R4 & $\geq 8,000sf$

District 8, Area B



NOT TO SCALE



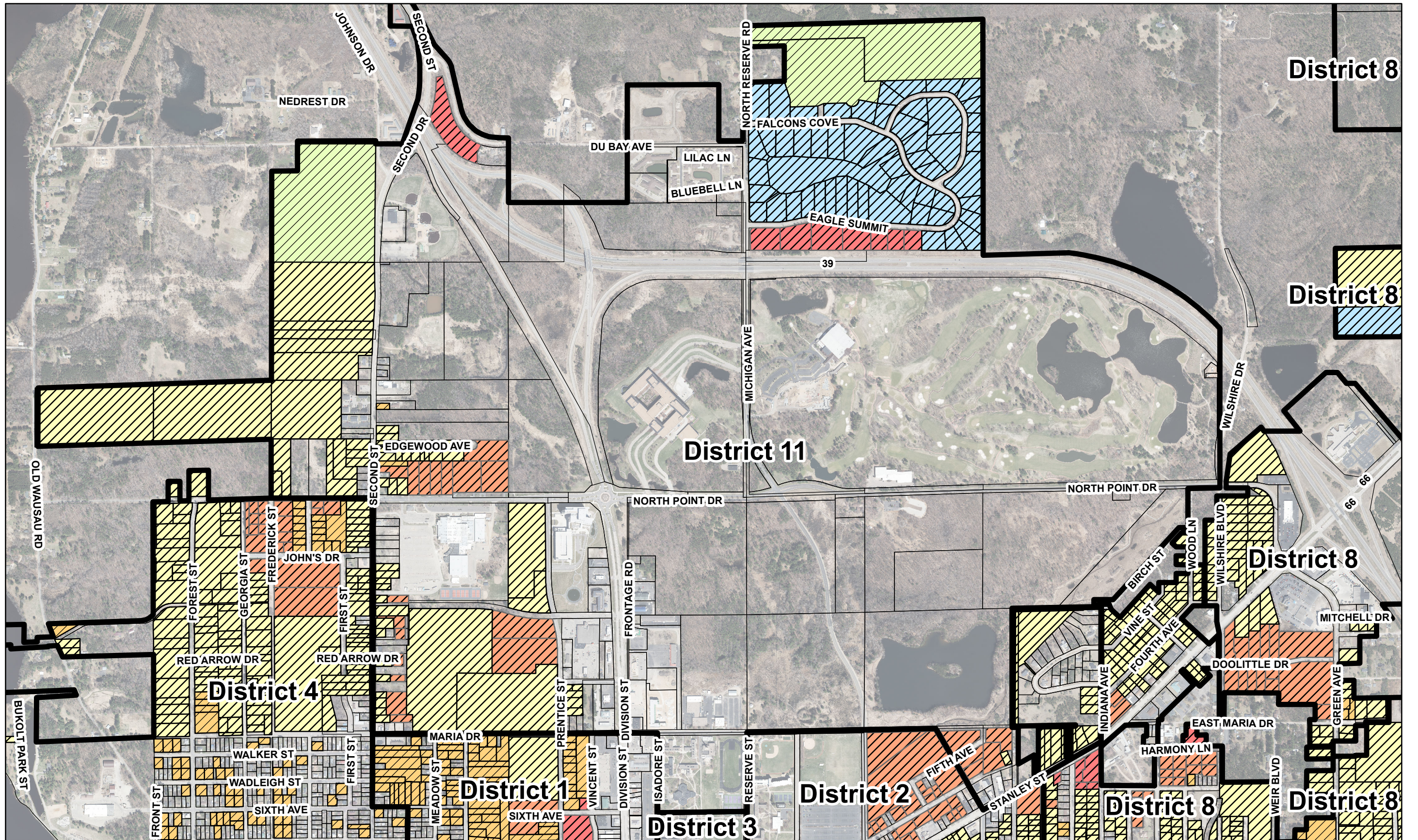
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- | | | | |
|---------------------------|------------------------|-----------------------|-----------------------|
| 2011 Aldermanic Districts | Zoned R1 & >= 16,500sf | Zoned R3 & >=10,000sf | Zoned R5 & >= 8,000sf |
| Zoned RLD & >= 87,120sf | Zoned R2 & >=8000sf | Zoned R4 & >=8,000sf | |

District 10



NOT TO SCALE



Legend

- 2011 Aldermanic Districts
- Zoned RLD & $\geq 87,120\text{sf}$
- Zoned R1 & $\geq 16,500\text{sf}$
- Zoned R2 & $\geq 8,000\text{sf}$
- Zoned R3 & $\geq 10,000\text{sf}$
- Zoned R4 & $\geq 8,000\text{sf}$
- Zoned R5 & $\geq 8,000\text{sf}$

District 11

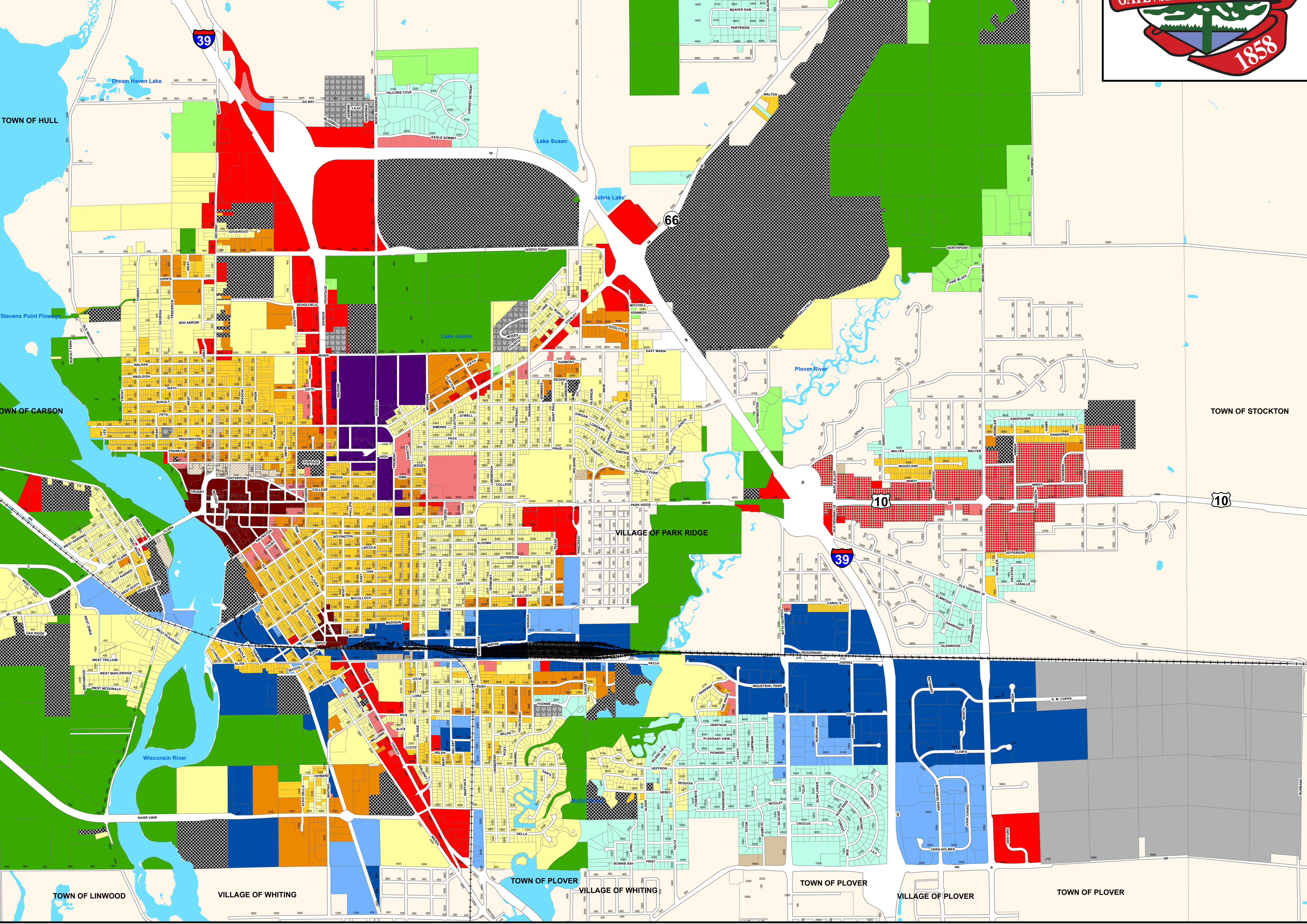


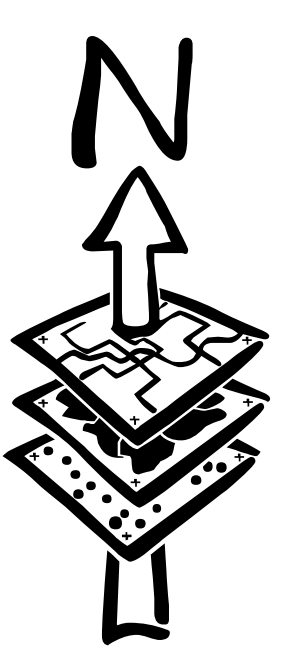
NOT TO SCALE

Zoning Map

Stevens Point

Portage County, WI





Zoning Districts

C	R3	B2	M1	PID
RLD	R4	B3	M2	Split Zoned
R1	R5	B4	U1	
R2	B1	B5	PD	++++ Rail Road

 Water
 City Boundary
 Parcels & Roads
 Civil Divisions

00.250.51

Miles

1 inch = 867 feet

This map was compiled by the City of Stevens Point's Community Development Department for reference purposes only. The accuracy of this map is not guaranteed and the City makes no express or implied warranties of any type regarding this map. Furthermore, the City is not liable for any direct or indirect damages suffered related to the use of this map.

Revised: 1/8/2019
Zoning Administrator: Kyle Kearns
Document Path: P:\GIS\Maps\Projects\Zoning\Zoning Map - Large 40X36.mxd



FROM NOVEMBER 2021 MEETING

MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: November 1, 2021

RE: **Proposed ADU/ACU Ordinance**

Please see the attached draft ordinance pertaining to Accessory Dwelling Units and Accessory Commercial Units (ADU/ACU).

The draft ordinance takes into consideration feedback from the neighborhood meetings staff had in seven aldermanic districts over the summer months. As we've stated before, there was no consensus on the entirety of the proposed ordinance, but there were common themes staff took away from those discussions. Those common themes are included as part of this draft ordinance.

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R-2	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	20 ft. Total of both sides, one side not less than 8' for buildings not over 2 ½ stories	Not less than 20% of lot depth but not less than 15' and need not exceed 30 ft.	8,000 sf
R-3	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Minimum of 7 ½' on each side for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	5,000 sf*
R-4	25	10	Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.	8,000 sf
R-5	25	10	20	8,000 sf

***Lot Size Minimums Change for R-3 Zoning**

Under the previous ordinance, ADU/ACU's could be constructed provided that the minimum square footage of the lot met the standards for 1 unit/SFD within the zoning district. Those residents with the R-3 zoning expressed concern that the 5,000 sf minimum was too dense. As a result, staff increased the minimum density for R-3 from 5,000 sf to 10,000 sf.

Owner Occupancy

Within the proposed ordinance, the owner of the property in which the ACU or ADU is created must continue to occupy the principal residential use on the site as their primary residence for a period of at least ten months in a calendar year. A restrictive agreement between the property owner and the City shall be recorded prior to occupancy being granted.

Tourist Rooming Houses are prohibited uses for ADU/ACU's

A consistent message from the neighborhood meetings included concerns about allowing ADU/ACU's for tourist rooming houses (Air B&B, VRBO). As a result, staff prohibited the ability to utilize ADU/ACU's as tourist rooming houses.

Staff Comments

There is no formal action required. Please provide any final feedback to City staff to be incorporated before we publish the proposed ordinance for a public hearing.

Please let staff know if you have any questions or concerns. Thank you.

PROPOSED ORDINANCE

14) Accessory Commercial Units and Accessory Dwelling Units.

a) Definitions

- 1) Accessory Commercial Units (ACU) is a small detached commercial unit that are accessory to the principal residential use on the site. Uses of ACUs are subject to Home Occupation Regulations as defined in this Chapter.
- 2) Accessory Dwelling Units (ADU) are defined as a small, detached secondary place of residence on the same lot as the principal residential dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation.

b) Where permitted. ACUs and ADUs shall be a conditional use in the R-LD, R-1, R-2, R-3, R-4 and R-5 zoning districts.

c) Setbacks. ACUs and ADUs shall meet the minimum setback requirements for principal structures of the zoning district or overlay zoning district for which it is located. All ACU and ADUs shall be a minimum of 10 feet from any other structure on the parcel.

d) Lot size. ACUs and ADUs shall be allowed only on a lot after meeting the minimum lot area requirements for single family use within the zoning district for which the property is located. For lots zoned "R-3" Single- and Two Family Residential, the minimum lot size requirement shall be 10,000 square feet. No construction of an ADU shall result in an impervious lot coverage ratio exceeding 60% of the total lot area.

e) Square Footage Limitations.

- 1) Minimum size. ADUs shall meet the minimum size requirements as outlined in Ch. 21.08 of the Revised Municipal Code of the City of Stevens Point.
- 2) Maximum size. ADUs shall not exceed the maximum size allowed for detached accessory structures as outlined in Chapter 30 of the Revised Municipal Code of the City of Stevens Point.
- 3) Calculation of ACU and ADU square footage. ACU and ADU square footage calculations are exempt the square footage calculations outlined in Chapter 30 for detached accessory structures.

f) Height limitations. ACUs and ADUs shall not exceed 20 feet in height, not including the height of roof gables.

- g) Owner occupied. The owner of the property in which the ACU or ADU is created must continue to occupy the principal residential use on the site as their primary residence for a period of at least ten months in a calendar year. A restrictive agreement between the property owner and the City shall be recorded prior to occupancy being granted.
- h) Utility connections. All utility connections for ACUs and ADUs shall have separate connections from the principal structure located on the same lot.
- i) Number of occupants allowed. The number of occupants allowed in an ADU shall be consistent with the definition of Family as outlined in this chapter.
- j) Number of ACUs and ADUs allowed. One ACU or ADU is permitted per lot.
- k) Tourist Rooming House Prohibited. ADUs are prohibited to be utilized as a tourist rooming house.

Community Development Report - December 2021

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees	
Single Family		-	-	-	
Two-Family	-	-	-	-	
Multi-Family	-	-	-	-	
Commercial/Industrial		-	-	-	
Additions or Alterations	# of Permits	Declared Valuation		Fees	
Residential	71	\$473,951.37		\$4,357.67	
Commercial	20	\$206,672.53		\$3,024.93	
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
91	\$680,623.90	\$7,382.60	1527	\$46,034,305.79	\$45,362,500.49

2020	1473	\$154,757,857.19	\$368,925.30
2019	1449	\$107,665,108.50	\$446,123.25
2018	1267	\$47,922,083.92	\$359,906.14

* Early Start, Footings & Foundation Only: Bantr Apartments @ 209 Division St. Values will be reflected in future permit.

Violation Report

New Code Cases	
Abandoned Vehicle on Property	0
Construction Work Without Permits	2
Debris on Property	5
Exterior Violations on House	5
Garbage - Bulk Waste at Curb Early	0
Heating equipment not installed properly	0
Illegal Use of Occupancy	0
Improper Signage	0
Infestation	1
Interior Housing Violations	1
Snow & Ice Removal - Sidewalk	200
Tall Grass or Noxious Weeds	0
Trash Containers Improperly Stored	10
Trash/Litter	0
Unsanitary/Unsafe Conditions	1
Vacant Building/Home	0
Vehicle Parked on Grass	5
Vision Obstruction in Roadway or Intersection	0
Zoning Violations	0
Total Violations / Total Service Fees Billed	230 \$1,700



MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: February 7, 2022

RE: **Monthly Director's Report**

Development Updates:

Great Northern Distilling: Developer is finalizing financing. City staff has recorded the revised CSM and will sell the property in the coming weeks.

Point Motel/Lokre Development: Footing and foundation inspections will occur in the early weeks of February.

Northside Yard (1017 Third St): Final occupancy was issued for the upper floors of building 2 (east building). Tenants began moving in February 1st for building 2. Building 1 (west building) final occupancies for the upper floors will be occurring in the coming weeks. Building 3 (3-story apartments along Third St) is currently under internal review prior to the submittal to the State for plan review.

Delta Dental Corporate Headquarters: Final interior work is being completed. Final inspections will be taking place at the early part of February.

Doolittle Drive Duplex Development: Under Construction.

Convent Development: City was awarded \$915,000 in CDBG funds to be passed onto the developer for the acquisition of the property. An Idle Sites Redevelopment Grant will likely be submitted this month as well. Developer plans on closing on the property in January 2022 with construction beginning in spring 2022.

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

Marshfield Clinic Addition: Project is ongoing.

Forest Creek Subdivision: Project is currently on hold as City staff work on a possible boundary agreement with the Town of Hull.

First State Bank: Above ceiling inspection on 1st and 2nd floors is completed. Final inspection will likely occur in the later part of February.

Stevens Point Hyundai Dealership: Project is ongoing.

GI Associates Clinic: Project is ongoing. Underground plumbing and framing is currently under construction.

Caribou Coffee Drive Thru: Plan submittals have been submitted to City staff for internal plan review. Project will break ground this spring.

Tommy's Carwash: Project is expected to break ground this spring.

Cousin's Subs: Project is expected to break ground this spring.

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. Final approval will be before Common Council at the February 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: A formal update will be provided during Q1 of 2022.

Housing Taskforce: UWSP Student Government provided an overview of Student Housing needs and changes that they are looking to impose (<https://www.rentcollegepads.com/>). The next agenda item will be Untied Way of Portage County.

Public Policy Updates:

Accessory Dwelling Unit Code Amendment: Ongoing.

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 2022 Plan Commission meeting.

Economic Development Updates:

2021 Construction Numbers:

Community	Net New Construction (%)							
	Average/ Municipality	2021	2020	2019	2018	2017	2016	2015
Stevens Point	2.24	2.81	1.2	3.99	2.67	1.48	2.28	1.26
Wausau	2.37	2.8	3.28	4	2.02	2.41	1.21	0.89
Marshfield	1.83	3.54	1.15	2.63	2.34	1.1	0.86	1.17
Wis. Rapids	1.19	2.82	1.34	0.75	1.39	0.98	0.65	0.42
Menasha	1.19	0.64	0.61	0.92	0.96	2.62	1.6	0.95
De Pere	1.13	1.68	1.05	0.99	0.99	1.13	0.61	1.49
West Bend	1.64	0.82	3.1	1.81	1.2	2.89	0.68	0.96
Weston	1.35	0.82	1.47	1.25	0.9	1.85	0.99	2.2
Plover	1.88	2.54	1.6	1.92	2.34	2.42	1.41	0.92
Manitowoc	0.88	0.82	1.65	0.84	0.92	0.52	0.84	0.58
	Average/ Year	1.93	1.65	1.91	1.57	1.74	1.11	1.08

Other Updates:

Edgewater Manor Relocation: There are 12 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. City Council has authorized staff to offer incentives to the remaining tenants.