



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:	April 4, 2022 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 842 7491 7165 Passcode: 554925 <u>By Computer:</u> https://us02web.zoom.us/j/84274917165?pwd=LzJ2SSt1K1ViZEFPTkc2dEhQS21i <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 March 7, 2022 meeting of the City Plan Commission.
3. 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 adds Section 23.01(14) relating to the allowance of accessory dwelling units and accessory commercial units in the City of Stevens Point.
4. A request from Richard Packard for a fence waiver to install privacy fencing along the southern lot line at 1017 Ridge Road (Parcel ID 281240834200103), consistent with Ch. 23.01(14)(g).
5. A request to dedicate 1.517 acres of land for park purposes at 1300 Maria Drive (Parcel ID 281240829240034).

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.

6. March 2022 Monthly Report.

7. Director's Report.

Closing Section:

8. Adjourn

REPORT OF CITY PLAN COMMISSION

March 7, 2022 – 6:00 PM
In-Person & Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Alderperson Zarazua, Alderperson Keymer, Alderperson Leek, Alderperson Morrow, Lucas Meddaugh, Les Dobbe, Ryan Wanta, Frank Jurgella, Kim Krayecki, Kathleen Kaniecki, Lynn Markham, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Report of the February 7, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from James Jacusz for a conditional use permit to construct duplexes on three unaddressed parcels off of Doolittle Drive (Parcel ID's 281240827230109, 281240827230110 and 281240827230111) that are each zoned "R-4" Multiple Family I Residential, consistent with Ch. 23.01(13)(f).
4. Public Hearing and action on a request from Lucas Meddaugh, representing the Stevens Point Area School District, for a conditional use permit to perform interior and exterior improvements to Bannach Elementary School, located at 5400 Walter Street (Parcel ID 281240826400303) and consistent with Ch. 23.02(1)(b)(3)(f).
5. Public Hearing and action on a request from Ryan Wanta, representing Great Northern Distilling, to modify an adopted conceptual plan for the planned development of the property located at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch.23.02(4)(b)(10)(b).
6. A request from Ryan Wanta, representing Great Northern Distilling, for a Site Plan Review to construct a principal structure at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch. 23.02(4)(b)(1).
7. Public Hearing and action on a request from Les Dobbe, representing Parkdale Development LLC, for a conditional use permit to construct a senior living facility on an unaddressed parcel off of Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(1)(f)(3)(g).
8. A request from Les Dobbe, representing Parkdale Development LLC, for a Site Plan Review to construct a senior living facility on an unaddressed parcel off of Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(2)(e)(5).
9. A request from the City of Stevens Point to enter into a Trail Easement Agreement with the Sisters of Saint Joseph Third Order of St. Francis and General Capital for the property located at 1300 Maria Drive (Parcel ID 281240829240034).
10. Electric Vehicle Infrastructure Economic Development Policy Guidebook.
11. January & February 2022 Monthly Report.
12. Director's Report.

Closing Section:

13. Adjourn.

Opening Section:

1. Roll call.

Present: Kneebone, Arntsen, Cooper, Haines, Rice

Excused: Wiza

Absent: Hoppe

Motion by Commissioner Arntsen to appoint Dave Cooper as Temporary Chairperson; seconded by Commissioner Rice.

Motion carried 5-0.

Discussion and possible action on the following:

2. Report of the February 7, 2022 meeting of the City Plan Commission.

Motion by Commissioner Arntsen to approve the report of the February 7, 2022 Plan Commission meeting; seconded by Alderperson Kneebone.

Motion carried 5-0.

3. Public Hearing and action on a request from James Jacusz for a conditional use permit to construct duplexes on three unaddressed parcels off of Doolittle Drive (Parcel ID's 281240827230109, 281240827230110 and 281240827230111) that are each zoned "R-4" Multiple Family I Residential, consistent with Ch. 23.01(13)(f).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct nine duplexes on the three subject parcels. After review, staff had no concerns and recommended approval with conditions outlined in the staff report. The request was before the commission due to proposing building more than one principal structure on one zoning lot.

Chairperson Cooper declared the public hearing open.

Kathleen Kaniecki (145 Wilshire Blvd N) stated their concerns for trespassers and general debris or rubbish coming into their property from the adjacent properties. Asked whether there would be a privacy fence.

Chairperson Cooper declared the public hearing closed.

Commissioners made the following comments:

1. Inquiry as to whether the proposed development was consistent with the surrounding neighborhood, to which staff confirmed accurate.
2. Recalled adding screening requirements to previous similar developments. There was a brief discussion along which property lines would make the most sense for screening.

Staff explained that fencing wasn't proposed on the southern property line, and trash receptables would accompany each duplex. However, staff could address the rubbish issues under existing ordinances and code enforcement measures. It was additionally noted that the commission did have the authority to request additional screening.

Motion by Commissioner Haines to approve the request from James Jakusz for a conditional use permit to construct duplexes on three unaddressed parcels off of Doolittle Drive (Parcel ID's 281240827230109, 281240827230110 and 281240827230111) that are each zoned "R-4" Multiple Family I Residential, consistent with Ch. 23.01(13)(f) with the following:

1. Garbage collection shall be handled commercially and a trash receptable location shall be incorporated for the proposed development. Location and proper screening shall be reviewed by Planning staff.

2. A grading plan shall be provided, subject to the review and approval of Public Utilities staff.
3. The applicant shall meet DNR NOI requirements.
4. Separate water and sewer service shall be installed for each unit.
5. A utility easement shall be entered into for the City to operate valves on water service.
6. The three subject parcels shall be combined prior to the start of construction.
7. A landscaping plan shall be produced, subject to the review and approval of the Zoning Administrator.
8. Edging shall be provided along the southern extent of the turn-around loop.
9. An additional fire hydrant shall be installed to complement the proposed development, subject to the review and approval of the City Fire Marshal.
10. Privacy fencing shall be installed along the west lot line of the planned combined parcel, subject to the review and approval of Community Development staff.

seconded by Commissioner Arntsen.

Motion carried 5-0.

4. Public Hearing and action on a request from Lucas Meddaugh, representing the Stevens Point Area School District, for a conditional use permit to perform interior and exterior improvements to Bannach Elementary School, located at 5400 Walter Street (Parcel ID 281240826400303) and consistent with Ch. 23.02(1)(b)(3)(f). Associate Planner/Zoning Administrator Kuhn summarized the request for several interior updates, in addition to exterior site improvements. After review, staff had no concerns and recommended approval with conditions outlined in the staff report.

Chairperson Cooper declared the public hearing open.

Aldersperson Morrow (District Eleven) stated his support for the proposed school improvements.

Chairperson Cooper declared the public hearing closed.

Commissioners made the following comments:

1. Inquiry as to whether there would be additional traffic control measures at the intersection of Golla Road and Sandy Lane, to which staff confirmed that a stop sign would be added, therefore converting the intersection from a 3-way stop, to a 4-way stop.
2. Noted the site improvements would be a great addition to the community.

Motion by Aldersperson Kneebone to approve the request from Lucas Meddaugh, representing the Stevens Point Area School District, for a conditional use permit to perform interior and exterior improvements to Bannach Elementary School, located at 5400 Walter Street (Parcel ID 281240826400303) and consistent with Ch. 23.02(1)(b)(3)(f) with the following:

1. The intersection of Golla Road and Sandy Lane shall be a four-way stop. Stop sign installation for the bus drop-off location shall be reviewed by Public Works staff.
2. A multi-use path shall be constructed from the Walter Street-Sandy Lane intersection to the Golla Road-Sandy Lane intersection. The multi-use path shall be constructed in accordance with the Portage County Safe Routes to School Plan and applicable engineering best practices, subject to the review and approval of Public Works Staff.
3. The existing fire hydrant located at the intersection of Golla Road and Sandy Lane shall be relocated to the north. The proposed location shall be reviewed and approved by the City Fire Marshal.
4. A razing permit shall be obtained prior to razing the temporary classroom building.
5. The planned parking lot improvements shall meet applicable accessibility requirements as outlined by the Americans with Disabilities Act Accessibility Guidelines.

6. A landscaping plan shall be submitted showing landscape specifications for areas where new parking stalls are proposed, subject to the review and approval of Community Development staff meeting applicable Zoning Code requirements.
7. A building permit shall be obtained prior to the start of construction.
8. Staff shall have the ability to approve minor changes to the site plan.

seconded by Commissioner Rice.

Motion carried 5-0.

5. Public Hearing and action on a request from Ryan Wanta, representing Great Northern Distilling, to modify an adopted conceptual plan for the planned development of the property located at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch.23.02(4)(b)(10)(b).

Associate Planner/Zoning Administrator Kuhn provided a summary of the November 2021 approvals for the Great Northern Distilling development, noting that after those approvals, the applicant amended the approved site plan to reduce the planned structure to one story in height, increase the size of the distillery and locate the building closer to the southern property line. And in doing so, triggering the need for approval for a major modification by the commission and Common Council. After review, staff had no concerns and recommended approval with conditions outlined in the staff report.

Chairperson Cooper declared the public hearing open.

Aldersperson Christianson (District One) stated his support for the proposed request, noting it would be a benefit to the district.

Ryan Wanta (E1750 King Rd, Waupaca), representing Great Northern Distilling, indicated that an item yet be finalized included extending the asphalt on the east side of the building to the adjacent drive.

Aldersperson Keymer (District Three) inquired on the use of the alleyway and whether trash receptacles would be placed to the north. Additionally, she noted concerns for pedestrian pathways in relation to the adjacent developments. She was excited for the development

Frank Jurgella (925 Second St) asked how much parking was slated for the development.

Chairperson Cooper declared the public hearing closed.

Staff made the following comments:

1. Details for the 26-foot alleyway, mostly for fire access.
2. Property falls within the Downtown Business District, therefore there are no parking requirements within the zoning district.
3. Garbage access exists on the northeast corner of the lot.

Commissioners made the following comments:

1. Noted municipal parking lots to the west and south of the development for parking.
2. Inquiry as to the ownership of the neighboring parcels, to which staff indicated that the lots were owned by the Redevelopment Authority, and the extension of the asphalt for the alleyway would benefit the three parcels.

Motion by Commissioner Arntsen to approve the request from Ryan Wanta, representing Great Northern Distilling, to modify an adopted conceptual plan for the planned development of the property located at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch.23.02(4)(b)(10)(b) with the following:

1. A zero-foot pavement setback shall be provided along the southern lot line, western lot line and the northern lot line between the principal structure and the property addressed as 1001 Second Street.

2. **The cumulative size of wall signs shall be allowed to exceed the maximum 500 square feet that is allowed within the “B-2” District.**

seconded by Commissioner Haines.

Motion carried 5-0.

6. A request from Ryan Wanta, representing Great Northern Distilling, for a Site Plan Review to construct a principal structure at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch. 23.02(4)(b)(1).

Associate Planner/Zoning Administrator Kuhn explained that a Site Plan Review had to coincide with any modification to an approved conceptual plan due to the Planned Development zoning of the subject property. The modifications had largely been discussed under Agenda Item 5. Historic Preservation/Design Review Commission had also approved the site plan. Staff recommended approval with conditions outlined.

Chairperson Cooper asked for comments from the audience.

Motion by Commissioner Haines to approve the request from Ryan Wanta, representing Great Northern Distilling, for a Site Plan Review to construct a principal structure at 1009 Second Street (Parcel ID 281240832200424), consistent with Ch. 23.02(4)(b)(1) with the following:

1. **The alleyway to the south of the proposed structure (within Parcel ID 281240832200423) shall be paved with asphalt in its entirety from Second Street to Third Street. The width of the alleyway shall be subject to review and approval by the Public Works Department.**
2. **The applicant shall submit final details on proposed landscaping for the property, subject to the review and approval of Community Development staff meeting applicable Zoning Code requirements.**
3. **A Knox box shall be installed on the building that is reviewed and approved by the City Fire Marshal if fire alarms or sprinklers are provided.**
4. **An erosion control permit shall be obtained and appropriate erosion control facilities shall be installed prior to the start of land disturbance, subject to the review and approval of the Utilities Department.**
5. **The required van accessible parking stall shall meet applicable design, striping and signage requirements meeting applicable requirements of the Americans with Disabilities Act Accessibility Guidelines.**
6. **A building permit shall be obtained prior to the start of construction.**
7. **Staff shall have the ability to approve minor amendments to the approved site plan.**

seconded by Commissioner Arntsen.

Motion carried 5-0.

7. Public Hearing and action on a request from Les Dobbe, representing Parkdale Development LLC, for a conditional use permit to construct a senior living facility on an unaddressed parcel off of Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(1)(f)(3)(g).

Director Kernosky summarized the request for a conditional use permit to construct a senior living facility on the subject parcels, noting that that senior living facilities were a conditional use within the B-5 District. Phase One of the development would consist of a one-story, 96,576 sq.ft. facility with 60 assisted living units and 20 memory care units, with associated parking and detached garage for site maintenance. After review, staff had no concerns and recommended approval.

Chairperson Cooper declared the public hearing open.

Les Dobbe (9197 State Rd 49, Iola) representing Parkdale Development, noted that they had been the landowners for over 20-years in the area, and the proposed facility was part of a backfill development. While

their purpose was financially driven, the market did show a significant need in the community for assisted senior living.

Chairperson Cooper declared the public hearing closed.

Commissioners made the following comments:

1. Inquiry on the status for senior living facilities, to which staff explained that the City had not had an assisted living facility for many years, noting that the Berkshire development was independent senior living.
2. Concern noted for potential runoff into the adjacent pond.
3. Inquiry as to the existing pedestrian infrastructure. Staff explained that they were requiring a sidewalk extension for Windy Drive and Songbird Lane, but there were also existing accommodations.
4. Noted the need for a low impact development, and for additional senior living, in that area.

Motion by Alderperson Kneebone to approve the request from Les Dobbe, representing Parkdale Development LLC, for a conditional use permit to construct a senior living facility on an unaddressed parcel off of Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(1)(f)(3)(g); seconded by Commissioner Arntsen.

Motion carried 5-0.

8. A request from Les Dobbe, representing Parkdale Development LLC, for a Site Plan Review to construct a senior living facility on an unaddressed parcel off of Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(2)(e)(5).

Director Kernosky reiterated that due to the zoning of the subject properties, a Site Plan Review was part of the approval process for the senior living facility. After review, staff had no concerns and recommended approval with conditions outlined in the staff report.

Chairperson Cooper asked for comments from the audience.

Trevor Roark (601 Washington Ave) inquired on whether the developer would have the ability to reduce the number of parking stalls at a future date. Staff explained that the zoning code could be updated in the future, and the developer could request the reduction at that time.

Erin Barrett, developer, explained that the State's Department of Quality Assurance required a certain amount of parking stalls per unit, in addition to City requirements. Additionally, they would not have an issue in maintaining a buffer zone for runoff around the water body.

Lynn Markham indicated that if fertilizer was used, it should contain no phosphorus, to which the developer indicated that they did not use fertilizer at any of their facilities.

Commissioners made the following comments:

1. Clarification was made that future phases of the development were subject to additional approvals as a Conditional Use Permit and Site Plan Review.
2. Clarification requested on adding additional protections for the water quality. Staff confirmed that adding vegetative screening or barriers was under the purview of the commission, and staff could work with the developer to implement best practices.

Motion by Commissioner Arntsen to amend conditions of approval to include directing staff to work with the developer for best practices on reducing fertilizer runoff into the water body; seconded by Commissioner Rice.

Motion carried 5-0.

Motion by Commissioner Haines to approve the request from Les Dobbe, representing Parkdale Development LLC, for a Site Plan Review to construct a senior living facility on an unaddressed parcel off of

Songbird Lane (Parcel ID 281240836220063) and an unaddressed parcel off of Badger Avenue (Parcel ID 281240836220042), consistent with Ch. 23.02(2)(e)(5) with the following:

1. Future phases of development are subject to Conditional Use Permit and Site Plan Review consistent with the City's zoning code.
2. Sidewalks shall be constructed along Songbird Lane and Windy Drive, subject to the review and approval of Public Works staff.
3. Fire Suppression sprinklers are required to be installed in the building, subject to the review and approval of the City Fire Marshal.
4. The applicant shall work with the Fire Marshal on ensuring appropriate fire access exists for the planned development.
5. Fire Department Connections are required and shall be subject to the review and approval of the City Fire Marshal.
6. A Knox box shall be installed on the structure, subject to the review and approval of the City Fire Marshal.
7. An erosion control permit shall be obtained with appropriate erosion control measures installed throughout the duration of construction, subject to the review and approval of Public Utilities staff.
8. All parking lot aisles designated for two-way traffic shall be 22 feet in width consistent with the City's zoning code.
9. One additional accessible stall shall be provided on the property in compliance with the Americans with Disabilities Act Accessibility Guidelines.
10. An additional interior landscape island shall be constructed along the northwest corner of the unaddressed Songbird Lane parcel, subject to the review and approval of the Zoning Administrator.
11. An updated landscaping plan shall be submitted showing specifications of proposed species that will be planted, subject to the review and approval of the Zoning Administrator.
12. Bicycle racks shall be installed on the property to provide a minimum of six bicycle parking spaces. Such bicycle racks shall be constructed and installed meeting applicable Zoning Code requirements.
13. A building permit shall be obtained prior to the start of construction.
14. Staff shall have the ability to approve minor changes to the site plan.
15. Staff shall work with the developer for best practices on reducing fertilizer runoff into the water body.

seconded by Commissioner Rice.

Motion carried 5-0.

9. A request from the City of Stevens Point to enter into a Trail Easement Agreement with the Sisters of Saint Joseph Third Order of St. Francis and General Capital for the property located at 1300 Maria Drive (Parcel ID 281240829240034).

Director Kernosky explained that as part of the Convent redevelopment, the City was requesting to enter into a Trail Easement Agreement with the Sisters of Saint Joseph Third Order of St. Francis and General Capital, which required Plan Commission and Common Council approval per state statute requirements. After review, staff had no concerns and recommended approval.

Chairperson Cooper asked for comments from the audience.

Aldersperson Morrow (District Eleven) stated support for the request, noting that the development would be one of the premier developments in the City.

Aldersperson Keymer (District Three) inquired on whether the sisters would retain any ownership of the property. Staff explained that the sisters would remain as part of the title, noting that the City, the developer, and the sisters would sign the trail agreement.

Trevor Roark (601 Washington Ave) stated support for the pedestrian facility, and thanked staff for building it into the development.

Alderson Zarazua (District Four) stated support for the project, noting excitement for what it could bring to the area.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to enter into a Trail Easement Agreement with the Sisters of Saint Joseph Third Order of St. Francis and General Capital for the property located at 1300 Maria Drive (Parcel ID 281240829240034); seconded by Commissioner Haines.

Motion carried 5-0.

10. Electric Vehicle Infrastructure Economic Development Policy Guidebook.

Director Kernosky explained that staff was tasked in putting together a policy document that required electric vehicle infrastructure in private projects that leveraged public funds, such as TIF financing. That guide had since been drafted for review and was located on page 126 of the Agenda Packet. Staff was open to questions or comments.

Director Kernosky read a prepared statement by Mayor Wiza.

Chairperson Cooper asked for comments from the audience.

Alderson Keymer (District Three) inquired on whether any of the projects previously discussed would fall under TIF districts where these guidelines would apply. Staff confirmed several developments would have fallen under the EV guidelines; however, it was harder to retroactively require them at this point but would do so moving forward if approved.

Commissioners made the following comments:

1. Inquiry as to how EV charging locations were being advertised, to which staff noted that phone apps were often used by EV owners.
2. Suggestion to note it to developers that the City was moving in this direction.

Lynn Markham confirmed there were apps to assist in locating EV charging stations, additionally they were starting to be advertised on highway signage.

Motion by Alderson Kneebone to approve the Electric Vehicle Infrastructure Economic Development Policy Guidebook; seconded by Commissioner Haines.

Motion carried 5-0.

11. January & February 2022 Monthly Report.

Director Kernosky noted that while there was nothing too abnormal about the beginning of 2022, the declared valuation for February largely jumped due in part to Sentry's hospitality stations, placing them in a good position compared to previous years. Several larger projects were also slated for the year.

Motion by Chairperson Cooper to approve the January & February 2022 Monthly Report and place them on file; seconded by Commissioner Rice.

Carried 5-0.

12. 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

Closing Section:

13. Adjourn.

Meeting adjourned at 7:08 PM.

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

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

[Chapter 23 of the Revised Municipal Code – Zoning Ordinance – Accessory Dwelling and Commercial Unit Guidelines]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Section 23.01, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended to insert accessory dwelling and accessory commercial unit guidelines to Section 23.01 (14), with subsequent code sections in Section 23.01 being carried down into the following section as follows:

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 ACUs and ADUs shall be a minimum of ten feet away 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 ACU or 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 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 ACU 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: ADUs are prohibited to be utilized as a tourist rooming house.

SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: April 4, 2022
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: April 4, 2022

RE: **Proposed ADU/ACU Ordinance**

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

The proposed ordinance takes into consideration feedback from the neighborhood meetings staff had in seven aldermanic districts last summer. 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 below as part of this ordinance. In addition, City staff collected information as to the quantity of [zoning lots](#) that would meet minimum lot area requirements by [2010 Aldermanic Districts](#) and the [projected demand](#) for ADU/ACUs.

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.

www.stevenspoint.com

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

	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 Recommendation

Staff recommends approval. Please let us know if you have any questions or concerns. Thank you.

Administrative Staff Report

Install Privacy Fencing

1017 Ridge Road

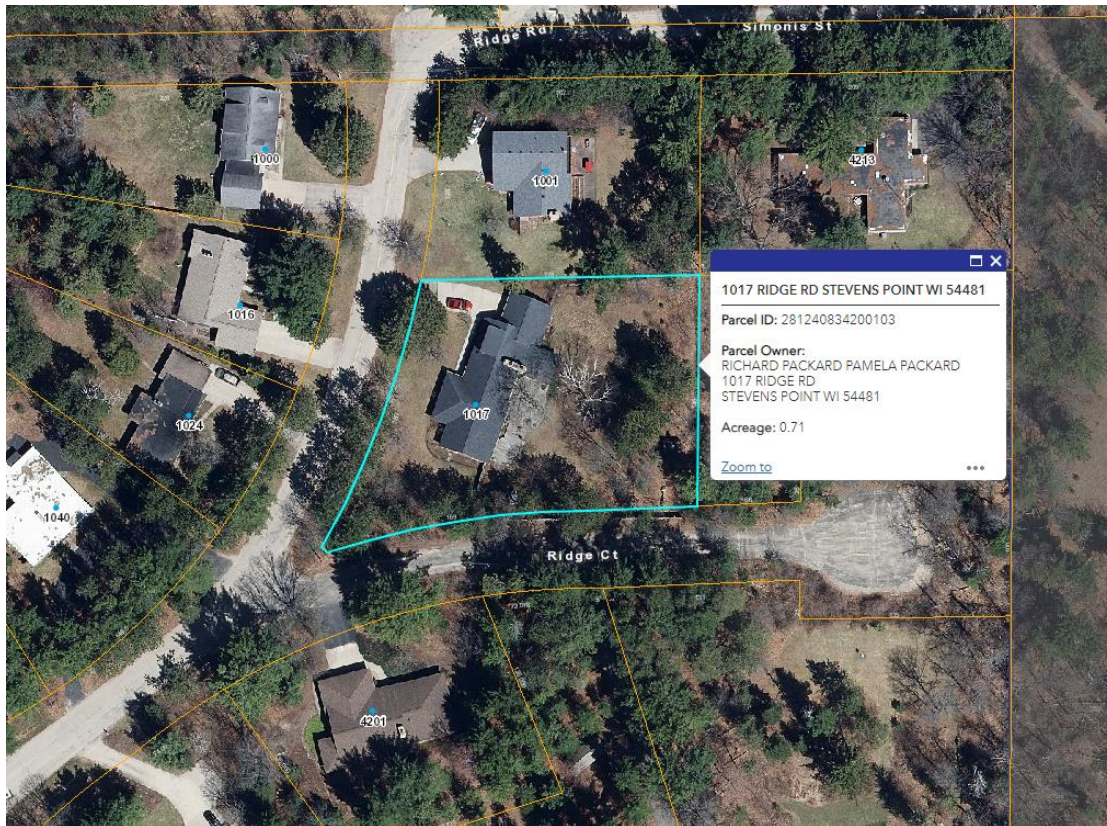
April 4, 2022



Department of Community
Development

Applicant(s): - Richard Packard Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240834200103 Zone(s): "R-2" Single-Family Residential Master Plan: - Residential Council District: - District 8 Ald. Leek Lot Information: - Frontage: 419 ft. - Depth: 178 ft. - Lot Size: 30,765.4 sq. ft. (0.71 ac.) Current Use: - Single-Family Residence Applicable Regulations: 23.01(14)(g)	Request - A request from Richard Packard for a fence waiver to install privacy fencing along the southern lot line at 1017 Ridge Road (Parcel ID 281240834200103), consistent with Ch. 23.01(14)(g). Attachment(s) - Application - Plans Findings of Fact - Wood privacy fencing is currently installed within the corner rear yard of the subject property. - Six-foot-high privacy fencing extends from the southern face of the residence to the south property line. Additional eight-foot-high privacy fencing extends farther east towards the east lot line. - All eight-foot-high fencing segments are located within the Ridge Court Right-of-Way. - Ridge Court is planned to be resurfaced this summer as part of the Public Works Department's 2022 Street Improvement Plan. Privacy fencing located within the Ridge Court Right-of-Way will need to be relocated to accommodate the planned improvements. - The existing privacy fence is classified as legal non-conforming as it does not meet the Zoning Code's height and setback requirements. Relocating legal non-conforming fencing will require it to meet current fencing standards. - On corner lots, a maximum six-foot-high fence in the rear yard street setback is required with at least a two-foot setback along the portion of the rear yard adjoining the street. - The applicant is requesting to use the same eight-foot-high fencing segments with a six-inch setback from the Ridge Court Right-of-Way. - Exceptions from fencing standards may be obtained via a Site Plan Review that is approved by the Plan Commission and Common Council. Staff Recommendation Approve the fencing waiver request to install privacy fencing along the southern lot line at 1017 Ridge Road (Parcel ID 281240834200103), subject to the following conditions: - A building permit shall be obtained prior to relocating the fence.
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Vicinity Map



Background

Overview: Later this year, the Public Works Department will be executing their 2022 Street Improvement Plan. The 2022 Plan outlines a series of streets that are planned to be resurfaced, reconstructed and seal coated. Ridge Court, along with being resurfaced, is planned to have swales constructed within the right-of-way.

At 1017 Ridge Road, wood privacy fencing is currently installed within the corner rear yard of the subject property. Six-foot-high privacy fencing extends from the southern face of the residence to the south property line. Additional eight-foot-high privacy fencing stretches the south lot line towards the east lot line. All eight-foot-high fencing segments are located within the Ridge Court Right-of-Way. As these fencing segments were installed prior to the City's adoption of fencing standards, and subsequently does not meet current fencing standards, it is considered legal non-conforming. Per the City's Zoning Code, a maximum six-foot-high fence in the rear yard street setback is required for corner lots with at least a two-foot setback along the portion of the rear yard adjoining the street. Said code provision is shown below.

Ch. 23.01(14) Fencing Standards

- b) A maximum fence height of ten feet in the rear yard. On corner lots, a maximum six foot high fence in the rear yard street setback shall be permitted with at least a two foot setback along the portion of the rear yard adjoining the street. Clear vision triangles along streets, alleys, and driveways must be adhered to.*

As the fencing is located within City property and will need to be relocated, any relocation of fencing will lose its non-conforming status and will need to meet current fencing standards. Therefore, the applicant is requesting a waiver from fencing standards in order to utilize the existing eight-foot-high fencing (six feet being the maximum height allowed)

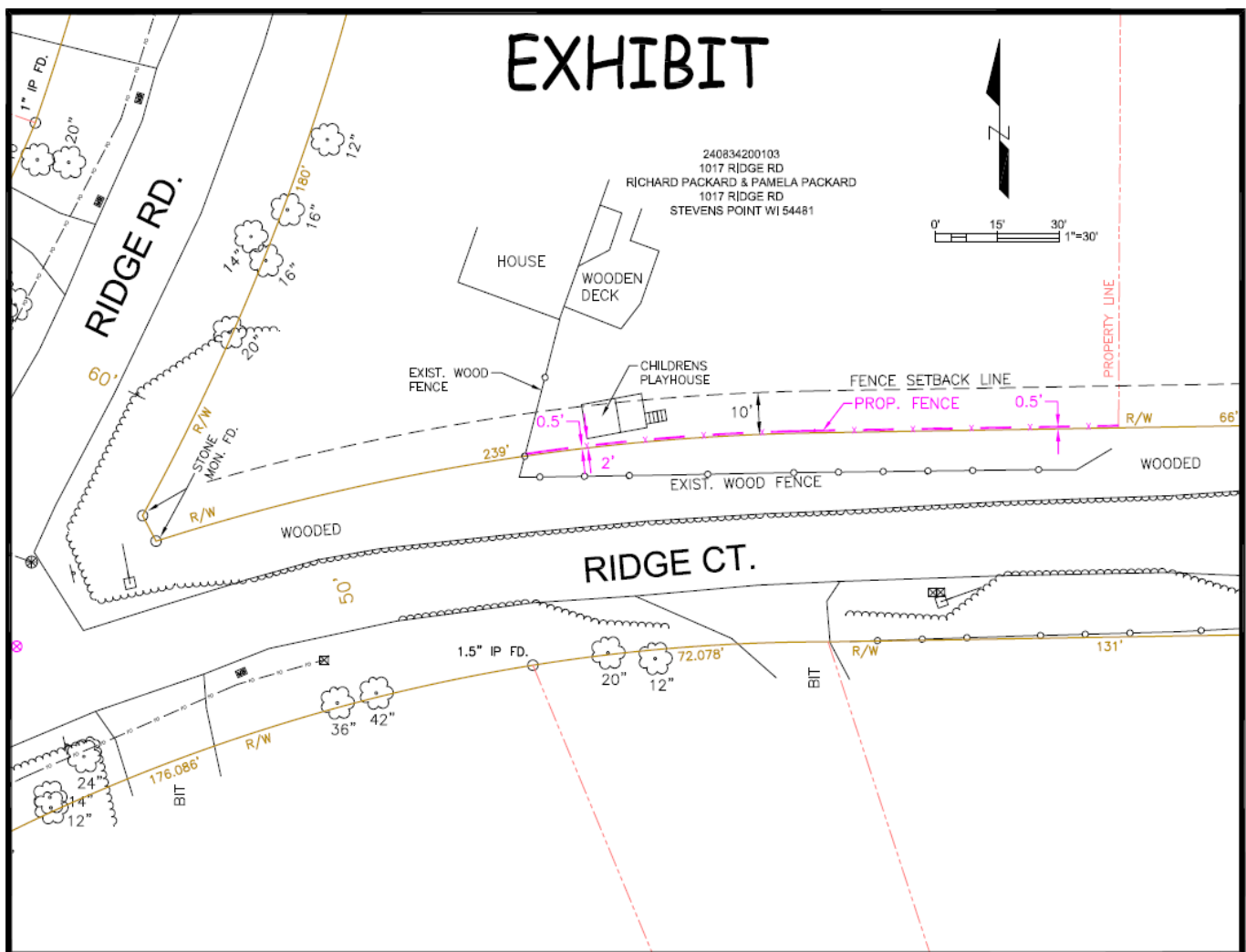
with a setback of six inches (two feet required). The City's Zoning Code allows for exceptions to fencing standards to be heard via a site plan review. Unlike other variance requests that are subject to specific review standards as outlined in State Statutes, fencing waivers shall be reviewed based on 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 fence waiver to allow for eight-foot-high privacy fencing to be set back six inches from the southern lot line.



Proposed Site Plan

Findings: The applicant is seeking two deviations from City fencing standards – 1.) to allow for privacy fencing to be constructed six inches from the corner rear lot line (two feet required) and 2.) to allow for privacy fencing to be eight feet in height (maximum six feet allowed). As stated earlier, these fencing segments are needed to be relocated outside of City right-of-way to accommodate the planned street improvements for Ridge Court. According to the applicant, the requirement to meet adopted fencing standards would “risk losing an existing child’s playhouse” that is located south of the primary residence and is considered a legal non-conforming structure. Staff would agree that the playhouse would likely need to be relocated in order for the fence to meet required setbacks and that the applicant would likely face constraints for building placement given that the subject property is a corner lot. Additionally, the applicant states that the proposed site plan “will not negatively impact the neighborhood or traffic visibility in this area.” Staff would agree that the proposed fencing location is far enough away from the Ridge Road-Ridge Court intersection (>130’ away from the proposed fence) and will not impact traffic visibility. Additionally, Ridge Court is a very-low traveled roadway (three SF homes are accessible off of Ridge Court).

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





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	RICHARD & PAMELA PACKARD	Contact Name	
Address	1017 RIDGE ROAD	Address	
City, State, Zip	STEVENS POINT, WI 54481	City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	SAME AS APPLICANT	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)] 1017 RIDGE ROAD STE, WI 54481		
Parcel 1	Parcel 2	Parcel 3
281240834200103		
Legal Description of Subject Property		
LOT 1 BLK 4 PLOVER HILLS S34 T24 R8 443/979		
Area of Subject Property (Acres/Sq Ft)		
.71 ACRES		
Current Zoning District(s)		
R2- Single Family Residential		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
RESIDENTIAL	RESIDENTIAL	N/A
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
As part of the Ridge Road & Ridge Court reconstruction project, the applicant must move their fence out of the City's Ridge Court Right-of-Way. The fence has existed in some form or fashion for 60+ years in its current location. The City's Zoning code allows up to a 6' tall fence 2' off of the Ridge Ct Right-of-Way for corner parcels. If an individual wanted to go beyond the 6' height restriction, they would have to be 10' from the Ridge Ct Right-of-Way. The applicant is seeking an 8' tall fence .50' off the Ridge Ct Right-of-Way. If the applicant were to be 10' off of Ridge Ct Right-of-Way, they risk limiting losing an existing child's playhouse. City staff and the applicant have reviewed and generally agree that an 8' tall fence .5' from the Ridge Road Right-of-Way will not negatively impact the neighborhood or traffic visibility in this area. Per the City's zoning code, an exemption can be provided by the Plan Commission and Common Council.		
Current Zoning Surrounding Subject Property		
North:	R-2	South: Ridge Ct ROW
East:	R-2	West: Ridge Rd ROW
Current Land Use Surrounding Subject Property		
North:	SFR	South: ROW
East:	SFR	West: ROW

EXHIBITS

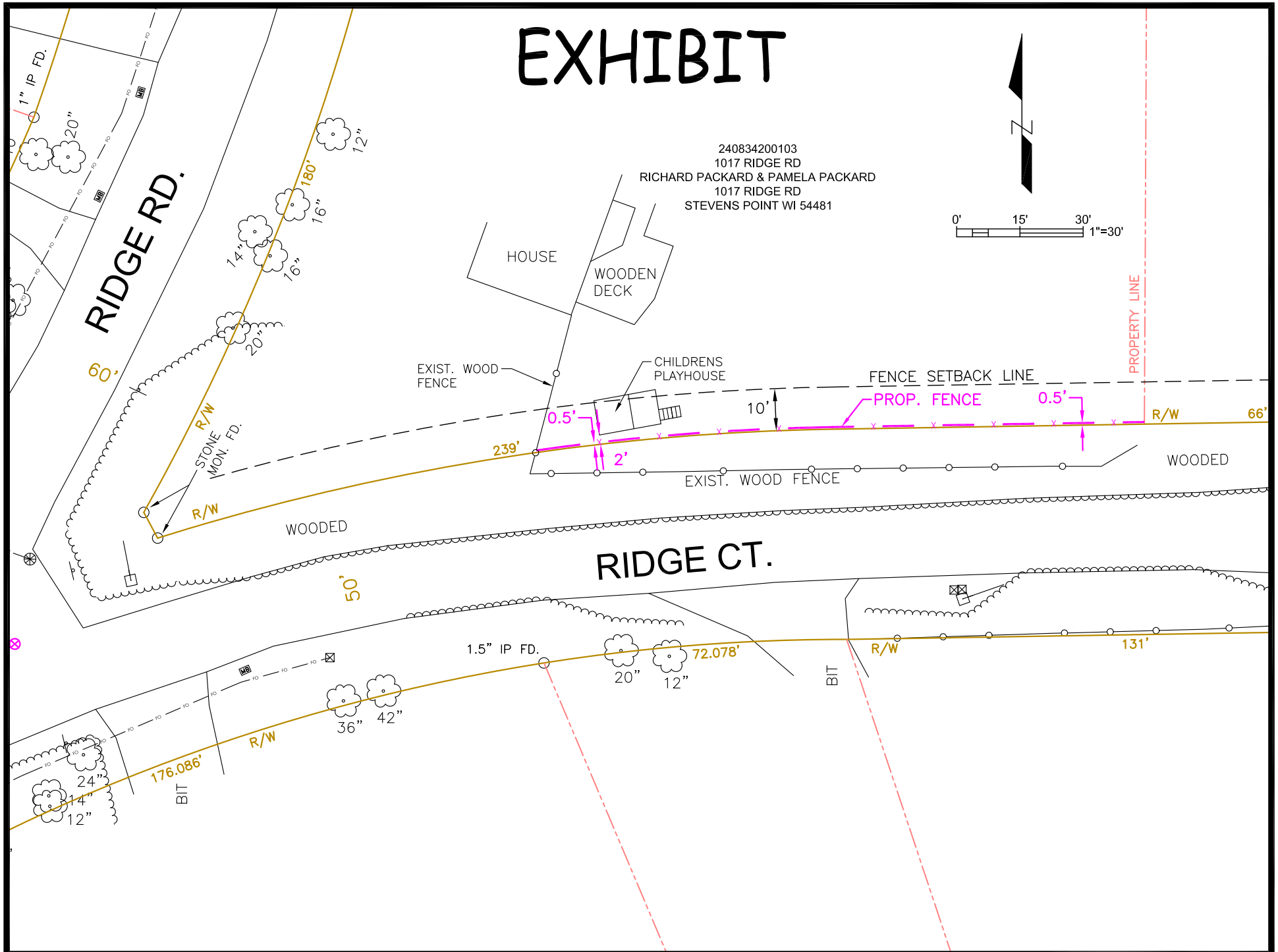
Owner Information Sheet	☐	Additional Exhibits If Any (List):
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Building Elevations	☐	
Parking Plan (Location, number of 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
	3/28/22		3-28-22

EXHIBIT





MEMORANDUM

To: City Plan Commission

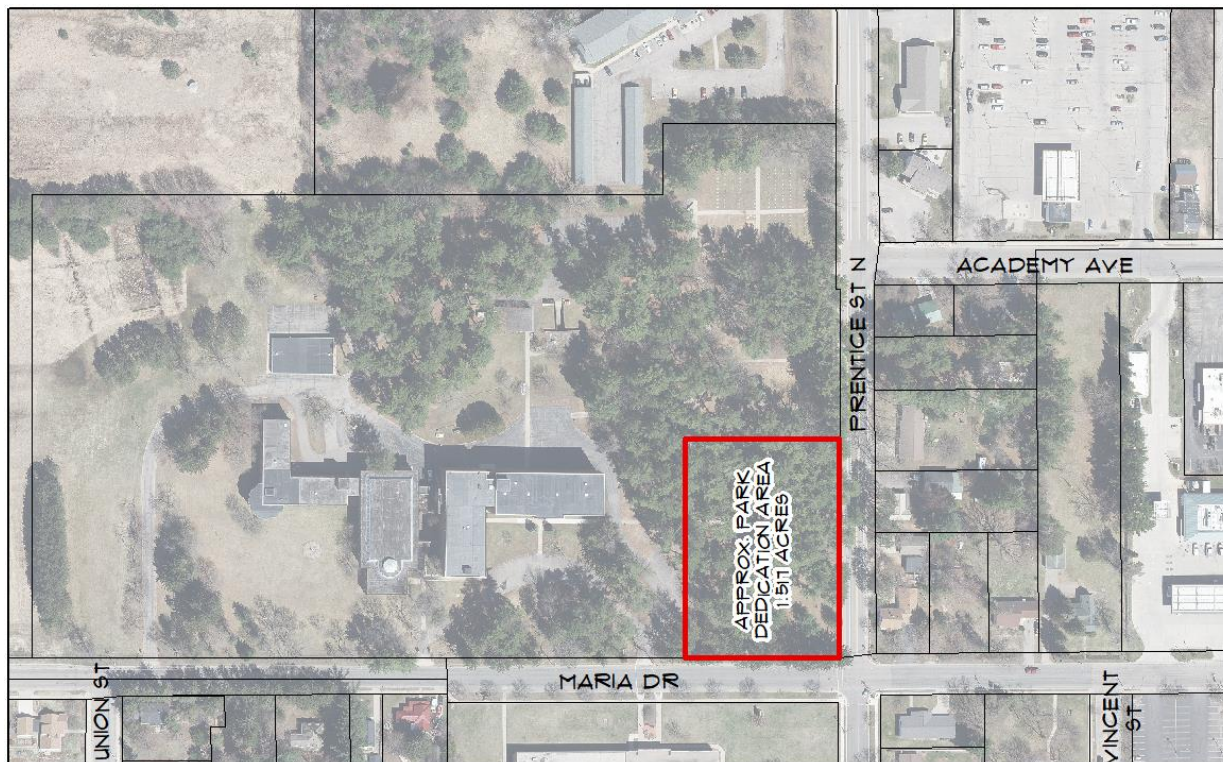
From: Ryan Kernosky, Director of Community Development 

Date: March 29, 2022

RE: **Acceptance of Dedication of Park - The Convent Redevelopment Project**

Commissioners –

As part of the development agreement with General Capital Group, who is redeveloping the Convent property into affordable family-and-senior housing, they have agreed to provide 1.517 acres at the corner of Maria Drive and Prentice Street for park purposes:



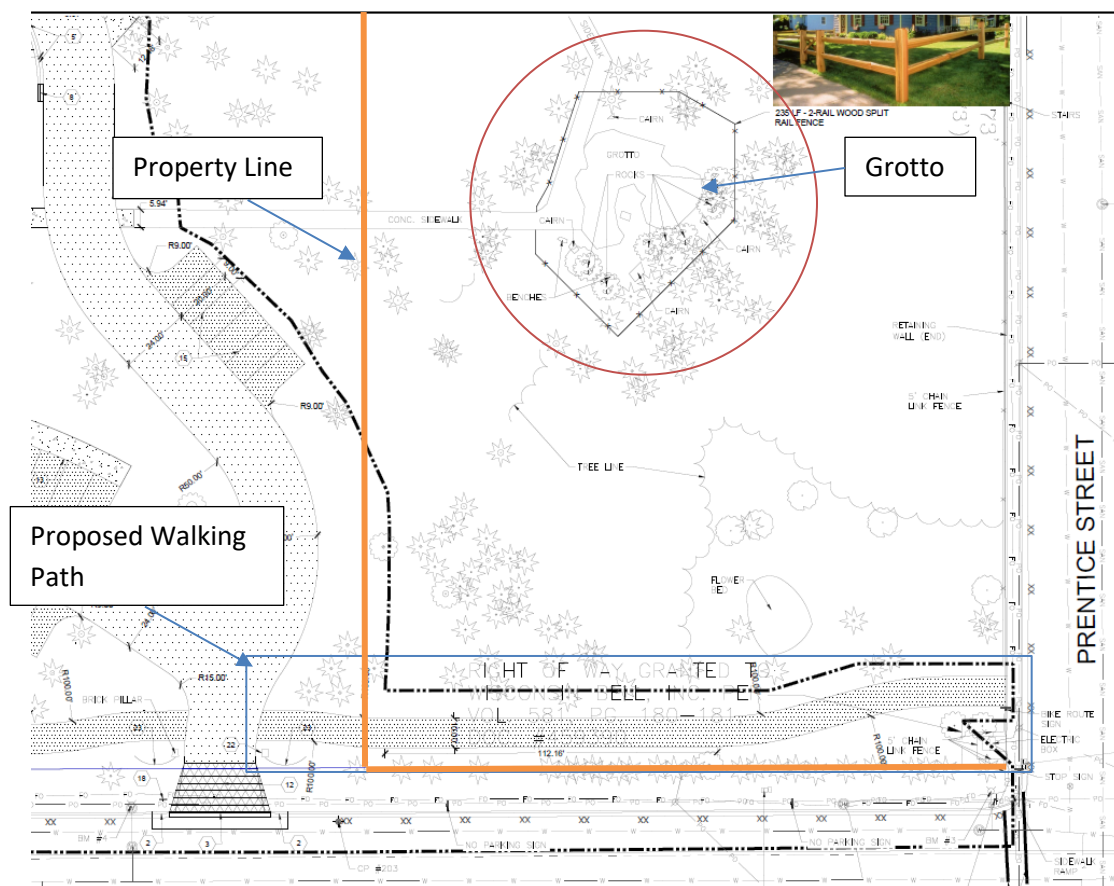
www.stevenspoint.com

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

On the north half of the proposed park property a grotto exists. Because the grotto is more than 50 years old, it's considered a 'contributing structure' to the historic nature of the Convent property (please note that the garage and utility/boiler house, built in 1965 are also considered a 'contributing structure' to the property). Because the Convent redevelopment project is receiving extensive historic tax-credits from the National Park Service, the grotto must remain intact for at least five years upon completion of the project per the tax-credit agreement. If the grotto is removed before the five years, the project could lose historic tax credits and would no longer be eligible for the National Register of Historic Places. Given the extensive remodeling and new construction going on at the property, it is likely that completion will not occur until 2024 – which then requires the grotto to remain until at least 2029.

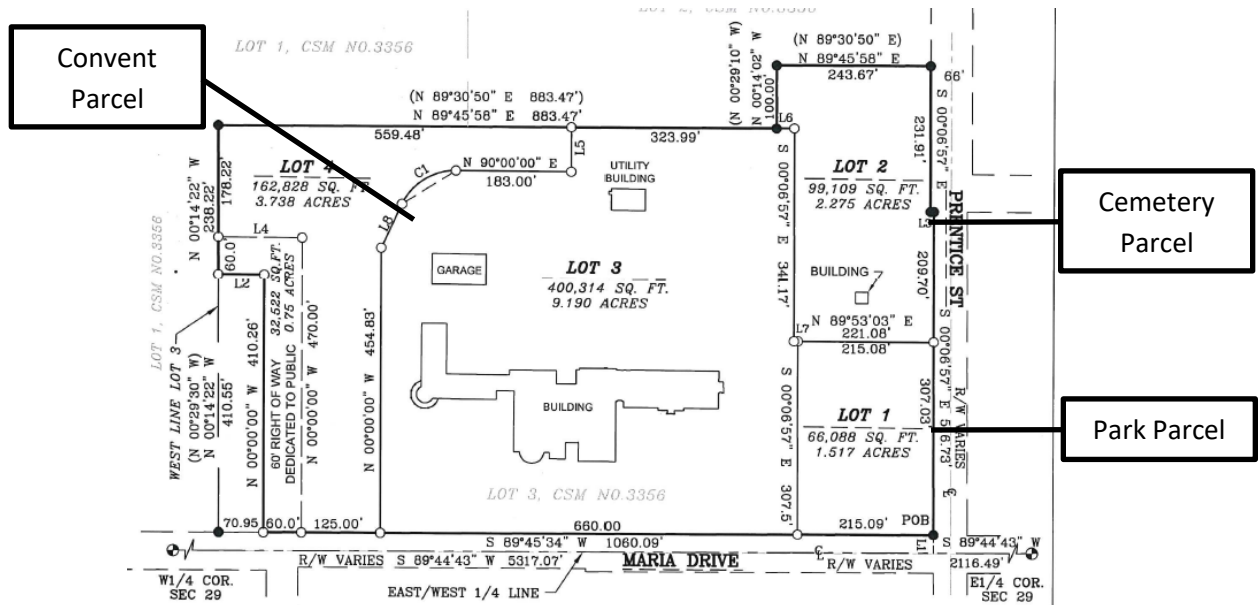
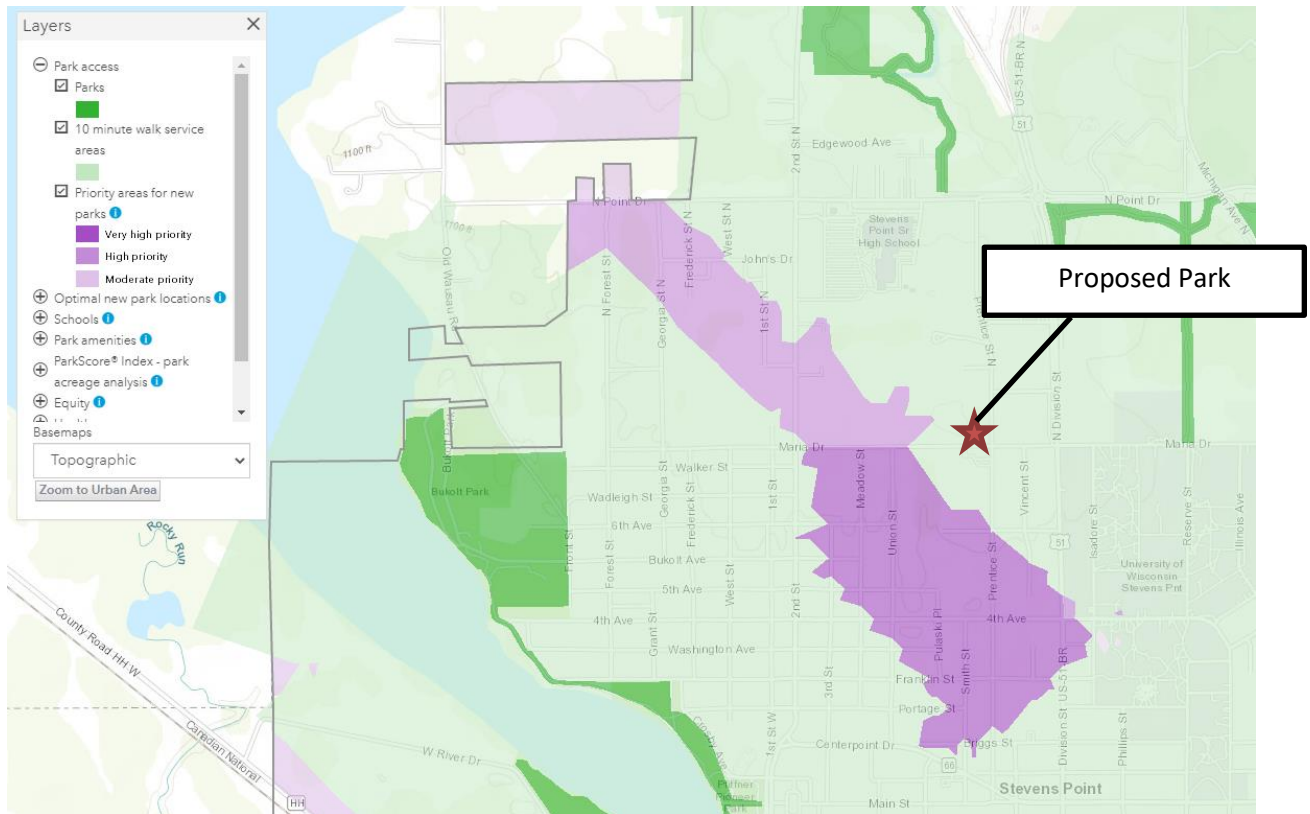
The Sisters of St. Joseph, Third Order of St. Francis, the City, and the Developer recognize that the grotto is not in good shape and all three parties would like to have it removed as soon as possible. Not wanting to risk the tax credits and the National Register of Historic Places classification, City staff, the Sisters, and the Developer have agreed to the following terms:

- The developer will construct a split-rail fence around the grotto and work with the City on installation of interpretive signage discussing the historical context of the grotto and the eventual removal of the grotto from a City park.
- Developer agrees to provide an escrow check at time of closing with a 2% increase over the five years to cover the costs to remove the grotto after the five years.
 - o Ex: \$10,000 to remove the grotto, increasing 2%/year for five years = Escrow of \$11,000 due at time of closing.



City staff from the Community Development and Parks Department are working with the developer and the Sisters on the park agreement, which will outline the conditions discussed above and any additional conditions the Park Commission would like to see. Because we are still working through the park agreement, City staff is asking for permission from the Commission to review and authorize for signatures when the document is ready.

This park does address the need for a park in the high priority area of the map below:



Park Impact Fees: A Certified Survey Map (CSM) was produced to split the entire parcel into four separate parcels. Please note that a CSM is not considered a "Major Subdivision" (>5 new lots). As such, normal density-based park dedication is not required. However, if it was required, the proposed park dedication would still exceed the minimum standards set forth in the Subdivision Ordinance, as outlined below:

Acres of Land for Residential development: 9.19
New Housing Units: 102

9.19 acres/102 units=11 units/acre
>8.1 unit/acre requires 14%-20% of land dedication.

9.19 x .16 = 1.464 acres required for park dedication.
Total proposed park dedication: 1.517 acres.

When a subdivision is not required and park dedication based on density is not part of the overall development plan, City staff does charge \$200/unit for new construction. In this case:

102 units x \$200.00 = \$20,400.00.

Per the appraised value of the property, the 1.517 acres is appraised at \$70,690.00, well above the total dollar amount that would be received. As such, City staff will waive the park impact fee in lieu of park dedication beyond the minimum required.

Thank you for your consideration. Please let Director Kremer or I know if you have any questions.

Community Development Report - March 2022

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees	
Single Family	1	2916 Heffron St	\$296,000.00	\$1,168.00	
	1	501 Maria Dr	\$134,542.71	\$1,168.00	
Two-Family	-	-	-	-	
Multi-Family	-	-	-	-	
Commercial/Industrial	2	Caribou Coffee (BLD/ELE/HVAC) 151 Division St N	\$522,800.00	\$975.00	
	1	Bantr Apartments (BLD) 209 Division St	\$7,000,000.00	\$5,597.35	
	4	601 Michigan Ave N Sentry Hospitality Stations, ELE/PLB	\$245,988.00	\$800.00	
Additions or Alterations	# of Permits	Declared Valuation		Fees	
Residential	69	\$558,746.66		\$4,307.59	
Commercial	31	\$7,542,554.53		\$35,088.67	
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
109	\$16,300,631.90	\$49,104.61	317	\$25,406,593.54	\$74,677.06

2021	274	\$8,225,043.48	\$40,444.33
2020	254	\$5,525,102.98	\$43,531.80
2019	201	\$4,352,879.34	\$38,061.24

* Ki Mobility Addition, Phase 3: \$5,210,000

Violation Report

New Code Cases		
Abandoned Vehicle on Property	0	
Construction Work Without Permits	2	
Debris on Property	9	
Exterior Violations on House	4	
Garbage - Bulk Waste at Curb Early	0	
Heating equipment not installed properly	0	
Illegal Use of Occupancy	0	
Improper Signage	0	
Infestation	0	
Interior Housing Violations	0	
Public Works Violation	6	*
Snow & Ice Removal - Sidewalk	3	
Tall Grass or Noxious Weeds	0	
Trash Containers Improperly Stored	7	
Trash/Litter	0	
Unsanitary/Unsafe Conditions	1	
Vacant Building/Home	0	
Vehicle Parked on Grass	4	
Vision Obstruction in Roadway or Intersection	0	
Zoning Violations	0	
Total Violations / Total Service Fees Billed		36 \$1,425
Voluntary Compliance Rate for Tagged/Verbal		8/9 88%

* Referred to another department