



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 Rice
- Commissioner Schuler

# AMENDED AGENDA

## AGENDA

### CITY PLAN COMMISSION

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|                       |                         |                  |                                                                                                                                                             |
|-----------------------|-------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date and Time:</b> | June 6, 2022<br>6:00 PM | <b>Location:</b> | Community Room<br>933 Michigan Avenue, Stevens Point, WI                                                                                                    |
|                       |                         |                  | <u>OR</u>                                                                                                                                                   |
|                       |                         |                  | <u>Zoom Teleconferencing</u>                                                                                                                                |
|                       |                         |                  | Meeting ID: 881 0493 7939   Passcode: 124628                                                                                                                |
|                       |                         |                  | <u>By Computer:</u>                                                                                                                                         |
|                       |                         |                  | <a href="https://us02web.zoom.us/j/88104937939?pwd=ZDZFbFpubFZrb3dtRGdrREVvOSTt">https://us02web.zoom.us/j/88104937939?pwd=ZDZFbFpubFZrb3dtRGdrREVvOSTt</a> |
|                       |                         |                  | <u>By Phone:</u> +1-312-626-6799 (US Chicago)                                                                                                               |

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Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the April 4, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Drew Bain, representing the Wisconsin Public Service Corporation, for a conditional use permit to perform upgrades to an electrical substation located at 3214 Hoover Road (Parcel ID 281230803400602), consistent with Ch. 23.02(1)(a)(3)(b).
4. Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct five duplexes on three unaddressed parcels bounded by North Point Drive and Georgia Street North (Parcel ID's 281240830100144, 281240830100145 & 281240830100146),

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**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.

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consistent with Ch. 23.01(13)(f).

5. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point for the purposes of extending Union Street 410 feet to the north of Maria Drive and extending Academy Avenue 133 feet to the west within Parcel ID 281240829240099.
6. ~~A request from Doug Lynch for an exception to driveway requirements at 100 Bukolt Park Street (Parcel ID 281240830400808), consistent with Ch. 23.01(15)(i)(3)(k).~~
7. A request from Brooke Klesmith, representing Includa Inc., for a sign variance to construct a freestanding sign at the property located at 2801 Hoover Road (Parcel ID 281230802200041), consistent with Ch. 25.14.
8. A request from the City of Stevens Point to perform improvements to Goerke Park and to construct an addition to the K.B. Willett Ice Arena, located at 931 Michigan Avenue (Parcel ID 281240833200107) and consistent with Ch. 23.01(11).
9. A request from the City of Stevens Point to seek membership in the AARP network of age-friendly communities.
10. Community Development Department Annual Report for 2021.
11. Director's Report.  
*A verbal report will be provided during the meeting.*

Closing Section:

12. Adjourn



## REPORT OF CITY PLAN COMMISSION

April 4, 2022 – 6:00 PM

In-Person & Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Community Development Technician Mohr, Alderperson Shorr, Alderperson Zarazua, Alderperson Keymer, Alderperson Leek, Alderperson Fishler, Alderperson Morrow, Ruth Pfiffner, Lori Carlson, Ronald MacDonald, Ruth MacDonald, Dave Medin, Sandra Medin, Mary Ann Laszewski, Fred Kalkofen, Carol Molepske, Richard Peterson, Richard Packard, Pamela Packard, Laurie Schroder, Armin Nebel, Cindy Nebel, Ron Carlson, Larry Sipiorski, Paul Annechiarico, Dean Shuda, Tim Schierl, Dan Kryst, Louis Molepske, Brent Curless, Bill Yudchitz, Glenn Aavang, Vicki Hafkemeyer-Anderson, Chris Okray, Andrea Olson, Marcellus Kramer, W.H. Love, Nancy Lamz, Nellie Schmidt, Nancy Roppe, Olivia Piloni, Chris Klesmith, Cathy Derezinski, Johnny Pea, Andrew Sutherland, Jim Wiese, Lori Rajski, David Knaapen, and unidentified audience members via Virtual Zoom Meeting.

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### INDEX:

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).
6. March 2022 Monthly Report.
7. Director's Report.

Closing Section:

8. Adjourn.
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Opening Section:

1. Roll call.

**Present: Wiza, Kneebone, Arntsen, Hoppe, Rice**

**Excused: Cooper, Haines**

Discussion and possible action on the following:

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

**Motion by Commissioner Arntsen to approve the report of the March 7, 2022 Plan Commission meeting; seconded by Commissioner Rice.**

**Motion carried 5-0.**

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.

Director Kernosky reviewed an Accessory Dwelling Units & Accessory Commercial Units Presentation that touched on the following (this presentation is attached to the end of the minutes):

1. Definitions
2. History of the ADU/ACU discussion
3. Changes resulting from neighborhood meetings
4. Ordinance as proposed
5. Reasoning

Commissioners made the following comments:

1. Inquiry as to whether the size was limited to 900 sq.ft. entirely, or a 900 sq.ft. in the case of a two-story building or total of 1800 sq.ft. of living space, to which staff explained that it could expand to a 900 sq.ft footprint with two-stories, however the living unit could not exceed 900 square feet.
2. Inquiry as to whether an existing nonconforming structure could be converted into an ADU/ACU, to which staff explained that any alterations would trigger the need to meet all current standards.

Mayor Wiza declared the public hearing open.

Nancy Roppe (925 Smith St) read a prepared statement opposed to the request, noting previous concerns from meetings had not been addressed (statement is attached to the end of the minutes).

William Love (909 Ridge Rd) provided testimony opposed to the request and asked staff that they rethink how the City approached growth, as growth may not always be best.

Thomas Leek (District Eight) noted that while the use may be a good theory for other communities, it didn't appear to fit the City of Stevens Point. District Eight was largely opposed.

Ron Carlson (3356 Oak Ave) provided testimony opposed to the request, noting that Stevens Point was a smaller community, and ADU/ACUs would lead to neighbor disputes and parking issues. Suggested allowing the use in a specific area of the City to start.

Glen Aavang (2725 Peck St) provided testimony opposed to the request, stating that it would affect property values and the City should place their efforts elsewhere, such as redeveloping blighted properties. Suggested that the request go to referendum if it affected everyone in the City.

Stephan Klein (301 Union St) noted that most concerns appeared to have been addressed, however items such as requiring separate utilities didn't make sense. He added that the ADU/ACU idea was not new, and businesses had historically been run out of homes, and families condensed.

David Knaapen (3155 Dan's Dr) provided testimony opposed to the request, asking why an ordinance was proposed to be changed when it applied to only minimal housing that may not come into play in the first place. There was concern that people would not be aware of future changes if approved. Asked that it be reconsidered for the future when it may be needed.

Alderperson Shorr (District Two) provided testimony in support of the request. Clarified that the initial topic stemmed from a mother and daughter in May 2019 who had a need for such a use.

Cathy Derezinski (516 Franklin St) provided testimony in support of the request, noting that finding independent living for seniors or adult children with disabilities where support could live nearby was scarce.

Chris Klesmith (545 Second St N) provided testimony in support of the request, noting the increased tax base would help towards future City improvements, and would provide people with the ability to build in areas closer to amenities.

Cindy Nebel (1100 Phillips St) read a prepared statement opposed to the request, stating that ADU/ACUs would not significantly address the City's need for equitable and affordable housing.

Alderson Morrow (Eleven) stated having mixed opinions on the request, and noted that while more housing options were needed, the cost to build an ADU/ACU was a lot of money and would not be a return on investment. Those who would end up building one would truly need to have a need.

Ruth Pfiffner (707 Ridge Rd) provided testimony opposed to the request which noted residential units recently existing or proposed through recent development for rent. Reiterated the importance of conserving land.

Armin Nebel (1100 Phillips St) provided testimony opposed to the request, stating that the 2017 Housing Study listed ways to increase housing, and the number one item was to refurbish, repair, or convert existing rental properties back into single-family homes.

Mary Ann Laszewski (1209 Wisconsin St) provided testimony opposed to the request, stating that it would reduce peace, privacy, and quiet in neighborhoods.

Carol Molepske (2125 Clark) read a prepared statement opposed to the request, stating that the central city area, such as Clark-Main, already had a lot of housing diversity. That area had taken extra measures to maintain the lower density and use of a residential neighborhood, and it shouldn't be placed into jeopardy by allowing ADU/ACUs.

Bill Yudchitz (1301 Dubai Ave) stated that the 900 sq.ft. limit was too large, as an ADU/ACU could easily be accommodated into 500 sq.ft. Additionally, the definition was way too broad, adding that it shouldn't be allowed to be rented. He could see benefits of it functioning as a work-from-home office or for a family member. He suggested that they be required to meet ADA compliance to target those that would benefit the most from ADU/ACUs.

Bill Okray (3125 Dans Dr) provided testimony opposed to the request, noting that if someone had that much space they should just add to their existing home. Noted concern for what would occur with the structure if it couldn't be occupied. Suggested that the request for an ADU/ACU be a Conditional Use Permit or a Variance, to which staff confirmed that the proposal would be for them to be a Conditional Use Permit.

Lori Rajski (733 Minnesota Ave) provided testimony opposed to the request and agreed with many sentiments previously stated. They noted the importance of preserving existing neighborhoods and added that 900 sq.ft. was too large.

Louis Molepske (2116 Clark St) provided testimony opposed to the request and reiterated the need to preserve existing residential neighborhoods.

Andrea Olson (410 Franklin St) provided testimony in support of the request, noting it would give people more options for housing or small businesses. She noted that most people opposed to the request already owned their homes, and those that didn't were being told to live in apartments, but not everyone wanted to live in an apartment. Suggested that there be more programs incentivizing rental to single-family home conversions.

Jim Wiese (Zoom) stated support for the request.

Mayor Wiza recessed the Plan Commission at 7:58 PM

Mayor Wiza reconvened the Plan Commission at 8:03 PM.

Mayor Wiza declared the public hearing closed.

Mayor made the following comments:

1. Residents wouldn't be forced to build ADU/ACUs.
2. Residents wouldn't be forced to use ADU/ACUs if purchased with a principal dwelling, they could convert it into a shed, etc.

3. Growth is a part of the community, and if the City doesn't grow, it makes it harder to provide services. Infill is important when appropriate.

Director Kernosky provided the following comments regarding inquiries during testimony:

1. ADU/ACUs require separate utilities to prevent sewer/water shut-off to your tenant if tied to the same utilities.
2. Owner-occupied in the principal building only is required because it would provide more stability for the neighborhood, however staff was not opposed in allowing the main property owner in the ADU/ACU if that change was requested in the future.

Commissioners made the following comments:

1. Initially there seemed to be strong support for the request, but subsequently have heard more concerns from the public. Those concerns appeared to have been taken into consideration and worked through.
2. The public has been given a lot of opportunity to provide their input and reasons for opposition and support, however many testimonies was based on emotion, even though similar alterations could already be made to principal dwellings or garages.
3. Housing market is ridiculous currently, but not sure if the community is ready for ADU/ACUs.
4. The ordinance is quite nuanced, and some of the changes have become quite restrictive for ADU/ACUs, but perhaps not restrictive enough for neighboring properties.
5. Conditional Use Permit process will be beneficial.
6. Even if most people wouldn't build these, it provided more housing options and diversity for those that may really be in need.
7. Inquired on whether there were options for families in need to acquire more accessory space to principal buildings, to which staff noted that there were benchmarks that had to be met, and they could run into issues with zoning, as creating an additional residential unit would trigger the need for duplex requirements to be met.
8. ADU/ACUs may help assist not only lower income individuals, but median income individuals who wish to get out of the market.

Staff provided reasoning behind allowing the use within all zoning districts rather than restricting it. The Conditional Use Permit process would be key in allowing the use, while protecting residents and neighbors with concerns.

**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 adds Section 23.01(14) relating to the allowance of accessory dwelling units and accessory commercial units in the City of Stevens Point; seconded by Alderperson Kneebone**

**Motion carried 4-1, with Commissioner Hoppe voting in the negative.**

4. A request from Richard Packard for a fence waiver to install a 8-foot tall privacy fencing along the southern lot line at 1017 Ridge Road (Parcel ID 281240834200103), consistent with Ch. 23.01(14)(g).

Director Kernosky summarized the request for a fence waiver to install privacy fencing along the southern lot line at 1017 Ridge Road. The request was sparked out of the proposed reconstruction of Ridge Court, of which 1017 Ridge Road was flagged due to an existing 8-foot fence being in the right-of-way, and as a result will have to be moved. 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 a 6-foot fence would be allowed in the area, to which it was confirmed that it would have to be 2 feet off the right-of-way.
2. Inquiry as to whether there was any issue with the facing of the fence, to which staff confirmed that the City did not enforce such a standard for the 'pretty' or 'ugly' side.

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

**Motion by Mayor Wiza to approve the 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) with the following:**

1. A building permit shall be obtained prior to relocating the fence.

**seconded by Commissioner Hoppe**

**Motion carried 5-0.**

5. A request to dedicate 1.517 acres of land for park purposes at 1300 Maria Drive (Parcel ID 281240829240034).

Mayor Wiza noted that the request was in conjunction with the convent redevelopment, and the Plan Commission needed to provide a recommendation to the Common Council. It was noted that staff had no concerns and recommended approval of the dedication after summarizing the land map.

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

**Motion by Commissioner Hoppe to approve the request to dedicate 1.517 acres of land for park purposes at 1300 Maria Drive (Parcel ID 281240829240034); seconded by Arntsen.**

**Motion carried 5-0.**

6. March 2022 Monthly Report.

Mayor Wiza announced Commissioner Hoppe would not be seeking reappointment to the Plan Commission and thanked him for his service.

Director Kernosky reviewed new construction projects for the month of March, highlighting the beginning phases of Bantr Apartments and Caribou Coffee. He also noted that overall valuation was well over 74 million year-to-date, which placed the City well ahead of previous years.

7. Director's Report

Director Kernosky provided brief updates on:

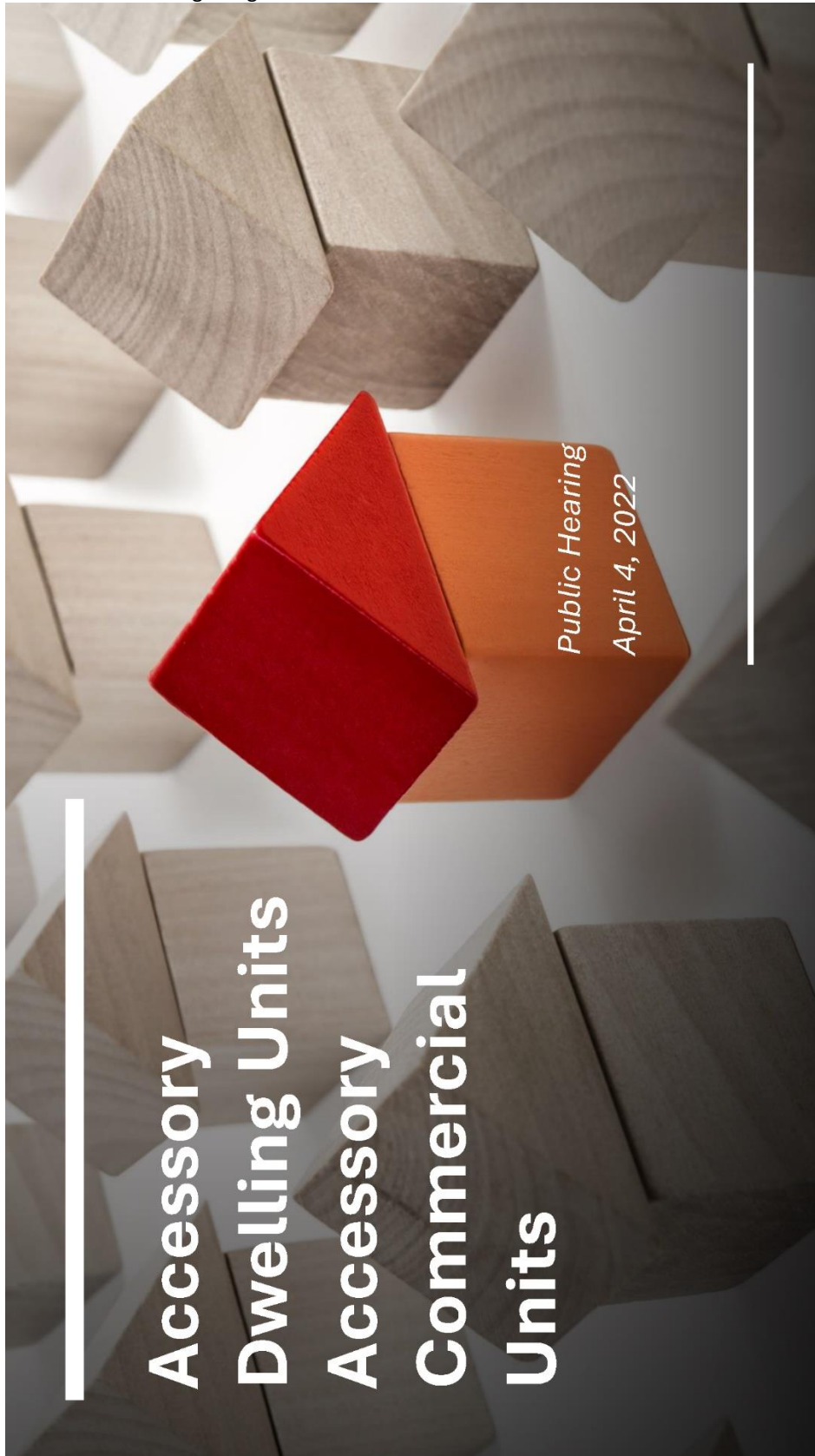
- a. Developmental Updates
- b. Special Project Updates
- c. Public Policy Updates
- d. Economic Development Updates

Closing Section:

8. Adjourn.

**Meeting adjourned at 8:53 PM.**

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



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# Currently ADU

- Accessory dwelling units (ADU) are not permitted within our zoning code.
- A conditional use permit can be obtained to construct more than one principal building on a lot (2 SFD, 2 TFD). ADU's are not considered a principal building.

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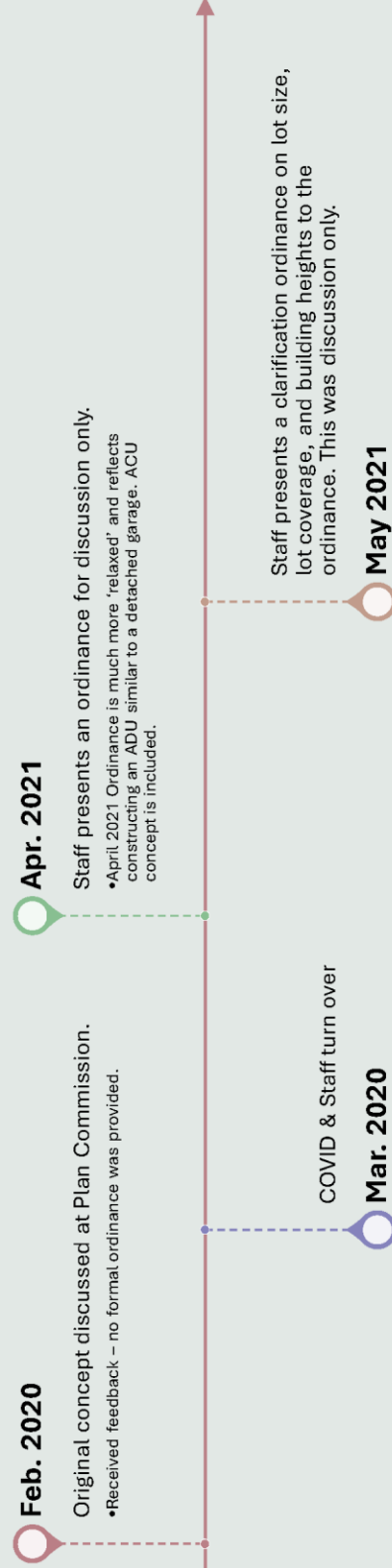
# Currently ACU

- Accessory commercial units (ACU) are not permitted in our zoning code.
- Home occupations are a permitted use if the following is met:
  - Home occupation is carried on by a member of the immediate family **residing** on the premises.
  - Home occupation is **incidental** to the residential use of the property.
  - Home occupation will not provide any substantial change to the character of the neighborhood.
  - No substantial amount of stock in trade is kept of commodities sold.
  - No more than one unrelated individual may be employed in the home occupation.



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# History of the ADU/ACU discussion

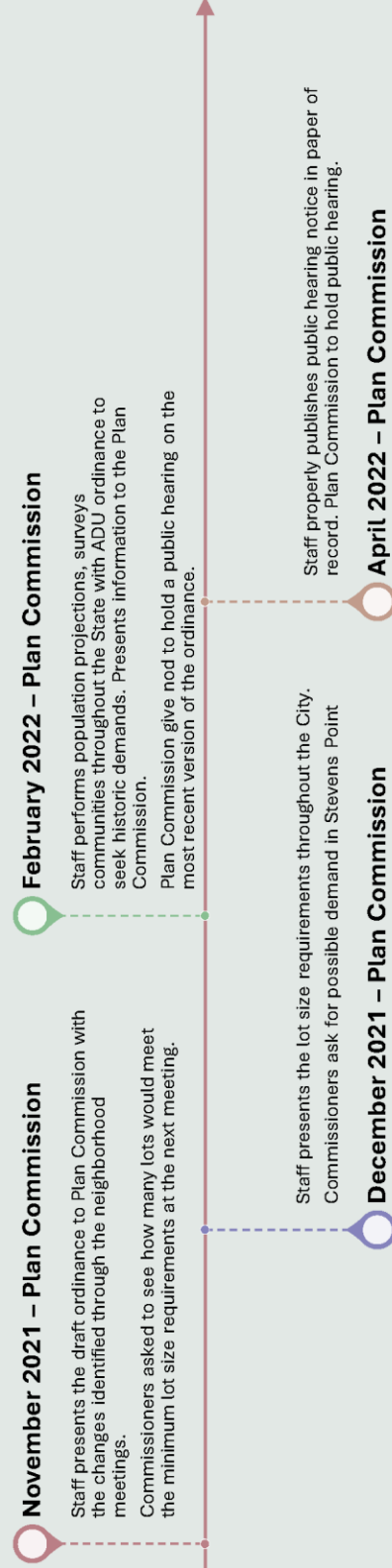


# History of the ADU/ACU discussion, cont.



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# History of the ADU/ACU discussion, cont.



# Ordinance as proposed

- ADU/ACU are a *conditional use* in all residential zoning districts.
  - Requires a public hearing and 200' notification to surrounding property owners.
  - Conditional use permit standards (as outlined in the zoning code) must be met.
- ADU/ACU must meet the minimum setback requirements of the principal structure.
  - The minimum lot size must be met for SFD in order to construct an ADU/ACU
    - EXCEPT:** In the R-3 zoning district, you must have a 10,000 sf lot size minimum.

|      | 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 1/2 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 1/2' on each side for buildings not over 2 1/2 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                 |

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## Ordinance as proposed, cont.

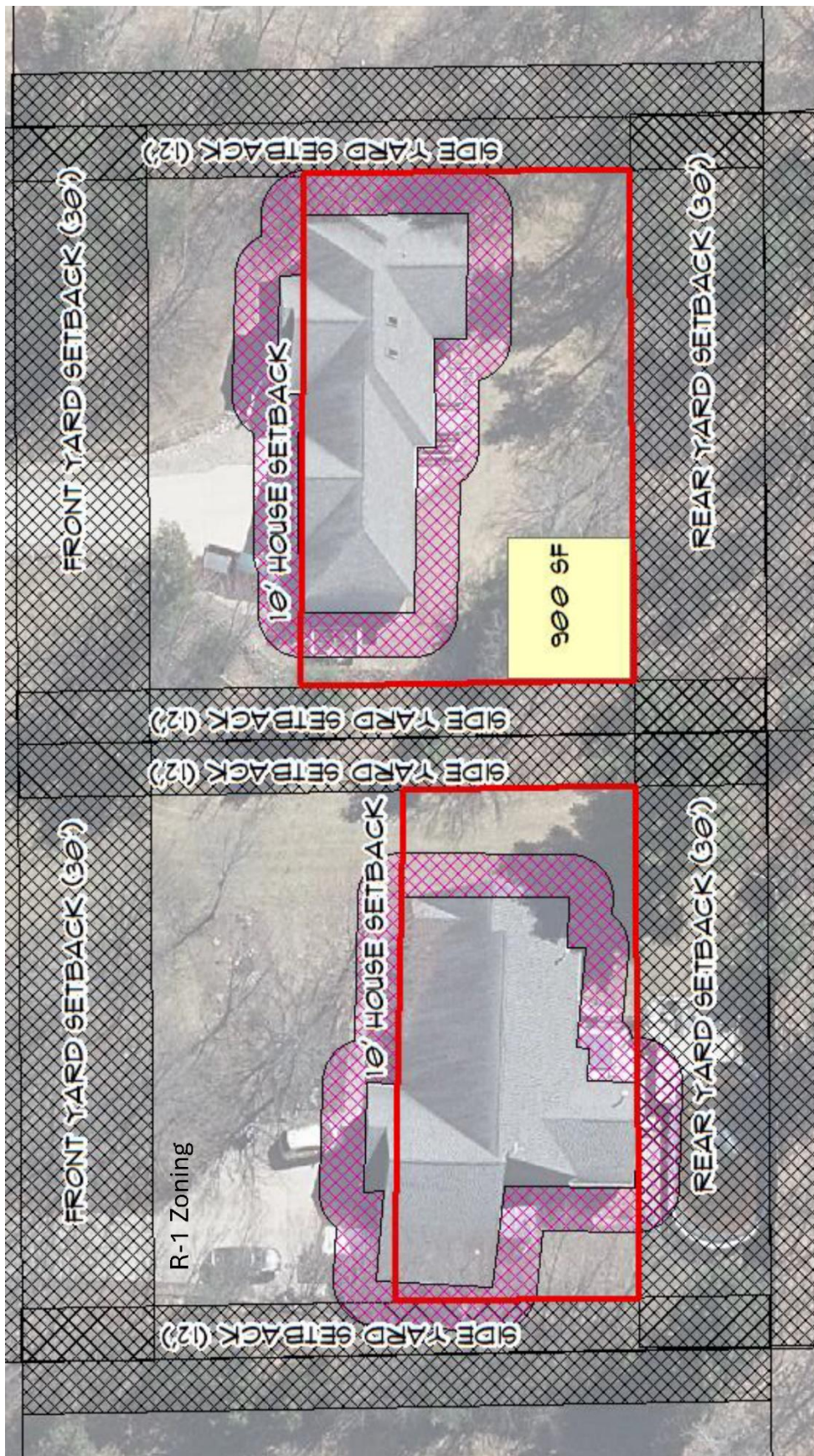
- ADU must be a minimum size as outlined in the occupancy codes (typically 400-600 sf is the size minimum).
- ADU may not exceed 900 sf total.
- ADU/ACU may not exceed 20' in height.
- The owner of the property must reside in the primary dwelling for a period of ten months or more in a calendar year. A restrictive agreement outlining the standards of the ordinance will be recorded against the property with the City and property owner.
- ADU/ACU must have separate sewer/water utility connections.

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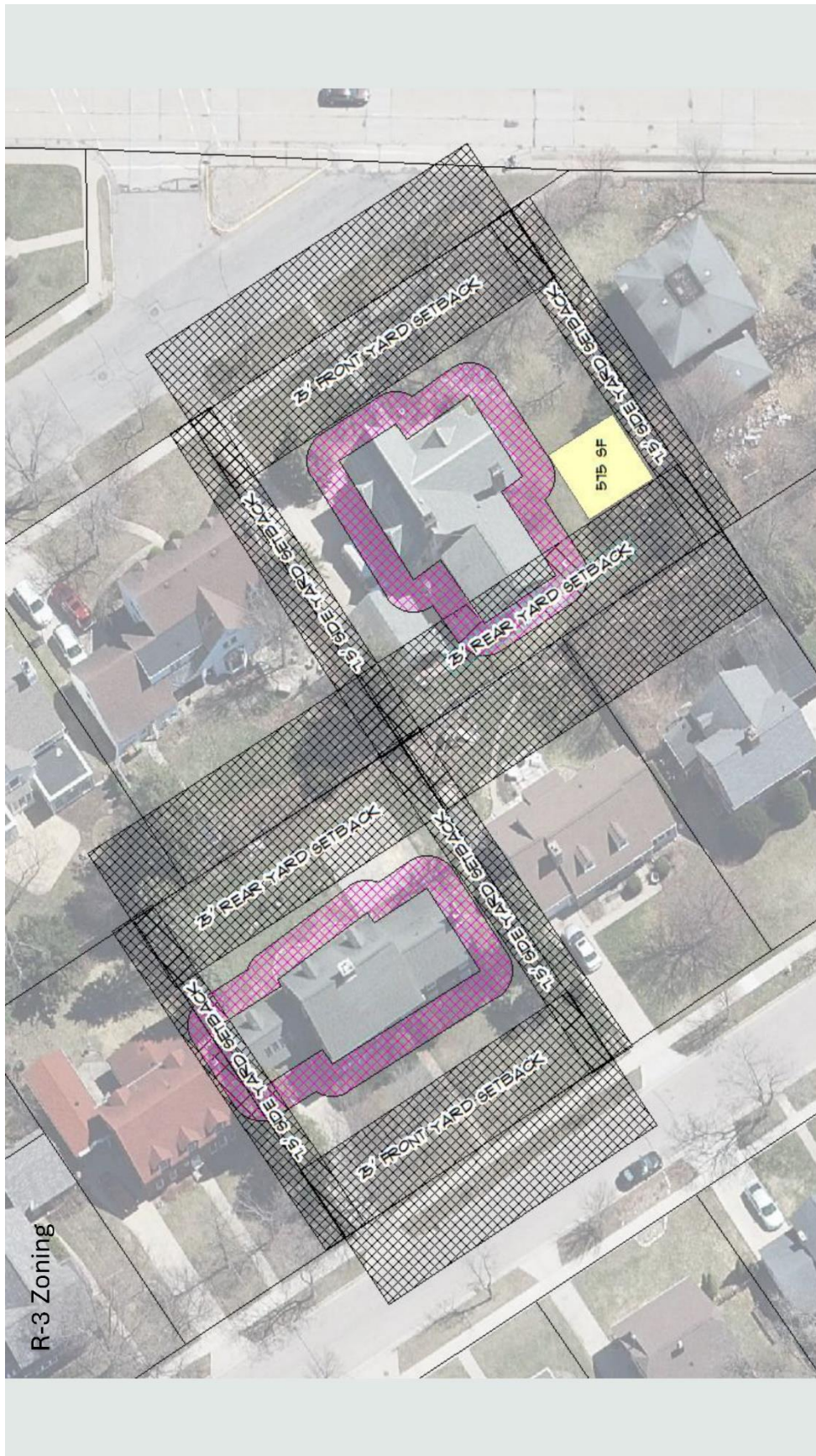
## **Ordinance as proposed, cont.**

- Only one ADU/ACU per lot allowed.
- Occupants must meet the definition of Family as outlined in the zoning code.
- ADU may not be utilized as an AirBNB, VRBO (any tourist rooming house).
- No more than 60% of the property may be covered by impervious surfaces (buildings, sidewalks, driveways, etc.).









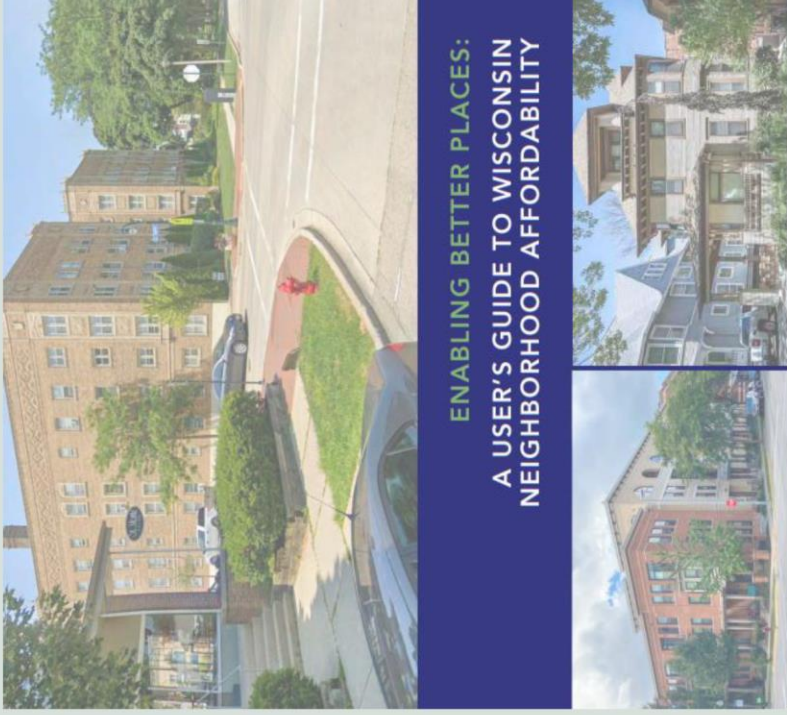
R-3 Zoning



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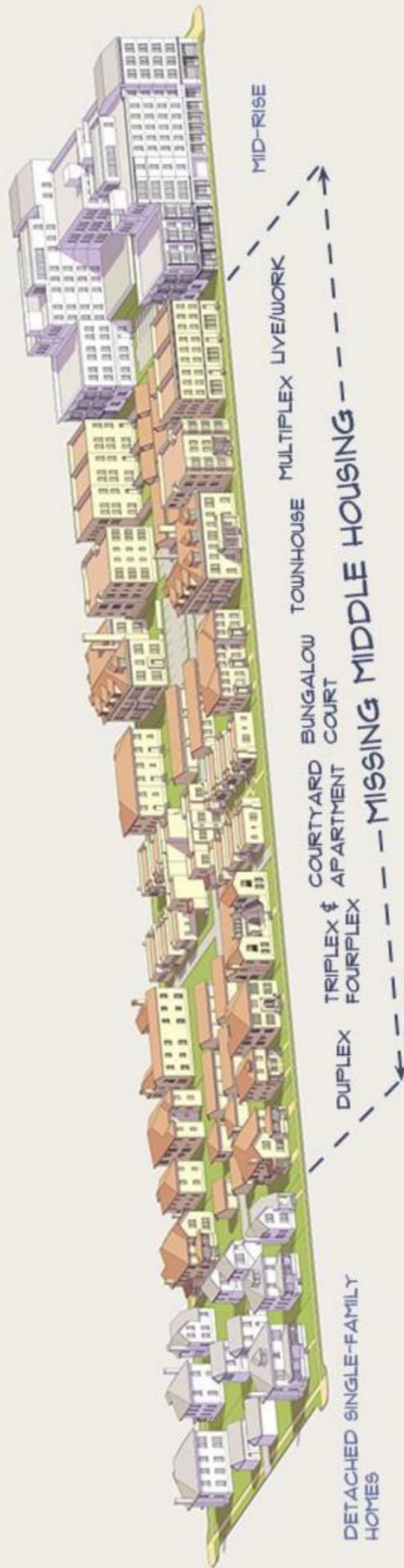
## What are we trying to accomplish?

- LWM, WI Realtor's Association, AARP, Wisconsin Builders Association, and WHEDA issued *Enabling Better Places: A User's Guide to Wisconsin Neighborhood Affordability* in Spring 2022. It identified ADU's as a way to address affordability.
- Accessory dwellings could add more attainable housing units with little strain on infrastructure or additional maintenance expense to local municipalities.
- ADUs have little impact on the character of neighborhoods and can help subsidize mortgages for property owners.



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# Thank you.



Nancy Roppe – 925 Smith Street

I'm opposed to allowing ADU's & ACU's. None of the concerns I expressed at past meetings have been addressed. The 1<sup>st</sup> district is already considered a blighted area. Packing more people into backyard shacks isn't the answer.

Backyards used to be safe places where folks sent their children to play - - where they could keep an eye on them. A place where people put in prized flower and vegetable gardens. At harvest time, they'd put up countless jars of jellies and jams, preserve pickles, tomatoes & pretty much everything else they grew and share the excess of their fresh homegrown produce with family and neighbors. Backyards were places where families gathered to celebrate birthdays, holidays, graduations and other special occasions. As families evolved over time, backyards became prized places for people with dogs to let their fur babies run. But now, a new trend threatens to gobble up backyards because we have to monetize them in the name of adding density. Now backyards are a potential profit center to maximize future resale value. Let's just be honest this time - - this isn't about building a mother-in-law suite anymore than the overnight parking rules were about helping out the family of a poor teen driver. This is about money, plain & simple.

The 1<sup>st</sup> district has too much density as it is. There are plenty of student rentals that are way over occupancy. Just count the number of cars in the driveway plus those which have spilled out into the street under the new parking rules. There is no way the square footage in those sleeping rooms meets the proposed new zoning rules when there are that many unrelated individuals living there.

Before we start adding more stand alone backyard structures it makes sense that our existing housing stock should be in good repair. Nowhere in this proposal does it say the primary residence has to be in good repair before an ADU or ACU can be constructed but it should.

Not all of us have 40 acres out in the country we can escape to when the stress of living in the city becomes too much to bear like some in city government. So before you foist this ill conceived proposal on the entire city, I'd love to know what makes you think these new shack in the back landlords will charge affordable rent? No, I suspect rents will be whatever the market will bear and therefore this proposal does nothing to solve your perceived density problem nor your affordable rent problem. All it does is pack more sardines in an already overcrowded can.

And one last point . . . a characterization was made at a previous meeting suggesting that we're old, out of touch fuddy duddies who aren't up to date on today's trends if we object when OUR property values are being threatened by neighbors who put their need for greed above the best interests and stability of the neighborhood. I worked long and hard to buy and maintain a modest home in one of the City's older areas and by god I'm not going to sit idly by and watch it go down the drain because newcomers demand yet more rental income.

# Administrative Staff Report

**Conditional Use Permit  
Electrical Substation Improvements  
3214 Hoover Road  
June 6, 2022**



**Department of Community  
Development**

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| <p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>Drew Bain, representing the Wisconsin Public Service Corporation</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>Ryan Kernosky, Director<br/><a href="mailto:rkernosky@stevenspoint.com">rkernosky@stevenspoint.com</a></li><li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>281230803400602</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>"M-1" Light Industrial</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>Single-Family Residential</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>District 6   Ald. Carlson</li></ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"><li>Frontage: 631 ft.</li><li>Depth: 331 ft.</li><li>Lot Size: 99,317 sq. ft. (2.280 ac.)</li></ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"><li>Electrical substation</li></ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"><li>23.02(1)(a)(3)(b)</li></ul> | <p><b>Request</b></p> <ol style="list-style-type: none"><li>Public Hearing and action on a request from Drew Bain, representing the Wisconsin Public Service Corporation, for a conditional use permit to perform upgrades to an electrical substation located at 3214 Hoover Road (Parcel ID 281230803400602), consistent with Ch. 23.02(1)(a)(3)(b).</li></ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"><li>Application</li><li>Plans</li></ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"><li>The Wisconsin Public Service Corporation is requesting to perform upgrades to an electrical substation on the subject property.</li><li>Upgrades include a 2,610 sq ft expansion to the facility, new perimeter fencing and lighting upgrades.</li><li>The subject property was annexed into the City on January 1, 2007 from the Town of Plover. An electrical substation existed on the property prior to annexation and was classified as a legal nonconforming use.</li><li>The property is zoned "M-1" Light Industrial. Electrical substations are a conditional use within the "M-1" District.</li><li>The Plan Commission and Common Council may attach additional conditions onto the request.</li></ol> <p><b>Staff Recommendation</b></p> <p>Approve the conditional use permit to perform upgrades to an electrical substation located at 3214 Hoover Road (Parcel ID 281230803400602), subject to the following conditions:</p> <ol style="list-style-type: none"><li>The applicant shall obtain a building permit prior to the start of construction.</li><li>Staff shall have the ability to approve minor amendments to the site plan.</li></ol> |
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## Vicinity Map



## Background

**Overview:** The Wisconsin Public Service Corporation is requesting a conditional use permit to perform upgrades to an existing electrical substation located at 3214 Hoover Road. According to the applicant, the scope of the project includes a 2,610 expansion in the substation's footprint, equipment upgrades, new perimeter fencing and lighting upgrades. The installation of new perimeter fencing would require the removal and trimming of some trees, however sufficient vegetation exists on the property to adequately screen its view from adjoining residences. While the new lighting will better illuminate the subject property, it will be turned off at all times unless maintenance or emergency situations warrant it being on. If approved, this project is anticipated to begin in July and conclude in November of this year.

Historical records indicate that the electrical substation existed on the property prior the lot's annexation into the City from the Town of Plover in 2007 and zoned "M-1" Light Industrial. Within the "M-1" District, electrical substations are a conditional use. As no conditional use permit was ever issued as part of the annexation, it was and is still considered a legal nonconforming use. With expanding the footprint of the facility by 2,610 sq ft, a conditional use permit is required to approve the desired improvements. If the proposed conditional use permit is approved, the legal nonconforming status is no longer applicable.

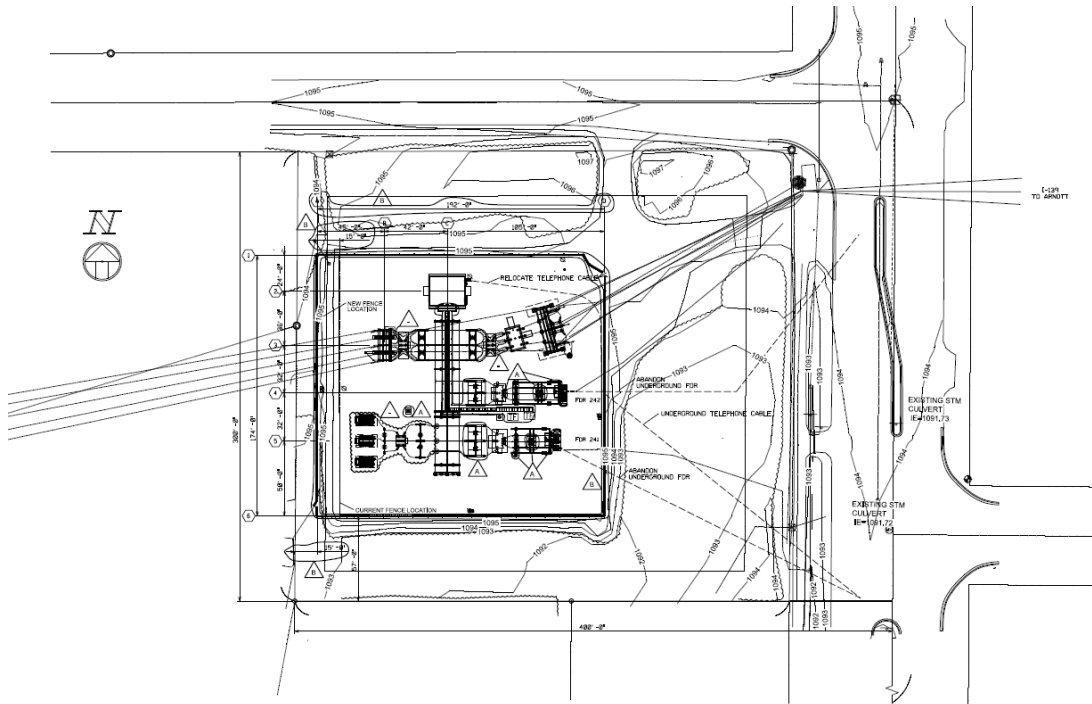
*Ch. 23.02(1)(a)*

*(3) Conditional Uses.*



(b) Any utility structure, substation, transmission line or pipeline.

City staff have reviewed this request in connection with the fourteen standards of review for issuing a conditional use permit. The following provides an overview of each standard.



Proposed Site Plan

## 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 utility substation is an existing use of the property. A small expansion, fencing and light improvements are proposed as part of this request.

**Findings:** Although the subject property is surrounded by single-family residential uses, the proposed improvements should not be detrimental. Existing landscaping and proposed fencing improvements provided needed security and screening on the property. In addition, the planned improvements aim to replace old infrastructure with new, more reliable equipment that serves the utility needs of neighboring properties.

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

**Analysis:** Utility substations are a conditional use within all City zoning districts. The subject property is surrounded by residential development to the east, south and west. To the north of the subject property lies undeveloped land intended for commercial development per the City's Future Land Use Map.

**Findings:** Given the safeguards that the Wisconsin Public Service Corporation is required to provide in operating an electrical substation, staff believes that the proposed improvements will 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.**

**Analysis:** The respective area is in an established and developed area of the city. Although the City's Comprehensive Plan identifies this area for single- and two-family residential uses, electrical substations are a conditional use within all City zoning districts and therefore may be allowed on any parcel provided other applicable requirements are met.

**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:** N/A

**Findings:** N/A

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

**Analysis:** Utility infrastructure exists within the Heffron Street and Hoover Road Right-of-Ways. Access to the property is off of existing gravel driveways near the intersection of Heffron Street and Hoover Road. Adequate drainage exists on the property based on its intended use.

**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:** A gravel driveway exists off of Heffron Street and Hoover Road that provides access to the property.

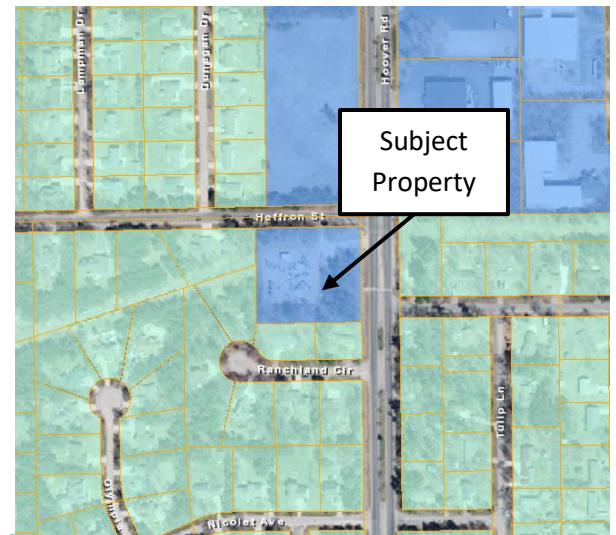
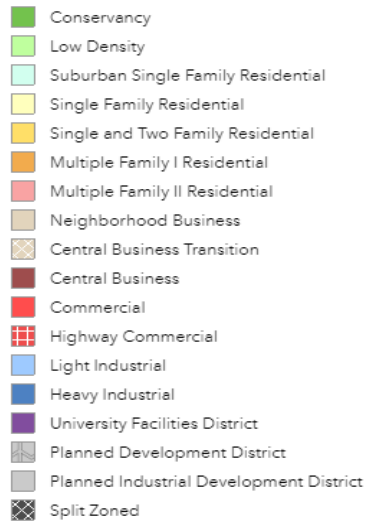
**Findings:** Based on the intended use of the property, minimal traffic to and from the property is expected and will not lead to traffic congestion on neighboring public streets.

**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 "M-1" Light

Industrial where electrical substations are a conditional use. According to the Zoning Code, the "M-1" District is established "to provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District. It is intended that the "M-1" district be located as a buffer between heavy manufacturing uses and commercial or high density residential uses or at other locations all consistent with the use planning principles, industrial location standards, and the City Comprehensive Plan and policies."

**Findings:** The use of the property provides an adequate transition between the heavy industrial uses to the north and the single-family residential uses to the east, south and west.



#### Future Land Use



- 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 perform improvements to an existing electrical substation. Key land use requirements outlined in the 'background' section above are met with the proposed work.

**Findings:** The regulations of the district are met for this proposal provided the conditions tied to this conditional use permit are met.

- 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 systems of the community.

**Analysis:** N/A

**Findings:** N/A

- 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:** N/A

**Findings:** N/A

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

**Analysis:** Vehicular access exists off of Heffron Street and Hoover Road.

**Findings:** Adequate to the property is sufficient given the low traffic expected as part of the property's land use.

- 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:** Utility infrastructure exists within the Hoover Road and Heffron Street Right-of-Ways.

**Findings:** Adequate utilities exist to support the planned improvements to the electrical substation.

- 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:** Perimeter fencing and natural landscaping will be used to screen visibility of the electric substation from the street.

**Findings:** This standard is met.

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

**Analysis:** Lighting improvements are planned as part of this project.

**Findings:** All lighting will be turned off from dusk to dawn hours except for the lights by the front gate. Knowing this, staff believes that light is not anticipated to intrude onto neighboring properties.

- 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:** 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

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**Wisconsin Public Service Corporation**  
1700 Sherman Street  
P.O. Box 1166  
Wausau, WI 54402-1166  
800-450-7260  
[www.wisconsinpublicservice.com](http://www.wisconsinpublicservice.com)

April 18, 2022

Alderman Jeremy Slowinski  
4501 Pleasant View Drive  
Stevens Point, WI 54481

Subject: Hoover Substation System Improvement Project

Alderman Slowinski,

The Hoover electrical substation, located at 3214 Hoover Road in the city of Stevens Point, is scheduled for maintenance and equipment upgrades in the latter part of 2022. The substation is jointly owned by Wisconsin Public Service (WPS) and American Transmission Company (ATC). The system improvement project includes replacing some of the older infrastructure with new, more reliable equipment, along with replacing the substation fence and extending the fence on the west side of the substation; some tree trimming and removal will be necessary to accommodate the security fence clearance requirements. This work will result in a more reliable, secure and safe electrical distribution system.

WPS anticipates starting construction in late July or early August, 2022 and construction concluding by the end of November, 2022. WPS will be working through the necessary permitting process with the City of Stevens Point. Hoover Substation serves over 7,900 residential, commercial and industrial customers in the Stevens Point area. WPS does not foresee any impacts to electrical service during construction activity. The majority of construction will take place during normal business hours Monday through Friday, but there may be times where work during the weekend may be necessary.

If you have any questions or concerns, please contact me directly at (715) 848-7342.

Sincerely,

Kelly T Zagrzebski  
Local Affairs Leader

## Adam Kuhn

---

**From:** Zagrzebski, Kelly T <kelly.zagrzebski@wecenergygroup.com>  
**Sent:** Tuesday, April 19, 2022 4:02 PM  
**To:** Ron Carlson  
**Subject:** RE: Alderperson district 6  
**Attachments:** April 18 Letter to Alderman Jeremy Slowinski.pdf

Thank you Ron – congratulations on the election! Sorry, I had June 1 as the change date – I was wrong! Thank you!!! Here again is the communication piece sent to Jeremy on our proposed work at Hoover sub. We are meeting with Adam at the city tomorrow (12:30pm) to discuss.

Kelly T Zagrzebski  
Local and Governmental Affairs Leader  
WEC Energy Group – Business Services  
Office: 715-848-7342  
Mobile: 715-573-7815  
[kelly.zagrzebski@wecenergygroup.com](mailto:kelly.zagrzebski@wecenergygroup.com)

*Serving WEC Energy Group, WeEnergies, Wisconsin Public Service, Wisconsin River Power Company, Michigan Gas Utilities, Partello and Bluewater Gas Storage*

**From:** Ron Carlson <kidagain7@hotmail.com>  
**Sent:** Tuesday, April 19, 2022 12:17 PM  
**To:** Zagrzebski, Kelly T <kelly.zagrzebski@wecenergygroup.com>  
**Subject:** Alderperson district 6

\*\*\* Exercise caution: This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or in unexpected emails. \*\*\*

Hi Kelly,  
Jeremy contacted me in regards to work at Hoover substation, thank you. My alder email is [carlsonronald08@gmail.com](mailto:carlsonronald08@gmail.com) if you need to contact me for future issues.

Thanks,  
Ron Carlson

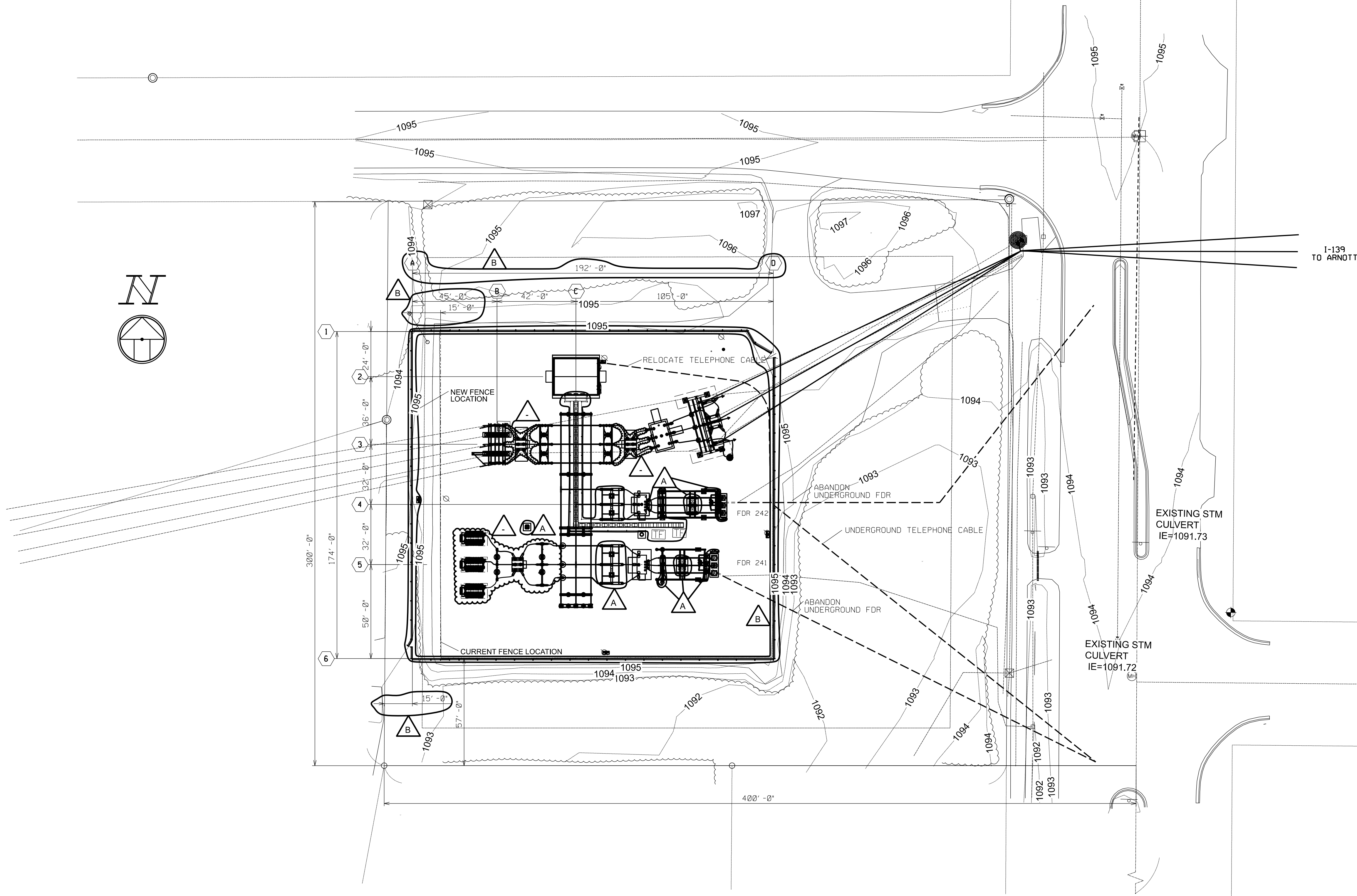
## Project Narrative: Hoover Substation – Asset Renewal

Equipment within the Hoover Substation is coming up on the end of its useful life. As a result, Wisconsin Public Service (WPS) and American Transmission Company (ATC) are jointly completing a system improvement project.

Hoover Substation is located at 3214 Hoover Road in the city of Stevens Point. The substation provides the needed electric energy for the residential, commercial and industrial customers of Stevens Point. The completion of the system improvement project will result in a more reliable, secure and safe electrical distribution system.

The system improvement projects includes replacing some of the older infrastructure with new, more reliable equipment. To meet the needs of the new equipment, a site expansion is required. The substation will be expanded 15' west. Along with replacing the substation expansion, the fence will be replaced. To accommodate the fence replacement, some tree trimming and removal will be necessary. The project includes replacing the existing station lighting. The new lighting will be aimed such to illuminate the station. All the lights with the exception of the light next to the gate will be off every night. Should there ever be an emergency that requires night time repairs, the light would be used for that work. The light next to the gate would be on a dusk to dawn photo eye.

The project anticipates starting in late July or early August 2022 and will conclude by the end of November 2022. Work is scheduled Monday to Friday 7am to 5pm. To take outages on equipment, at times work will be scheduled on weekends with electric demand is lower.



Project Name: WPS - Hoover Substation - Asset Renewals  
Firm: Wisconsin Public Service  
Contact: Drew Bain - Phone: 920-433-6906  
Email: drew.bain@wisconsinpublicservice.com

ISSUED FOR  
**CONSTRUCTION**  
BY WPS

SUPERSEDES DD-10073

| REVISIONS |                                                                                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -         | ATC W.O. # 602796<br>ATC ENG I/O #<br>N/A<br>ATC CONST I/O #<br>N/A<br>REPL CKT BRKRS-ASSET<br>RNWL<br>DATE: 08-31-21<br>DESIGNED BY: DLH<br>REVIEWED BY: JWS<br>ENGINEER: EJS |
| A         | WPS CAP I/O # 6001935<br>FEEDER UPGRADES AND<br>199.299 CS REPLACEMENT<br>DATE: 06/07/2021<br>DESIGNED BY: SAM<br>REVIEWED BY: KJW<br>ENGINEER: MKF                            |
| B         | WPS CAP I/O # 6001970<br>COMMON FACILITY<br>UPGRADES<br>DATE: 06/07/2021<br>DESIGNED BY: SAM<br>REVIEWED BY: KJW<br>ENGINEER: MKF                                              |

ENGINEERING STAMP

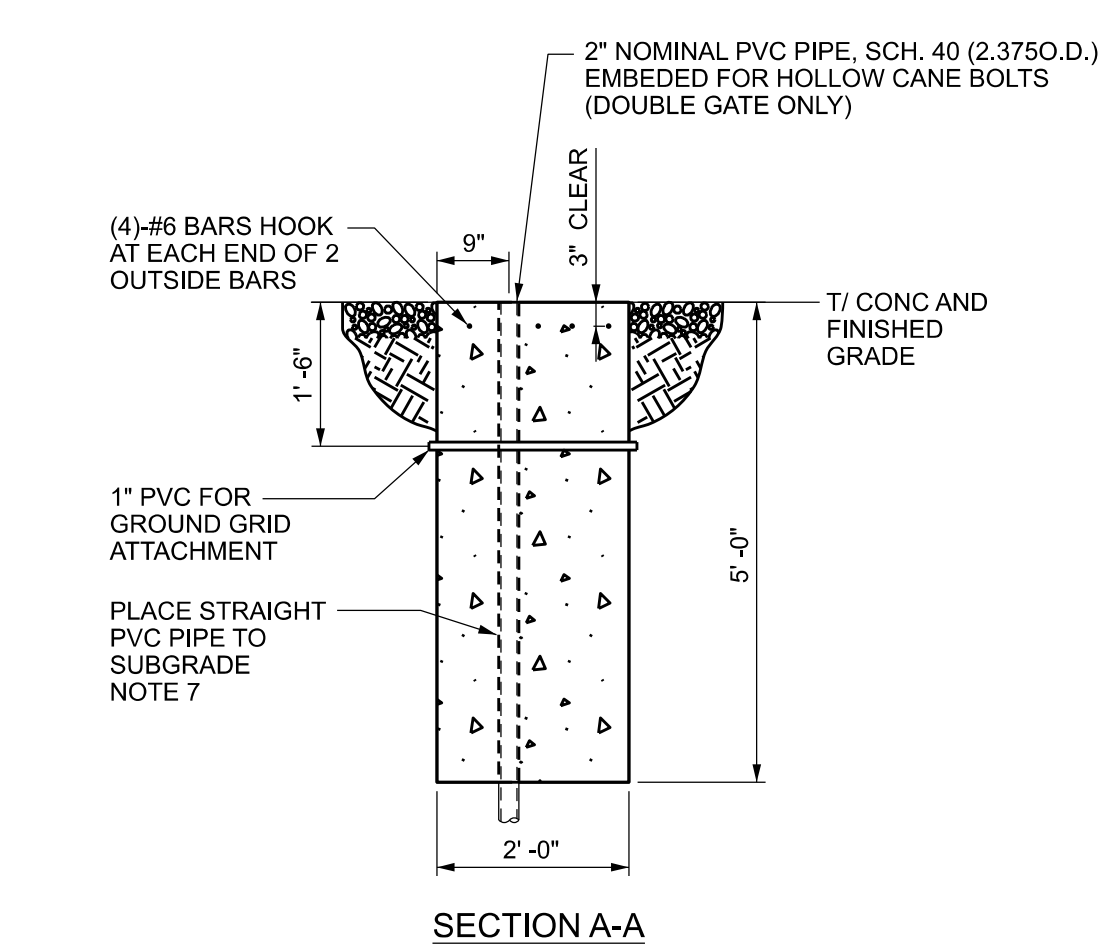
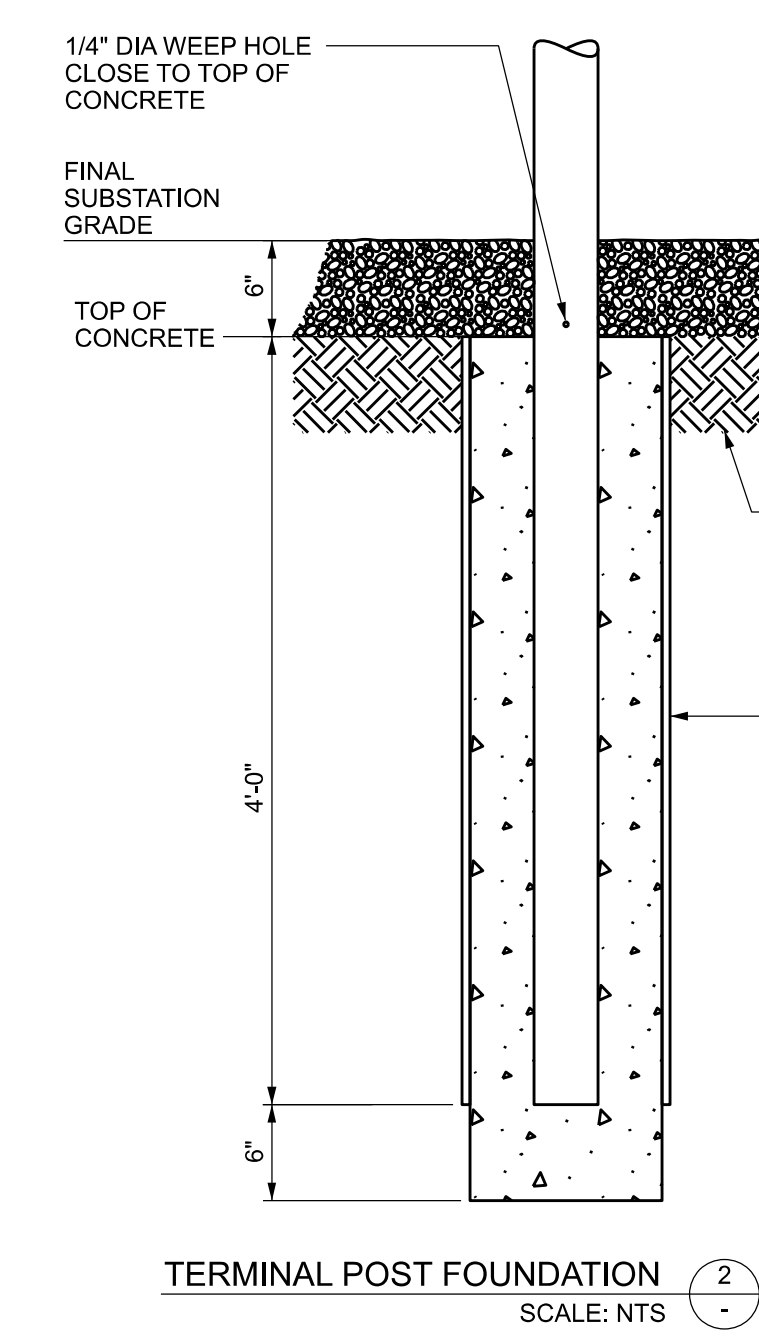
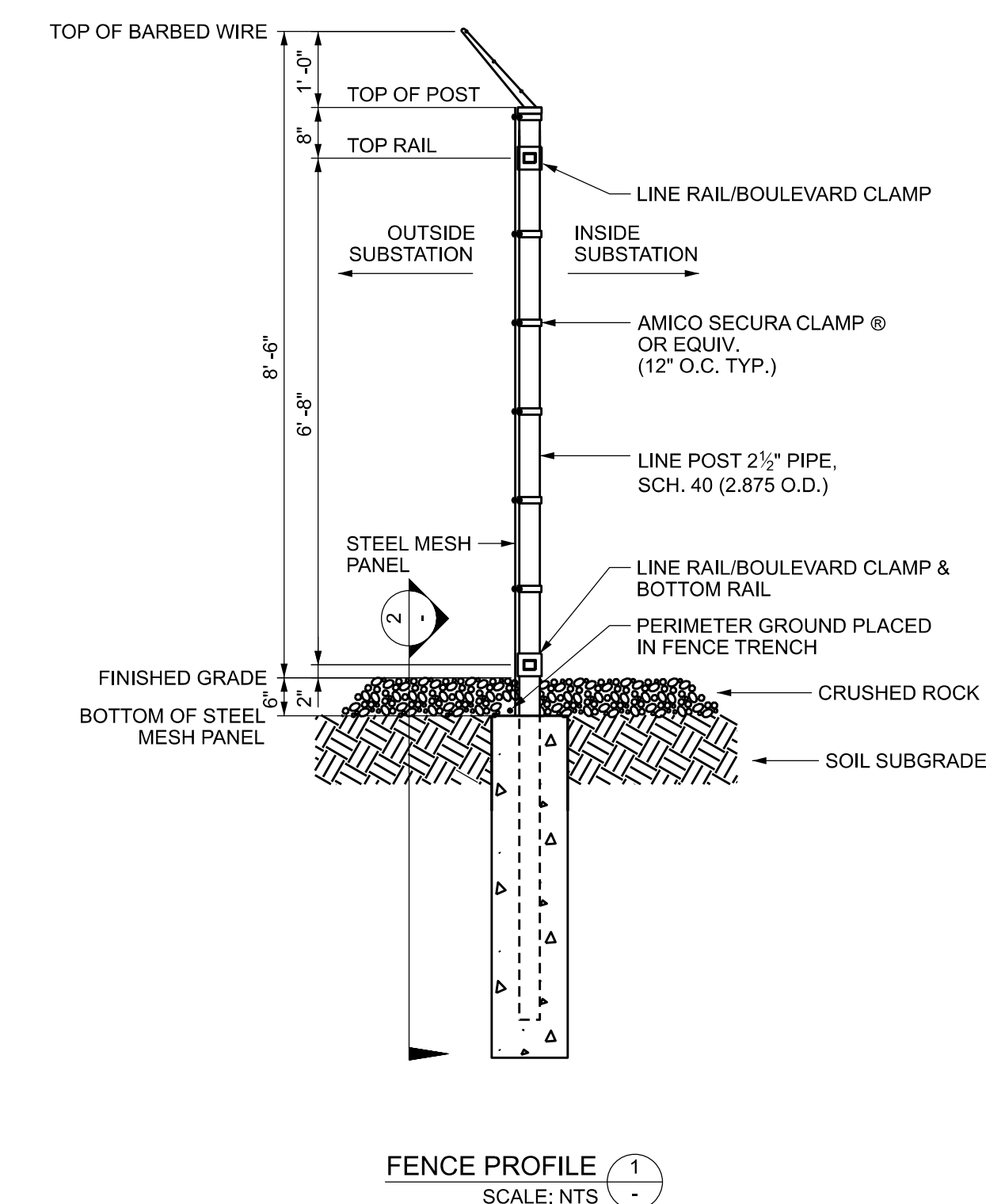
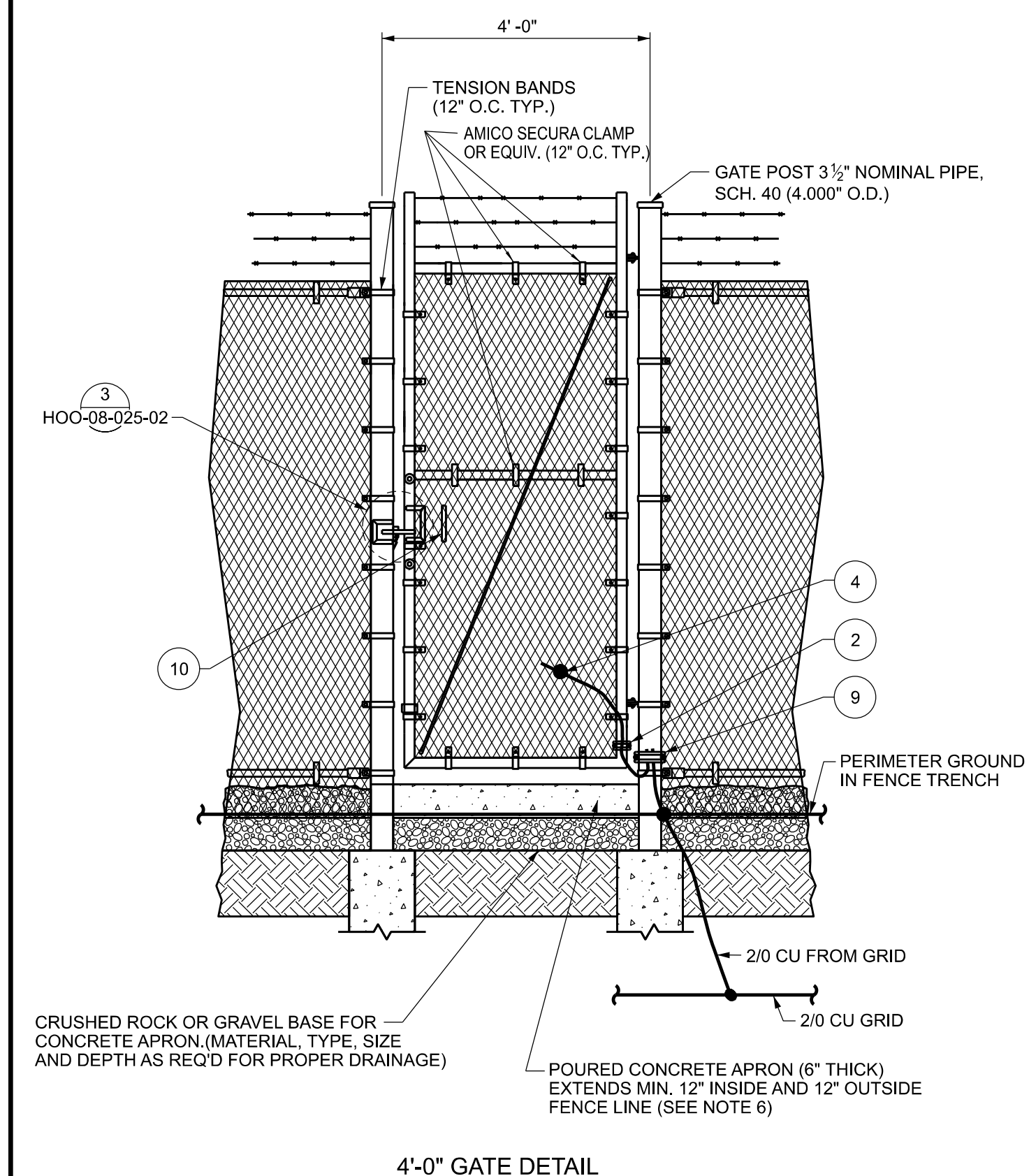
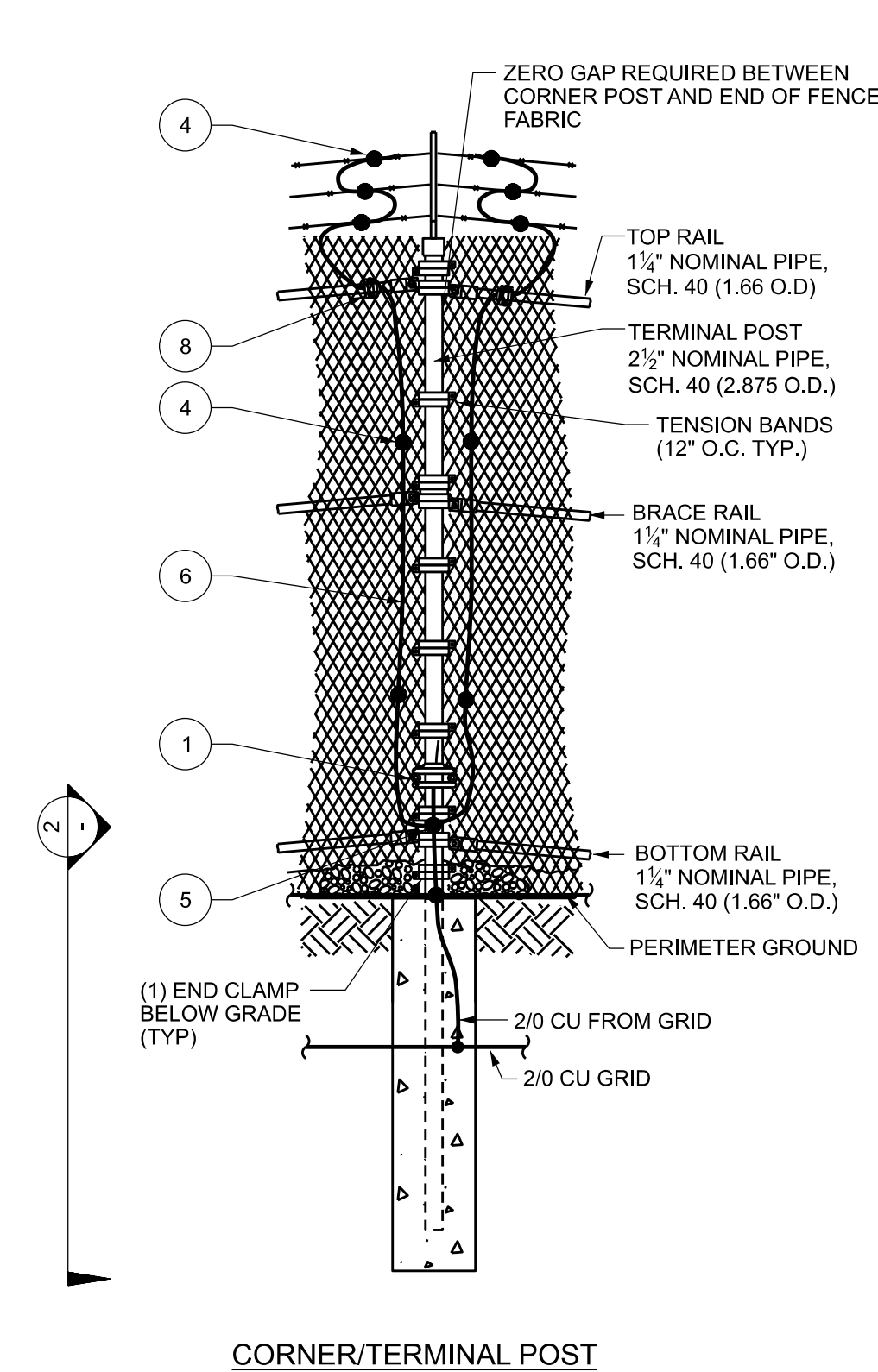
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| DATE: 08-31-21 | SCALE: 1"=30' | DESIGNED BY: DLH | REVIEWED BY: JWS | ENGINEER: EJS |
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SITE PLAN  
HOOVER SUBSTATION



HOO-02-001-01  
REV. B





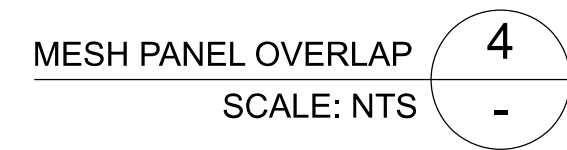
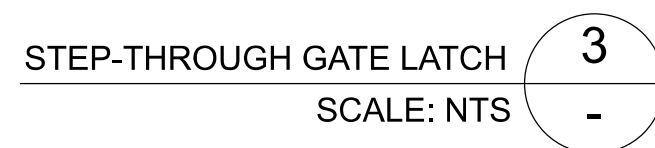
- ### FENCE CONTRACTOR NOTES:
1. FENCE CONTRACTOR TO INSTALL WPS SUPPLIED GROUND CLAMP AT SPECIFIED LOCATIONS AS FENCE MESH FABRIC IS BEING APPLIED (SEE APPROPRIATE DETAILS). WPS FIELD PERSONAL WILL ASSIST IN LOCATION INTERVALS FOR ITEM'S 1 & 8 LOCATION ALONG FENCE LINE. (SEE DETAIL LINE POST DETAIL).
  2. FENCE CONTRACTOR NOT RESPONSIBLE FOR GROUNDING DESIGN OR MATERIAL.
  3. WHERE SPACE FOR CLAMPS IS LIMITED, SECURE STEEL MESH TO GATE FRAME WITH TAMPER RESISTANT SCREW TYPE FASTENERS.
  4. INSTALL SHARP EDGE PROTECTION TO CUT EDGE OF STEEL MESH AROUND GATE LATCH AREAS.
  5. SEE WPS-08-016-02 FOR ADDITIONAL FENCE FABRICATION DETAILS.
  6. FENCE CONTRACTOR TO DRILL 1/4" WEEP HOLES & COLD GALVANIZE AFTER. (SEE DETAIL TERMINAL POST FDN. 2).
  7. PVC PIPE SHALL BE IN POCKET OF LOOSE GRAVEL TO MINIMIZE FREEZING.
  8. FABRIC SHALL BE CUT/FABRICATED SO NO SHARP EDGES ARE EXPOSED.

- GENERAL NOTES:**
1. ELEVATIONS SHOWN AS VIEWED FROM OUTSIDE SUBSTATION FENCE. GROUNDING SHOWN AS VIEWED FROM INSIDE THE SUBSTATION.
  2. FIELD CREW TO SUPPLY HIGH SECURITY FENCE GATE LOCKS, EITHER LARGE SHACKLE – WPS CODE #T1420001 OR SMALL SHACKLE – WPS CODE #T1420002.
  3. SEE SS-403-15 FOR SIGN LOCATIONS AND SIGN ATTACHMENT METHOD ON FENCE AND GATES.
  4. THIS DRAWING WAS CREATED FROM TEMPLATE WPS-08-016-01, REVISION 13.

- ## GROUNDING NOTES:
1. TAKE APPROPRIATE PRECAUTIONS WHEN WORKING ON GROUNDING SYSTEM ELEMENTS IN A ENERGIZED SUBSTATION OR GROUNDING SYSTEM ELEMENTS ASSOCIATED WITH A NEARBY ENERGIZED LINE. A POSSIBLE HAZARD VOLTAGE OR TRANSFERRED VOLTAGE HAZARD MAY BE PRESENT WHEN GROUND SYSTEM CONNECTIONS ARE SEPARATED. GROUNDING SYSTEM ELEMENTS INCLUDE: GROUND GRID FENCE AND GATES, COUNTER-POISE, WATER MAIN LEADS, TRANSMISSION LINE SHIELD WIRES AND DISTRIBUTION LINE NEUTRALS.
  2. LOOP FENCE GROUND FOR FROST EXPANSION
  3. GROUND TANGENT FENCE POSTS PER FENCE AND GROUNDING PLAN. MAXIMUM DISTANCE IS 30 FT BETWEEN GROUNDS POINTS WITH AT LEAST ONE MIDDLEPOINT GROUND ON SHORT OR RANDOM FENCE SECTIONS. ALL GROUND POINTS WILL BE FENCE POST GROUING ON 10" PIPE. GROUND CLAMPS TO SUBSTATION GROUND GRID (SEE DETAILS ON THIS DWG).
  4. RUN NO. 6 WIRE ON INSIDE OF FENCE AND ATTACH EVERY 3'.
  5. USE HEAT SHRINK ON BOTH ENDS OF ITEM #7
  6. CONCRETE APRRON SHOULD EXTEND TO THE OUTSIDE OF GATEPOSTS.

| FENCE GROUNDING BILL OF MATERIAL |                                             |                   |           |             |          |
|----------------------------------|---------------------------------------------|-------------------|-----------|-------------|----------|
| ITEM                             | DESCRIPTION OF MATERIAL                     | MANUFACTURER      | CATALOG # | WPS STOCK # | QUANTITY |
| 1                                | CLAMP, GROUNDING, CABLE TO 2 1/2" NOM. PIPE | SEFCOR            | GU1-6012  | T1420532    | 95       |
| 2                                | CLAMP, GROUNDING, CABLE TO 1 1/2" NOM. PIPE | SEFCOR            | GU1-5412  | T1420534    | 11       |
| 3                                | CLAMP, GROUNDING, CABLE TO 6" NOM. PIPE     | SEFCOR            |           | T1420538    | 4        |
| 4                                | CONNECTOR, SPLIT BOLT                       |                   | GUR-6914  | T1416399    | 320      |
| 5                                | VERSITAP                                    |                   |           | T1342527    | 50       |
| 6                                | WIRE, NO. 6, BARE CU                        |                   |           | T1330925    | 525 FT   |
| 7                                | 2/0 CU WELDING CABLE                        |                   |           | T1386611    | 25 FT    |
| 8                                | CLAMP, GROUNDING, CABLE TO 1 1/4" NOM. PIPE | SEFCOR            | 1-OC-2548 | T1420533    | 57       |
| 9                                | CLAMP, GROUNDING, CABLE TO 3 1/2" NOM. PIPE | SEFCOR            | GU1-6312  | T1420539    | 1        |
| 10                               | 6-1/2" GALVANIZED PULL HANDLE               | NATIONAL HARDWARE | N118-731  |             | 3        |





ISSUED FOR  
**CONSTRUCTION**  
BY WPS

1. INSTALL SHARP EDGE PROTECTION TO CUT EDGE OF STEEL MESH AROUND GATE LATCH AREAS.
2. ROTATE CANE BOLT TO RAISE AND LOWER.
3. WHEN CANE BOLT IS IN THE RAISED/OPEN POSITION THE SET HEX HEAD SCREW IS TO REST ON THE TOP CONNECTOR.
4. LOWER COLLAR IS INTENDED TO PREVENT CANE BOLT REMOVAL.
5. GATE STOP 11/2" NOMINAL PIPE, SCH 40 (1.900 OD), 2 1/4" LG GRIND SMOOTH ALL SHARP CUT EDGES.
6. THIS DRAWING WAS CREATED FROM TEMPLATE WPS-08-016-02, REVISION 3.

|                                                                                                                                                                                                                                                                                                                                                    |                      |   |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----------------------|
| <div> <div>REVISIONS</div> <table> <tr> <td>-</td> <td>WPS CAP IO # 6001970</td> </tr> </table> </div>                                                                                                                                                                                                                                             |                      | - | WPS CAP IO # 6001970 |
| -                                                                                                                                                                                                                                                                                                                                                  | WPS CAP IO # 6001970 |   |                      |
| <div> <div>COMMON FACILITY UPGRADES</div> <div> <div>DATE: 06/07/2021</div> <div>DESIGNED BY: SAM</div> <div>REVIEWED BY: KJW</div> <div>ENGINEER: MKF</div> </div> </div>                                                                                                                                                                         |                      |   |                      |
|                                                                                                                                                                                                                                                                                                                                                    |                      |   |                      |
| <div>ENGINEERING STAMP</div> <div> <div>DATE: 04/26/16</div> <div>SCALE: 1"=1'-0"</div> <div>DESIGNED BY: SAM</div> <div>REVIEWED BY: KJW</div> <div>ENGINEER: MKF</div> </div>                                                                                                                                                                    |                      |   |                      |
| <div> <div>HIGH SECURITY FENCE DETAILS</div> <div>HOO025</div> <div>HOOVER SUBSTATION</div> </div>                                                                                                                                                                                                                                                 |                      |   |                      |
| <div> <div>  </div> <div> <b>Wisconsin Public Service</b><br/> <small>THE INFORMATION ON THIS PRINT IS CONFIDENTIAL AND IS THE PROPERTY OF WISCONSIN PUBLIC SERVICE COMPANY</small> </div> <div> <div>HOO-08 - 025 - 02</div> <div>REV. -</div> </div> </div> |                      |   |                      |



**Wisconsin Public Service Corporation**  
1700 Sherman Street  
P.O. Box 1166  
Wausau, WI 54402-1166  
800-450-7260  
[www.wisconsinpublicservice.com](http://www.wisconsinpublicservice.com)

April 7, 2022

Nathan Hilgart  
5190 Ranchland Cir.  
Stevens Point, WI 54481

Subject: Hoover Substation System Improvement Project

Dear Landowner,

The Hoover electrical substation, located at 3214 Hoover Road in the city of Stevens Point, is scheduled for maintenance and equipment upgrades in the latter part of 2022. The substation is jointly owned by Wisconsin Public Service (WPS) and American Transmission Company (ATC). The system improvement project includes replacing some of the older infrastructure with new, more reliable equipment, along with replacing the substation fence and extending the fence on the west side of the substation; some tree trimming and removal will be necessary to accommodate the security fence clearance requirements. This work will result in a more reliable, secure and safe electrical distribution system.

WPS anticipates starting construction in late July or early August, 2022 and construction concluding by the end of November, 2022. Hoover Substation serves over 7,900 residential, commercial and industrial customers in the Stevens Point area. WPS does not foresee any impacts to electrical service during construction activity. The majority of construction will take place during normal business hours Monday through Friday, but there may be times where work during the weekend may be necessary.

If you have any questions or concerns, please contact me directly at (715) 848-7342.

Sincerely,

Kelly T Zagrzebski  
Local Affairs Leader

# Administrative Staff Report

## Construction of Five Duplexes Intersection of North Point Drive and Georgia Street North June 6, 2022



Department of Community  
Development

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Tyler Ignatowski</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Ryan Kernosky, Director<br/><a href="mailto:rkernosky@stevenspoint.com">rkernosky@stevenspoint.com</a></li> <li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>281240830100144</li> <li>281240830100145</li> <li>281240830100146</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-4" Multiple Family I Residential</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Multi-Family Residential</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 4   Ald. Fishler</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Frontage: 472 ft.</li> <li>Depth: 107.43 ft.</li> <li>Lot Size: 54,666.7 sq. ft. (1.25 ac.)</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Undeveloped</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.02(13)(f)</li> </ul> | <p><b>Request</b></p> <ol style="list-style-type: none"> <li>Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct duplexes on three unaddressed parcels bounded by North Point Drive and Georgia Street North (Parcel ID's 281240830100144, 281240830100145, &amp; 281240830100146), consistent with Ch. 23.01(13)(f).</li> </ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Plans</li> </ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>The applicant is requesting to construct five duplexes among the three subject parcels. The three subject parcels are intended to be combined prior to the start of construction.</li> <li>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.</li> <li>A shared driveway is located on the east lot line of the subject property to provide access to the ten planned residential units.</li> <li>The subject property is zoned "R-4" Multiple Family I Residential.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Approve the conditional use permit to construct five duplexes on three unaddressed parcels bounded by North Point Drive and Georgia Street North (Parcel ID's 281240830100144, 281240830100145, &amp; 281240830100146), subject to the following conditions:</p> <ol style="list-style-type: none"> <li>Garbage collection shall be handled commercially, and a trash receptacle location shall be incorporated for the proposed development. Location and proper screening shall be reviewed by City staff.</li> <li>A grading plan shall be provided, subject to the review and approval of Public Utilities staff.</li> <li>The applicant shall meet DNR NOI requirements.</li> <li>Separate water and sewer service shall be installed for each unit.</li> <li>A utility easement and shared access agreement shall be recorded prior to the issuance of occupancy.</li> <li>The three subject parcels shall be combined prior to the start of construction.</li> </ol> |
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- |  |                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ol style="list-style-type: none"><li>7. A landscaping plan shall be produced, subject to the review and approval of the Zoning Administrator.</li><li>8. An additional fire hydrant shall be installed to complement the proposed development, subject to the review and approval of the City Fire Marshal.</li></ol> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Vicinity Map



## Background

*Overview:* The applicant is requesting a conditional use permit to construct five duplexes across three undeveloped parcels located at the southeast corner of North Point Drive and Georgia Street North. Prior to the start of construction, the applicant is intending to combine the three subject parcels into one to coincide with the proposed development. Two of the duplexes would have three bedrooms totaling 1,378 sq ft in building footprint, while the other three



duplexes would have two bedrooms totaling 1,166 sq ft in building footprint. Each unit will also provide 484 sq ft in attached garage space. A concrete patio at grade is proposed to be located in the rear of each housing unit.

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-4" Multiple Family I Residence District – 25' of street setback, 10' of side yard setback on each side and a rear yard setback not less than 20% of the lot's depth (minimum of 15 feet with a maximum of 30 feet). According to the submitted site plan, 25 feet of setback is provided off of North Point Drive and 35 feet from Georgia Street North. Ten feet of side yard setback is provided from the southern lot line, while 59.5 feet of rear yard setback is provided off of the eastern lot line.

| <b>Lot Line</b> | <b>R-4 District Minimum Setback Requirements</b>           | <b>Proposed Setbacks (Findings)</b>                               |
|-----------------|------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Street</b>   | 25 ft                                                      | 25 ft off of North Point Drive, 35 ft off of Georgia Street North |
| <b>Side</b>     | 10 ft                                                      | 10 ft from the south lot line                                     |
| <b>Rear</b>     | 20% of lot depth (minimum of 15 ft and a maximum of 30 ft) | 59.5 ft                                                           |

**2. Density.**

Within the "R-4" District, each duplex requires a lot size of 8,000 sq ft. As five duplexes are proposed on a lot that is 54,450 sq ft in combined size, the proposed development meets density requirements.

**3. Parking and Traffic Flow.**

A shared driveway approximately 25 feet in width exists to provide access to each duplex. Please note that a shared access agreement and a utility easement will be recorded as part this development. 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.**

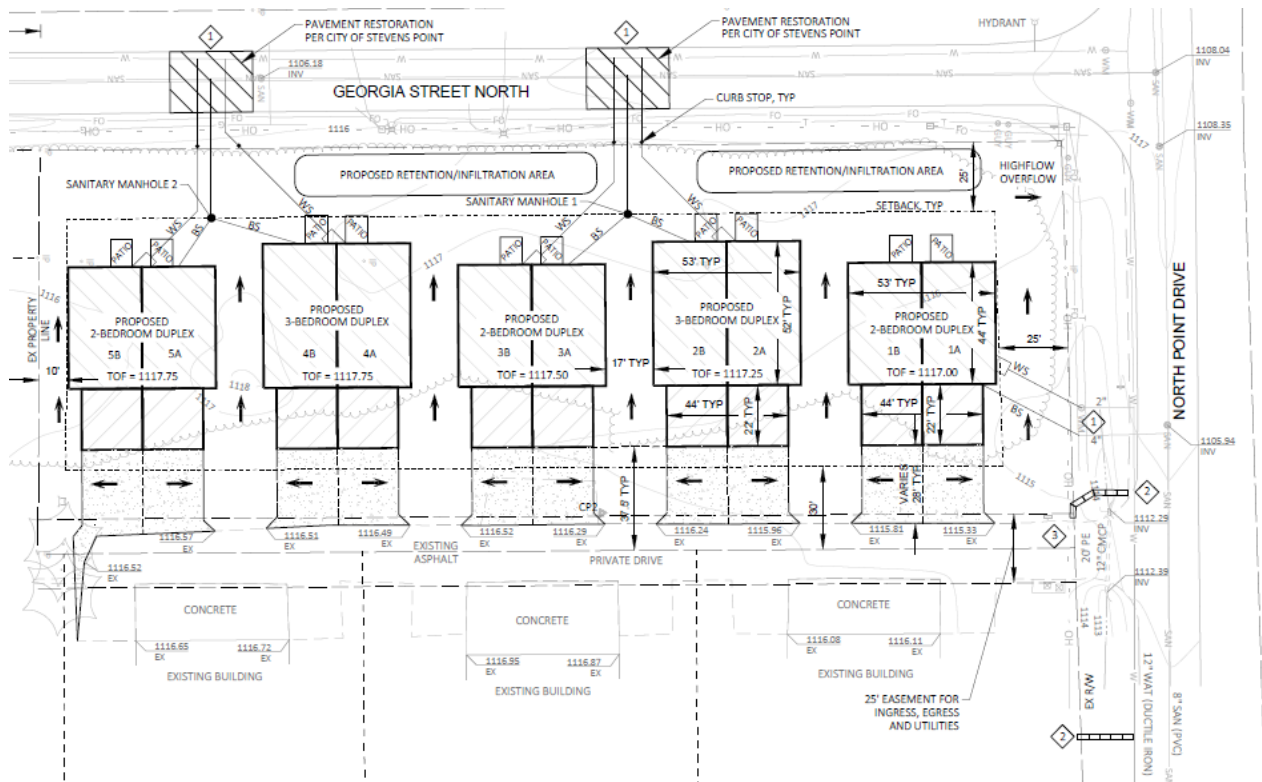
Similar to other duplex developments that were approved by the Commission this year, two water lines and two sewer lines per duplex (one for each unit) is required. Utility connections exist off of both North Point Drive and Georgia Street North that can service the proposed development.

## 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 a mix a residential land use intensity. The City's Future Land Use Map identifies the subject property, along with neighboring properties south of North Point Drive for multi-family residential development. Areas north of the subject area (including lands within the Town of Hull) are identified for single-family residential use.



## 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 east of the subject parcels, while single-family uses exist to the west. By providing two-unit dwelling units, it arguably provides a better buffer between the range of residential use intensities east and west of Georgia Street North. Adequate utility and road networks exist to compliment the planned future development of the subject property.

**Findings:** The “R-4” Multiple Family I 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-4” Multiple Family I Residential.

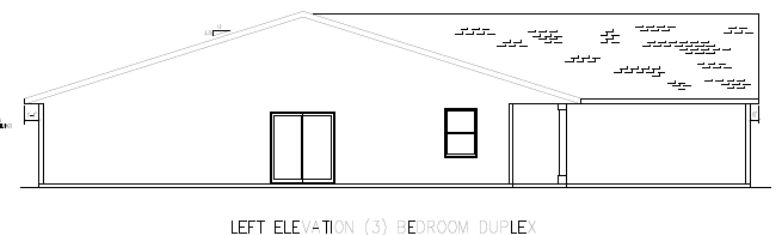
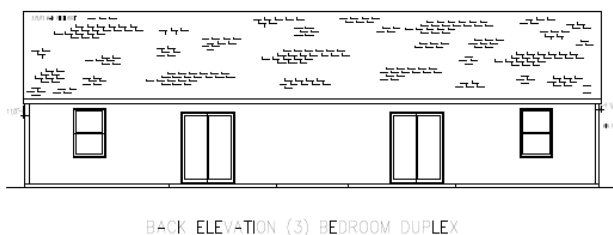
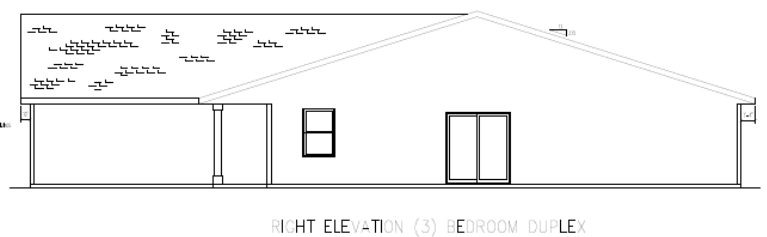
**Findings:** Given that two-family dwellings are a permitted use within the zoning code, and that the only requirement for the conditional use is due to more than one principal structure on a single lot. Staff does not believe that this use is injurious to the use for the uses already permitted.

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 multi-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. 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 exists along the eastern lot line that will provide access to these five duplexes. Two retention/infiltration areas are proposed between the proposed duplexes and Georgia Street North.

**Findings:** Staff believes that the existing private driveway is constructed in a way that can support both the proposed use.

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

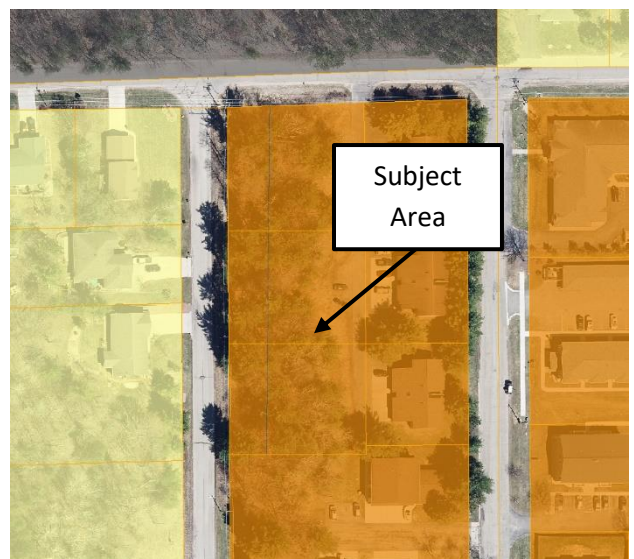
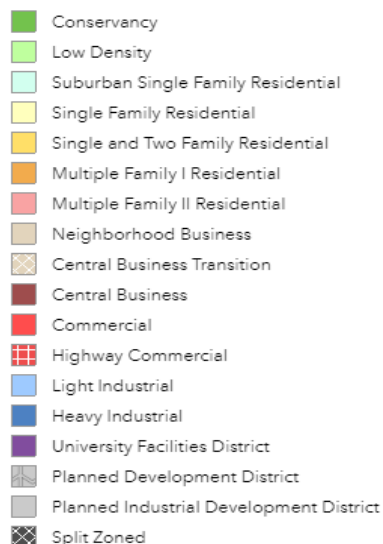
**Analysis:** The development will be serviced by a private driveway off of North Point Drive. The private driveway will not cause any alignment issues with adjacent properties, nor will it cause significant issues with ingress and egress.

**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 parcels for multi-family residential uses. The subject parcels are also zoned "R-4" Multi-Family Residential. According to the City's Zoning Code, the "R-4" District is established "to provide a medium 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."

**Findings:** The proposed development is consistent with providing a higher-intensity residential land use and provides an adequate transition between the higher-density residential





uses to the south and east and the lower-density residential uses to the west and 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.**

#### Future Land Use



**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.**

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

**Findings:** Ten 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:** Five 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 North Point Drive and Georgia Street North will not be of garages, but rather the side and rear profile of the duplexes.

**Findings:** This standard is met.

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

**Analysis:** Vehicular access comes from a private driveway coming off of North Point Drive. Neither sidewalks nor bicycle lanes exist along North Point Drive and Georgia Street North.

**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:** The owner shall provide plans for garbage and recycling enclosures consistent with the City's regulations on refuse storage and screening.

- 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

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## 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 <input type="checkbox"/> | Amend <input type="checkbox"/> |  |

### APPLICANT/CONTACT INFORMATION

| APPLICANT INFORMATION |                    | CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> ) |  |
|-----------------------|--------------------|-------------------------------------------------------------------------------|--|
| Applicant Name        | Tyler Ignatowski   | Contact Name                                                                  |  |
| Address               | 7027 Oak Road      | Address                                                                       |  |
| City, State, Zip      | Vesper, WI 54489   | City, State, Zip                                                              |  |
| Telephone             | (262) 320-7233     | Telephone                                                                     |  |
| Fax                   |                    | Fax                                                                           |  |
| Email                 | ignacorp@gmail.com | Email                                                                         |  |

### OWNERSHIP INFORMATION

| PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> ) |  | 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 Georgia Street North                                                                                                                                                                                                                                                         |          |                         |
| Parcel 1                                                                                                                                                                                                                                                                                                                                                                  | Parcel 2 | Parcel 3                |
| Lot 1, 2, and 3 North Point Drive                                                                                                                                                                                                                                                                                                                                         |          |                         |
| Legal Description of Subject Property                                                                                                                                                                                                                                                                                                                                     |          |                         |
| Being all of lots 5 and 6 of Horizon Estates, all of out lot 1 of CSM #7925-30-55 and lot 2 of assessor's plat #6 to the City of Stevens Point (Lot 4 of Horizon Estates together with out lot 3 of CSM #7925-30-55), located in the northeast 1/4 of the northeast 1/4 of Section 30, Township 24 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 five duplexes within an exiting residential neighborhood in the City of Stevens Point. The development will begin construction in the summer of 2022 and complete the development in 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 three duplexes, adjacent to the proposed development is single family residences and vacant lots. 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 incorporate retention/infiltration areas to capture storm water runoff reducing the negative impacts on adjacent properties.

**Current Zoning Surrounding Subject Property**

|               |                               |               |                               |
|---------------|-------------------------------|---------------|-------------------------------|
| <b>North:</b> | Single Family Residential     | <b>South:</b> | Multiple Family I Residential |
| <b>East:</b>  | Multiple Family I Residential | <b>West:</b>  | Single Family Residential     |

**Current Land Use Surrounding Subject Property**

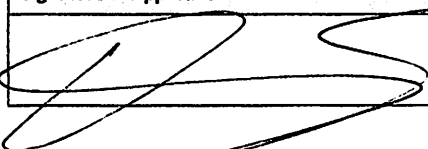
|               |                           |               |                           |
|---------------|---------------------------|---------------|---------------------------|
| <b>North:</b> | Vacant                    | <b>South:</b> | Multiple Family Residency |
| <b>East:</b>  | Multiple Family Residency | <b>West:</b>  | Single Family Residency   |

**EXHIBITS**

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

**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.

|                                                                                    |             |                                       |             |
|------------------------------------------------------------------------------------|-------------|---------------------------------------|-------------|
| <b>Signature of Applicant</b>                                                      | <b>Date</b> | <b>Signature of Property Owner(s)</b> | <b>Date</b> |
|  | 5/10/2022   |                                       | 5/10/2022   |

May 10, 2022

Alderperson Mykeerah Zarazua  
District 4  
740 6th Ave  
Stevens Point, WI 54481  
Dear Ms. Zarazua-

Hello, this is Tyler Ignatowski, General Contractor and Owner of Igna Real Estate & Investments, a business that develops homes in and around the Stevens Point area.

I would like to inform you that I am submitting a conditional use permit application to the city. This project will consist of constructing five duplexes that will be located on the south side of North Point Drive just east of Georgia Street North, in Stevens Point. Two duplexes will have a 1378 sq. ft. main floor with three bedrooms. Three duplexes will have a 1166 sq. ft. main floor with two bedrooms. Each duplex will have a 484 sq. ft garage, along with two full bathrooms, a great room, kitchen, laundry and dining room. We will add nicer finishes as well.

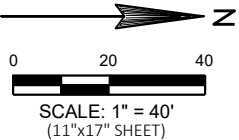
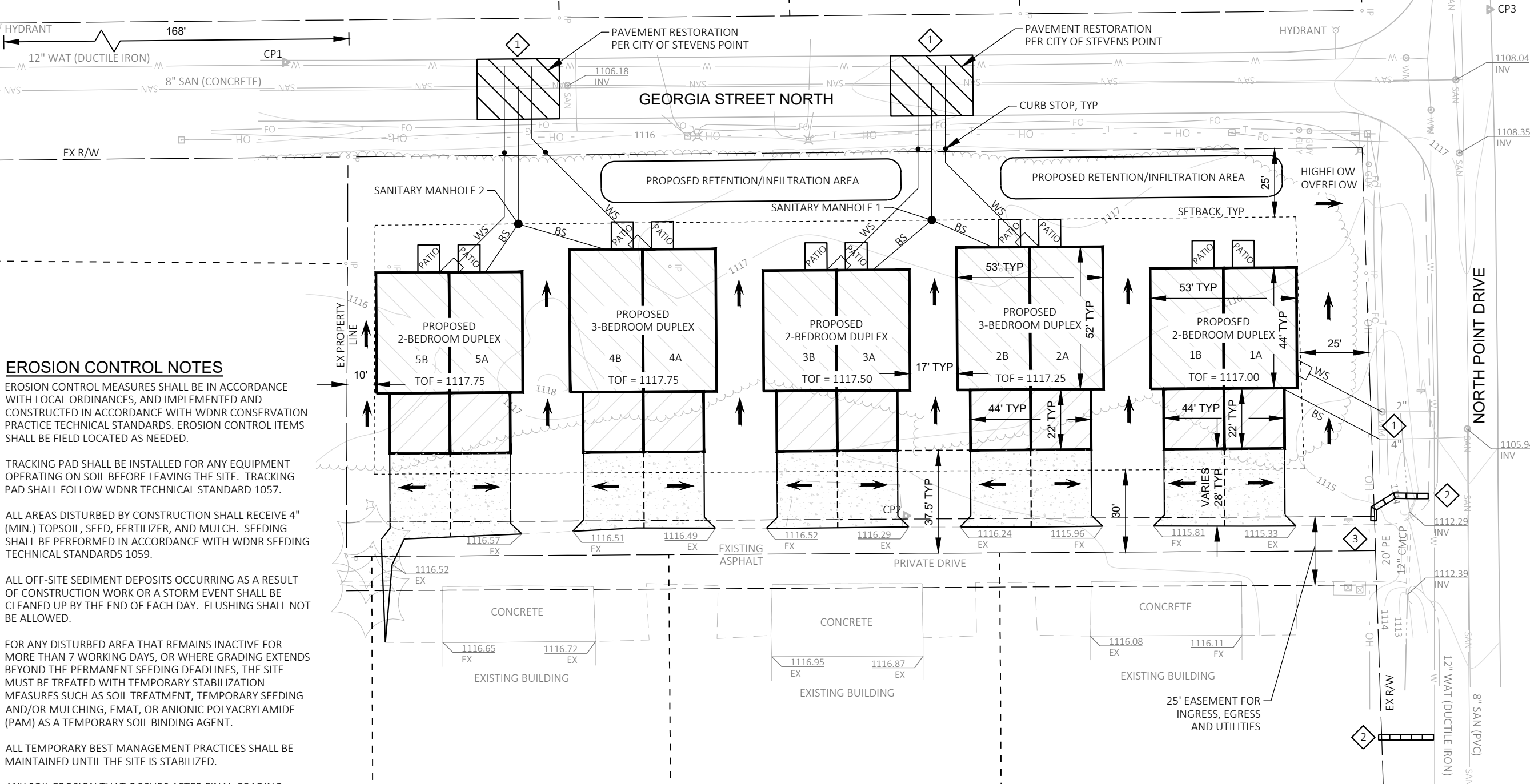
I have recently come into contact with several older couples who are having some difficulty finding adequate housing free from HOA's, and I would like to provide a beautiful, comfortable, affordable residence option for them, as well as for young families, and/or people coming into Stevens Point on a 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 tentative schedule for the project is to begin this spring/summer and complete some of the duplexes in 2022 and finish the remaining duplexes in 2023.

Sincerely,

Tyler Ignatowski  
General Contractor  
Igna Real Estate & Investments  
7027 Oak Road  
Vesper, WI 54489  
(262) 320-7233 (c)



**EROSION CONTROL NOTES**

EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH LOCAL ORDINANCES, AND IMPLEMENTED AND CONSTRUCTED IN ACCORDANCE WITH WDNR CONSERVATION PRACTICE TECHNICAL STANDARDS. EROSION CONTROL ITEMS SHALL BE FIELD LOCATED AS NEEDED.

TRACKING PAD SHALL BE INSTALLED FOR ANY EQUIPMENT OPERATING ON SOIL BEFORE LEAVING THE SITE. TRACKING PAD SHALL FOLLOW WDNR TECHNICAL STANDARD 1057.

ALL AREAS DISTURBED BY CONSTRUCTION SHALL RECEIVE 4" (MIN.) TOPSOIL, SEED, FERTILIZER, AND MULCH. SEEDING SHALL BE PERFORMED IN ACCORDANCE WITH WDNR SEEDING TECHNICAL STANDARDS 1059.

ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH DAY. FLUSHING SHALL NOT BE ALLOWED.

FOR ANY DISTURBED AREA THAT REMAINS INACTIVE FOR MORE THAN 7 WORKING DAYS, OR WHERE GRADING EXTENDS BEYOND THE PERMANENT SEEDING DEADLINES, THE SITE MUST BE TREATED WITH TEMPORARY STABILIZATION MEASURES SUCH AS SOIL TREATMENT, TEMPORARY SEEDING AND/OR MULCHING, EMAT, OR ANIONIC POLYACRYLAMIDE (PAM) AS A TEMPORARY SOIL BINDING AGENT.

ALL TEMPORARY BEST MANAGEMENT PRACTICES SHALL BE MAINTAINED UNTIL THE SITE IS STABILIZED.

ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR THE APPLICATION OF THE STABILIZATION MEASURE MUST BE REPAIRED AND THE STABILIZATION WORK REDONE. THE SITE WORK MUST DEMONSTRATE LONG-TERM EROSION STABILIZATION FROM VARIATIONS OF SEASONAL RAINFALL/RUNOFF CONDITIONS.

STOCKPILES SHALL BE LOCATED WITHIN THE SITE AND PROTECTED TO PREVENT ANY EROSION OR SEDIMENTS LEAVING THE PROPERTY

- 2 TEMPORARY DITCH CHECK
- 3 INSTALL AND MAINTAIN TRACKING PAD

**CONTROL POINTS / BENCHMARKS:**

| POINT | NORTH      | EAST       | ELEV    | DESCRIPTION |
|-------|------------|------------|---------|-------------|
| CP1   | 209004.823 | 161172.570 | 1114.94 | MAG NAIL    |
| CP2   | 209231.175 | 161338.063 | 1116.27 | HUB AND TAC |
| CP3   | 209443.958 | 161153.332 | 1117.08 | MAG NAIL    |

SINGLE LOT COMBINING:  
TPI: 281-24-0830100144  
LOT SIZE = 0.45 ACRES  
TPI: 281-24-0830100145  
LOT SIZE = 0.41 ACRES  
TPI: 281-24-0830100146  
LOT SIZE = 0.39 ACRES

SURVEY CONTROL DATA:  
WI COUNTY COORDINATE SYSTEM (PORTAGE)  
HORIZONTAL CONTROL IS NAD 83 (2011)  
VERTICAL CONTROL IS NAVD 88 (2012) / GEOID 12A

**UTILITY NOTES**

UTILITY FACILITIES SHOWN WITHIN THE PLANS ARE APPROXIMATE AND THERE MAY BE OTHER FACILITIES NOT SHOWN. PRIVATE UTILITIES AND OTHER UTILITIES NOT LOCATED BY A DIGGERS HOTLINE LOCATE ARE NOT SHOWN. FIELD VERIFY AND LOCATE ALL UTILITIES FOR ACTUAL LOCATIONS, OTHER FACILITIES, SIZES, TYPES, MATERIAL AND DEPTHS.

- 1 PROPOSED SANITARY BUILDING SERVICE AND WATER SERVICE WORK AND CONNECTIONS TO EXISTING MAINS/SERVICES SHALL BE IN ACCORDANCE WITH ALL CITY OF STEVENS POINT REQUIREMENTS.

MAINTAIN 7' MIN COVER FROM SURFACE TO TOP OF PIPE FOR WATER SERVICE PIPING.

BS = 4" SANITARY BUILDING SERVICE

WS = 2" WATER SERVICE

**SITE NOTES**

CLEARING AND GRUBBING AS REQUIRED AND AS APPROVED BY OWNER.

PRELIMINARY PLAN  
5/12/2022

|            |                              |                                 |
|------------|------------------------------|---------------------------------|
| Revisions: | Job No: 220316.D             | Designed: GAJTH Date: 5/12/2022 |
|            | Scale: 1"= 40'               | Drawn: GAJTH Date: 5/12/2022    |
|            | PLOT DATE: 5/12/2022 8:45 AM | Checked: GADLG Date: 5/12/2022  |

**GREMMER & ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
Steven Peltz • Fred du Lac  
120 Maplewood North • Stevens Point, WI 54481  
(715) 546-0255 • Fax (715) 546-0256

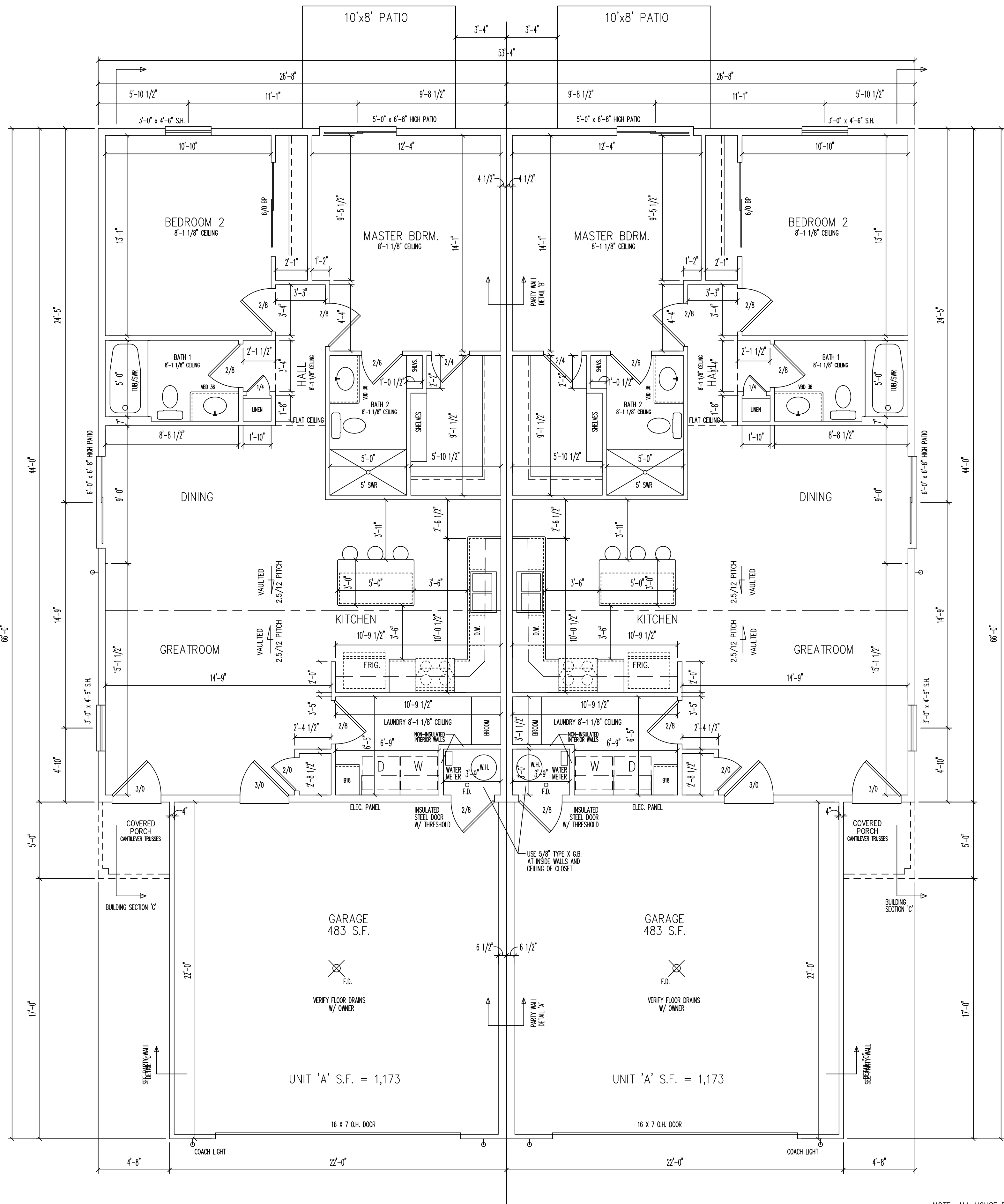
**IGNA REAL ESTATE & INVESTMENTS, LLC**  
1527 MAIN STREET  
STEVENS POINT, WI 54481

**NORTH POINT DRIVE  
DUPLEX DEVELOPMENT**  
CITY OF STEVENS POINT, PORTAGE COUNTY

**PROPOSED PLAN**

|   |
|---|
| 1 |
| 1 |

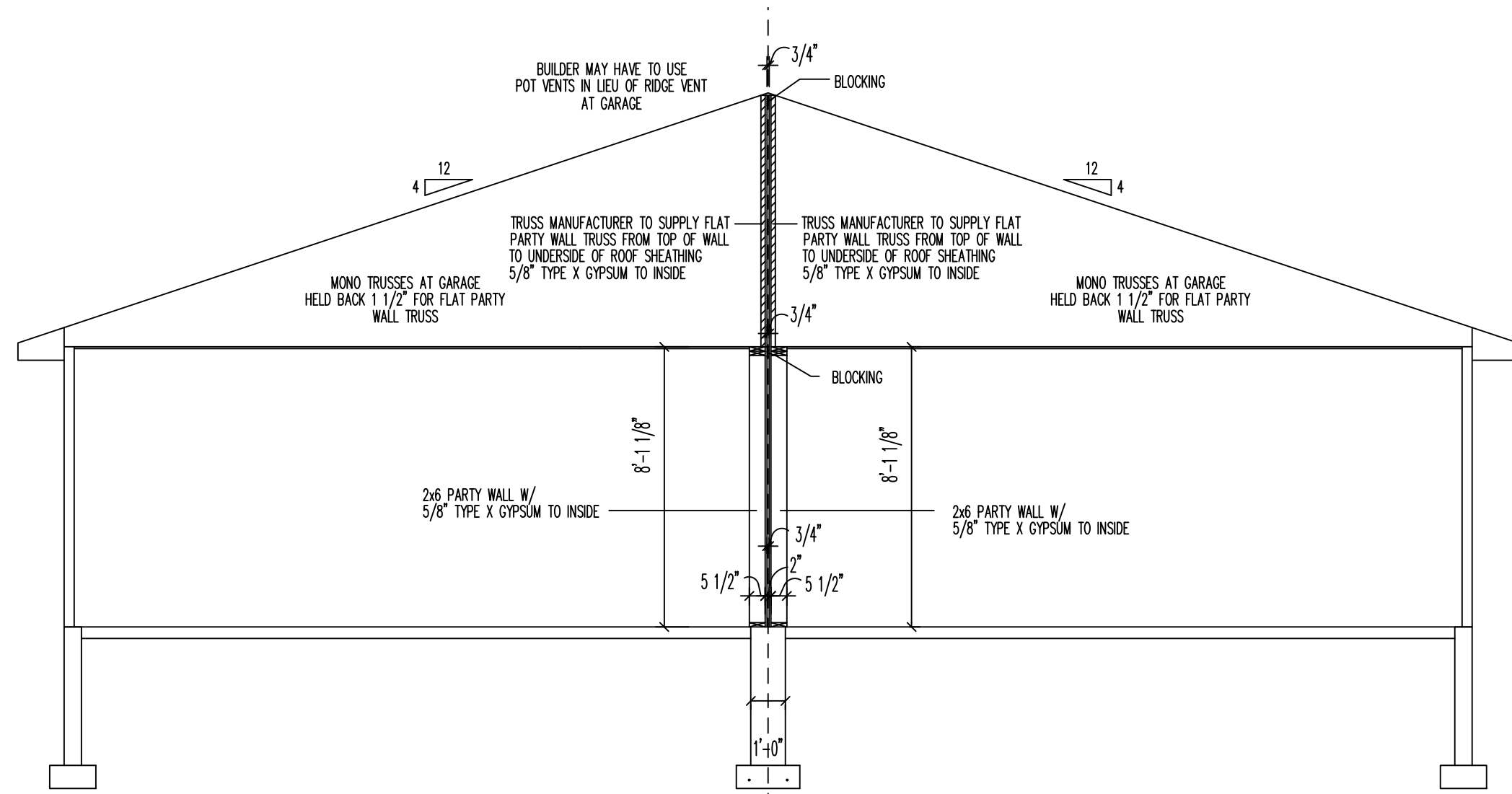




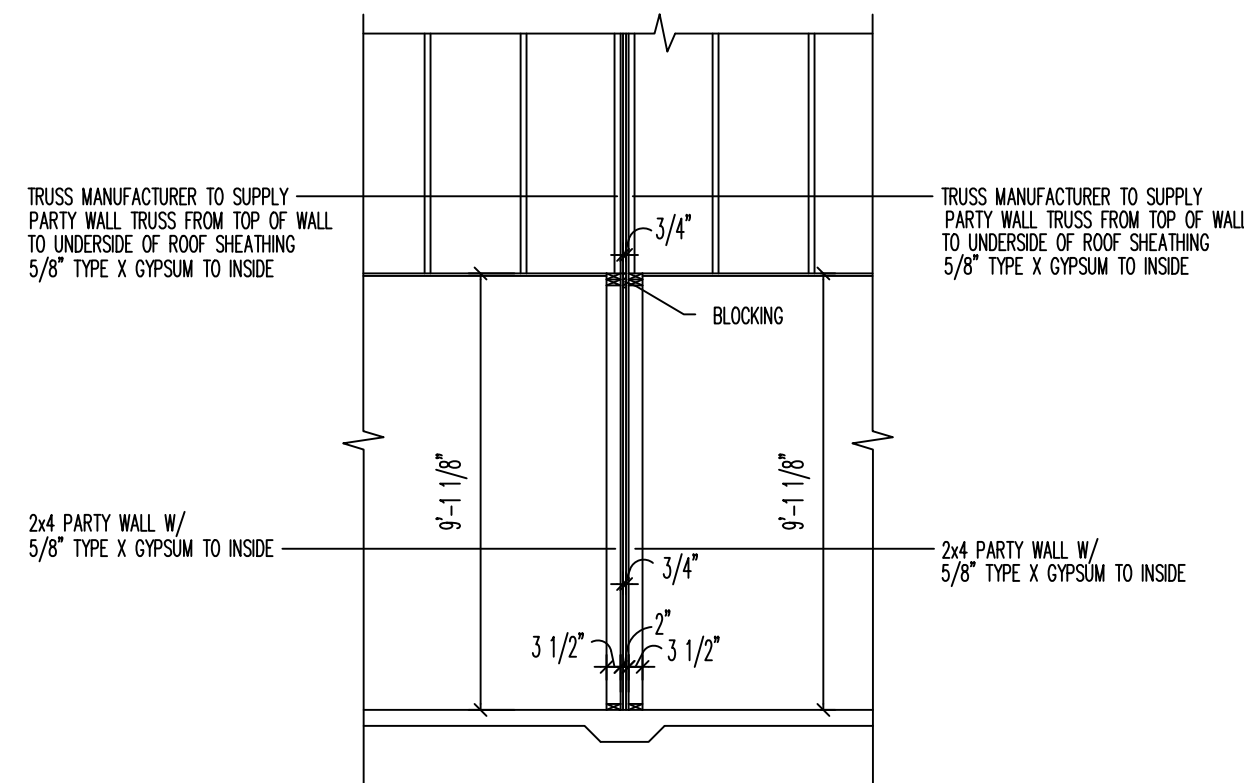
NOTE: ALL HOUSE EXTERIOR WALLS ARE 8'-1 1/8" (UNLESS NOTED OTHERWISE)

TOP OF WINDOW ARE 6'-11 3/8" OFF TOP OF FLOOR

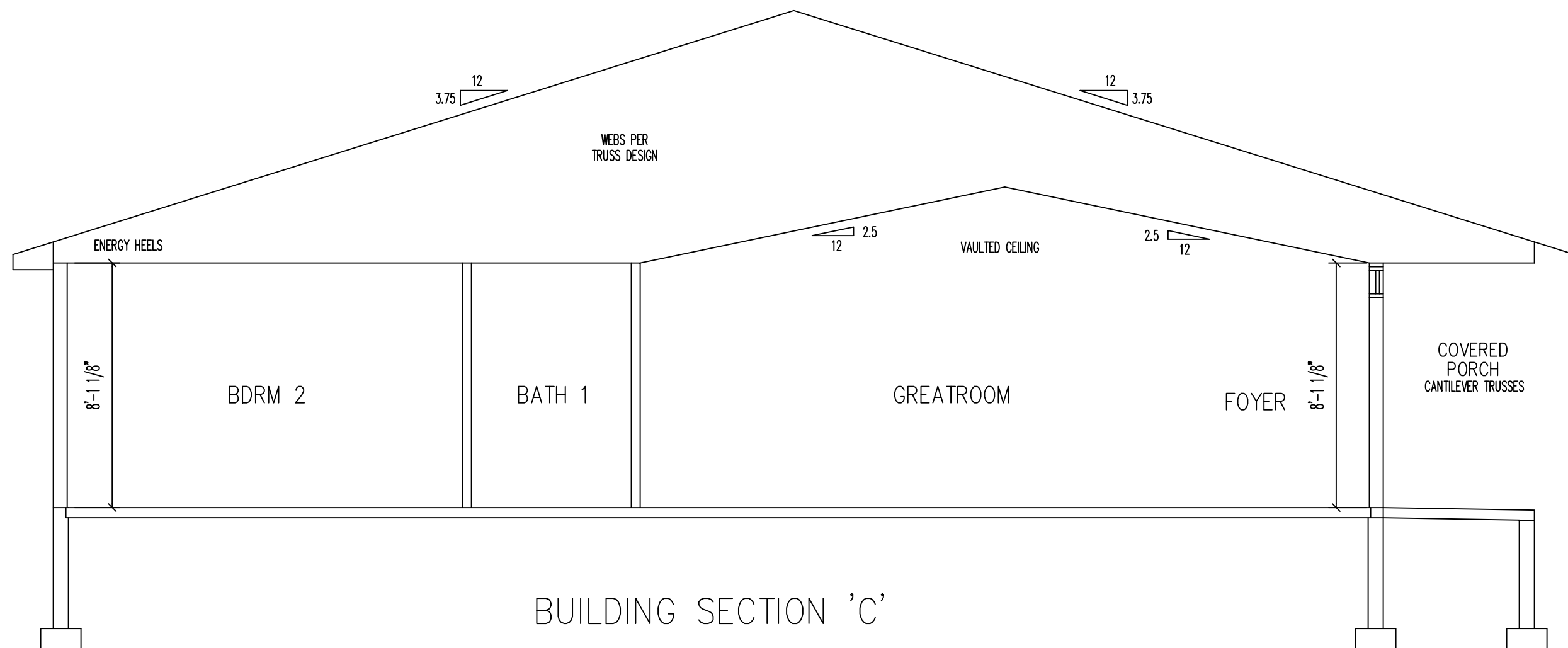
WINDOW SIZES ARE APPROXIMATE, VERIFY EXACT FRAMING ROUGH OPENINGS WITH MANUFACTURER



PARTY WALL DETAIL "A"



PARTY WALL DETAIL 'B'



BUILDING SECTION 'C'

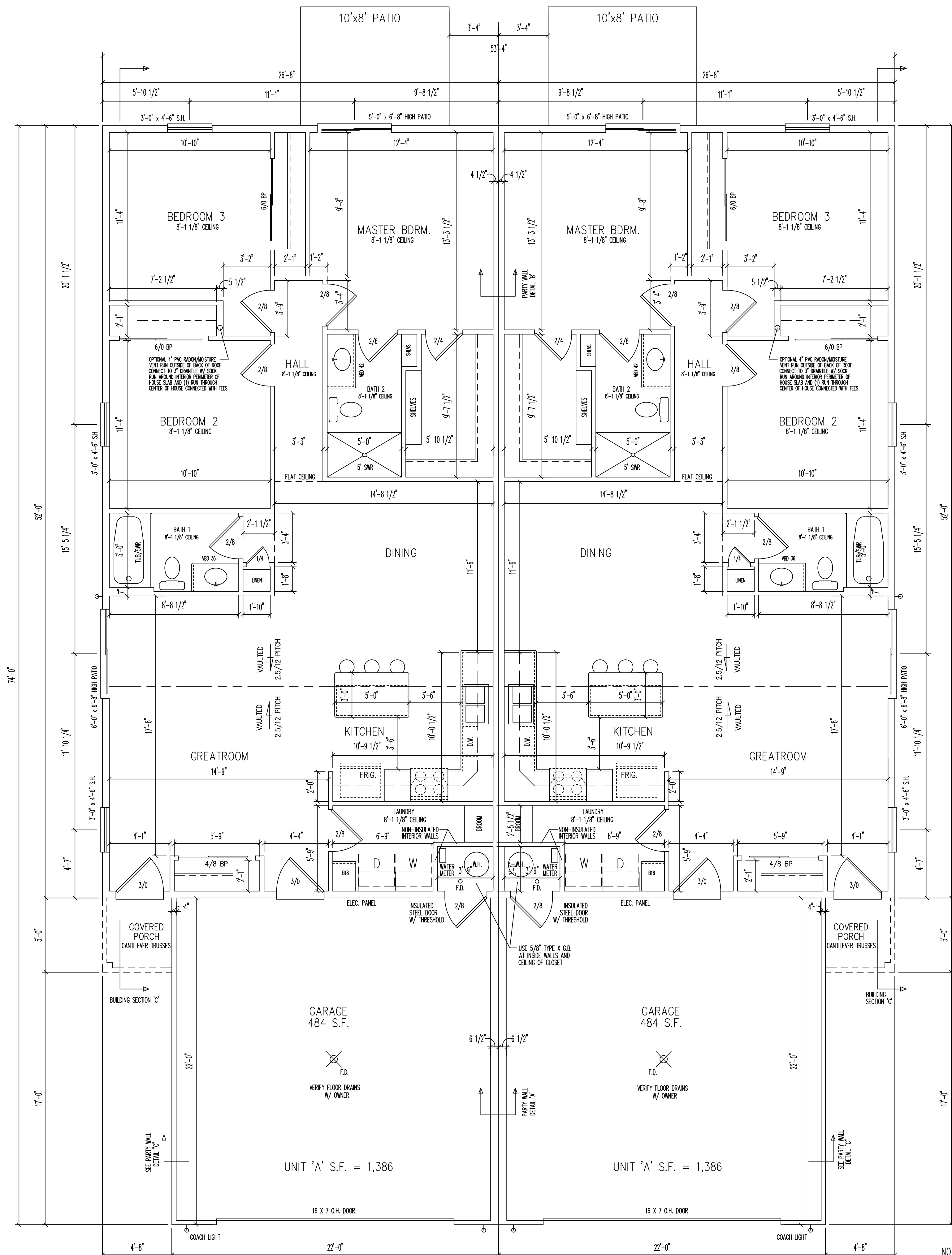
NOTE: ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS, AND CHECKING THEM FOR ACCURACY, THE BUILDER HEREBY ASSUMES FULL RESPONSIBILITY AND LIABILITY FOR SAME IN BOTH DIMENSION AND STRUCTURAL SOUNDNESS.

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 IRC, UNIFORM DWELLING CODE AS PUBLISHED BY THE DEPT. OF INDUSTRY, LABOR, AND HUMAN RELATIONS OR CONTACT THE LOCAL BUILDING INSPECTION DEPARTMENT FOR THEIR OPINION

2317 IGNATOWSKI DUPLEX ROSALI  
A3.0 FLOOR PLAN/BUILDING SECTIONS  
2 BEDROOM DUPLEX

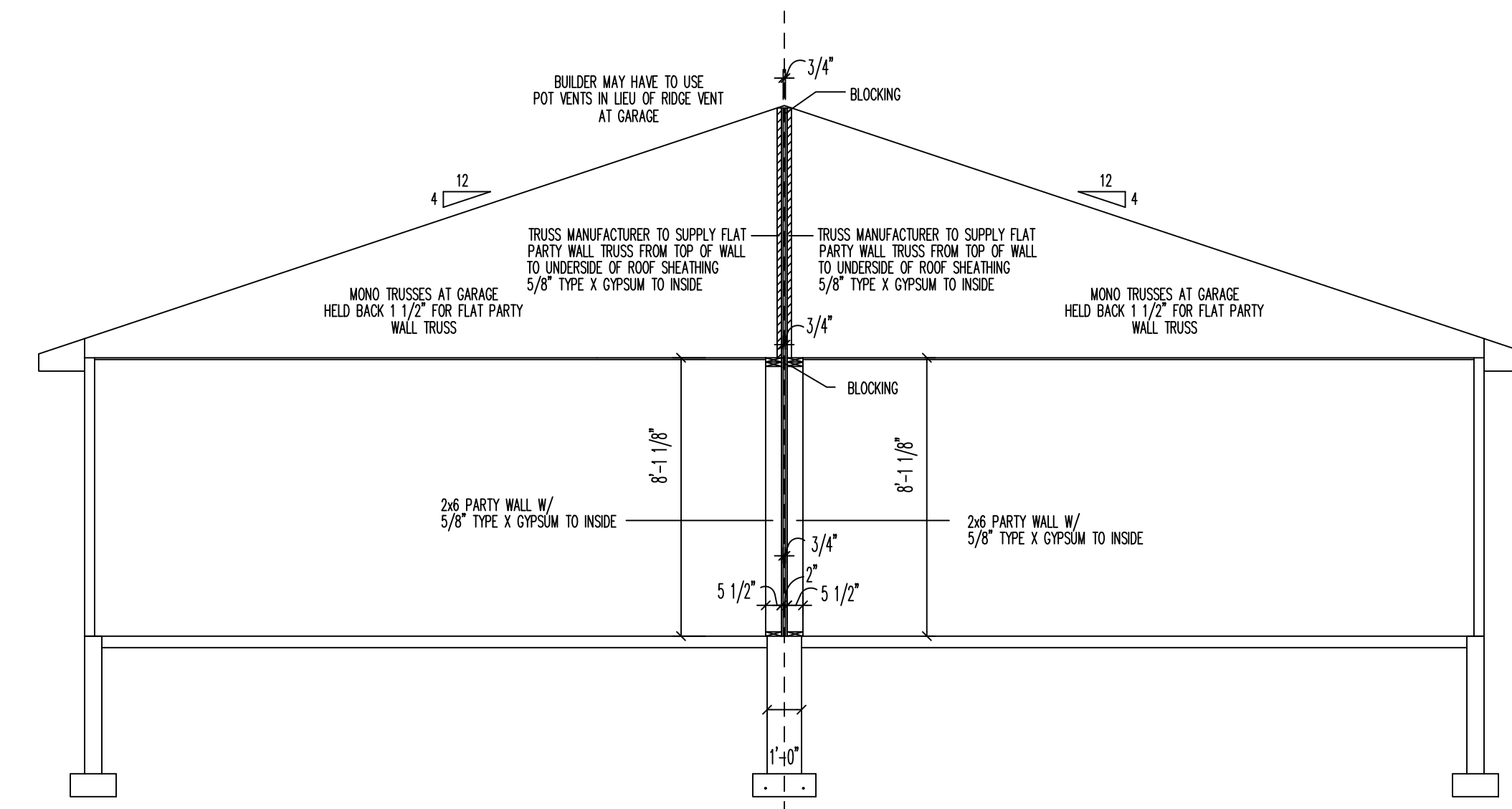
SCALE: 1/4" = 1'-0"



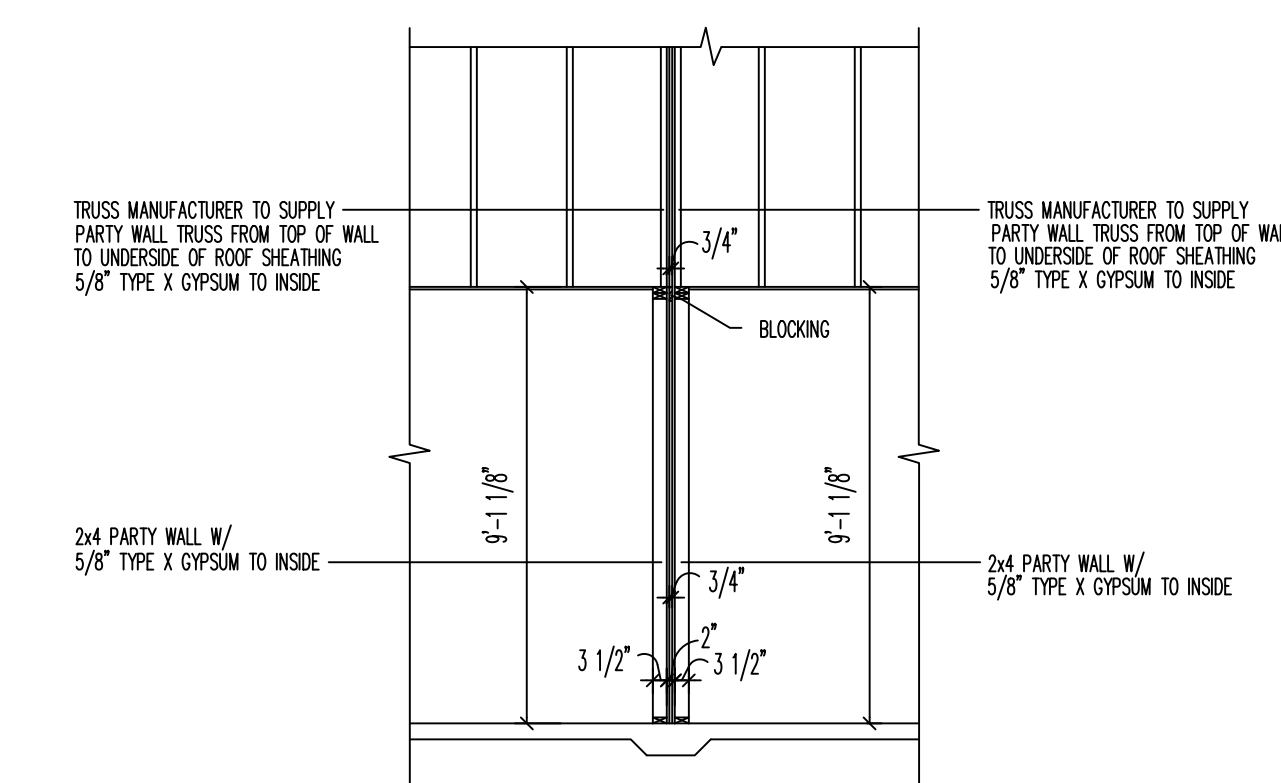


NOTE: ALL HOUSE EXTERIOR WALLS ARE 8'-1 1/8" (UNLESS NOTED OTHERWISE)

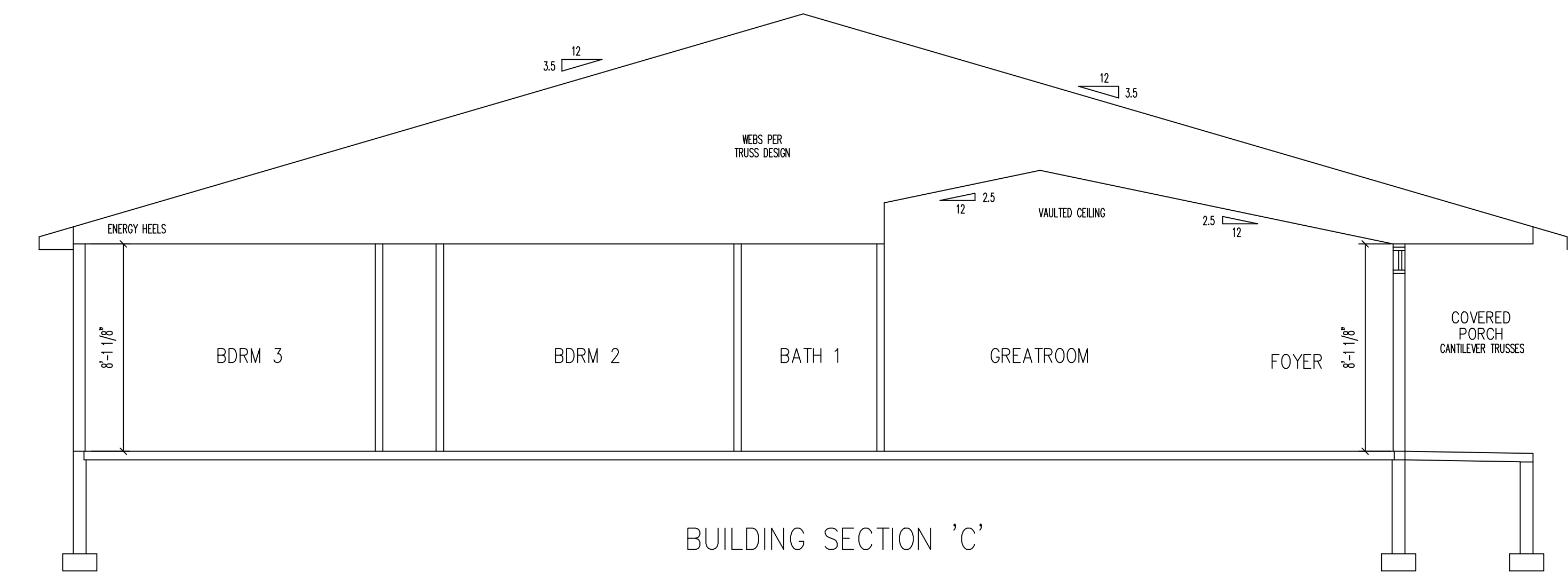
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WINDOW SIZES ARE APPROXIMATE, VERIFY EXACT FRAMING ROUGH OPENINGS WITH MANUFACTURER



PARTY WALL DETAIL "A"



PARTY WALL DETAIL 'B'



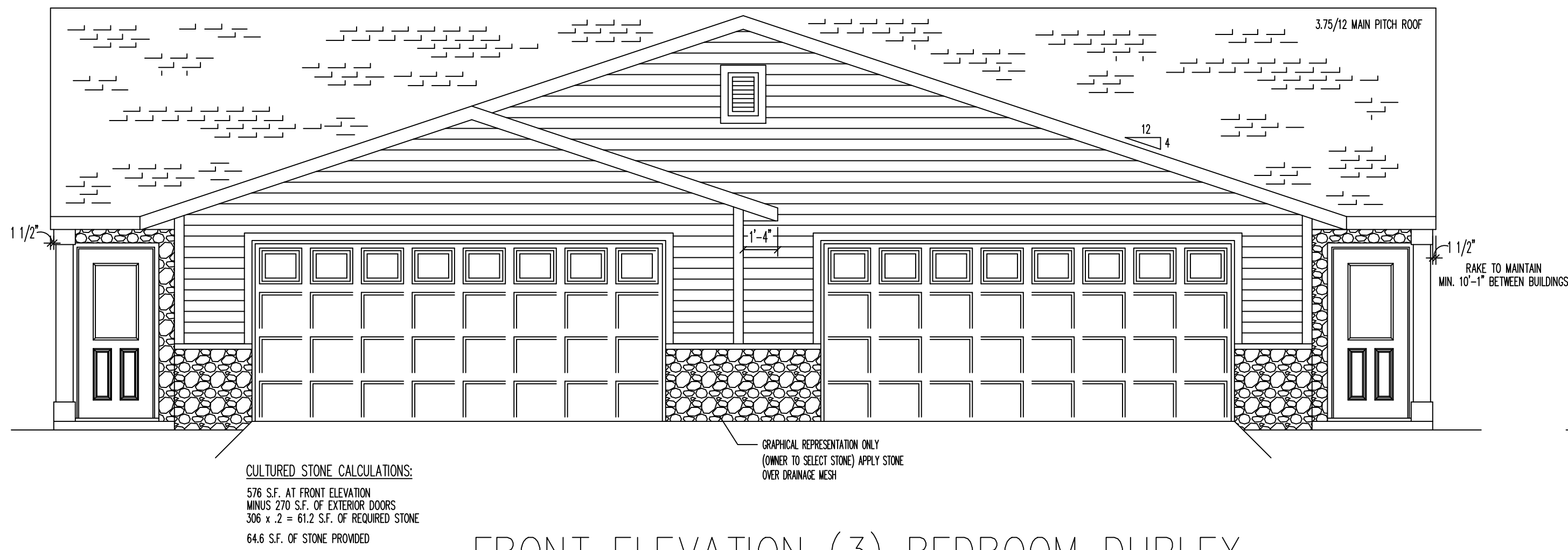
BUILDING SECTION 'C'

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.

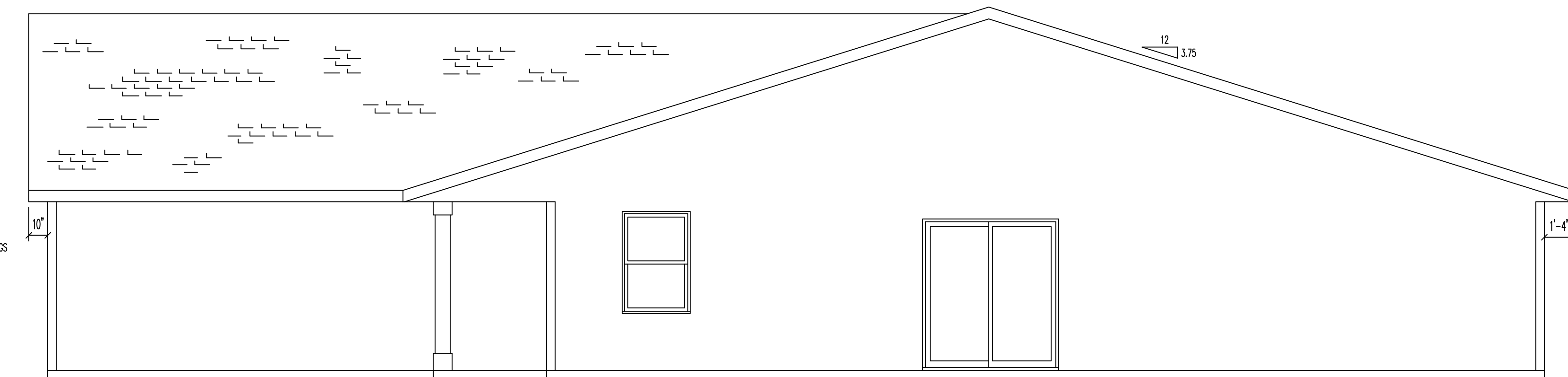
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2317 IGNATOWSKI DUPLEXES  
A3.0 FLOOR PLAN/BUILDING SECTIONS  
(3) BEDROOM DUPLEX  
SCALE 1/4" = 1'-0"

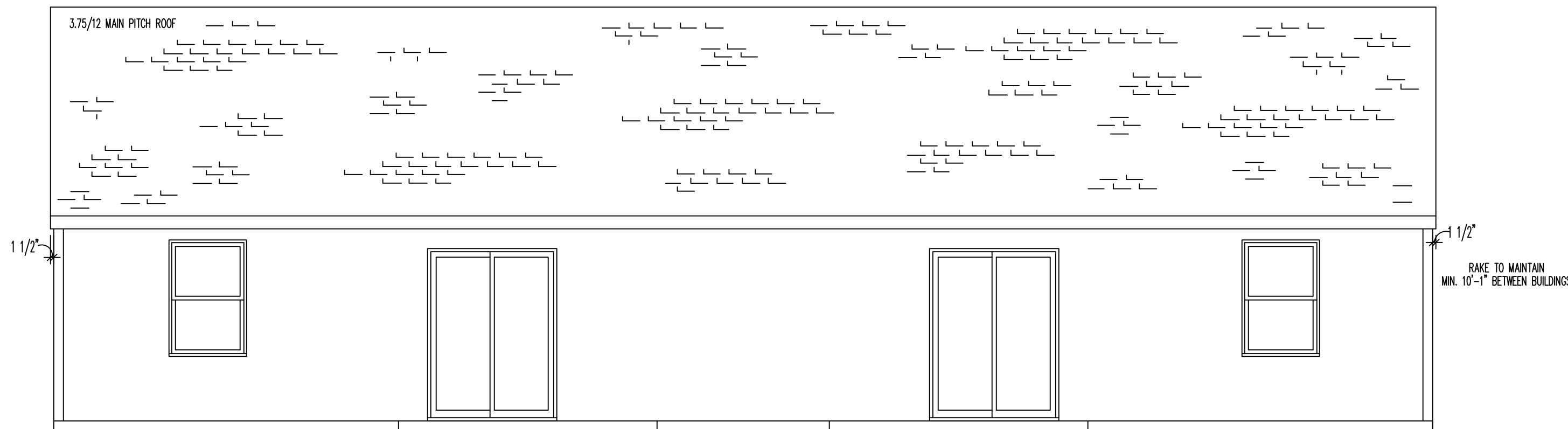




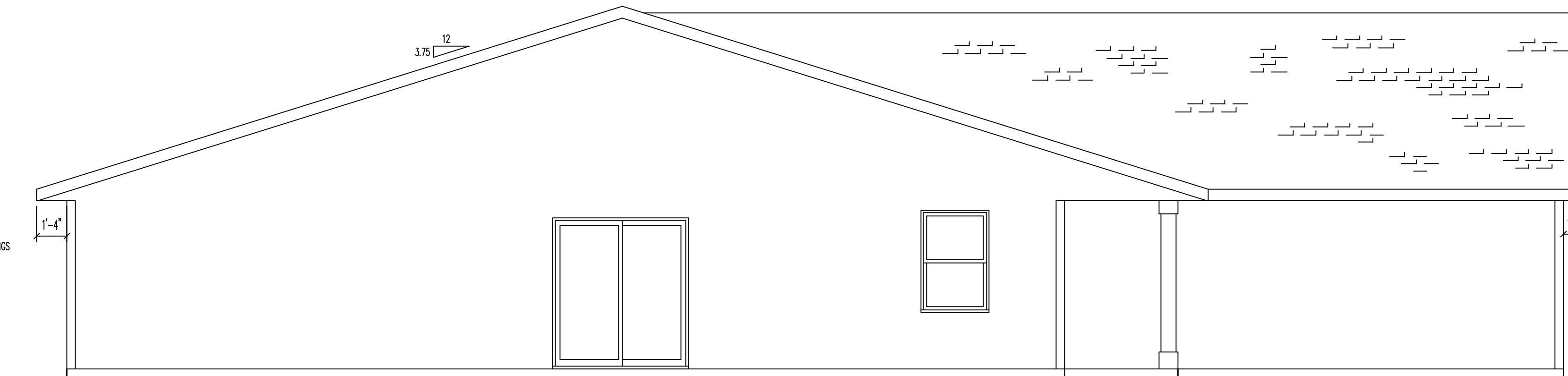
FRONT ELEVATION (3) BEDROOM DUPLEX



RIGHT ELEVATION (3) BEDROOM DUPLEX



BACK ELEVATION (3) BEDROOM DUPLEX



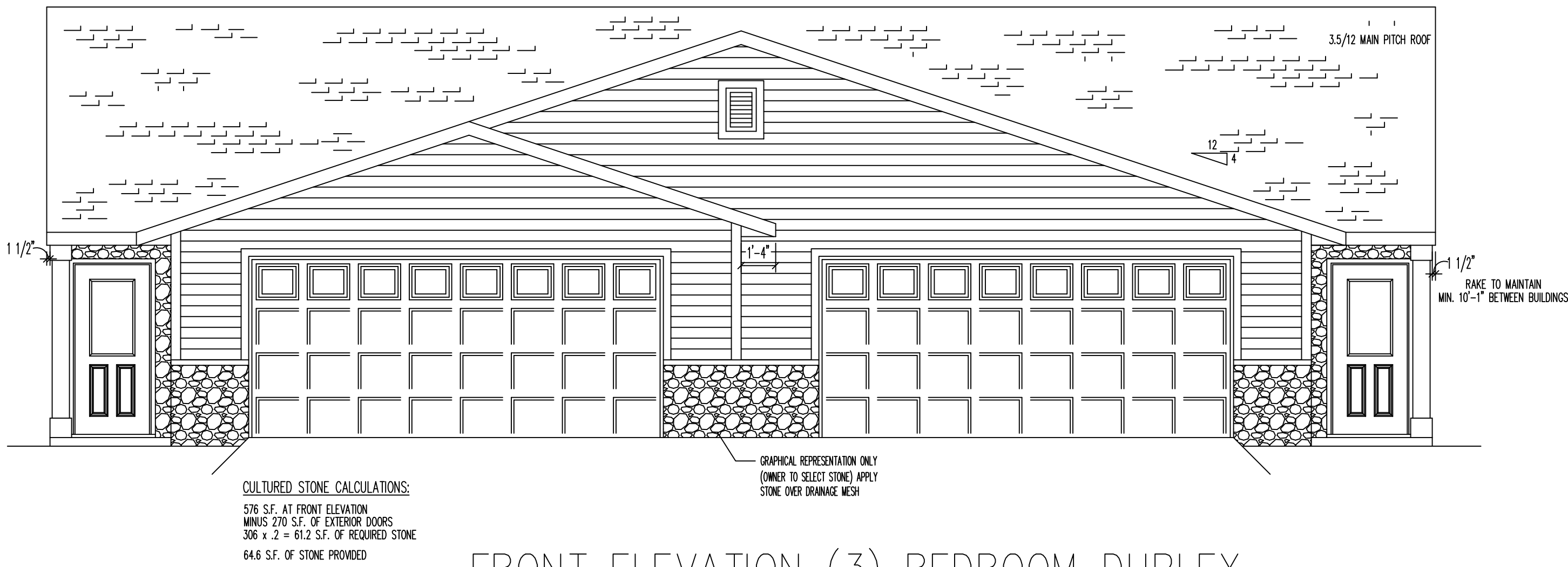
LEFT ELEVATION (3) BEDROOM DUPLEX

NOTE:  
ALTHOUGH EVERY EFFORT HAS BEEN  
MADE IN PREPARING THESE PLANS,  
AND CHECKING THEM FOR ACCURACY,  
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FOR SAME IN BOTH DIMENSION AND  
STRUCTURAL SOUNDNESS.

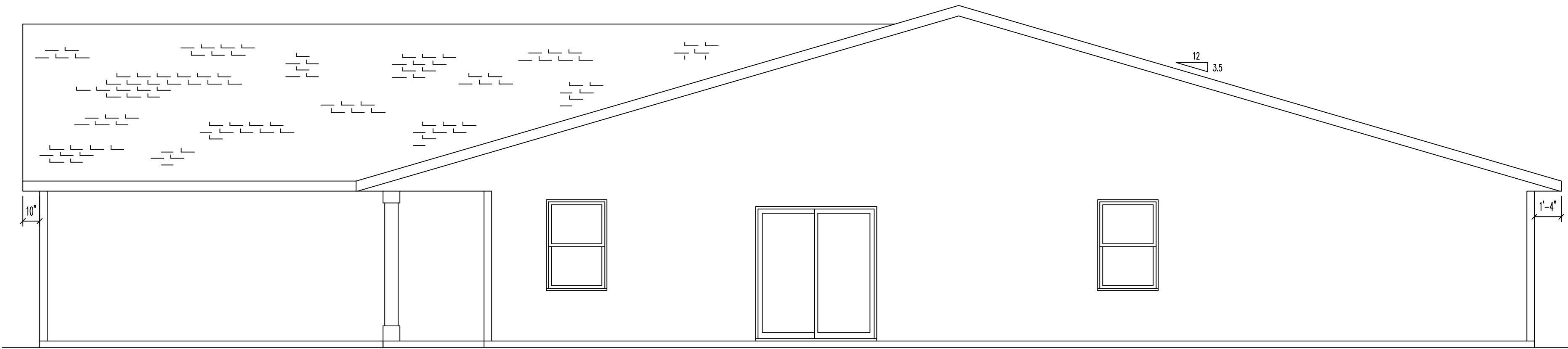
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THE LOCAL BUILDING INSPECTION DEPARTMENT FOR THEIR OPINION

2317 IGNATOWSKI DUPLEXES  
A1.0 EXTERIOR ELEVATIONS  
(2) BEDROOM DUPLEX  
SCALE 1/4" = 1'-0"

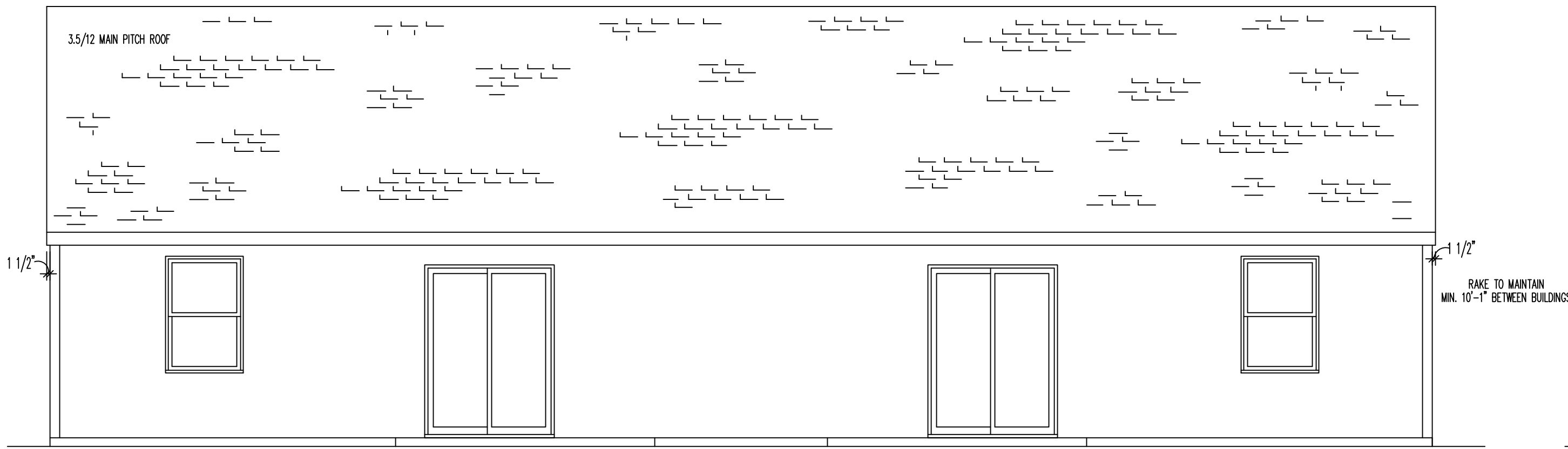




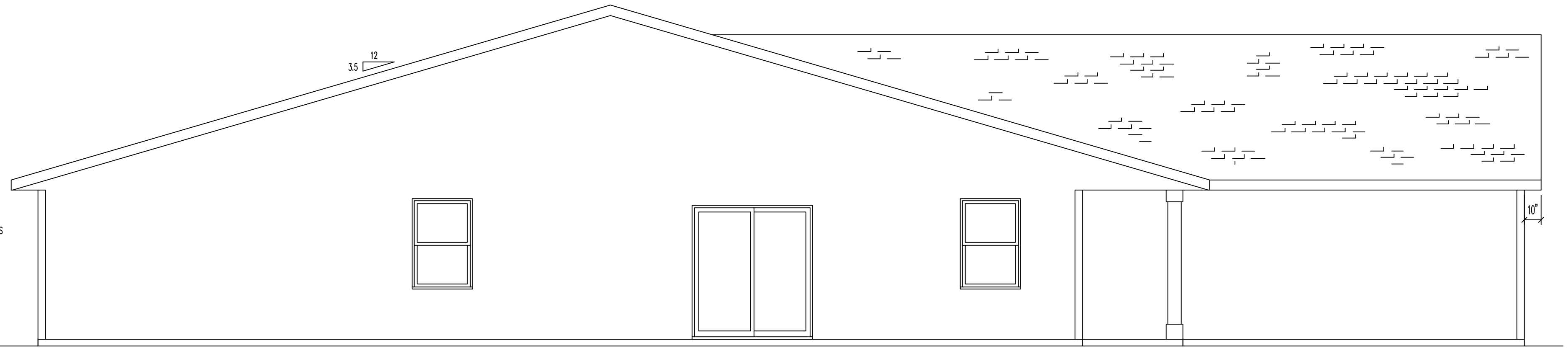
FRONT ELEVATION (3) BEDROOM DUPLEX



RIGHT ELEVATION (3) BEDROOM DUPLEX



BACK ELEVATION (3) BEDROOM DUPLEX



LEFT ELEVATION (3) BEDROOM DUPLEX

NOTE:  
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2317 IGNATOWSKI DUPLEXES  
A1.0 EXTERIOR ELEVATIONS  
(3) BEDROOM DUPLEX  
SCALE 1/4" = 1'-0"



# Administrative Staff Report

## Official Street Map Amendment

Union Street North and Academy Avenue

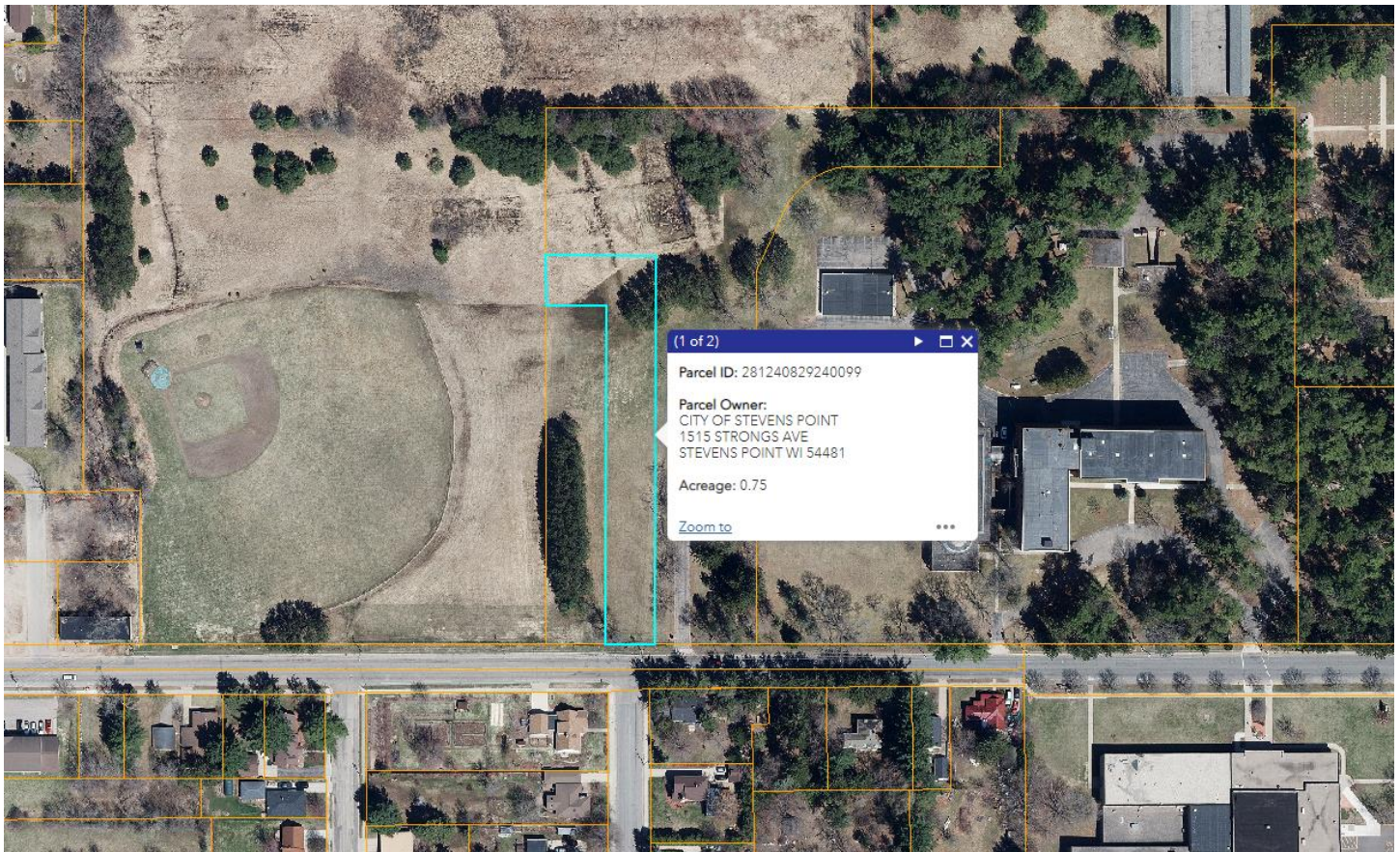
June 6, 2022



Department of Community  
Development

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>City of Stevens Point</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>Ryan Kernosky, Director<br/><a href="mailto:rkernosky@stevenspoint.com">rkernosky@stevenspoint.com</a></li><li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>281240829240099</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>"PD" Planned Development</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>Dedicated Right-of-Way</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>District 4   Ald. Zarazua</li></ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"><li>Frontage: 60 ft.</li><li>Depth: 470 ft.</li><li>Lot Size: 32,746 sq. ft. (0.75 ac.)</li></ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"><li>Undeveloped</li></ul> | <p><b>Request</b></p> <ol style="list-style-type: none"><li>Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point for the purposes of extending Union Street to the north of Maria Drive and extending Academy Avenue to the west within Parcel ID 281240829240099.</li></ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"><li>Official Street Map Exhibit</li></ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"><li>Earlier this year, the property of the former Sisters of St. Joseph of the Third Order of St. Francis was split to accommodate the planned construction of townhome buildings behind the convent building.</li><li>Parcel ID 281240829240099, located to the east of the convent building, is intended to serve as an extension of Union Street and will be named Union Street North. The northern 60 feet of the subject parcel will serve as an extension of Academy Avenue.</li><li>The City's Official Street Map does not address the planned extension of Union Street. Therefore, the Official Street Map will need to be amended prior to road construction.</li></ol> <p><b>Staff Recommendation</b></p> <p>Approve the request to amend the Official Street Map of the City of Stevens Point for the purposes of extending Union Street to the north of Maria Drive and extending Academy Avenue to the west within Parcel ID 281240829240099.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Vicinity Map



## Background

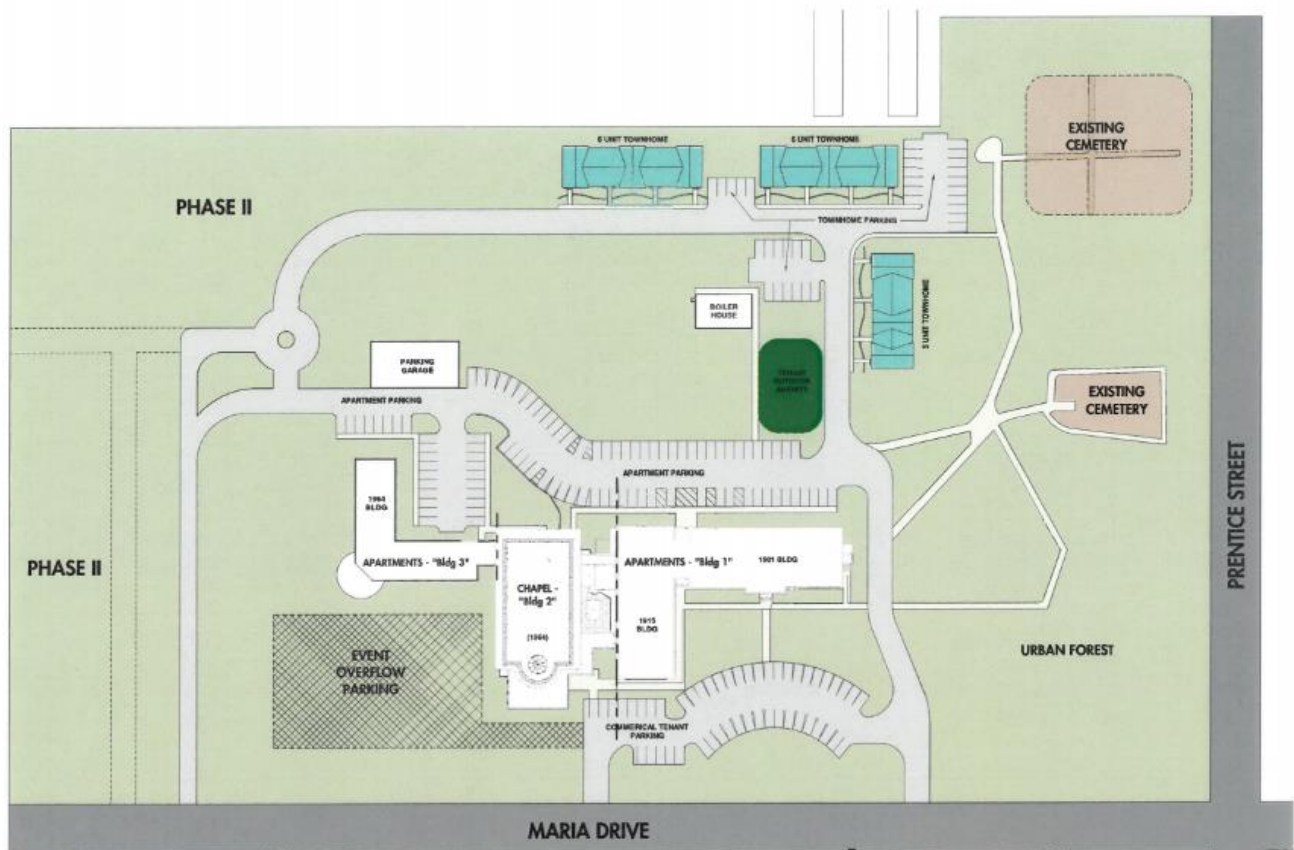
**Overview:** For the last two years, the City has been working with the General Capital Group for the repurpose and development of the former Sisters of St. Joseph of the Third Order of St. Francis convent property. The approved improvements involve the construction of three buildings housing a total of 17 townhome units and the repurposing of the convent building to house 85 affordable housing units. The proposed development also includes a 19,530 square foot community serving facility, and associated office space. Building permits are issued and construction is ongoing.

Earlier this year, the former convent property was split for the purposes of extending Union Street to accommodate the approved development. One of the created parcels, an unaddressed parcel identified as Parcel ID 281240829240099, is planned to be dedicated right-of-way for the purposes of extending Union Street to the north. The northern 60 feet of the subject parcel will serve as an extension of Academy Avenue.

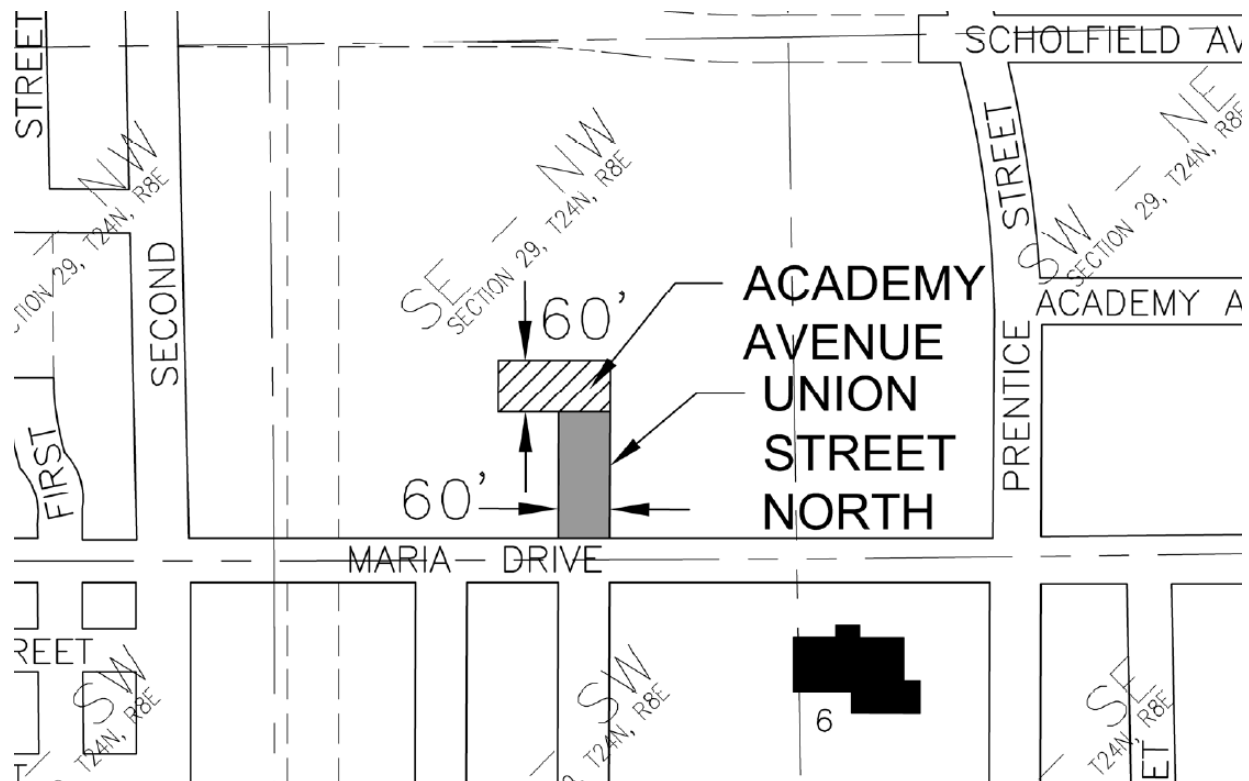
The City of Stevens Point has established an Official Street Map for the purposes of designating street widths and names of existing and proposed streets within the city and its extraterritorial jurisdiction. Currently, the Official Street Map does not designate a proposed street through the former convent property. Although the Plan Commission and



Common Council approved a request to accept this property for right-of-way purposes in December of 2021, the Official Street Map will nonetheless need to be amended to address the two planned streets.



Approved Site Plan



City staff have reviewed the request subject to the review standards listed above. The following section outlines staff findings.

## Standards of Review – Official Street Map Amendment

---

### 1. Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

**Analysis:** The City’s Official Street Map is intended to designate existing and planned future streets within City limits and within its extraterritorial jurisdiction. Although discussions on repurposing the convent building and constructing townhomes buildings have taken place for several years, the Official Street Map was not amended to account for new street construction that services this development.

**Finding:** In 2020, the Comprehensive Plan’s Future Land Use Map was amended to allow for the repurposing of the convent building and construction of three townhome buildings. While the convent property was not split until early this year, the plan submittal that was approved by the Common Council did plan for a future extension of Union Street and Academy Avenue. By amending the Official Street Map, it is meeting the intent of the Comprehensive Plan by “allowing for an adequate supply of housing to meet the needs of all citizens” and prioritizing “compact and contagious growth.” To the north and west of the convent building lies wetland areas. Consistent with the Comprehensive Plan’s goal of promoting environmental protection of City resources, the planned streets were strategically located to achieve this goal.

### 2. Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

**Analysis:** Please see the previous discussion regarding the approved amendment to the future land use designation of the subject property from Government/Institutional to Commercial/Office/Multi-Family. The proposed amendment to the Official Street Map allows for adequate access to the three townhomes behind the convent building, as well as being a catalyst for potential future phases of development in the subject area.

**Findings:** The amendment is consistent with the Transportation Element of the City’s Comprehensive Plan. According to the Transportation Element’s vision statement, “streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City.” The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community.” With the construction of Union Street North and an extension of Academy Avenue, it increases connectivity to the approved convent development and better creates a sense of place for the planned multi-family living that will be located in this area. Based on this, staff believes that neither special privileges granted nor limitations were placed as part of the approved amendment to the Future Land Use Map.

### 3. The amendment shall not create an adverse impact on adjacent land uses.

**Analysis:** The planned streets are to exist along multi-family residential uses to the north and east, single-family residential uses to the south and undeveloped lands to the west (designated for institutional and government uses in the Future Land Use Map). As existing streets occur along the periphery of the convent development (i.e., Maria



Drive, and Prentice Street), the planned development pattern for this area would warrant the extension of Union Street and Academy Avenue to improve vehicular access.

**Findings:** Multi-family residential uses generally result in an increased level of traffic. With the creation of 102 residential units across four buildings, having additional means of ingress and egress will allow for adequate traffic control and should reduce the traffic volume on existing driveways within the convent complex. Lastly, the costs to install utility infrastructure have been planned as part of this development and will complement existing and planned uses within this area.

**4. The amendment shall not create an adverse impact on public facilities and services.**

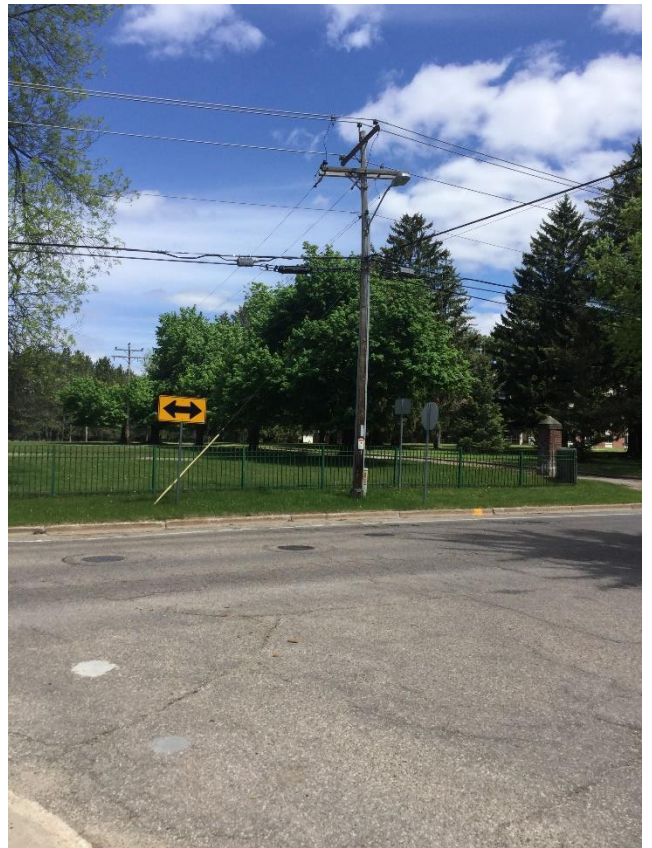
**Analysis:** Utilities currently exist within the right-of-ways of neighboring streets. With utility infrastructure planning to be installed within the Union Street North and Academy Avenue Right-of-Ways, it will provide additional connects for current and future uses of the convent property.

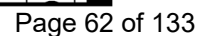
**Findings:** The proposed amendment should not create an adverse impact public utilities and services. Given the existing private driveways located on the convent property, Union Street North and Academy Avenue will arguably improve connectivity for public services (e.g., police, fire, EMS, etc.) and allow for a more orderly development within this area.

When taking into consideration the above findings, staff has concluded that amending the City's Official Street Map is within the public's interest. Extending Academy Avenue and Union Street improves connectivity in the region and will not result in any negative consequences to nearby land classifications and uses. Upon review, staff has identified that the above criteria have been met and would recommend amending the City's Official Street Map to extend Union Street (to be named Union Street North) and Academy Avenue within the subject property.

## Site Photos







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

The Common Council of the City of Stevens Point do ordain as follows:

**SECTION I:** That the Official Street Map and Extraterritorial Street Map of the City of Stevens Point be amended by adding the following described streets:

**Union Street North**

A 60 foot wide street from its intersection with Maria Drive extending to the north, more particularly described as follows and depicted on attached Exhibit 'A':

*Said street being part of the Right of Way Dedicated to the Public of Portage County Certified Survey Map Number 011637, located in the Southeast Quarter of the Northwest Quarter, and the Southwest Quarter of the Northeast Quarter of Section 29, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:*

*Commencing at the east quarter corner of said Section 29; thence South 89 degrees 44 minutes 43 seconds West along the south line of said Northeast Quarter of Section 29 a distance of 2,116.49 feet; thence North 00 degrees 06 minutes 57 seconds West 28.85 feet to the north right of way line of Maria Drive; thence South 89 degrees 45 minutes 34 seconds West along said north right of way line 1,000.08 feet to the point of beginning; thence continuing South 89 degrees 45 minutes 34 seconds West along said north right of way line 60.0 feet; thence North 00 degrees 00 minutes 00 seconds West 410.26 feet; thence South 90 degrees 00 minutes 00 seconds East 60.0 feet; thence South 00 degrees 00 minutes 00 seconds East 410.00 feet to the point of beginning and there terminating.*

**Academy Avenue**

A 60 foot wide street from its intersection with Union Street North extending to the west, more particularly described as follows and depicted on attached Exhibit 'A':

*Said street being part of the Right of Way Dedicated to the Public of Portage County Certified Survey Map Number 011637, located in the Southeast Quarter of the Northwest Quarter, and the Southwest Quarter of the Northeast Quarter of*



Section 29, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:

*Commencing at the east quarter corner of said Section 29; thence South 89 degrees 44 minutes 43 seconds West along the south line of said Northeast Quarter of Section 29 a distance of 2,116.49 feet; thence North 00 degrees 06 minutes 57 seconds West 28.85 feet to the north right of way line of Maria Drive; thence South 89 degrees 45 minutes 34 seconds West along said north right of way line 1,000.08 feet; thence North 00 degrees 00 minutes 00 seconds West 410.00 feet to the point of beginning; thence North 90 degrees 00 minutes 00 seconds West 132.66 feet to a point on the west line of Lot 3 of Portage County Certified Survey Map Number 3356-12-14; thence North 00 degrees 14 minutes 22 seconds West along said west line 60.0 feet; thence South 90 degrees 00 minutes 00 seconds East 132.91 feet; thence South 00 degrees 00 minutes 00 seconds East 60.0 feet to the point of beginning and there terminating.*

**SECTION II:** The City Clerk shall file a copy of the ordinance with the Register of Deeds of Portage County, Wisconsin.

**SECTION III:** This ordinance shall take effect upon passage and publication.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: May 23, 2022  
Approved: June 20, 2022  
Published: June 24, 2022

RETURN TO: Stevens Point City Clerk  
Drafted by P. Fuehrer, City Engineering

# Administrative Staff Report

## Sign Variance

Inclusa

June 6, 2022



Department of Community Development

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| <p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>Brooke Klesmith, representing Inclusa Inc.</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>Ryan Kernosky, Director<br/><a href="mailto:rkernosky@stevenspoint.com">rkernosky@stevenspoint.com</a></li><li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>281230802200041</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>"M-2" Heavy Industrial</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>Industrial Park</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>District 6   Ald. Carlson</li></ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"><li>Street Frontage: 618 ft.</li><li>Depth: 435 ft.</li><li>Lot Size: 37,592 sq. ft. (0.863 ac.)</li></ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"><li>Non-Profit Center</li></ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"><li>Chapter 25</li></ul> | <p><b>Request</b></p> <p>A request from Brooke Klesmith, representing Inclusa Inc., for a sign variance to construct a freestanding sign at the property located at 2801 Hoover Road (Parcel ID 281230802200041), consistent with Ch. 25.14.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"><li>Application</li><li>Site Plan</li></ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"><li>The subject property is zoned "M-2" Heavy Industrial.</li><li>The proposal is to construct a freestanding sign along Hoover Road that is 210.74 sq ft in size and 14 feet in height.</li><li>The intent of this freestanding sign is to better advertise the various non-profit organizations occupying the building.</li><li>Within the "M-2" District, one freestanding sign is permitted along each street frontage provided that 200 feet of separation existing between any two signs.</li><li>Two existing signs are located on the subject property – along Hoover Road and Coye Drive – which is proposed to be repurposed as part of the new use of the property.</li><li>A variance is needed to allow for the construction of a second freestanding sign along Hoover Road.</li><li>The Plan Commission and Common Council may provide additional requirements to the proposal as presented.</li></ul> <p><b>Staff Recommendation</b></p> <p>Approve the sign variance to install a freestanding sign at 2801 Hoover Road (Parcel ID 281230802200041), subject to the following conditions:</p> <ol style="list-style-type: none"><li>The freestanding sign shall be located outside of the utility easement area located on the northwest corner of the subject property, subject to the review and approval of City staff.</li><li>A building permit shall be obtained prior to the start of construction.</li><li>Staff shall have the ability to approve minor amendments to the project plan.</li></ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Vicinity Map



## Background

*Overview:* The applicant is requesting a sign variance to install one freestanding sign at the northeast intersection of the subject property (near the intersection of Industrial Park Road and Hoover Road). The proposed sign is intended to direct commuters of the ten non-profit organizations that will be occupying the building. Two freestanding signs currently exist on the subject property – one along Hoover Road and the other along Coyle Drive – that is intended to be retrofitted from the former Delta Dental use of the property to better advertise Includa and United Way.

The subject property is zoned “M-2” Heavy Industrial. The City’s Sign Code allows a maximum of one freestanding sign to be located along each street frontage provided that there is at least 200 feet of separation between any two signs. As shown below, several non-profit organizations are intending to occupy space within the building. As access into the subject property comes off of Hoover Road and Coyle Drive, the proposed sign is intended to better direct commuters who seek the resources of any one of the non-profit organizations. Since more than one freestanding sign exists along Hoover Road, a sign variance is needed to allow for the requested sign to be installed.

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

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

*A. TOTAL NUMBER OF FREESTANDING SIGNS ALLOWED*

*One freestanding or ground sign is permitted on each street frontage per lot of record, as long as a minimum separation distance of 200 feet (measured along the frontage) is maintained between such signs. A freestanding sign may be a ground or pole sign.*

*B. HEIGHT LIMITATIONS*

*Freestanding signs shall be limited to twenty feet in height.*

*C. AREA REQUIREMENTS*

*Freestanding signs shall not exceed 150 square feet in area.*



**Sign Details:**

Location: To the east of the intersection of Hoover Road and Industrial Park Road.

Sign Area: 210.74 sq ft

Height: 14 ft

## Standards of Review

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

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

**Analysis:** The intent of the freestanding sign is to better identify the several non-profit organizations who will be occupying space within the subject property. As ten non-profit organizations are planned to occupy building space, having a second freestanding sign is requested by the applicant to better direct commuters for where to enter the property and where to park based on the services that are being requested. While the applicant could have a freestanding sign elsewhere on the property, such as farther south along Hoover Road or along Coye Drive, it would be farther removed from where the non-profit organizations will be located in the building.



When a condo plat was recorded earlier this year to divide ownership within the building, the northern unit of the building (identified as 2801 Hoover Road Unit 1) is intended to house eight of these non-profit organizations. It is Inclusa's request to have the proposed sign near this wing of the building to better identify these organizations to outside users.

**Findings:** Although the subject property is located along two street frontages, having a sign along Coye Drive is not preferred given the narrow dimensions of the subject property at the street (35 feet) and the inability to install a sign near Coye Drive given the width of the parking lot driveway and the need to meet clearview requirements as outlined in the City's Zoning Code. Given the need to properly display an identification sign to drivers, bicyclists and pedestrians, staff feels that allowing the freestanding sign would meet this standard. The conditions applied to this request would also provide protections to the City and surrounding neighborhood, namely ensuring that the sign will be located outside of a utility easement area granted to the City several years ago.

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

**Analysis:** The subject property is bounded by industrial uses and located on the periphery of the City's Industrial Park. The sign is proposed to be illuminated.

**Findings:** The proposed sign is 210.74 sq ft in size and is proposed to be located at the northwest corner of the subject property (immediately south of the multi-use path constructed a few years ago). For all freestanding signs in the "M-2" District, a minimum five-foot setback is required from all property lines. This setback requirement, along with the requirement that this sign be located outside of an adjacent utility easement area, is unlikely to be detrimental to adjoining industrial uses and users of the multi-use path. Although the sign will be illuminated, the illumination is not anticipated to be blinding to commuters heading north or south at the intersection of Industrial Park Road and Hoover Road.

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

**Analysis:** Although the subject property bounds two street frontages (Hoover Road and Coye Drive), any new signs would be limited exclusively to Hoover Road given the narrow width of the lot along Coye Drive and the need to meet clearview requirements. Please note that the existing sign along Coye Drive is legal non-conforming due to its location within a required vision triangle.

**Findings:** Property size is generally not a hindrance in allowing for creative sign designs that meets Sign Code requirements. However, given that access to these non-profit organizations is off of Hoover Road and Coye Drive, signage needs to alert commuters and pedestrians of its location and where to enter the property to obtain services from these organizations. As the greatest amount of vehicular and pedestrian exists off of Hoover Road, not allowing a freestanding sign would likely limit these organization's marketability and visibility to commuters and would thereby create a hardship.

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

**Analysis:** The purpose of these sign regulations are to: encourage the effective use of signs as a means of communication in the City of Stevens Point; to maintain and enhance the beauty and unique character and enhance the aesthetic environment of the city by eliminating visual blight; to enhance the city's ability to attract

sources of economic development and growth; to protect pedestrians and motorists of the city from damage or injury caused or partially attributable to the distractions and obstructions which are hereby declared to be caused by improperly sized or situated signs; to minimize the possible adverse effect of signs on nearby public and private property; to promote the public safety, welfare and convenience, and enjoyment of travel and the free flow of traffic within the city; and to provide a uniform sign ordinance between the City of Stevens Point, Village of Plover and Portage County.

**Findings:** The proposed sign is in a location that best communicates the location of these future non-profit organizations. Furthermore, the allowance of an additional freestanding sign would likely not detract from the property or neighborhood, primarily due to the number of freestanding signs already installed along Hoover Road and the safeguards tied to this request as mandated in the City's Sign Code and Zoning Code. Based on the findings above, the granting of a variance to allow for an additional freestanding sign along Hoover Road would not be generally contrary to the general objectives of the City Sign Code.

## Photos

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## APPLICATION FOR A SIGN VARIANCE

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

|                                 |  |                |  |                                      |                                 |                               |                                                                             |
|---------------------------------|--|----------------|--|--------------------------------------|---------------------------------|-------------------------------|-----------------------------------------------------------------------------|
| Application #                   |  | Date Submitted |  | Fee Required                         |                                 | Fee Paid                      |                                                                             |
| Associated Applications if Any  |  |                |  | Assigned Case Manager                |                                 |                               |                                                                             |
| Pre-Application Conference Date |  |                |  | Sign Variance (check all that apply) | Height <input type="checkbox"/> | Size <input type="checkbox"/> | Quantity <input checked="" type="checkbox"/> Other <input type="checkbox"/> |

### APPLICANT/CONTACT INFORMATION

| APPLICANT INFORMATION |                             | CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> ) |                 |
|-----------------------|-----------------------------|-------------------------------------------------------------------------------|-----------------|
| Applicant Name        | Graphic House, Inc.         | Contact Name                                                                  | Brooke Klesmith |
| Address               | 8101 International Drive    | Address                                                                       |                 |
| City, State, Zip      | Wausau, WI 54401            | City, State, Zip                                                              |                 |
| Telephone             | 715-842-0402                | Telephone                                                                     |                 |
| Fax                   | n/a                         | Fax                                                                           |                 |
| Email                 | brookek@graphichouseinc.com | Email                                                                         |                 |

### OWNERSHIP INFORMATION

| PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> ) |                             | PROPERTY OWNER 2 INFORMATION (If Needed) |  |
|-----------------------------------------------------------------------------|-----------------------------|------------------------------------------|--|
| Owner's Name                                                                | INCLUSA INC.                | Owner's Name                             |  |
| Address                                                                     | 3349 Church Street, Suite 1 | Address                                  |  |
| City, State, Zip                                                            | Stevens Point, WI 54481     | City, State, Zip                         |  |
| Telephone                                                                   | 715-842-0402                | Telephone                                |  |
| Fax                                                                         | n/a                         | Fax                                      |  |
| Email                                                                       | n/a                         | Email                                    |  |

### PROJECT SUMMARY

|                                                                                                                                                                                                                                                                                                                                             |                            |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
| Subject Property Location [Please Include Address and Assessor's Identification Number(s)] 2801 Hoover Road Stevens Point, WI 54481                                                                                                                                                                                                         |                            |          |
| Parcel 1                                                                                                                                                                                                                                                                                                                                    | Parcel 2                   | Parcel 3 |
| 281230802200041                                                                                                                                                                                                                                                                                                                             |                            |          |
| Legal Description of Subject Property                                                                                                                                                                                                                                                                                                       |                            |          |
|                                                                                                                                                                                                                                                                                                                                             |                            |          |
| Current Use of Property                                                                                                                                                                                                                                                                                                                     | Current Zoning of Property |          |
| Commercial                                                                                                                                                                                                                                                                                                                                  | M2-Heavy Industrial        |          |
| Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)                                                                                           |                            |          |
| Yes, without this monument sign the building has no identification of their tenants. The sign would be able to accurately portray which businesses/organizations are in the building to the public and avoid confusion with visitors/traffic. Without the sign the West driveway also has no identification of where to enter the property. |                            |          |



Would the granting of the variance be materially detrimental to the property owners in the vicinity? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

No, granting the variance should not negatively impact neighboring property owners. If anything the additional signage will allow more effective navigation of the area. All neighboring lots are also in the Industrial district.

Does the property have unique property characteristics that cause a hardship to the sign user under a literal interpretation of the Sign Ordinance? If yes, please describe the unique property characteristics. (Use additional pages if necessary)

Yes, due to the size of the property and the unique shape, the existing monument sign on Hoover Road does not adequately address all tenants or the driveway entrance.

Would the granting of this variance be contrary to the general objectives of the Sign Ordinance? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

Granting the variance should align with the general objectives of the set ordinances. The proposed sign is intended to provide proper identification. It would also meet the requirements of being 200ft from the existing sign on Hoover. The monument sign meets the general objective of identifying all tenants within a facility and was designed to be aesthetically pleasing to the public.

#### Current Zoning Surrounding Subject Property

|        |                      |        |                                            |
|--------|----------------------|--------|--------------------------------------------|
| North: | M-2 Heavy Industrial | South: | M-2 Heavy Industrial/ M-1 Light Industrial |
| East:  | M-2 Heavy Industrial | West:  | M-2 Heavy Industrial                       |

#### Current Land Use Surrounding Subject Property

|        |            |        |            |
|--------|------------|--------|------------|
| North: | Commercial | South: | Commercial |
| East:  | Commercial | West:  | Commercial |

#### EXHIBITS

|                                                                  |                                     |                             |
|------------------------------------------------------------------|-------------------------------------|-----------------------------|
| Letter to District Alderperson Ron Carlson                       | <input checked="" type="checkbox"/> | Additional Exhibits If Any: |
| Map / Site Plan (designating location of the sign(s)) - Attached | <input checked="" type="checkbox"/> |                             |
| Sign Rendering(s) (includes sign dimensions, size & graphics)    | <input checked="" type="checkbox"/> |                             |

#### 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    |
|-------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------|---------|
|  | 5/20/2022 |  | 5/25/22 |



Alderperson Ron Carlson  
City of Stevens Point  
Community Development Department  
1515 Strongs Avenue  
Stevens Point, Wisconsin 54481

To Alderperson Ron Carlson,

Graphic House Inc. (GHI) respectfully submits the following signage variance request for an additional monument sign to be erected along Hoover Road for Inclusa|United Way of 2801 Hoover Road.

Due to the signage ordinance allowing for a maximum of one freestanding sign per street frontage, a variance is required. Inclusa|United Way is proposing an additional monument sign due to the current signage not identifying all current tenants of the building and to aid people in wayfinding efforts (driveway location).

The proposed placement of the second monument would be 200 feet from the existing sign and also depict the entrance of the facility's driveway on that street frontage. Without this secondary sign many visitors would miss the driveway on Hoover Street and not be able to identify whether the tenant businesses/organizations are located at 2801 Hoover Road.

Sincerely,

*Brooke Klesmith*

Brooke Klesmith, Project Manager  
brookek@graphichouseinc.com  
715.842.0402 ext. 224

**CUSTOM SIGNS**  
**GRAPHIC HOUSE**  
 NATIONAL SIGN FIRM  
 SINCE 1976

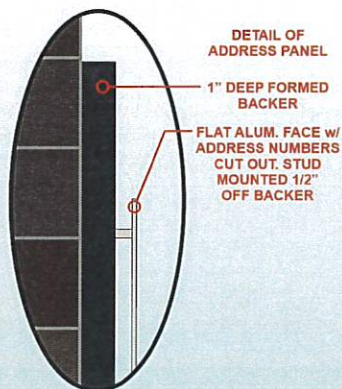
8101 International Dr  
 Wausau, WI 54401 715-842-0402  
 www.graphichouseinc.com

CLIENT  
**INCLUSA | UNITED WAY**  
 2801 HOOVER RD  
 STEVENS POINT, WI

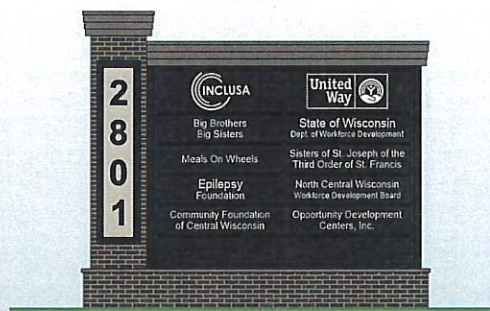
|                               |                              |                              |                                   |
|-------------------------------|------------------------------|------------------------------|-----------------------------------|
| SALES REP<br><b>MATTHEW W</b> | DATE<br><b>3-30-2022</b>     | QUOTE NUMBER<br><b>23970</b> | JOB NUMBER<br><b>XXX</b>          |
| SALES AUTH:                   | PROJECT MANAGER<br><b>XX</b> | DESIGNER<br><b>NN</b>        | REVISION<br><b>XX</b><br>0-0-0000 |

SALES EXCLUDED: INCLUSA STEVENS POINT WI 12/20/2019 RETROFIT SIGNS  
 InclusionStevensPoint122019121.jpg

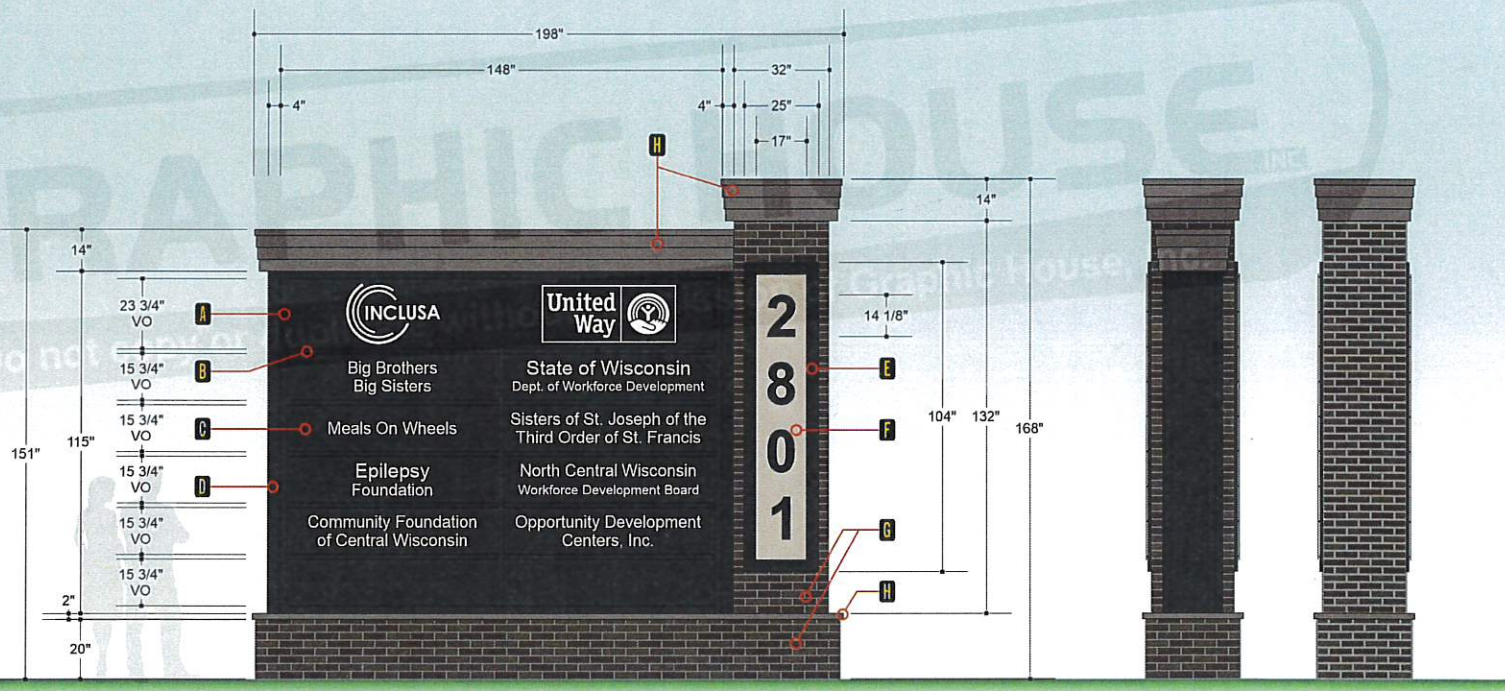
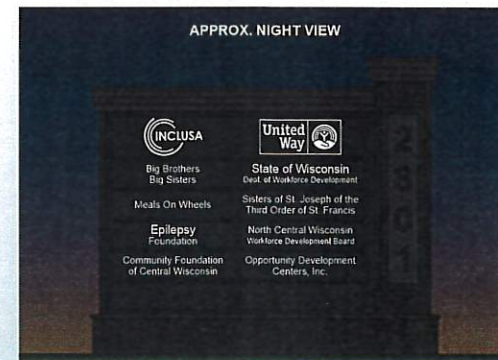
- D/F LIT MONUMENT**
- A ALUM. FORMED CABINET, LIT w/ WHITE LED'S
  - B 1.5" VERTICAL & HORIZONTAL T-BAR DIVIDERS
  - C WHITE POLYCARBONATE FACE, OPAQUE VINYL BACKGROUND w/ WHITE COPY / LOGOS
  - D ALUM. FORMED CLADDING / REVEAL
  - E 1" DEEP FORMED BACKER MOUNTED FLUSH TO BRICK
  - F FLAT ALUM. FACE PANEL w/ ADDRESS NUMBERS ROUTED OUT, STUD MOUNTED 1/2" OFF BACKER
  - G STANDARD STYLE BRICK VENEER SIMILAR TO BUILDING w/ STANDARD GREY MORTAR
  - H FORMED ALUM. CAPS
- P1 - Paint to match building (tbd)**
- P2 - Paint to match building (tbd)**
- P3 - Paint to match building (tbd)**
- White Polycarbonate**



OPPOSITE SIDE



APPROX. NIGHT VIEW



CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

**ALL RIGHTS RESERVED**

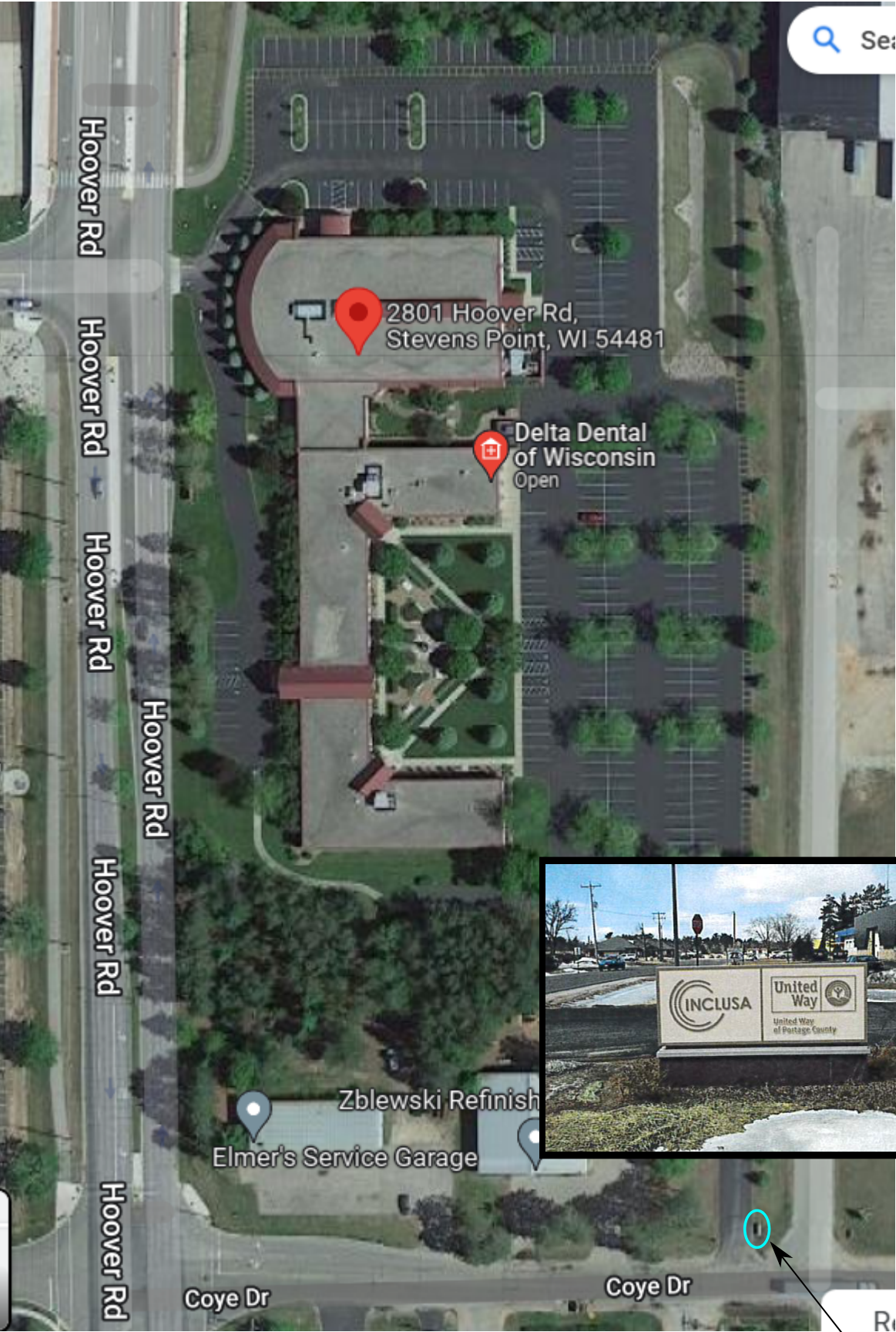
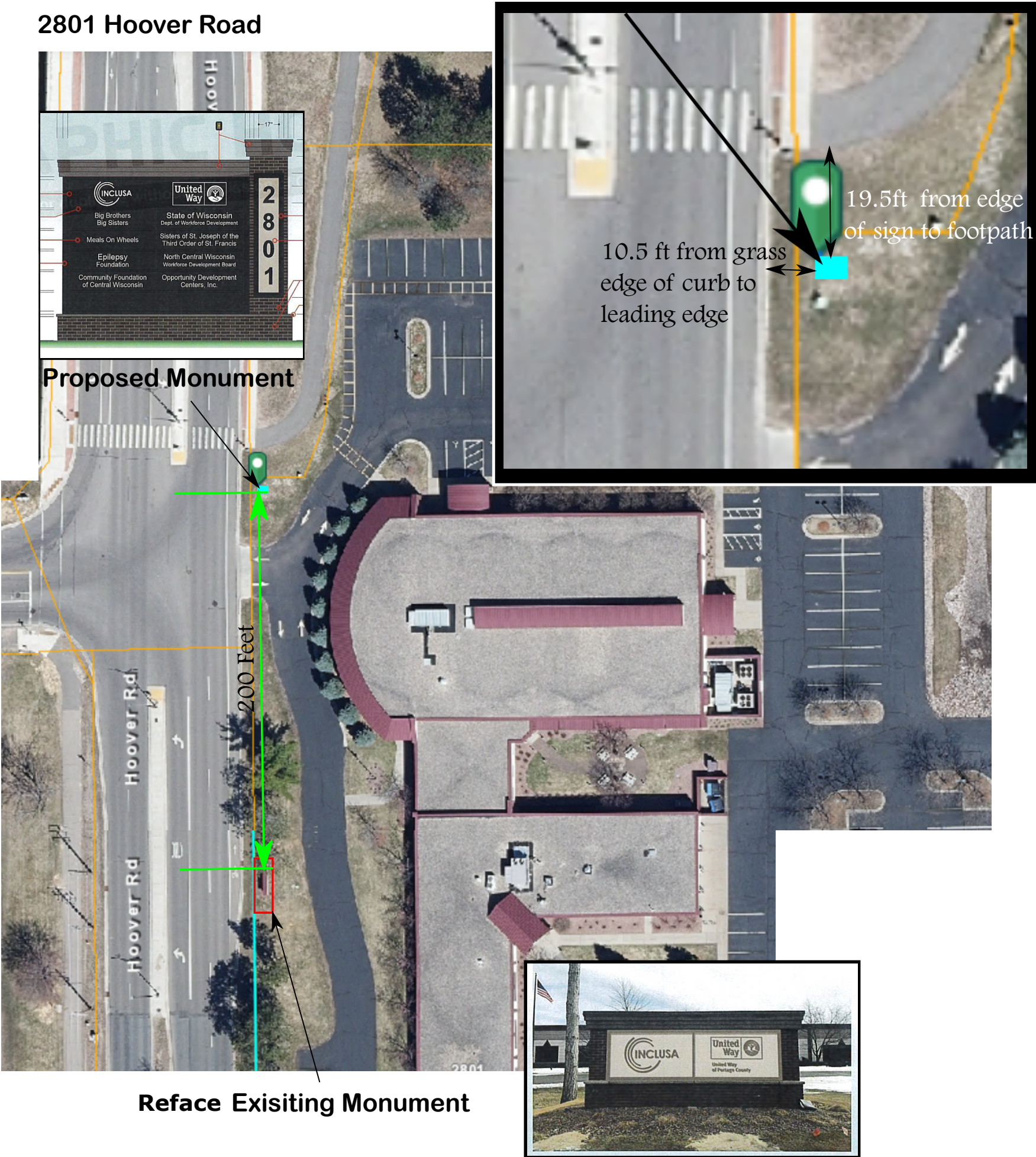
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RELEASE AUTH:

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS & OMISSIONS, LAYOUT ACCURACY, ETC. CUSTOMER HAS SOLE RESPONSIBILITY TO CORRECT ANY ERRORS. DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING PROVIDE CONCEPTUAL COLORS & GRAPHICS LOCATIONS ONLY. THE COLORS MAY NOT MATCH THE ACTUAL AUTOMOTIVE PAINTS, PANTONE OR VINYL COLORS THAT WILL BE USED ON OR IN THE SIGN(S) SHOWN. ALL SIZES, SHAPES, COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT



2801 Hoover Road





# Administrative Staff Report

## Improvements to Goerke Park & K.B. Willett Arena

1000 Minnesota Avenue

June 6, 2022



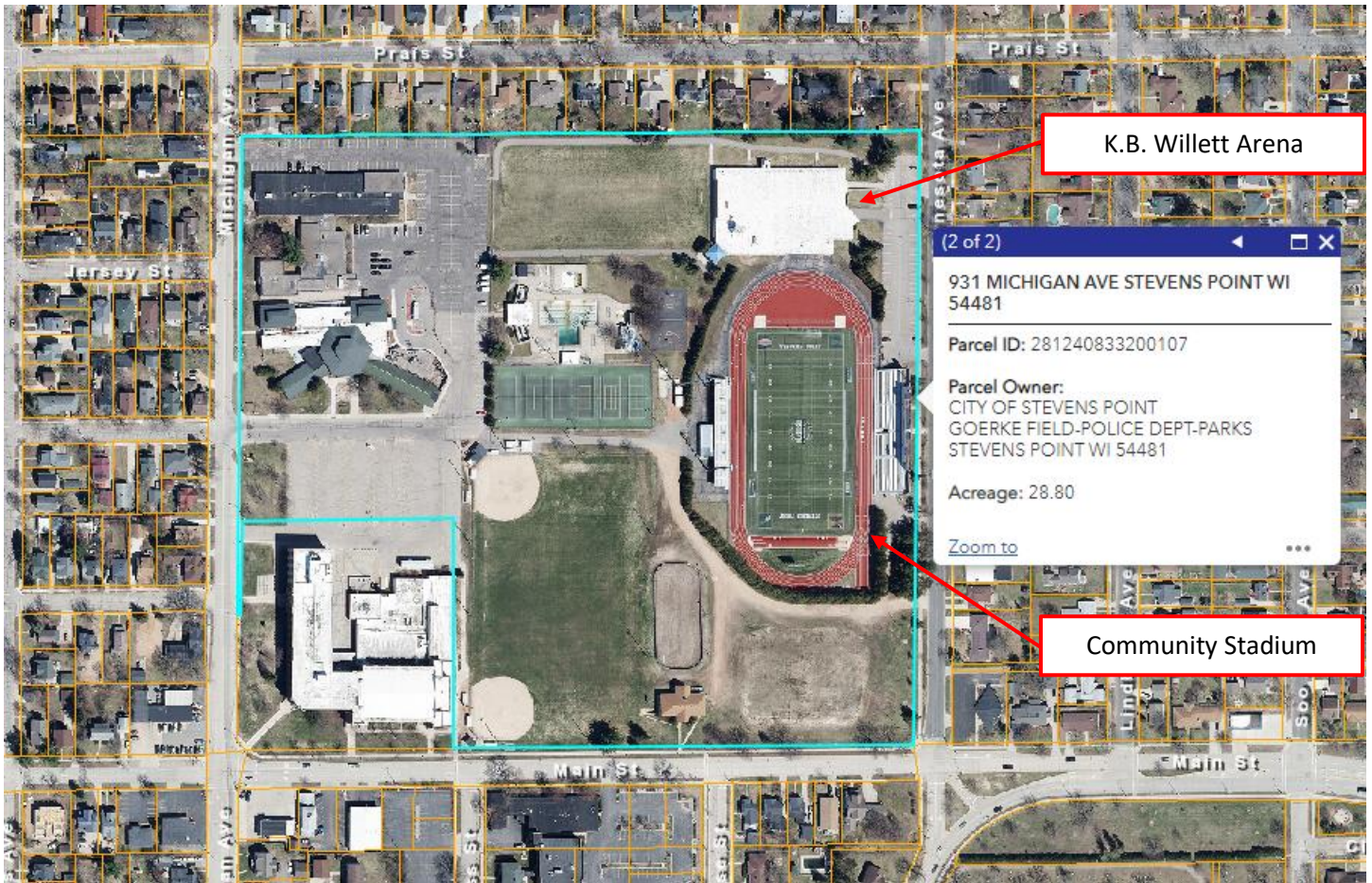
Department of Community  
Development

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>City of Stevens Point</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>Ryan Kernosky, Director<br/><a href="mailto:rkernosky@stevenspoint.com">rkernosky@stevenspoint.com</a></li><li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>281240833200107</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>"R-5" Multiple Family II Residential</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>Institutional / Government</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>District 2   Ald. Shorr</li></ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"><li>Frontage: 2,700 ft.</li><li>Depth: 1,260 ft.</li><li>Lot Size: 1,254,528 sq. ft. (28.8 ac.)</li></ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"><li>Community Facilities</li></ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"><li>23.01(11)</li></ul> | <p><b>Request</b></p> <ol style="list-style-type: none"><li>A request from the City of Stevens Point to construct an addition to the K.B. Willett Arena and perform exterior improvements to Goerke Park, located at 1000 Minnesota Avenue (Parcel ID 281240833200107) and consistent with Ch. 23.01(11).</li></ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"><li>Application</li><li>Plans</li></ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"><li>The applicant is seeking to construct a 3,250 sq ft addition to the K.B. Willett Arena, install a new video scoreboard for Community Stadium and façade improvements to Stadium's press box and concessions building.</li><li>The 3,250 sq ft addition will be located to the southeast of Willett Arena. This two-story addition will house a new team locker room on the first floor and storage space on the basement level.</li><li>The subject property houses several other institutional uses, such as the City Parks Department, City Police Department and the Boys and Girls Club.</li><li>The subject property is zoned "R-5" Multiple Family II Residential.</li><li>All public structures on City-owned parcels shall require approval by the Plan Commission and Common Council prior to construction.</li><li>The Plan Commission and Common Council may attach additional conditions on this Site Plan Review.</li></ol> <p><b>Staff Recommendation</b></p> <p>Approve the Site Plan Review to construct an addition to the K.B. Willett Arena and perform exterior improvements to Goerke Park, located at 1000 Minnesota Avenue (Parcel ID 281240833200107), subject to the following conditions:</p> <ol style="list-style-type: none"><li>The applicant shall submit details on proposed signage to be installed on the ice arena addition, subject to the review and approval of Community Development staff.</li><li>An additional fire hydrant shall be installed to support the proposed addition, subject to the review and approval of the City Fire Marshal.</li><li>A building permit shall be obtained prior to the start of construction.</li></ol> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



4. Staff shall have the ability to approve minor amendments to the plan submittal.

## Vicinity Map



## Background

**Overview:** The City's Parks, Recreation and Forestry Department is requesting a Site Plan Review to construct a 3,250 sq ft addition to the K.B. Willett Arena and perform improvements to Community Stadium. The 3,250 sq ft addition will be located at the southeast corner of the arena and will accommodate locker room space on the ground floor and storage space on the basement level. The improvements to Community Stadium include a new video scoreboard, a concrete plaza between Community Stadium and the K.B. Willett Arena, and re-cladding the façades of the arena, stadium press box and the concessions building.

The City's Zoning Code requires that the Plan Commission shall approve the construction or improvement of any public structure. Said requirement, also found within WI Stats. §62.23(5), states the following:

### *Ch. 23.01*

#### *(11) Recommendations as to public improvements.*

*No statuary, memorial, or work of art in a public place, and no public building, bridge, viaduct, or public structure, shall be located or erected, or site therefore obtained, nor shall any permit be issued by any department of the City of Stevens Point, Wisconsin for the erection or location*

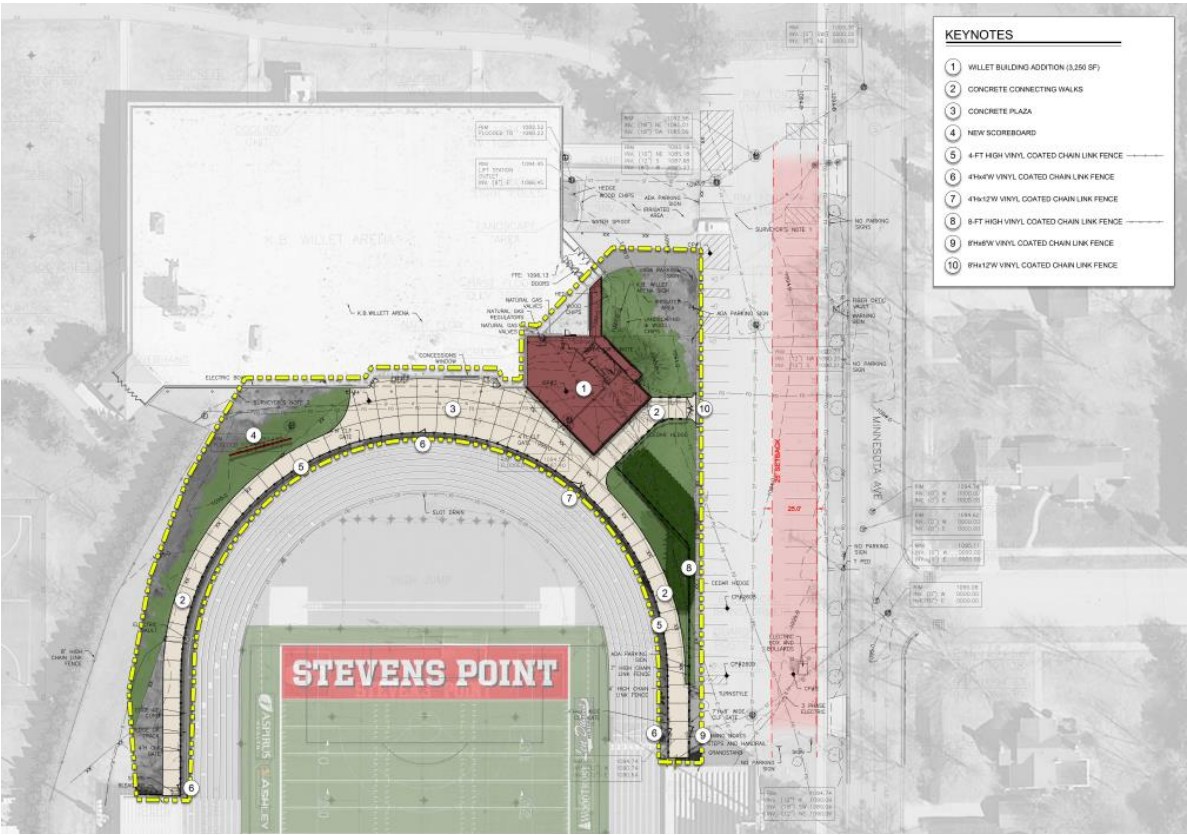
thereof, until and unless the design and proposed location of any such improvement shall have been submitted to the City Plan Commission and its recommendations thereon obtained. Such requirement for recommendations shall not act as a stay upon action for any such improvement where such commission after thirty days written notice requesting such recommendations shall have failed to file same.

WI Stats. §62.23

(5) Matters Referred to the City Plan Commission

The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: The location and architectural design of any public building; the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city or within the territory over which the city is given platting jurisdiction by ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any ordinance adopted pursuant to this section. Unless such report is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer, may take final action without it.

The following section outlines key review standards of the proposed improvement.



# Standards of Review

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## 1. Density.

**Analysis:** The subject property is zoned “R-5” Multiple Family II Residential. Within the “R-5” District, 8,000 sq ft of lot size is required for each land use on the property (City Parks Department, City Police Department, Boys and Girls Club, K.B. Willett Arena and Community Stadium). As the property is 28.8 acres in size, it is of sufficient size to accommodate the proposed building addition.

**Findings:** The proposed improvements align with density restrictions as required in the Zoning Code.

## 2. Building Height.

**Analysis:** The addition to the K.B. Willett Arena will be 10’ 6” in height. Within the “R-5” District, structures are limited to a maximum height of 85 feet.

**Findings:** The proposed building addition would conform with height requirements of the “R-5” District.

## 3. Setbacks.

**Analysis:** The following are the setback requirements of the “R-5” Multiple Family II Residence District – 25’ of street setback, 10’ of side yard setback on each side and a rear yard setback of 20 feet. According to the submitted site plan, the proposed building addition provides a setback of 92’ 3” from Minnesota Avenue and 860 feet from Main Street. 163 feet of setback is provided from the proposed addition to the north lot line.

| <i>Lot Line</i> | <b>R-5 District Minimum Setback Requirements</b> | <b>Proposed Setbacks (Findings)</b>        |
|-----------------|--------------------------------------------------|--------------------------------------------|
| <i>Street</i>   | 25 ft                                            | 92’ 3” from Minnesota Avenue               |
| <i>Side</i>     | 10 ft                                            | 860 ft from Main Street (street side yard) |
| <i>Rear</i>     | 20 ft                                            | 163 ft                                     |

**Findings:** The proposed building addition would meet minimum setback requirements of the “R-5” District. Improvements to Community Stadium will not change the footprint of any supporting structures (i.e., concessions building and press box).

## 4. Parking.

**Analysis:** The improvements to Community Stadium would not require additional parking stalls. The City’s Zoning Code requires a parking ratio of one stall for every 200 sq ft of gross floor area for indoor ice arenas. With a 3,250 sq ft addition, approximately 17 additional stalls would be required.

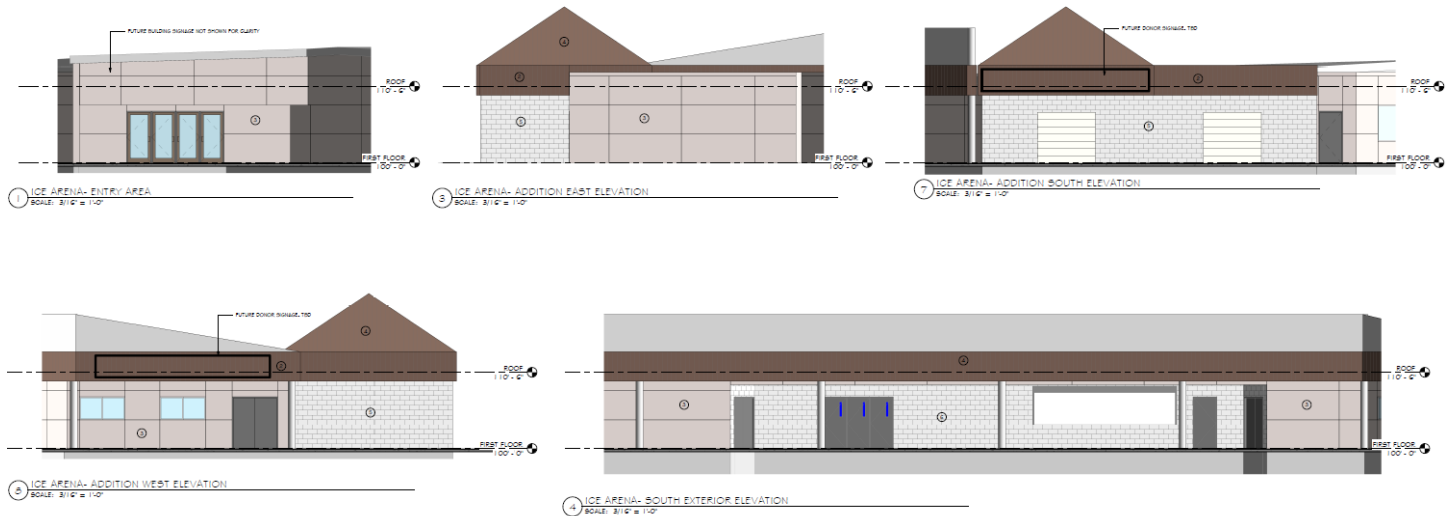
**Findings:** 68 parking stalls are currently provided for the ice arena use. With the proposed addition a sufficient amount of parking exists.

## 5. Landscaping.

**Analysis:** A line of mature pine trees are located to the east of the proposed addition that will provide adequate screening for the single-family residential uses to the east of Minnesota Avenue. The parking lot is not proposed to be resurfaced or reconstructed and therefore would not be required to provide additional landscaping.



**Findings:** Staff believes that existing landscaping on the property provides adequate screening given the proposed improvements.



## 6. Access to the property.

**Analysis:** Vehicular and pedestrian access into the property exists off of Minnesota Avenue. With there being two access points into the parking lot off of Minnesota Avenue, staff believes that the proposed improvements will not result in traffic congestion within the parking lot and on adjoining streets.

**Findings:** This standard is met.

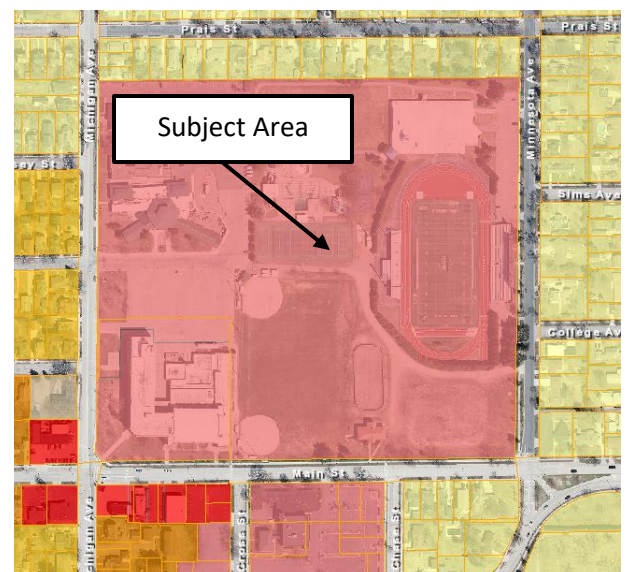
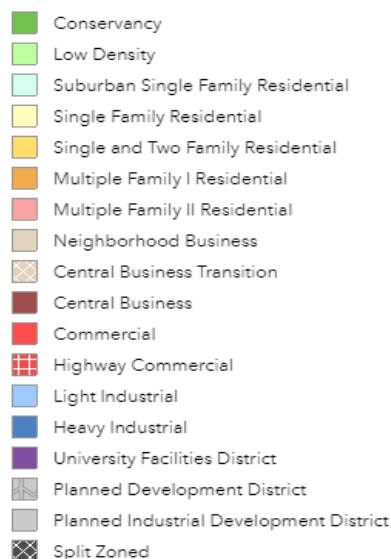
## 7. Lighting.

**Analysis:** Outside of additional lighting that will be installed along entrance points to the ice arena addition, additional lighting provided will be contained within the property and will not spill over onto adjoining properties.

**Findings:** Staff believes that planned lighting improvements meets minimum standards.

## 8. Architectural appeal.

**Analysis:** The façade work for the ice arena addition, press box and concessions building will have a uniform appearance. Aluminum composite metal panel will be the predominant façade material with a champagne color. This aluminum panel will provide a sufficient contrast to the existing brick that is prevalent along the south and east building elevations.





**Findings:** Although the subject property is not subject to specific architectural standards, staff believes that the proposed improvements are of a satisfactory design that is compatible with other institutional and indoor recreational facilities within the city.

## 9. Compatibility with the Comprehensive Plan.

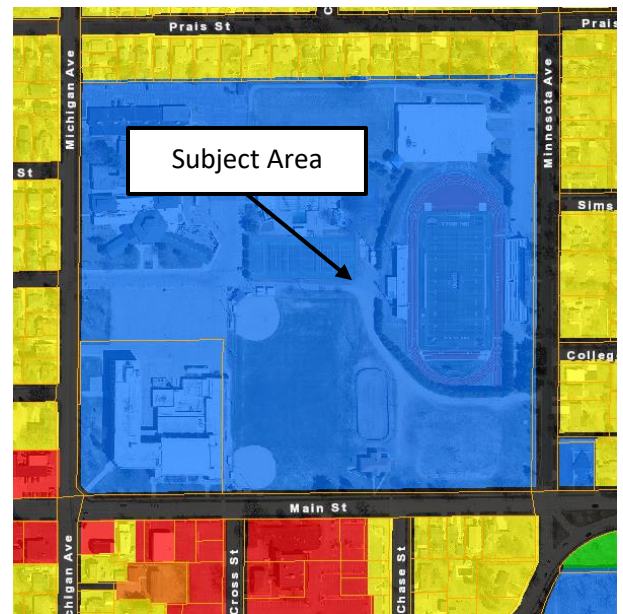
**Analysis:** The City's Future Land Use Map designates the subject property for institutional and government uses. Additionally, the

Comprehensive Plan provides a goal to "maintain and provide community facilities and services that will keep the City of Stevens Point an attractive community in which to live and work."

**Findings:** The proposed improvements would align with the future land use designation of the property and the goals as outlined in the Community Facilities and Services section of the Comprehensive Plan.

Based on the findings above, City staff believes that the proposed building addition to the K.B. Willett Ice Arena and improvements to Community Stadium meets applicable Zoning Code requirements and complements the goals and intent of the 2005 Comprehensive Plan.

### Future Land Use



## 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       | <input type="checkbox"/> | Major Site Plan | <input type="checkbox"/> |

### APPLICANT/CONTACT INFORMATION

| APPLICANT INFORMATION |                                | CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> ) |            |
|-----------------------|--------------------------------|--------------------------------------------------------------------|------------|
| Applicant Name        | Stevens Point Parks Department | Contact Name                                                       | Dan Kremer |
| Address               | 2442 Sims Avenue               | Address                                                            |            |
| City, State, Zip      | Stevens Point, WI 54481        | City, State, Zip                                                   |            |
| Telephone             | 715-346-1531                   | Telephone                                                          |            |
| Fax                   |                                | Fax                                                                |            |
| Email                 | dkremer@stevenspoint.com       | Email                                                              |            |

### OWNERSHIP INFORMATION

| PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> ) |  | 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)]                                                                                                                                   |          |          |
| Parcel 1                                                                                                                                                                                                                     | Parcel 2 | Parcel 3 |
| 281240833200107                                                                                                                                                                                                              |          |          |
| Legal Description of Subject Property                                                                                                                                                                                        |          |          |
| PT NENW COM@ NE/C MAIN&MICH; N250'POB;N884'ML E1257.7'TO WL MINN;S1134.5' TO NL MAIN;W847.1';N423'; W393';S173';W7'POB; EX HWY 566759 S33 T24 R8 28.80A 123/344;147/36; 452/ 428;773023ESMT;773622UTIL 649/901;801723;806808 |          |          |
| Area of Subject Property (Acres/Sq Ft)                                                                                                                                                                                       |          |          |
| 2,900 square foot building addition; scoreboard installation with four footings                                                                                                                                              |          |          |
| Current Zoning District(s)                                                                                                                                                                                                   |          |          |
| R5 - Multiple Family - Residential                                                                                                                                                                                           |          |          |



| Designated Future Land Use Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Current Use of Property | Proposed Use of Property |                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|---------------------------------------------|
| Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Park                    | Park                     |                                             |
| Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                          |                                             |
| <p>The existing land use is as a City Community Park, Goerke Park. The project development includes construction of a 2,900 square foot building addition to the KB Willett Arena that will have a main floor and unfinished basement. The main floor will function as a new team locker room; the basement will serve as space for a future locker room when needed.</p> <p>The project also includes a new video scoreboard to be installed on the south side of the KB Willett Arena inside of Community Stadium, as well as a re-cladding of the KB Willett Arena facades facing the stadium and Minnesota Ave, as well as stadium press box and concessions/restrooms building.</p> <p>Plans, elevations and renderings have been included with this application.</p> |                         |                          |                                             |
| Current Zoning Surrounding Subject Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |                          |                                             |
| North:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | R2 Single Family        | South:                   | B4 Commercial                               |
| East:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | R2 Single Family        | West:                    | R3 Single Family and Two Family Residential |
| Current Land Use Surrounding Subject Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |                          |                                             |
| North:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residential             | South:                   | Commercial                                  |
| East:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Residential             | West:                    | Residential                                 |

#### EXHIBITS

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

#### 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 |
|------------------------|------|--------------------------------|------|
|                        |      |                                |      |

City of Stevens Point  
2442 Sims Avenue  
Stevens Point, WI 54481-3594



May 23, 2022

David Shorr  
2nd District Alderperson  
City of Stevens Point  
2509 Peck Street  
Stevens Point, WI 54481

Alder Shorr:

The Stevens Point Parks, Recreation and Forestry Department are requesting, by way of this letter and its attachments, a site plan review and approval for a 2,900 square foot team room addition to the KB Willett Arena and a new video scoreboard inside Community Stadium in Goerke Park. The building addition, video board and other improvements inside Goerke Park and Community Stadium are being made possible through a multimillion dollar capital campaign being led by Tim Schierl.

It is the hope of the City Parks, Recreation and Forestry Department that this request will be considered at the June 6, 2022 meeting of the Plan Commission. I will attend that meeting to take any questions the Commission may have.

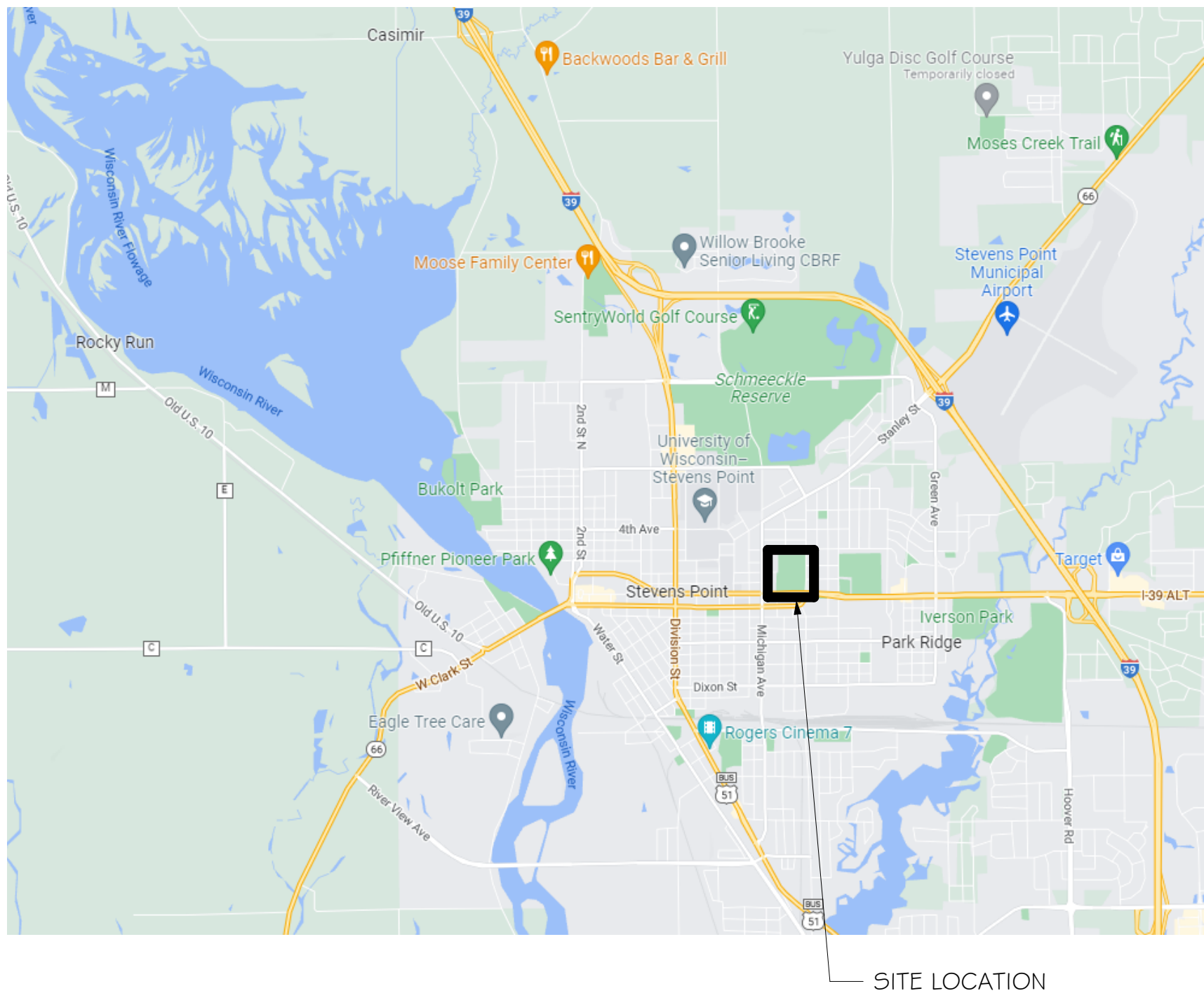
Thank you for your time and consideration, please contact me with any questions that you have.

A handwritten signature in black ink, appearing to read "Dan Kremer".

Dan Kremer  
Director of Parks, Recreation and Forestry  
715-346-1536  
[dkremer@stevenspoint.com](mailto:dkremer@stevenspoint.com)



VICINITY MAP



AERIAL VIEW OF SITE



GENERAL LOCATION



CITY OF STEVENS POINT  
PORTAGE COUNTY, WISCONSIN

K.B. WILLET ICE ARENA BUILDING ADDITION AND GOERKE PARK EXTERIOR RE-CLADDING

SHEET INDEX

GENERAL

G001 COVER SHEET

CIVIL

C100 EXISTING & DEMOLITION CONDITIONS  
C200 PROPOSED SITE CONDITIONS

ARCHITECTURAL

A100.1 LOWER LEVEL DEMO + FLOOR PLAN - LOCKER ROOMS  
A100.2 LOWER LEVEL FLOOR PLAN - NEW BUILDING ADDITION  
A101 FIRST FLOOR PLAN - NEW BUILDING ADDITION  
A109 ROOF PLAN  
A201 ICE ARENA - EXTERIOR ELEVATIONS  
A202 PRESS BOX - EXTERIOR ELEVATIONS  
A203 CONGRESSIONS - EXTERIOR ELEVATIONS

PROJECT INFORMATION

OWNER/DEVELOPER:

CITY OF STEVENS POINT  
2442 SIMS AVE  
STEVENS POINT, WI 54481  
PH: (715) 346-1531  
CONTACT: DAN KREMER  
DIRECTOR OF PARKS, RECREATION AND FORESTRY  
EMAIL: DKREMER@STEVENSPOINT.COM

PLUMBING ENGINEER:

RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
CONTACT: DAVID ROBERTS  
EMAIL: DROBERTS@RAMAKER.COM

ARCHITECT:

RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
ARCHITECT: JOE GALLAGHER  
PROJECT MANAGER: DEVIN ENGLE  
EMAIL: DENGLE@RAMAKER.COM

INTERIOR DESIGN:

RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
CONTACT: MANDY CHRISTOPH  
EMAIL: ACHRISTOPH@RAMAKER.COM

CIVIL:

RETTLER CORPORATION  
3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PH: (715) 341-2633  
CONTACT: ROSS H RETTLER  
EMAIL: ROSS@RETTLER.COM

LANDSCAPE ARCHITECT:

RETTLER CORPORATION  
3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PH: (715) 341-2633  
CONTACT: ROSS H RETTLER  
EMAIL: ROSS@RETTLER.COM

STRUCTURAL ENGINEER:

RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
CONTACT: JEFF ZANDER  
EMAIL: JZANDER@RAMAKER.COM

MECHANICAL ENGINEER:

RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
CONTACT: KURT KREDERER  
EMAIL: KKREDERER@RAMAKER.COM

ELECTRICAL ENGINEER:

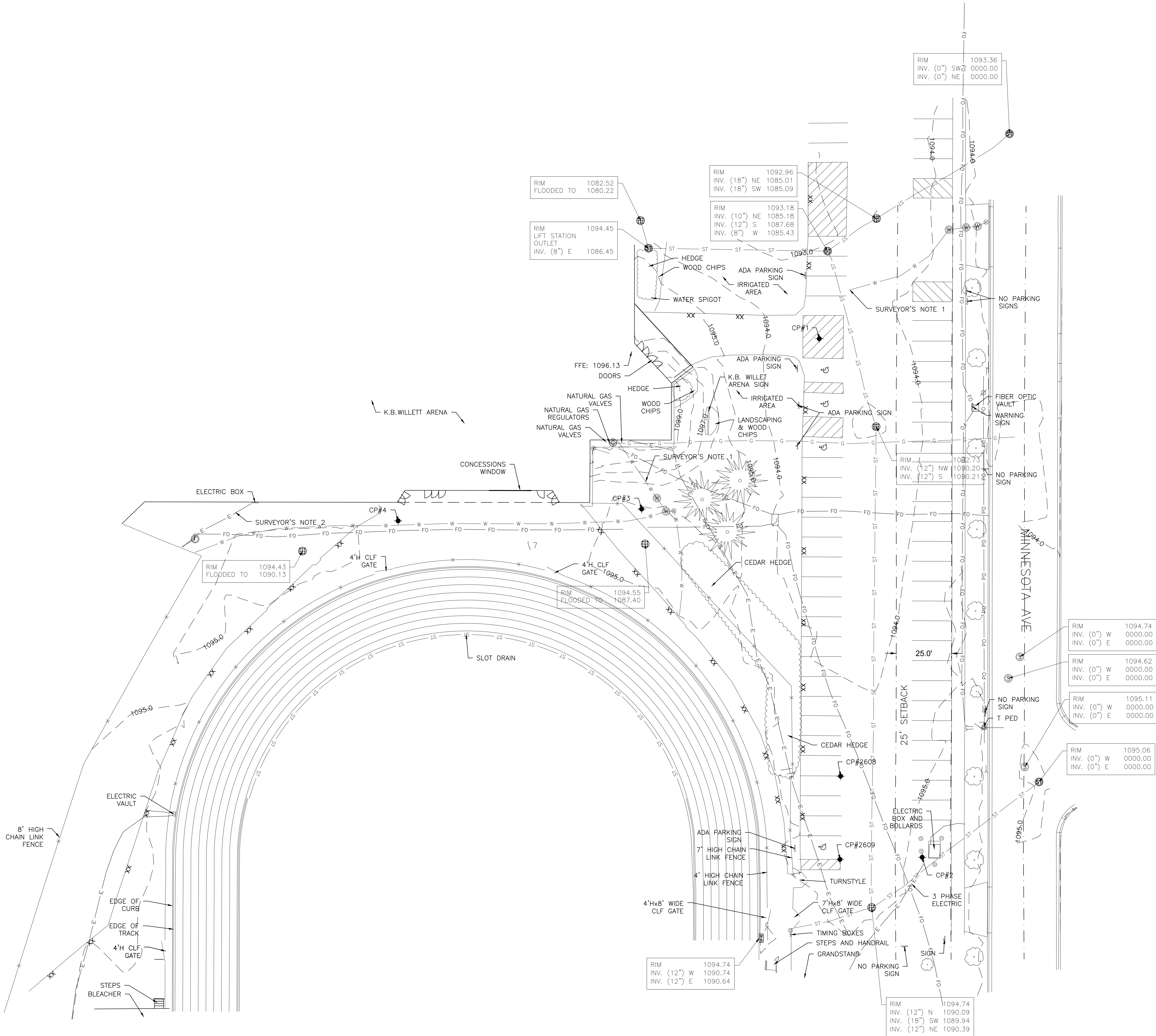
RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PH: (608) 643-4100  
FAX: (608) 643-7999  
CONTACT: TONY LOBRACO  
EMAIL: TLOBRACO@RAMAKER.COM



PRELIMINARY  
FOR REVIEW  
PURPOSES ONLY

| REV              | DATE                                      |
|------------------|-------------------------------------------|
| DATE ISSUED      | 05/27/2022                                |
| ISSUE PHASE      | PLAN COMMISSION REVIEW                    |
| PROJECT TITLE    | GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS |
| PROJECT OWNER    | STEVENS POINT                             |
| PROJECT LOCATION | STEVENS POINT, WI                         |
| SHEET TITLE      | COVER SHEET                               |
| PROJECT NUMBER   | 55207                                     |
| SHEET NUMBER     | G001                                      |





## LEGEND

|  |                    |  |                    |
|--|--------------------|--|--------------------|
|  | LIGHT POLE         |  | STORM SEWER        |
|  | BOLLARD LIGHT      |  | POWER OVERHEAD     |
|  | POWER POLE         |  | BURIED ELECTRIC    |
|  | GUY                |  | BURIED GAS         |
|  | ELECTRIC METER     |  | BURIED TELEPHONE   |
|  | ELECTRICAL BOX     |  | WATERMAIN          |
|  | ELECTRIC OUTLETS   |  | FIBER OPTICS       |
|  | ELECTRICAL MANHOLE |  | EDGE OF BITUMINOUS |
|  | GAS METER          |  | VENT PIPE          |
|  | GAS VALVE          |  | BIRDHOUSE          |
|  | TELEPHONE PEDESTAL |  | BASKETBALL HOOP    |
|  | TELEPHONE MANHOLE  |  | FLAG POLE          |
|  | SANITARY MANHOLE   |  | SIGN               |
|  | WATER MANHOLE      |  | DECIDUOUS TREE     |
|  | STORM MANHOLE      |  | CONIFEROUS TREE    |
|  | UTILITY MANHOLE    |  | STUMP              |
|  | CATCH BASIN        |  | BUSH/SHRUB         |
|  | CATCH BASIN        |  | CONTOUR LINE       |
|  | CATCH BASIN        |  | VERTICAL PIPE/POST |
|  | WATER VALVE        |  | BENCH              |
|  | HYDRANT            |  | DISC GOLF BASKET   |
|  | IRRIGATION BOX     |  | BUILDINGS          |
|  | FENCE              |  | WETLAND            |
|  | SANITARY SEWER     |  | CONTROL POINT      |

## UNDERGROUND UTILITIES

## DESCRIPTION

## BENCHMARK

## SURVEY CONTROL POINTS

COORDINATE SYSTEM BASED ON: NAD83 (2011) WITH WAUPACA COUNTY COORDINATES USING WISCORS

CP #1 - CP MAG  
N: 204044.93  
E: 169369.00  
Z: 1093.62

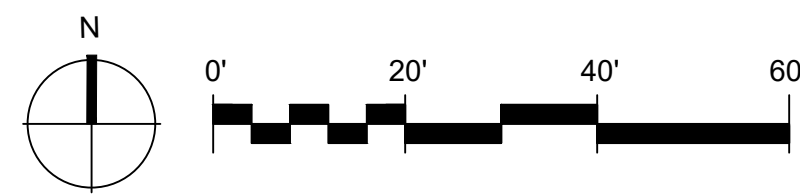
CP #2 - CP MAG  
N: 203810.33  
E: 169415.51  
Z: 1095.40

CP #3 - CP NAIL  
N: 203967.86  
E: 169288.61  
Z: 1094.94

CP #4 - CP MAG  
N: 203962.52  
E: 169178.51  
Z: 1095.37

## SURVEYOR'S NOTES

- WATERMAIN LOCATION IS APPROXIMATE AND BASED UPON INFORMATION FROM CITY WATER DEPARTMENT. NO SIGNAL FOUND.
- NATURAL GAS LINE CO-LOCATED WITH ELECTRIC IN THIS AREA PER CITY MAINTENANCE.



REV DATE ISSUED FOR

A

DRAWN: R RAMIREZ

CHECKED: R RETTLER

DOCUMENT NO. 21.073

**RETTLER** corporation

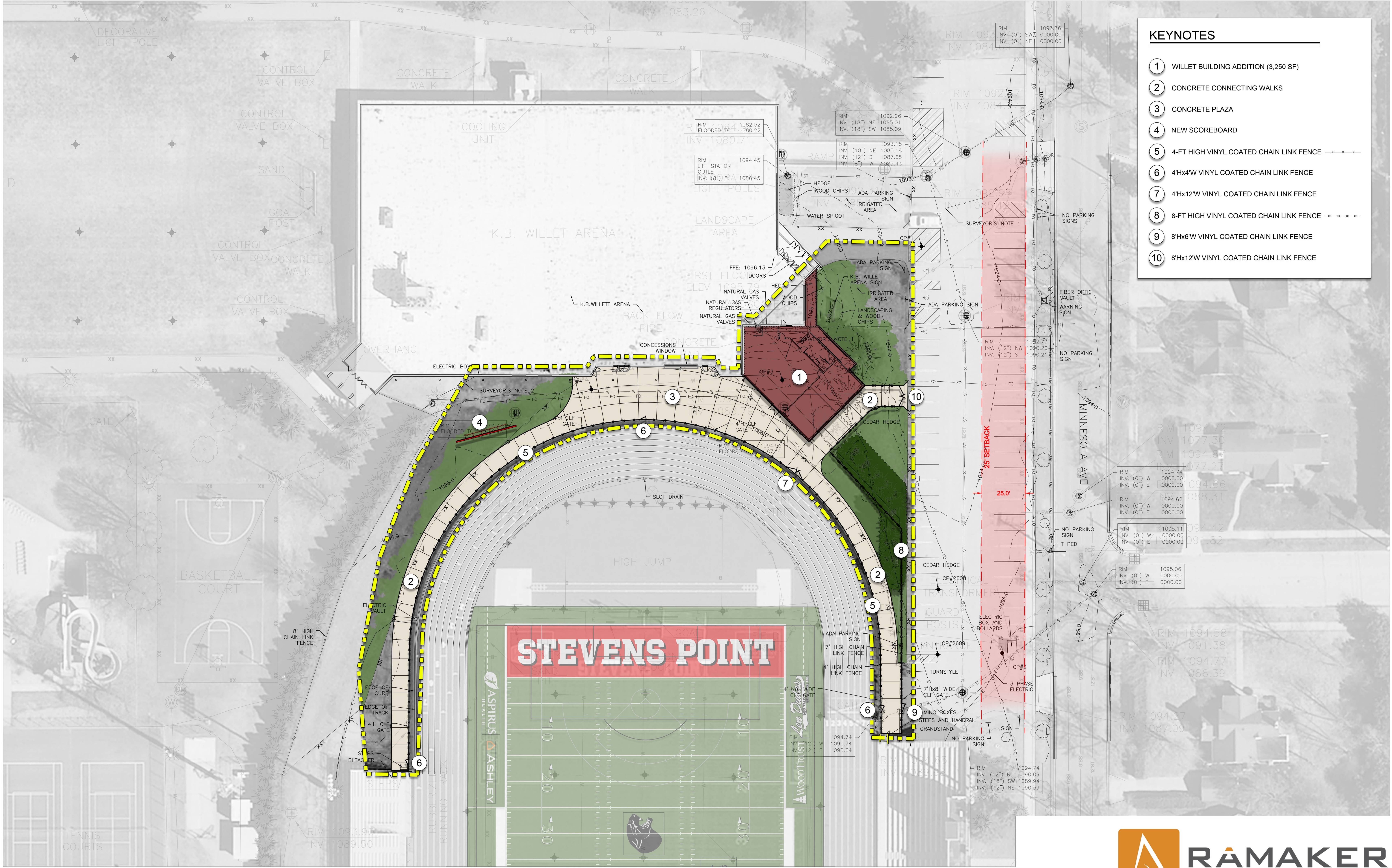
3377 Business Park Drive, Stevens Point, WI 54482  
Telephone: 715-341-2653, Fax: 715-341-0437  
email: info@rettler.com website: www.rettler.com

K.B. WILLETT ARENA BUILDING ADDITION  
SITE REDEVELOPMENT PROJECT

EXISTING SITE PLAN

CITY OF STEVENS POINT  
GOERKE PARK  
1000 MINNESOTA AVE  
STEVENS POINT, WISCONSIN 54481

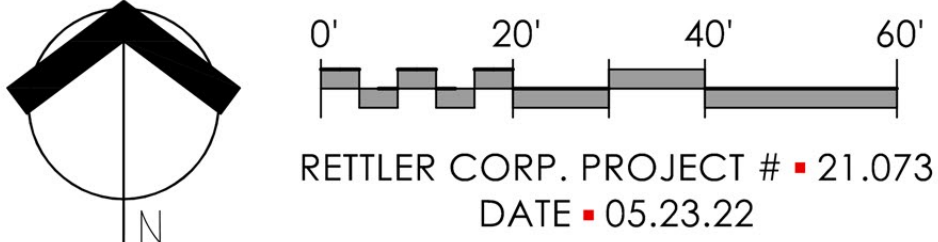




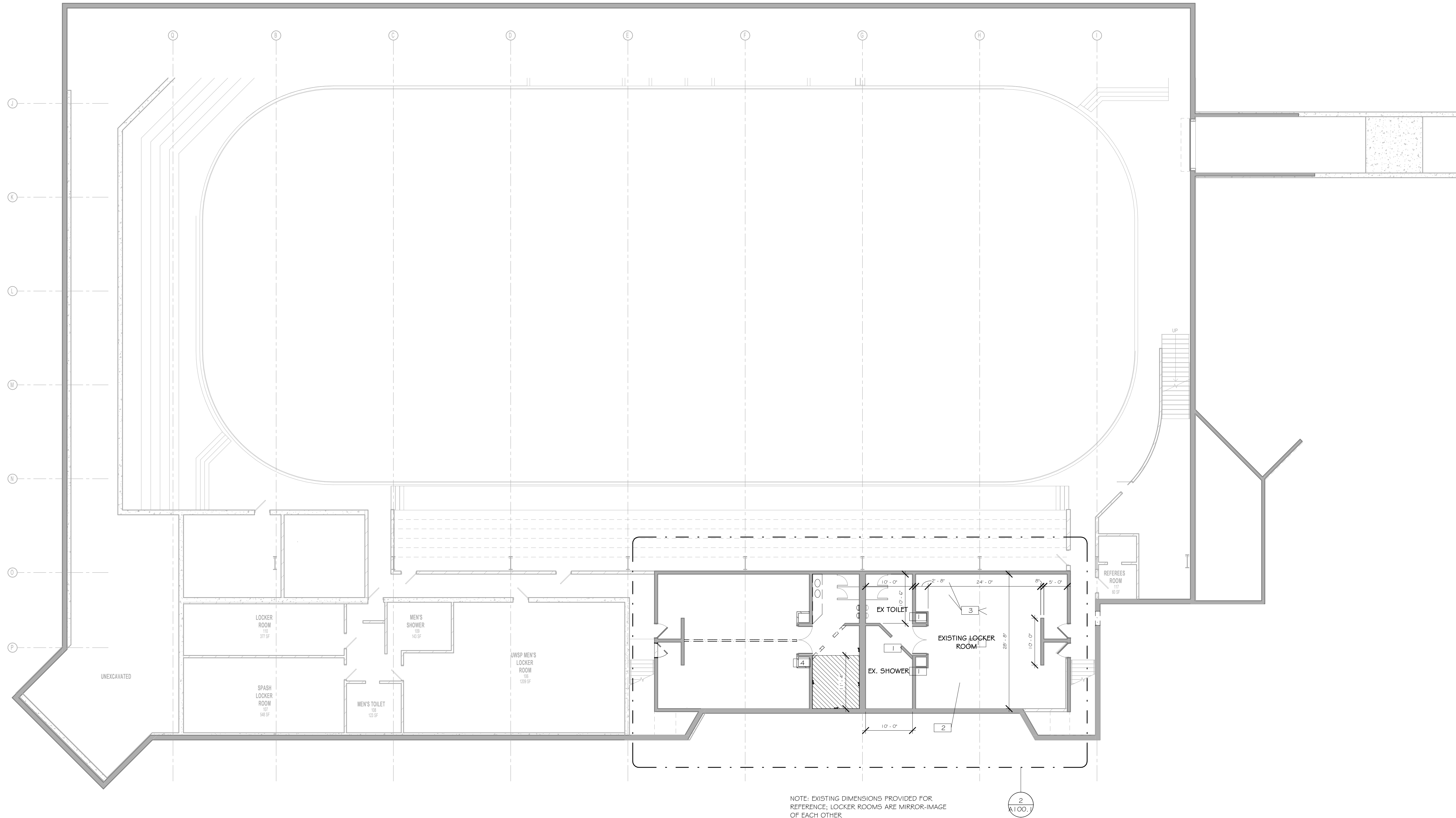
- KEYNOTES**
- 1 WILLET BUILDING ADDITION (3,250 SF)
  - 2 CONCRETE CONNECTING WALKS
  - 3 CONCRETE PLAZA
  - 4 NEW SCOREBOARD
  - 5 4-FT HIGH VINYL COATED CHAIN LINK FENCE
  - 6 4'Hx4'W VINYL COATED CHAIN LINK FENCE
  - 7 4'Hx12'W VINYL COATED CHAIN LINK FENCE
  - 8 8-FT HIGH VINYL COATED CHAIN LINK FENCE
  - 9 8'Hx6'W VINYL COATED CHAIN LINK FENCE
  - 10 8'Hx12'W VINYL COATED CHAIN LINK FENCE



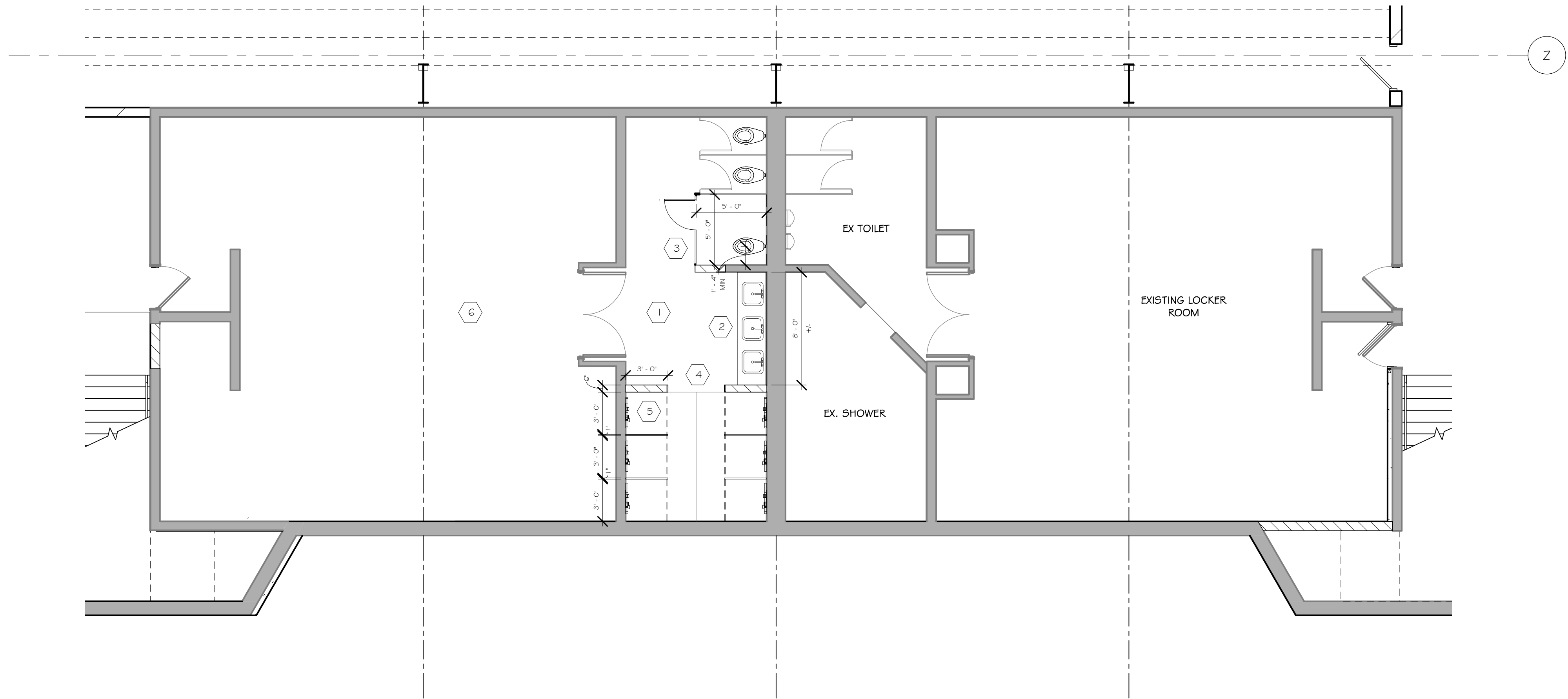
**CITY OF STEVENS POINT**  
K.B. WILLETT IMPROVEMENTS AT GEORKE PARK  
1100 MINNESOTA AVE, STEVENS POINT, WI 54481







1 EXISTING LOWER LEVEL - LOCKER ROOM DEMO  
SCALE: 3/32" = 1'-0"



2 EXISTING LOWER LEVEL - NEW LOCKER ROOM FLOOR PLAN  
SCALE: 3/16" = 1'-0"

- GENERAL NOTES - ARCHITECTURAL DEMOLITION + FINISH FLOOR PLAN NOTES:**
1. GENERAL CONTRACTOR TO REMOVE AND DISPOSE OF ALL MATERIALS AS NECESSARY. SALVAGE/RECYCLE ALL EXISTING PLUMBING FIXTURES; COORDINATE WITH BUILDING OPERATOR.
  2. PROTECT EXISTING SURFACES AND FINISHES AT CONSTRUCTION ADJACENT TO REMODELED AREAS. PATCH, REPAIR OR REPLACE ALL AREAS DAMAGED OR DISTURBED BY CONSTRUCTION.
  3. COORDINATE ALL CUTTING AND PATCHING AS REQUIRED (INDICATED OR NOT) FOR MECHANICAL, PLUMBING AND ELECTRICAL WORK IN EXISTING SPACES.
  4. PATCH ALL HOLES IN EXISTING SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITION HAS OCCURRED AND PREPARE SURFACES AS REQUIRED FOR SCHEDULED FINISHES. PATCH TO MATCH ADJACENT SURFACES IF NOT SCHEDULED.
  5. MATCH FINISHED WALL THICKNESS WHERE NEW WALLS OCCUR IN LINE WITH EXISTING WALLS.
  6. ALL EXISTING FLOOR OPENINGS AND DEPRESSIONS NOT USED IN THE WORK SHALL BE FILLED OR CLOSED WITH MATERIALS TO MATCH ADJACENT SURFACES AND FINISHES. FIELD VERIFY PRIOR TO BIDDING.
  7. REINSTALL MISC. WALL HUNG EQUIPMENT / DEVICES REMOVED DURING DEMOLITION PER OWNERS DIRECTION.
  8. PREPARE EXISTING WALL SURFACES (PATCH, SKIM COAT, ETC) AS REQUIRED IN PREPARATION FOR SCHEDULED FINISHES.
  9. GENERAL CONTRACTOR TO PROVIDE SAFETY AND DUST PARTITION BETWEEN ENTRANCE TO EXISTING LOCKER ROOM AND ICE ARENA CORRIDORS AS REQUIRED TO MINIMIZE DISRUPTION IN ARENA. GENERAL CONTRACTOR WILL COORDINATE SCHEDULE OF DISRUPTIVE WORK WITH BUILDING OPERATOR.
  10. GC TO COORDINATE SHUT-DOWN OF ANY UTILITIES WITH BUILDING OPERATOR. TEMPORARY GENERATOR MAY BE REQUIRED WHEN NEW ELECTRICAL SERVICE IS CONNECTED TO EXISTING AT BUILDING ADDITION.
  11. AT ANY TIME DURING CONSTRUCTION, SHOULD ANY MOLD ISSUES BE ENCOUNTERED, THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT. BASED ON PHOTOGRAPHS OR ON-SITE INSPECTION, THE ARCHITECT WILL DETERMINE THE EXTENT OF REPLACEMENT OR ACTION REQUIRED IF ANY, WITH BUILDING OPERATOR.

| DEMOLITION KEY NOTES |                                                                                     |
|----------------------|-------------------------------------------------------------------------------------|
| KEY TEXT             | DESCRIPTION                                                                         |
| 1                    | EXISTING WALL TO BE REMOVED IN ITS ENTIRETY.                                        |
| 2                    | EXISTING EPOXY FLOOR AND SLOPE TO BE CUT OUT FOR NEW SLOPE PATTERN + SHOWER DRAINS. |
| 3                    | REFER TO GENERAL NOTES FOR REMOVAL OF EXISTING FIXTURES.                            |
| 4                    | EXISTING DOOR AND FRAME TO BE REMOVED; PREPARE FOR NEW WALL INFILL.                 |

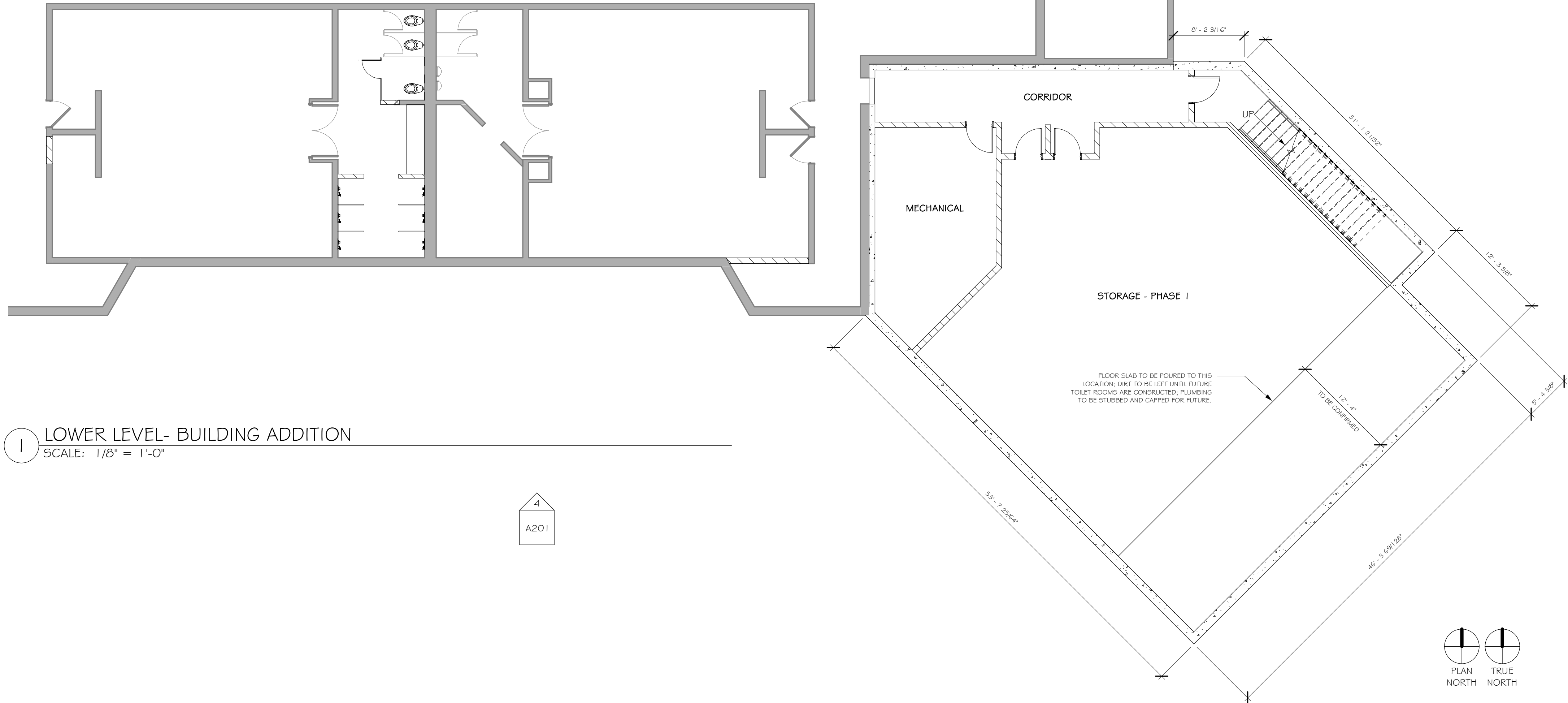
| PLAN KEY NOTES |                                                                                                                                      |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| KEY TEXT       | DESCRIPTION                                                                                                                          |
| 1              | ENTIRETY OF LOCKER ROOM TOILETS/SINK/SHOWER AREA TO BE EPOXY FLOOR WITH EPOXY COVE BASE. WALLS TO BE PAINTED WHITE; FINAL COLOR TBD. |
| 2              | SINKS TO BE DETERMINED                                                                                                               |
| 3              | TOILET FIXTURES AND PARTITION TO BE DETERMINED                                                                                       |
| 4              | SHOWER AREA FLOOR TO BE SLOPED FROM CENTER TO PERIMETER TRENCH DRAINS AT EACH SHOWER.                                                |
| 5              | SHOWER HEAD TO BE DETERMINED                                                                                                         |
| 6              | ENTIRETY OF SPACE TO BE PATCHED, PRIMED, VANILLA BOX FOR STEVENS POINT HOCKEY TO FINISH. REFER TO MEP SHEETS FOR ADDITIONAL NOTES.   |



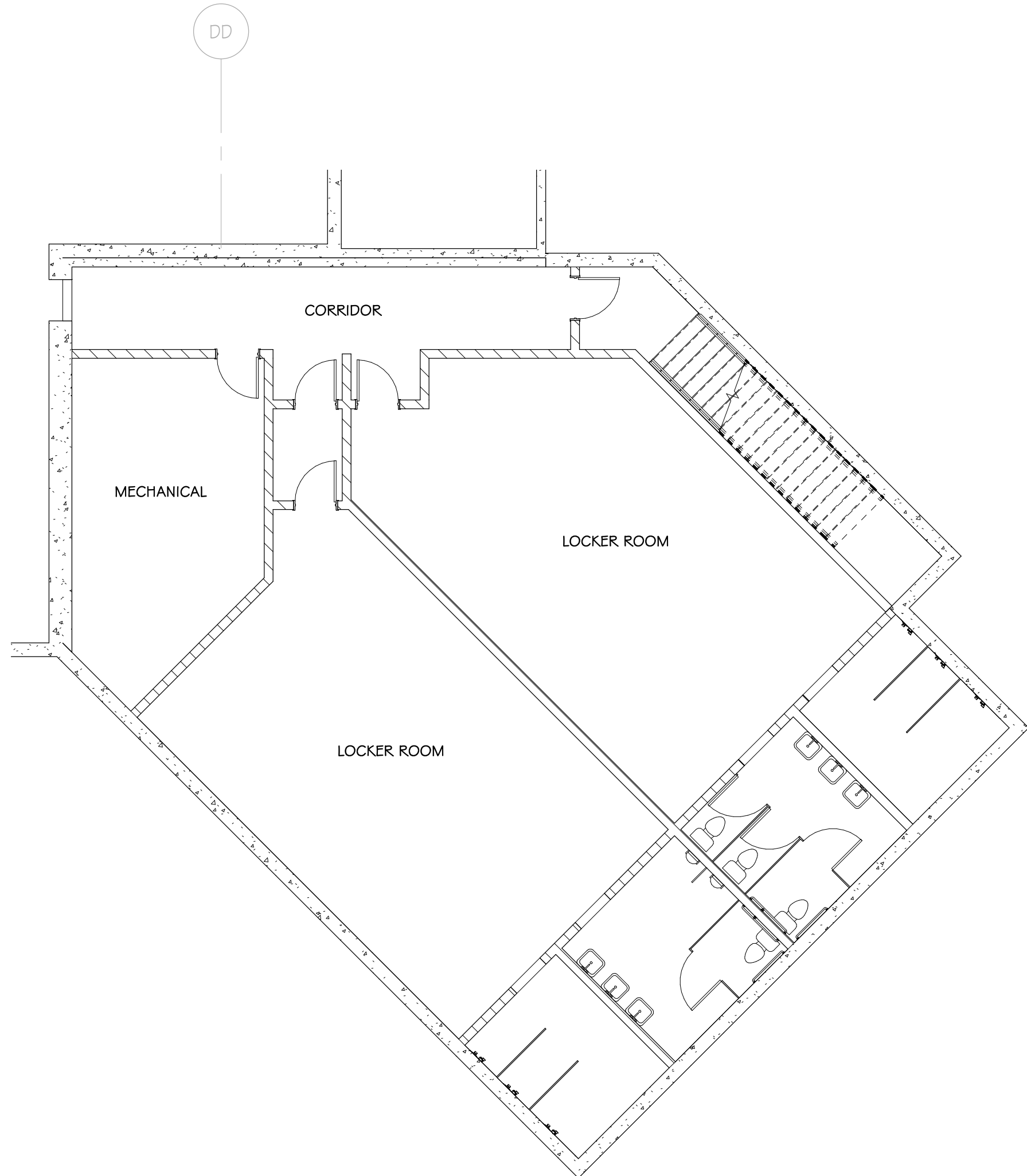
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|                  |                                                    |
|------------------|----------------------------------------------------|
| REV              | DATE                                               |
| ISSUED           | 05/27/2022                                         |
| ISSUE PHASE      | PLAN COMMISSION REVIEW                             |
| PROJECT TITLE    | GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS          |
| PROJECT OWNER    | STEVENS POINT                                      |
| PROJECT LOCATION | STEVENS POINT, WI                                  |
| SHEET TITLE      | LOWER LEVEL DEMO<br>+ FLOOR PLAN -<br>LOCKER ROOMS |
| PROJECT NUMBER   | 55207                                              |
| SHEET NUMBER     | A100.1                                             |





1 LOWER LEVEL- BUILDING ADDITION  
SCALE: 1/8" = 1'-0"



2 LOWER LEVEL-BUILDING ADDITION - PHASE 2  
SCALE: 1/8" = 1'-0"

| PLAN KEY NOTES |                                                                                                                                    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|
| KEY TEXT       | DESCRIPTION                                                                                                                        |
| 1              | ENTIRETY OF LOCKER ROOM TOILETS/SHOWER AREA TO BE EPOXY FLOOR WITH EPOXY COVE BASE. WALLS TO BE PAINTED WHITE; FINAL COLOR TBD.    |
| 2              | SINKS TO BE DETERMINED                                                                                                             |
| 3              | TOILET FIXTURES AND PARTITION TO BE DETERMINED                                                                                     |
| 4              | SHOWER AREA FLOOR TO BE SLOPED FROM CENTER TO PERIMETER TRENCH DRAINS AT EACH SHOWER.                                              |
| 5              | SHOWER HEAD TO BE DETERMINED                                                                                                       |
| 6              | ENTIRETY OF SPACE TO BE PATCHED, PRIMED, VANILLA BOX FOR STEVENS POINT HOCKEY TO FINISH. REFER TO MEP SHEETS FOR ADDITIONAL NOTES. |

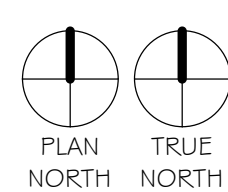
NOTES:  
- WALL, FLOOR, & ROOF ASSEMBLIES ARE INDICATED WITH . SEE VERTICAL & HORIZONTAL ASSEMBLY SHEETS FOR MORE INFO.



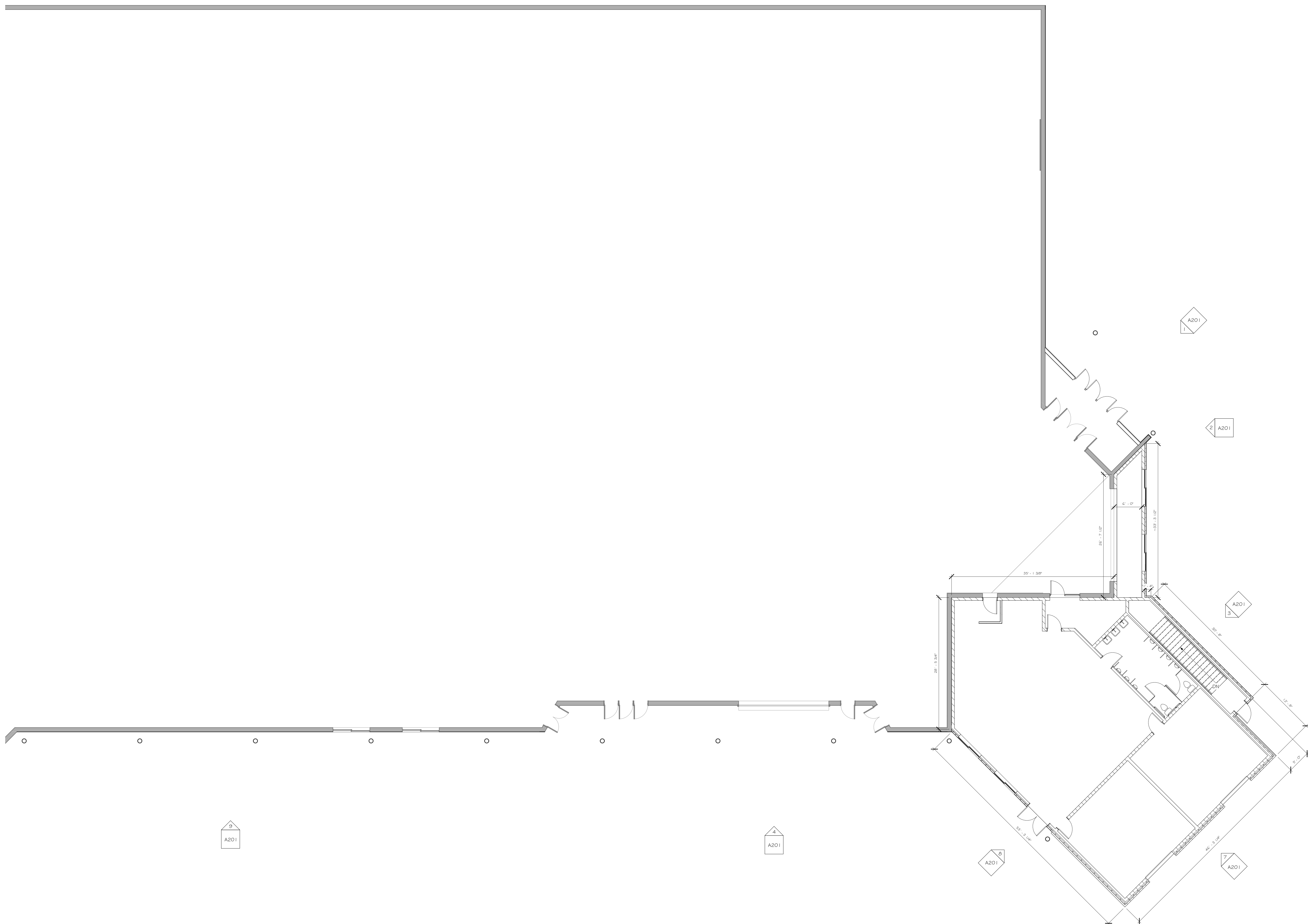
**PRELIMINARY**  
**FOR REVIEW**  
**PURPOSES ONLY**

|                  |                                                      |
|------------------|------------------------------------------------------|
| REV              | DATE                                                 |
| DATE ISSUED      | 05/27/2022                                           |
| ISSUE PHASE      | PLAN COMMISSION REVIEW                               |
| PROJECT TITLE    | GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS            |
| PROJECT OWNER    | STEVENS POINT                                        |
| PROJECT LOCATION | STEVENS POINT, WI                                    |
| SHEET TITLE      | LOWER LEVEL FLOOR<br>PLAN - NEW BUILDING<br>ADDITION |
| PROJECT NUMBER   | 55207                                                |
| SHEET NUMBER     | A100.2                                               |





1 FIRST FLOOR- ICE ARENA  
SCALE: 1/8" = 1'-0"



**NOTES:**

- WALL, FLOOR, & ROOF ASSEMBLIES ARE INDICATED WITH . SEE VERTICAL & HORIZONTAL ASSEMBLY SHEETS FOR MORE INFO.



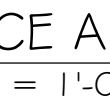
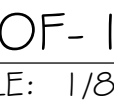
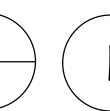
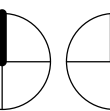
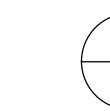
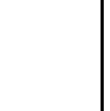
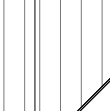
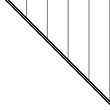
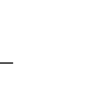
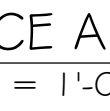
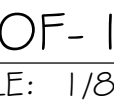
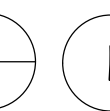
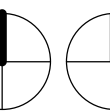
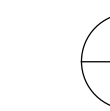
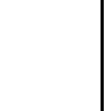
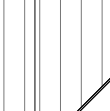
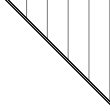
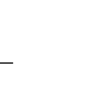
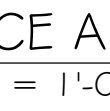
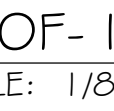
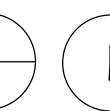
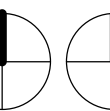
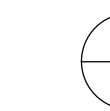
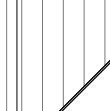
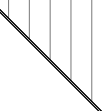
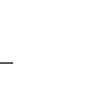
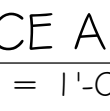
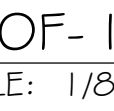
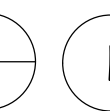
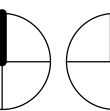
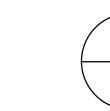
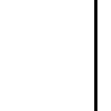
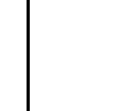
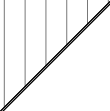
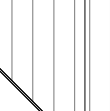
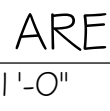
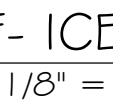
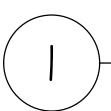
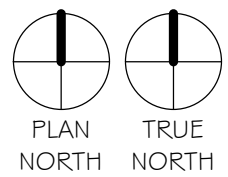
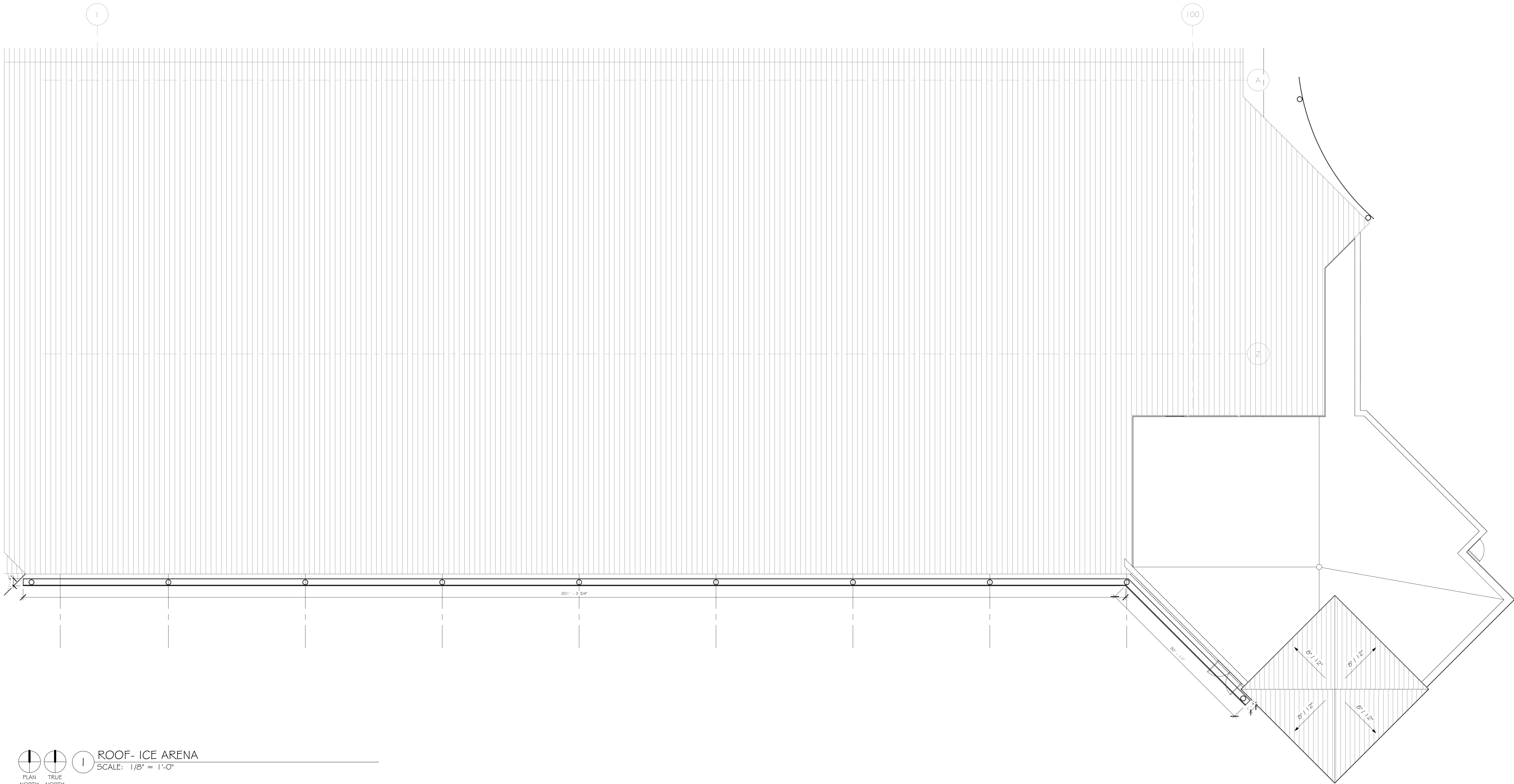
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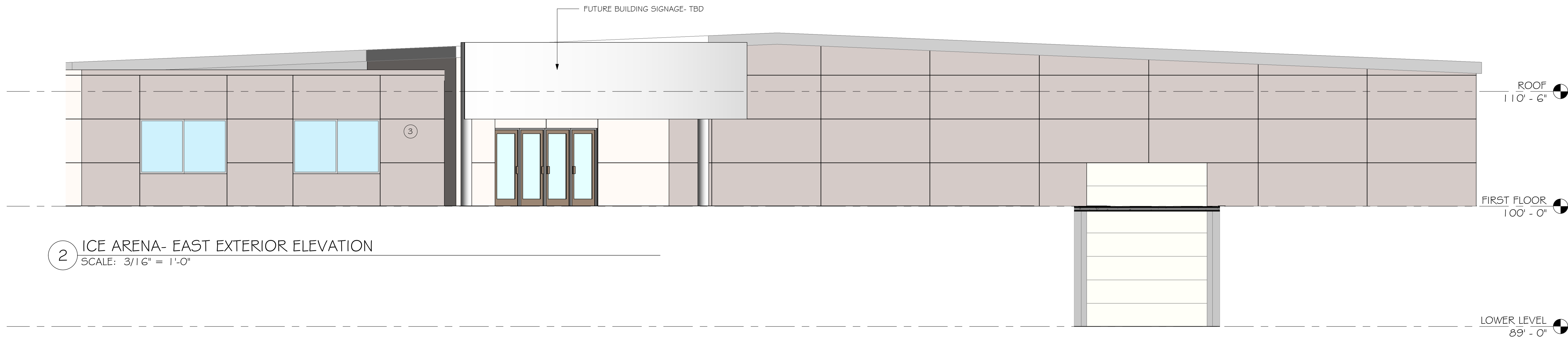
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|------------------------------------------------|------------------------|------|
| REV                                            |                        | DATE |
| DATE ISSUED                                    | 05/27/2022             |      |
| ISSUE PHASE                                    | PLAN COMMISSION REVIEW |      |
| PROJECT TITLE                                  |                        |      |
| GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS      |                        |      |
| PROJECT OWNER                                  |                        |      |
| STEVENS POINT                                  |                        |      |
| PROJECT LOCATION                               |                        |      |
| STEVENS POINT, WI                              |                        |      |
| SHEET TITLE                                    |                        |      |
| FIRST FLOOR PLAN -<br>NEW BUILDING<br>ADDITION |                        |      |
| PROJECT NUMBER                                 | 55207                  |      |
| SHEET NUMBER                                   | A101                   |      |



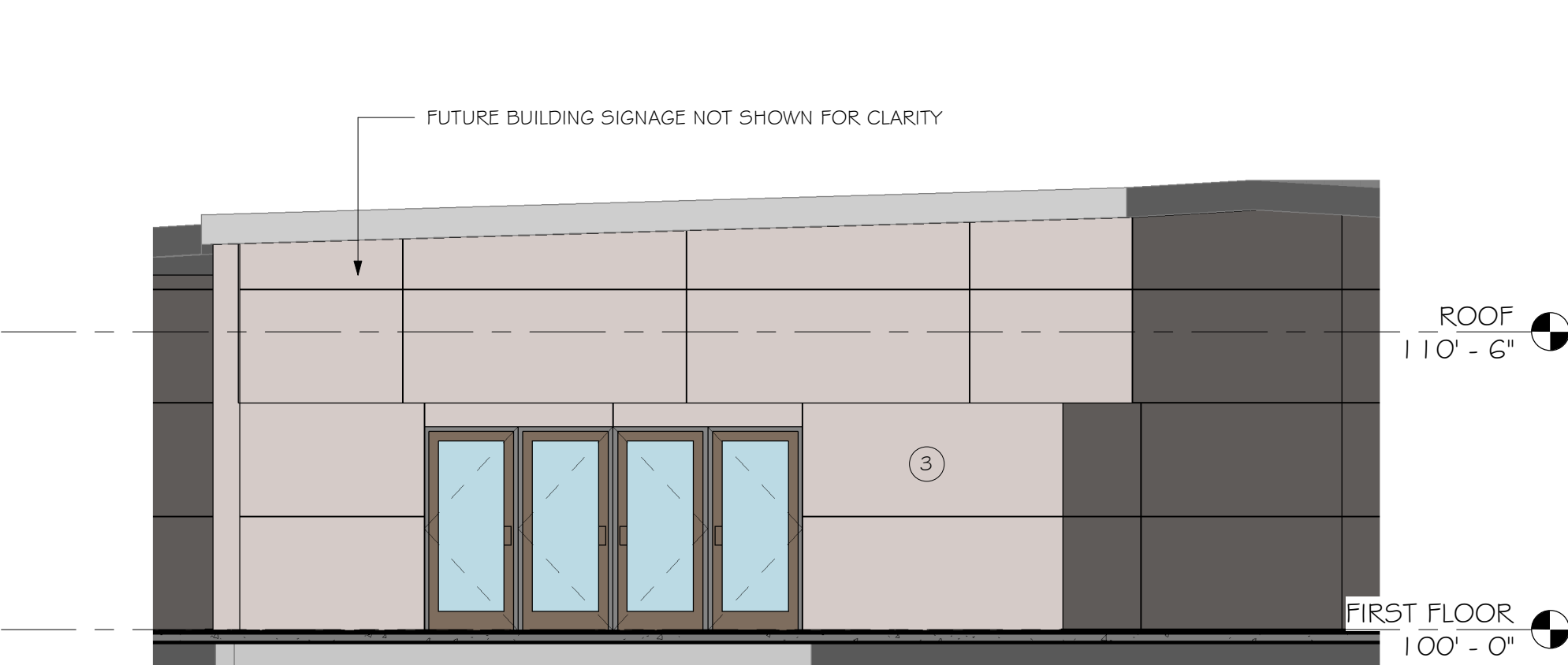




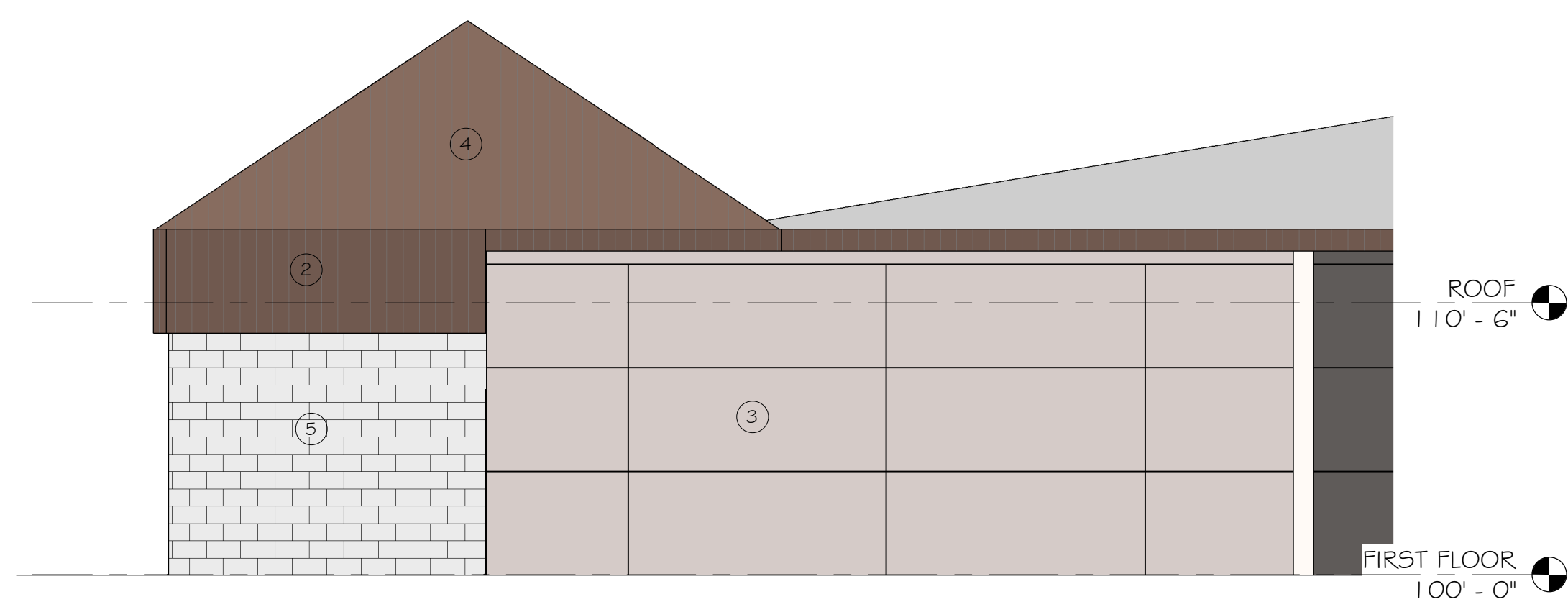


2 ICE ARENA- EAST EXTERIOR ELEVATION  
SCALE: 3/16" = 1'-0"

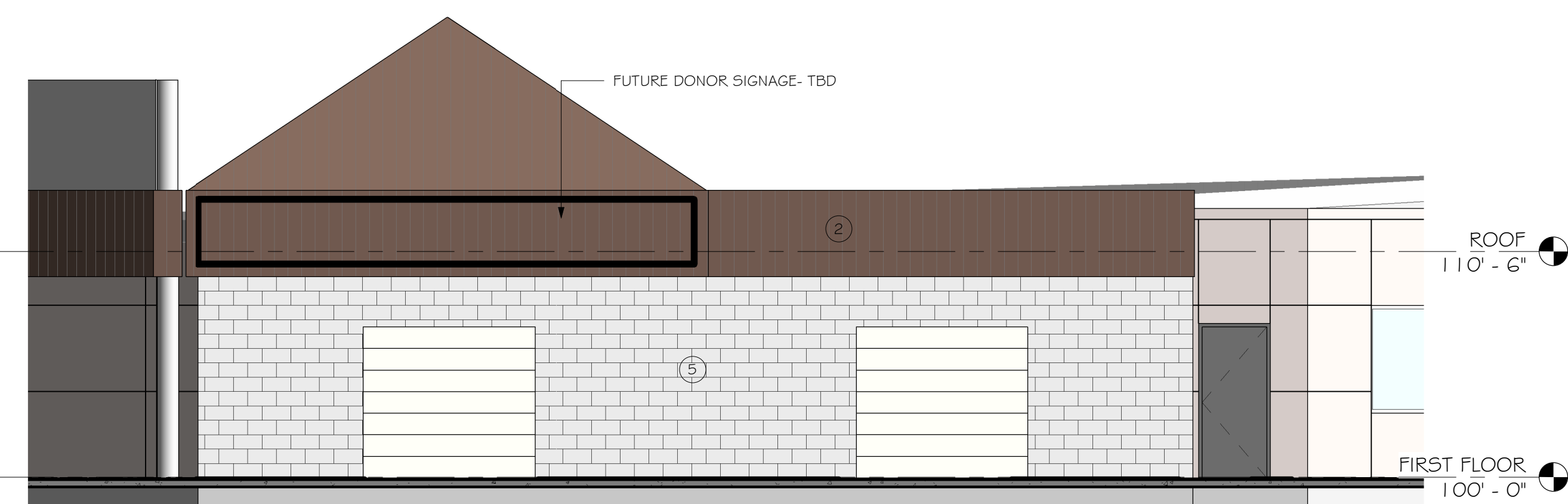
| EXTERIOR KEY NOTES |                                       |                                            |                 |                                                                            |
|--------------------|---------------------------------------|--------------------------------------------|-----------------|----------------------------------------------------------------------------|
| KEYNOTE TAG        | DESCRIPTION                           | MANUFACTURER/STYLE                         | COLOR           | REMARKS                                                                    |
| 1                  | METAL COPING                          |                                            |                 |                                                                            |
| 2                  | METAL SOFFIT & FASCIA                 | TBD                                        | FINAL COLOR TBD | FASCIA TO BE STANDING-SEAM LOOK. FINISH: SOFFIT TO BE MATTE COLOR TO MATCH |
| 3                  | ALUMINUM COMPOSITE METAL PANEL SYSTEM | COATED METALS GROUP SYSTEM 3000 OR SIMILAR | CHAMPAGNE       | EXPOSED FASTENER INSTALLATION ON 25-4 OMEGA ALUMINUM PROFILE               |
| 4                  | STANDING SEAM METAL ROOFING           | TBD                                        | FINAL COLOR TBD | TBD                                                                        |
| 5                  | SPLIT-FACE CMU                        | TBD                                        | TBD             |                                                                            |
| 6                  | EXISTING CMU WALL                     |                                            |                 |                                                                            |



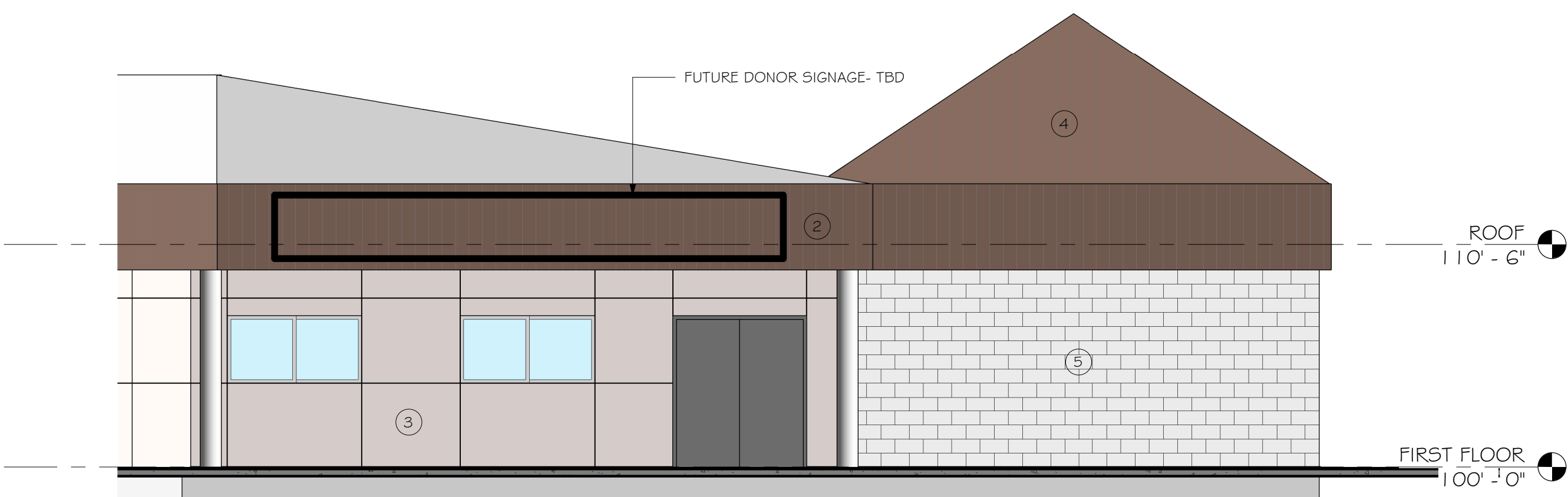
1 ICE ARENA- ENTRY AREA  
SCALE: 3/16" = 1'-0"



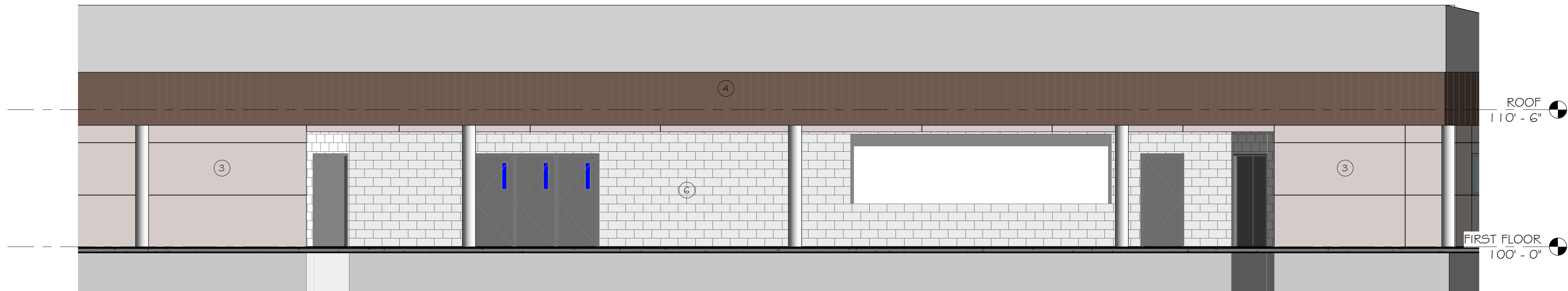
3 ICE ARENA- ADDITION EAST ELEVATION  
SCALE: 3/16" = 1'-0"



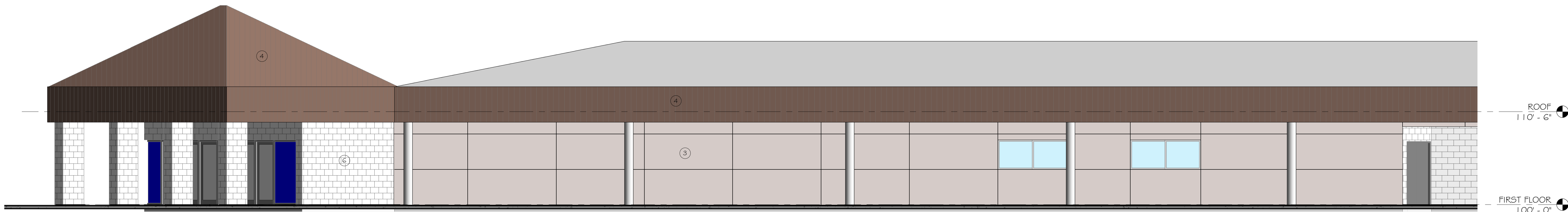
7 ICE ARENA- ADDITION SOUTH ELEVATION  
SCALE: 3/16" = 1'-0"



8 ICE ARENA- ADDITION WEST ELEVATION  
SCALE: 3/16" = 1'-0"



4 ICE ARENA- SOUTH EXTERIOR ELEVATION  
SCALE: 3/16" = 1'-0"



9 ICE ARENA- SOUTH EXTERIOR ELEVATION CONT.  
SCALE: 3/16" = 1'-0"

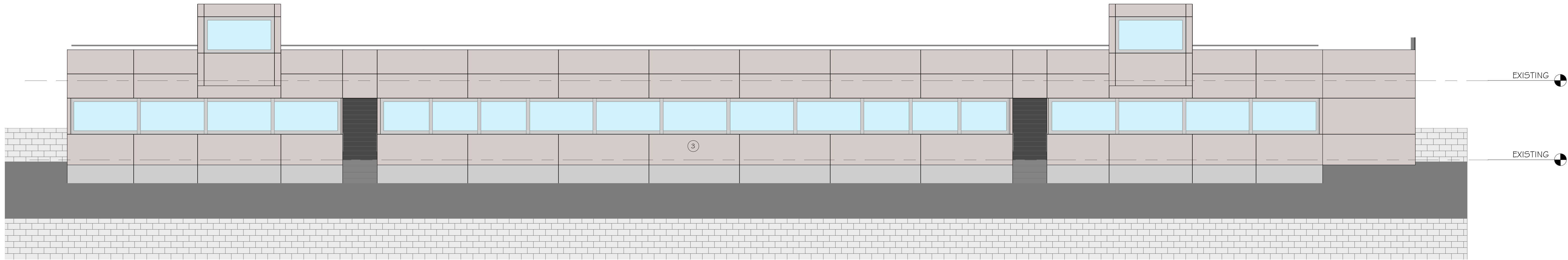
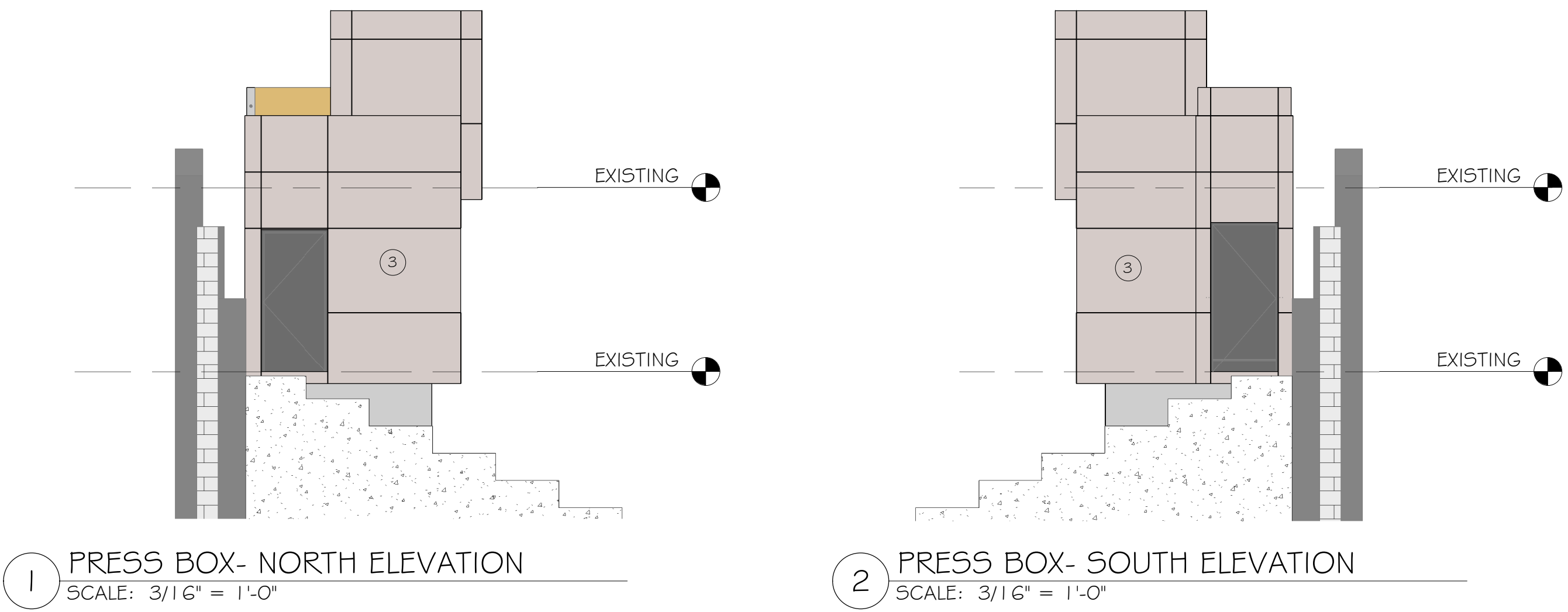


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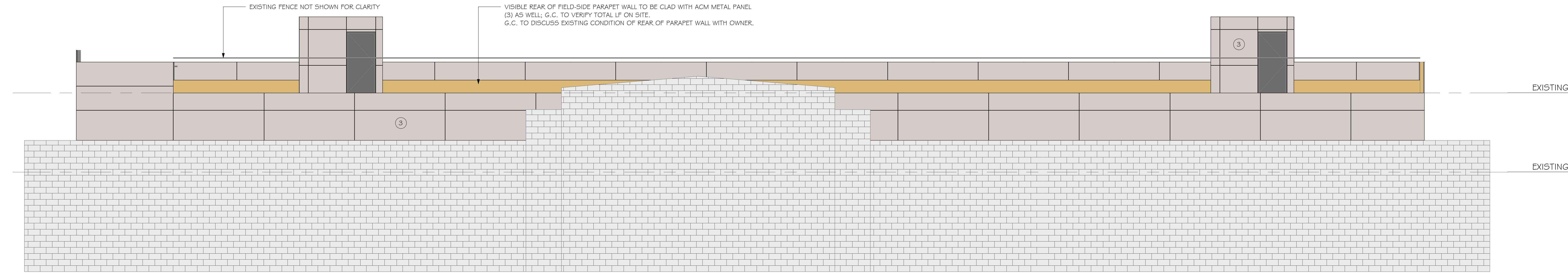
| REV                                       | DATE                   |
|-------------------------------------------|------------------------|
| DATE ISSUED                               | 05/27/2022             |
| ISSUE PHASE                               | PLAN COMMISSION REVIEW |
| PROJECT TITLE                             |                        |
| GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS |                        |
| PROJECT OWNER                             |                        |
| STEVENS POINT                             |                        |
| PROJECT LOCATION                          |                        |
| STEVENS POINT, WI                         |                        |
| SHEET TITLE                               |                        |
| ICE ARENA- EXTERIOR<br>ELEVATIONS         |                        |
| PROJECT NUMBER                            | 55207                  |
| SHEET NUMBER                              | A201                   |



| EXTERIOR KEY NOTES |                                       |                                            |                 |                                                                            |
|--------------------|---------------------------------------|--------------------------------------------|-----------------|----------------------------------------------------------------------------|
| KEYNOTE TAG        | DESCRIPTION                           | MANUFACTURER/STYLE                         | COLOR           | REMARKS                                                                    |
| 1                  | METAL COPING                          |                                            |                 |                                                                            |
| 2                  | METAL SOFFIT & FASCIA                 | TBD                                        | FINAL COLOR TBD | FASCIA TO BE STANDING-SEAM LOOK. FINISH: SOFFIT TO BE MATTE COLOR TO MATCH |
| 3                  | ALUMINUM COMPOSITE METAL PANEL SYSTEM | COATED METALS GROUP SYSTEM 3000 OR SIMILAR | CHAMPAGNE       | EXPOSED FASTENER INSTALLATION ON 25-4 OMEGA ALUMINUM PROFILE               |
| 4                  | STANDING SEAM METAL ROOFING           | TBD                                        | FINAL COLOR TBD | TBD                                                                        |
| 5                  | SPUT-FACE CMU                         | TBD                                        | TBD             |                                                                            |
| 6                  | EXISTING CMU WALL                     |                                            |                 |                                                                            |



3 PRESS BOX- WEST ELEVATION  
SCALE: 3/16" = 1'-0"



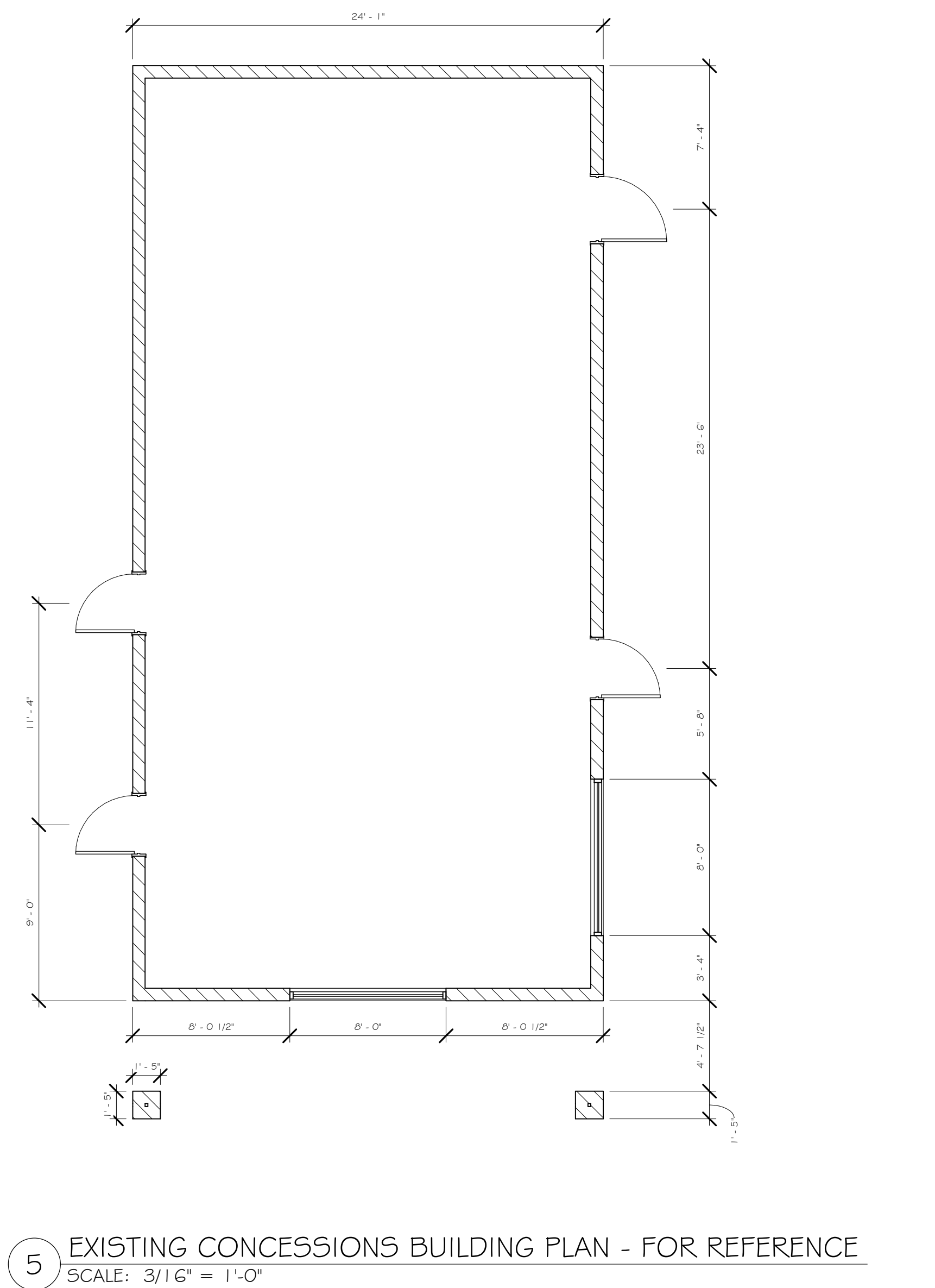
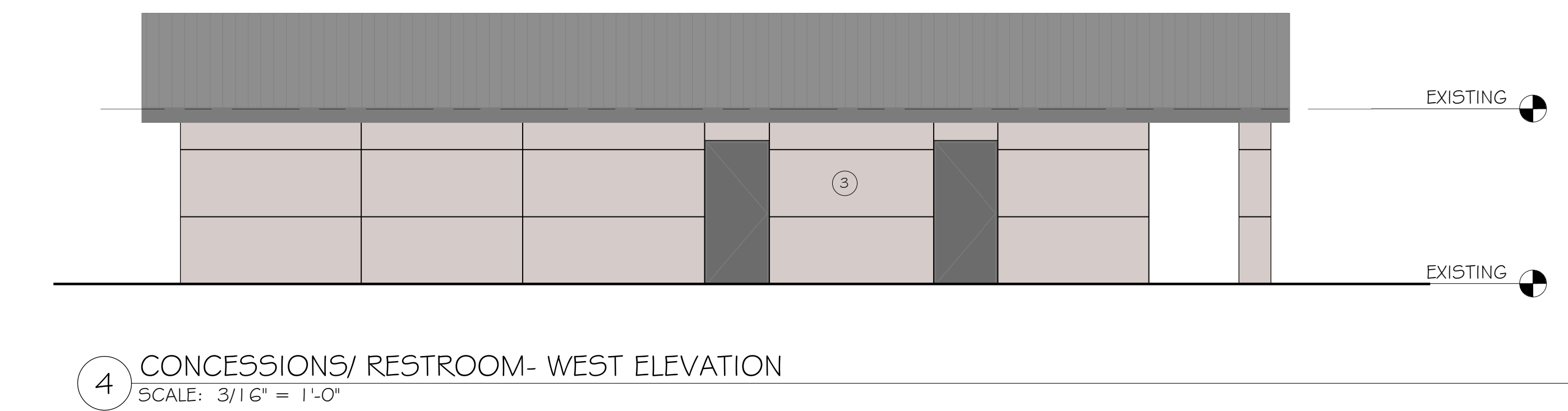
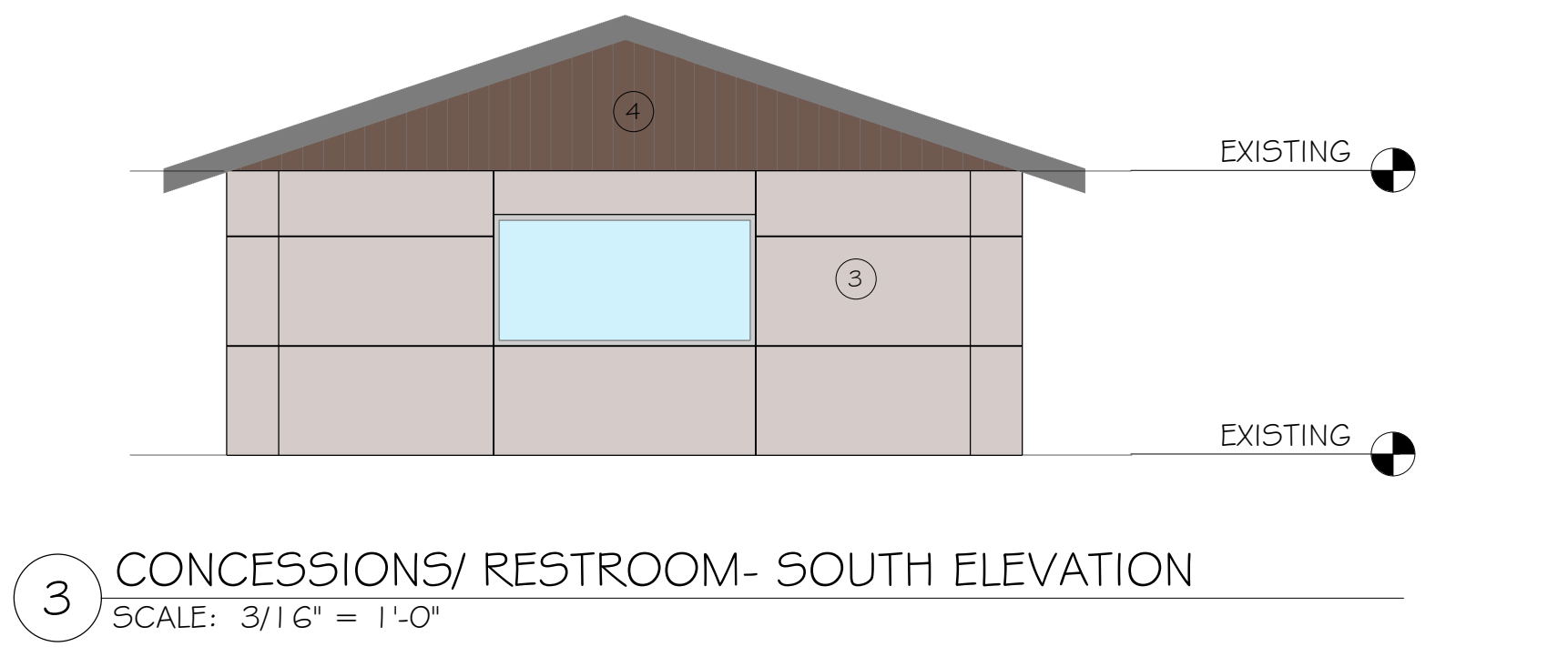
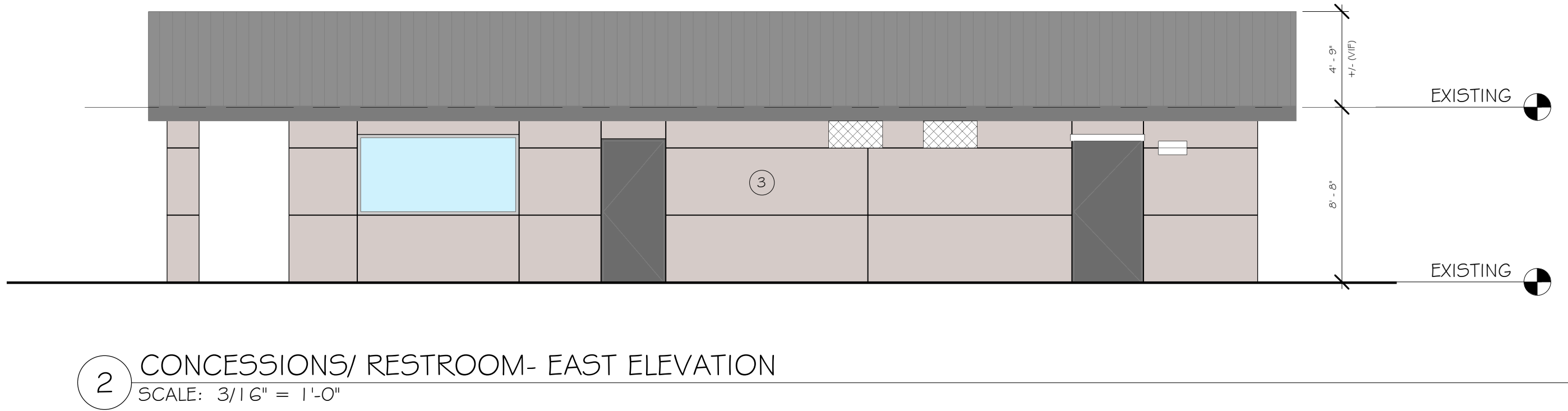
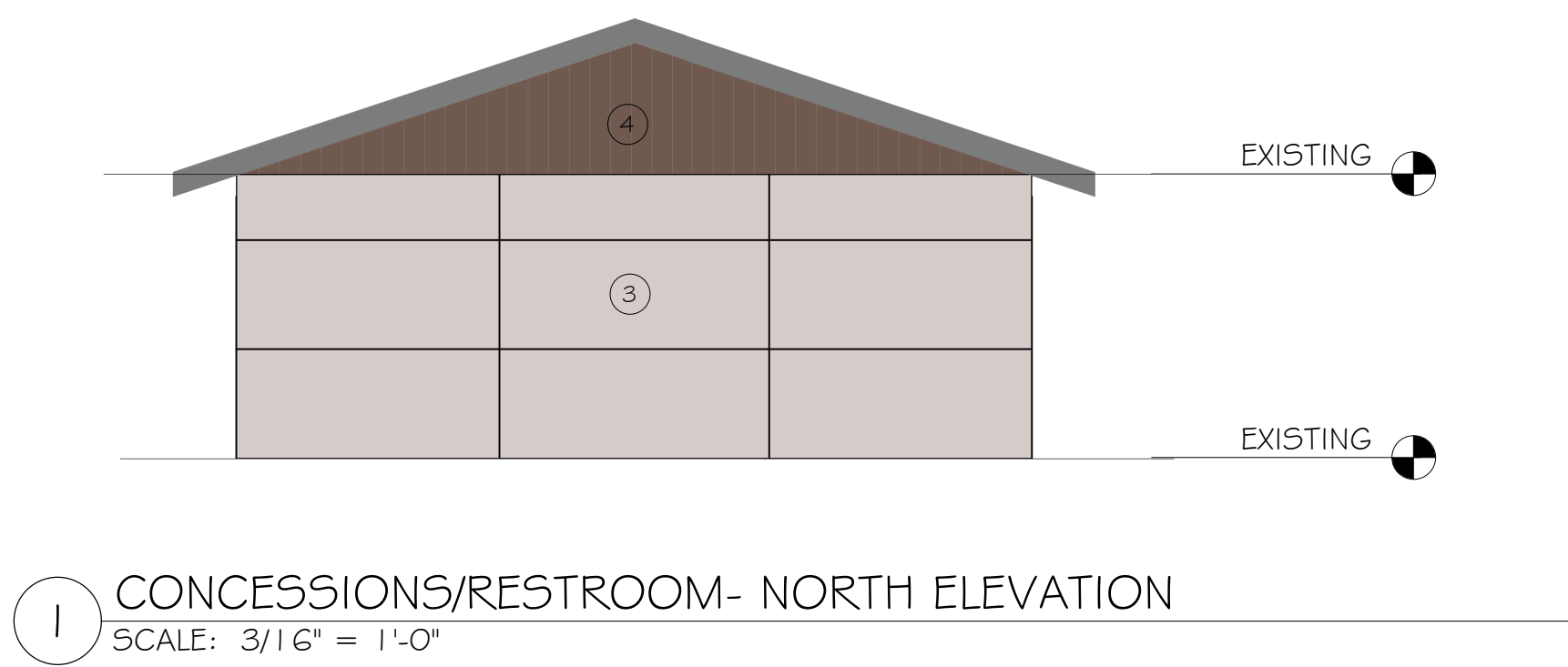
4 PRESS BOX- EAST ELEVATION  
SCALE: 3/16" = 1'-0"



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|------------------|-------------------------------------------|
| REV              | DATE                                      |
| DATE ISSUED      | 05/27/2022                                |
| ISSUE PHASE      | PLAN COMMISSION REVIEW                    |
| PROJECT TITLE    | GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS |
| PROJECT OWNER    | STEVENS POINT                             |
| PROJECT LOCATION | STEVENS POINT, WI                         |
| SHEET TITLE      | PRESS BOX-<br>EXTERIOR<br>ELEVATIONS      |
| PROJECT NUMBER   | 55207                                     |
| SHEET NUMBER     | A202                                      |





| EXTERIOR KEY NOTES |                                       |                                            |                 |                                                                           |
|--------------------|---------------------------------------|--------------------------------------------|-----------------|---------------------------------------------------------------------------|
| KEYNOTE TAG        | DESCRIPTION                           | MANUFACTURER/STYLE                         | COLOR           | REMARKS                                                                   |
| 1                  | METAL COPING                          |                                            |                 |                                                                           |
| 2                  | METAL SOFFIT & FASCIA                 | TBD                                        | FINAL COLOR TBD | FASCIA TO BE STANDING-SEAM LOOK FINISH; SOFFIT TO BE MATTE COLOR TO MATCH |
| 3                  | ALUMINUM COMPOSITE METAL PANEL SYSTEM | COATED METALS GROUP SYSTEM 3000 OR SIMILAR | CHAMPAGNE       | EXPOSED FASTENER INSTALLATION ON 254 OMEGA ALUMINUM PROFILE               |
| 4                  | STANDING SEAM METAL ROOFING           | TBD                                        | FINAL COLOR TBD | TBD                                                                       |
| 5                  | SPLIT-FACE CMU                        | TBD                                        | TBD             |                                                                           |
| 6                  | EXISTING CMU WALL                     |                                            |                 |                                                                           |



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| REV              | DATE                                      |
| DATE ISSUED      | 05/27/2022                                |
| ISSUE PHASE      | PLAN COMMISSION REVIEW                    |
| PROJECT TITLE    | GOERKE PARK/<br>KB WILLET<br>IMPROVEMENTS |
| PROJECT OWNER    | STEVENS POINT                             |
| PROJECT LOCATION | STEVENS POINT, WI                         |
| SHEET TITLE      | CONCESSIONS-<br>EXTERIOR<br>ELEVATIONS    |
| PROJECT NUMBER   | 55207                                     |
| SHEET NUMBER     | A203                                      |

















# City of Stevens Point Scoreboard

Single Sided

With Sponsor Panels

QTY: 1



212805 Connor Ave. | PO Box 134 | Stratford, WI 54484  
Tel 715.687.3250 | Free 888.264.4459  
Fax 715.687.4657 | www.stratfordsign.com

## ART PROOF

SHEET 1 of 1

Order ID: <<Order Number>>

PO #: <<PO Number>>

Client: City of Stevens Point

Project: Scoreboard

Contact: Tim Schierl

Phone: 715-345-3231

Email: tims@teamschierl.com

Project Mgr: Dan Drexler

Drawn By: Kelsey Lueddecke

### PROOF DATES

P1: 12.14.21 P2: 03.29.22

P3: 04.07.22 P4: 04.18.22

P5: 00.00.00 P6: 00.00.00

File Name: S: City of Stevens Point  
Scoreboard

Notes:

<<Notes>>

☐ APPROVED

☐ Approved w/ noted revisions

☐ Revise and submit new proof

Signature

Date

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantities, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot be reproduced without permission. Fee may apply if reproduced by others. Page 99 of 133



### Sign Graphics

3M Translucent Vinyl  
TBD

### Electronic Message Center

Samsung LED Outdoor 10mm XPR-E RGB LED Matrix Display  
Cabinet Size: 19.69'H x 36.09' W x 13.3" D



(A)



(B)





## MEMORANDUM

To: City Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: June 6, 2022

**RE: Membership to the AARP Network of Age-Friendly Communities**

-----

**Background:** For the last few weeks, Community Development staff have expressed a desire to seek membership to the AARP Network of Age-Friendly Communities. Established in 2012, the AARP Network of Age-Friendly Communities is a membership organization of like-minded government entities that strive to implement policies and actions that make their communities more livable for people of all ages. These actions can take root in a variety of areas, such as housing, transportation, land use, economic development and public facilities. With membership, financial and technical assistance is provided to assist in the development of short- and long-term plans that incorporate age-friendly objectives.

As part of submitting an application to the AARP Network of Age-Friendly Communities, the Common Council must pass a resolution in support of membership. If approved, a formal application for membership will be submitted later this month to make Stevens Point the tenth age-friendly municipality in Wisconsin.

The City's commitment as part of membership would be to work towards adopting an action plan that makes the places where we live more livable by focusing on AARP's "eight domains of livability" (i.e., housing, outdoor spaces and buildings, transportation, communication and information, civic participation and employment, respect and social inclusion, health services and community supports, and social participation). Note that adopting an action plan is not a prerequisite to becoming a member, and that it would likely take a couple of years before an action plan is adopted.

**Staff Recommendation:** Staff recommends **APPROVAL** to apply for membership to the AARP Network of Age-Friendly Communities.

[www.stevenspoint.com](http://www.stevenspoint.com)

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## RESOLUTION

### [APPLY FOR MEMBERSHIP TO THE AARP NETWORK OF AGE-FRIENDLY COMMUNITIES]

**WHEREAS**, the 2020 United States Census found that 27 percent of the population of Stevens Point is aged 50 and over and 18 percent is aged 65 and over; and

**WHEREAS**, population projections indicate that the number of older Stevens Point residents are anticipated to increase; and

**WHEREAS**, health and safety are of highest concern to the citizens of Stevens Point; and

**WHEREAS**, short- and long-term planning processes should include the needs of all people, regardless of their age, physical abilities, socioeconomic status, and other factors of older adults; and

**WHEREAS**, community actions on housing, transportation, land use, economic development and public facilities should be consistent with duly adopted plans that have been developed with public input; and

**WHEREAS**, the AARP Network of Age-Friendly Communities is a membership organization of communities who strive to make the lives of people of all ages more livable; and

**WHEREAS**, membership in the AARP Network of Age-Friendly Communities provides access to financial and technical assistance to implement policies that makes our community more livable; and

**THEREFORE, BE IT RESOLVED** that the City of Stevens Point seeks to promote the health and sustained economic growth of residents of all ages, and requests membership in the AARP Network of Age-Friendly Communities.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: June 6, 2022  
Adopted:

Drafted by: Adam Kuhn  
Return to: City Clerk





COMMUNITY DEVELOPMENT DEPARTMENT  
**ANNUAL REPORT**

# 2021

To the Stevens Point Community & Common Council:

On behalf of the Department of Community Development staff, I'm pleased to be presenting the 2021 Annual Report of the Department of Community Development. As you may know, the mission of the department is to "...*promote a safe, diverse, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents and visitors.*" As evidence throughout this annual report, the public and elected officials will see into the operations of the department and how each division of the department embraces our mission. For those unaware, the Community Development Department is broken into six different divisions:

1. Economic Development
2. Permits and Inspections
3. Historic Preservation
4. Neighborhood Improvement
5. Planning and Zoning
6. Property Assessment

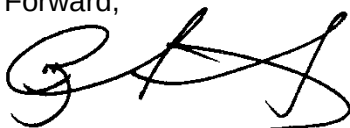
Major projects and activities occurred in 2021, including, but not limited to:

- 1,561 permits were issued with a total construction value of \$55.8 million and a corresponding permit fee revenue of \$253,000.
- Large construction projects began in 2021:
  - GIARE (GastroIntestinal Associates, S.C.) Clinic in the Portage County Business Park
  - First State Bank in the Portage County Business Park.
  - Marshfield Clinic Addition at 4100 highway 66.
  - Hyundai Dealership at 3707 Stanley Street.
- The continued progress or completion of major commercial projects started in 2020:
  - North Side Yard mixed-use Development on Centerpoint Drive.
  - Delta Dental's new headquarters in the Portage County Business Park.
  - The Inn at SentryWorld Boutique Hotel on the grounds of Sentry World Golf Course.
  - The Reserve student housing on the former K-Mart Site.
  - Berkshire Stevens Point affordable senior housing at 1433 Water Street.

Additionally, I'd like to thank Assistant City Assessor Sharon Patoka who retired in September 2021 after 22 years of service to this community.

If you should have any questions or concerns, please do not hesitate to contact me.

Forward,



**Ryan J. Kernosky, MPA**

Director of Community Development / Redevelopment Authority  
City of Stevens Point



## ECONOMIC DEVELOPMENT

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### *Economic Development Grants*

2021 was an exceptionally busy year for the department in assisting with, applying for, and being awarded grants for various economic development projects. Those grants include:

Community Development Block Grant (CDBG) for \$915,000.00 for the acquisition of 1300 Maria Drive for General Capital as part of The Grove redevelopment project.

Wisconsin Economic Development Corporation (WEDC) Idle Sites Redevelopment (ISR) grant for \$250,000.00 the redevelopment of 1300 Maria Drive as part of the Grove redevelopment project.

WEDC Community Development Investment (CDI) grant for \$155,000.00 to assist with the RA Cook & JI Altenburg Cooperative redevelopment project at 2041 Madison Street.

WEDC CDI grant management for the Northside Yard project at 1101 Centerpoint Drive.

### *Development Agreements & Other Economic Development Activities*

Several projects planned for 2022 or 2023 were committed through approval of development agreements. This included the Bantr mixed-use building at 209 Division Street and Great Northern Distilling's new distillery and event space at 1011 Second Street.

Community Development Staff also have shepherd approval for the City's first Strategic Plan ([www.peoplearethepointwi.com](http://www.peoplearethepointwi.com)) and are currently focusing efforts on creating a wayfinding signage program in conjunction with the Stevens Point Area Convention and Visitor's Bureau. This project was approved in 2021.

In 2021, the City also made strategic acquisitions and sales of property to move redevelopment projects forward and create a better sense of place. This included 325 Division Street (former Maytag), 1700 Strongs Avenue, 1009/1013 Second Street, and right-of-way dedication for the Union Street extension north of Maria Drive.

### *Commercial Construction Projects*

There were several significant projects that were completed or began within the City during 2021. Summaries of those highlighted projects have been provided below.

#### **GIARE (GastroIntestinal Associates, S.C.) Clinic – 3225 Business Park Dr**

Value: \$5,805,598

Size: 16,400 sq.ft.

GI Associates has provided digestive health services in Stevens Point since 2006, with ever increased demand being the driving force behind their latest expansion. The new location within the Portage County Business Park will house a clinic and procedure center, as well as add over a dozen positions within the City. Opening of the facility is projected for mid-2022.



#### **First State Bank – 5500 Carrie Frost Dr**

Value: \$4,160,090

Size: 17,021 sq.ft.

First State Bank held a ribbon cutting for its new Stevens Point office which opened on Monday, April 11, 2022. The bank's newest location within the Portage County Business Park replaces the office's previous Park Ridge Drive location which closed on April 8, 2022. The Stevens Point office is also home to several of the bank's operational staff as well as its training facilities.



**Marshfield Clinic Addition – 4100 Highway 66**

Value: \$19,516,435

Size: 52,460 sq.ft.

The Marshfield Clinic Health System expanded its presence within Stevens Point with new construction to their existing clinic. In addition to offering a full spectrum of cancer care, the Health System's Stevens Point Center offers adult and pediatric primary and specialty care, urgent care, lab and optical. The expanded hospital campus will add 12 inpatient rooms, a surgical suite with operating rooms, emergency department, imaging and laboratory space and more. The expansion received their Certificate of Occupancy on March 23, 2022.

**Hyundai Dealership – 3707 Stanley Street**

Value: \$3,200,000

Size: 11,972 sq.ft.

The request to build a new almost 12,000 sq.ft. dealership began with the razing of an existing single-family home. The dealership building is split into 2 uses, with vehicle sales occurring in the northern half, and vehicle repair occurring in the southern half of the building. Project completion and occupancy is expected in 2022.





**SPAPSD Transportation Building – 3300 Water Street**

Value: \$382,568

Size: 1,082 sq.ft.

The Stevens Point Area Public School District pursued interior building improvements and an addition to their 3300 Water Street location. The interior improvements not listed here added an additional \$86,000 to the total site improvements.

As of April 2022, the addition was nearing completion and the facility began the process for obtaining full Building Occupancy.

**Iverson Park Bathrooms – 4201 Main Street**

Value: \$226,000

Size: 225 sq.ft.

The new bathroom had replaced the historic facilities near the park's baseball field. The need for a new bathroom was initially identified in the City's Comprehensive Outdoor Park and Recreation Plan: 2018-2022, as well as a goal based off a community-wide survey from a 2017 public workshop.



Summaries of notable 2020 projects are below.

**North Side Yard – 1020 & 1060 Centerpoint Dr (Formerly 1017 Third Street)**

Value: \$23,611,882

Size: 90,000 sq.ft.

The long-anticipated start of construction for the North Side Yard project, formerly the Lullabye Furniture Site, began towards the end of 2020. The multiple-phase, mixed-use development will consist of nearly 30,000 square feet of commercial space and over 200 residential units once completed. Phase 1 brings the construction of two 4-story mixed-use buildings on the south side of the site. Recently, Building 2 received occupancy for their 3<sup>rd</sup> and 4<sup>th</sup> floors, with a dozen leases in place for units ranging from studios to 2-bedrooms. Building 1 is still under construction, but nearing completion as contractors begin to work on interior finishes.

The buildings are located steps from the Wisconsin River and Green Circle Trail and are within walking distance to the downtown public square. The buildings also have an onsite fitness center and community room for residents. The North Side Yard is pet-friendly.





**Delta Dental Corporate Headquarters – 3100 Business Park Dr**

Value: \$28,253,456

Size: 133,000 sq.ft.

Delta Dental of Wisconsin is an existing business, but having outgrown their space, moved to consolidate the company's two office locations from Hoover Road and downtown Stevens Point to the Portage County Business Park. The new 3-story headquarters began construction in 2020, with expectations to welcome staff this year. The building has had Conditional Occupancy as of March 4, 2022.

**The Reserve – 1800 Maria Drive**

Value: \$8,371,830

Size: 89,207 sq.ft.

The developer for The Reserve Student Living apartments, previously a shuttered K-Mart site, spent approximately \$200,000 to raze and prepare the site for a multi-phase student housing and commercial development, adding well over 100 units to the Division Street corridor. As of April 2021, The Reserve is actively leasing fully furnished apartments to students and providing amenities such as a movie theater, gaming area, a fitness center, package lockers, and more. Note that the update is to inform of final occupancy as the full valuation for the project was within 2019.





**Berkshire Apartments – 1443 Water Street**

Value: \$2,715,370.57

Size: 99,937 sq.ft.

In 2019, General Capital Group began its construction of a 88-unit apartment complex geared towards independent senior living. The space includes unique amenities such as a rooftop patio, covered parking, an on-site management office, and a commercial space on the ground level with hopes to provide community service-type business for its patrons. As of April 2022, Berkshire Apartments is fully leased with a waiting list.

**Inn at SentryWorld – 501 Michigan Ave N**

Value: \$24,867,750

Size: 92,000 sq.ft.

Sentry demolished the existing lodging facility to make way for a new 64-room boutique hotel. The site already houses several uses, including SentryWorld, golf courses, and private lodging. It opened to the public on March 29, 2022.



## PERMITS & INSPECTIONS

Below is a table that outlines building permits issued between 2018-2021:

### Residential and Commercial Permits

|                               | 2018          |                        |                     | 2019          |                         |                     |
|-------------------------------|---------------|------------------------|---------------------|---------------|-------------------------|---------------------|
| Permit Type                   | #             | Total Value            | Total Fees          | #             | Total Value             | Total Fees          |
| Commercial New or Addition    | 23            | \$25,940,802.00        | \$139,698.92        | 32            | \$60,898,049.00         | \$84,644.68         |
| Commercial Remodel            | 375           | \$15,103,572.58        | \$149,972.62        | 387           | \$42,193,251.13         | \$286,315.95        |
| New Single-Family Residential | 14            | \$2,613,840.00         | \$14,511.25         | 11            | \$2,620,245.00          | \$14,463.60         |
| New Two-Family Residential    | 0             | -                      | -                   | 0             | -                       | -                   |
| Residential Remodel           | 876           | \$4,430,976.72         | \$61,228.49         | 1,044         | \$4,892,218.80          | \$66,900.44         |
| <b>TOTAL</b>                  | <b>1,288</b>  | <b>\$48,089,191.30</b> | <b>\$365,411.28</b> | <b>1,474</b>  | <b>\$110,603,763.93</b> | <b>\$452,324.67</b> |
| % Inc. / Dec.                 | <b>22.32%</b> | <b>-59.52%</b>         | <b>1.81%</b>        | <b>14.44%</b> | <b>130.00%</b>          | <b>23.79%</b>       |

|                               | 2020         |                         |                     | 2021         |                        |                     |
|-------------------------------|--------------|-------------------------|---------------------|--------------|------------------------|---------------------|
| Permit Type                   | #            | Total Value             | Total Fees          | #            | Total Value            | Total Fees          |
| Commercial New or Addition    | 30           | \$124,742,653.57        | \$116,020.13        | 24           | \$ 33,666,691.00       | \$26,743.13         |
| Commercial Remodel            | 339          | \$19,228,671.22         | \$156,434.51        | 368          | \$14,656,431.72        | \$141,557.31        |
| New Single-Family Residential | 11           | \$2,677,900.00          | \$14,441.72         | 5            | \$774,230.00           | \$3,939.62          |
| New Two-Family Residential    | 5            | \$1,674,000.00          | \$7,865.40          | 3            | \$1,050,000.00         | \$4,545.00          |
| Residential Remodel           | 1,110        | \$6,502,056.67          | \$76,201.09         | 1161         | \$8,390,689.95         | \$76,886.22         |
| <b>TOTAL</b>                  | <b>1,495</b> | <b>\$154,825,281.46</b> | <b>\$370,962.85</b> | <b>1,561</b> | <b>\$58,538,042.67</b> | <b>\$253,671.28</b> |
| % Inc. / Dec.                 | <b>1.42%</b> | <b>39.98%</b>           | <b>-17.99%</b>      | <b>4.41%</b> | <b>-62.20%</b>         | <b>-31.62%</b>      |

2021 largely saw the continuation of larger commercial projects that began in 2020 like the North Side Yard, Delta Dental Headquarters, The Reserve, Berkshire Apartments, and Inn at SentryWorld. Another interesting item to note is that while there was just a 51-permit difference for residential remodels, the difference in value was an increase of almost 2 million from the previous year. This would point to homeowners spending a higher amount on average for their projects, which is in line with a newer trend we have seen due to the work-from-home adaptation. On the opposite spectrum, the building of new single-family and two-family homes decreased by almost 50%.

While the overall valuation decreased by roughly 62%, the 2021 year set the stage for larger projects expected to break ground in 2022. Even so, the 58 million produced in 2021 was still above the City's average year-to-date valuation, especially when considering the ongoing pandemic, inflation, and supply chain issues. Projections for 2022 have also varied greatly due to these same factors, but at the time of drafting this report, the City was sitting at 38 million in valuation just within the first four months for 2022. If that trend continues, the City is yet again set to see some very good numbers for the next Annual Report.

## NEIGHBORHOOD IMPROVEMENT

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The Community Development Department has taken a different approach and direction to property maintenance code enforcement issues with the creation and hiring of the position of Neighborhood Improvement Coordinator. The position was created in late 2016 but filled in February of 2017. While enforcement is still a priority, the emphasis has switched towards more educational and proactive solutions.

Some of the program initiatives implemented since 2017 are outlined below, including extended results as part of this change in overall approach and overall COVID-19 challenges experienced over the last two years:

- **Trash Canvas** – This was a new initiative which was started in 2019 in partnership with CREATE Portage County, but the program is now primarily under the purview of CREATE. It is an art competition for painting trash cans and recently also the planters within the downtown area as part of Artswalk event in May. This may be expanded to include eatable herbs within the downtown planters for 2023 to give the event a more sustainable and multi-dimensional twist.
- **RentReady** – This is a homelessness program developed with significant involvement from the City's Neighborhood Improvement Coordinator in conjunction with Hunger Poverty Prevention Partnership (HPPP), a local non-profit 501(c)(3). The purpose of RentReady is to provide a mechanism for homeless or borderline homeless persons, with a checkered past that effectively are keeping them out of the rental market, to overcome those hurdles and allow them an avenue to get back into the rental market. It provides training, resources and specific actionable items required by each participant to become certified through RentReady. Upon certification graduates are eligible for a 3-month rent guarantee program, a post-placement mentor, donated home furnishing/houseware delivery, and a list of participating landlords. There have been 29 homeless families successfully placed into housing over the two years of the program and now RentReady is a nominating entity for persons into the Habitat for Humanity program for home ownership within the community.
- **Extended Compliance for Large Exterior Building Issues** – This was a trial started in late 2018 resulting from driving through all areas of the City and identifying properties in need of major maintenance issues: roofing, siding, excessive peeling paint, etc. Rather than giving the typical 30 days to repair, The City gave them up to one year. The theory behind this if given the time to plan and budget for these large ticket items, people were more likely to comply. What we found was this to be true, with a resulting 85% compliance. The remaining 15% fell into 2 categories; they either didn't have the financial means to complete the project, or they procrastinated until the last month. The persons in the latter category were asked that their contractor pull a permit for the work to be completed the following year, which largely did come to fruition. Moving forward this is a model we will continue to follow, as it works very well with a high compliance rate, and we received very few complaints based on the number of orders sent out, as most viewed the compliance timelines as both reasonable and manageable. As we get the larger bigger ticket violations



addressed this will allow us to progressively work toward smaller items in these same neighborhoods, such as trim, fascia and window frames, in the upcoming years. Most of the orders sent, based on age of housing stock, were to properties located within the following Aldermanic Districts 1,3,4,5 and 9.

- **Pink Slip Warning Program** – Started in mid-2017, a pink slip (large bright pink sticky note) is left on the item, or door of the property, where there is some level of non-compliance for certain violations, and then the property is checked 24-48 hours later for compliance. This program maintained over a 73% compliance rate throughout all of 2021, which is about 10% below the compliance rates in 2020-2018. What this means in practical application is that for the most part, within a day after the notice is posted, the violation is voluntarily corrected by the owner or occupant roughly 3/4 of the time, versus a typical one or two weeks through the longer formal letter notification process. This approach has been very effective with tenants and rental properties, as it cuts out the “middleman” and targets the violators directly, many of which are not even aware that these were ordinance violations.
- **Off Campus Student Living Educational Sessions** – This was an educational event spearheaded by the Department and geared toward second year students at UWSP who would be eligible to live off campus the following school year. The following organizations participated in the event: Student Government Association (SGA) Legal, Police Department, Dean of Students Center for Prevention, CWAA and Community Development/Inspections. Students also qualify for SBE Pro Events credits when they attend the class. The classes were put on hold in 2020 and the spring semester in 2021 because of COVID-19. We resumed the fall event with around 40 students in attendance and much positive feedback from campus staff and students. Local landlords specializing in student rentals have said they are generally getting better educated and more savvy tenants. This has translated in a substantial reduction (over 50%) in and around campus of nuisance violations such as trash container storage, grass/snow abatement, snow removal, furniture outside and parking issues.
- **Grant and Loan Funding Available to Residents** – The Redevelopment Authority allocated funds for Neighbor Helping Neighbor, a grant program which was expanded in late 2021. The grant amount was increased from \$1,000 to \$5,000 in total. The first \$2,500 does not requiring any match funds and an additional \$2,500 is available for residents who matched those funds on a dollar-for-dollar basis. Additionally, labor is now an eligible reimbursable expense for the matching funds portion of the grant, which was previously not allowed. The program eligibility is designed for low-to-moderate income residents who can receive up to \$1,000 in reimbursement funding for materials for exterior property improvement projects, there were 4 grants issued in 2021. We have found a local lender to partner with on this program to administer the underwriting for all mortgage loan documents, and we are waiting for approval of the terms and conditions by the Redevelopment Authority. The billing of loan installments and administration after loan closing is still undecided.

- **Chapter 21 Code Revisions** – Chapter 21 code (property maintenance) revisions were completed in 2019 and were slated for review and adoption in 2020. The committee decided they wanted to wait for in person meetings/hearings to resume. As of the date of publishing of this report the revisions had passed council and are officially adopted as of May 2022.
- **Voluntary Rental Inspection Program** – In 2018 the City implemented a voluntary rental inspection program, as the ability to perform mandatory city-wide rental property inspections was severely limited based on recent legislation at the State level. The program was launched in 2018 and there is substantial support from UWSP Student Government Association, a total of 30 residential dwelling units have been inspected and enrolled in the program to date. There were no new properties added since its inception and there is a strong likelihood the program will be discontinued when the certifications expire in 2023 due to lack of additional participation. We have had discussions with local landlords to try and find a way to increase participation, but since this is geared toward student housing and the program to be successful requires a competitive marketplace but the current student market is shrinking based on annual enrollment. We typically get a few inquiries after our educational programs for second year students at UWSP as they become aware of the program and ask landlords if they have certified properties. Although this has not resulted in additional properties being enrolled, as most students appear to be primarily price driven.
- **No Mow May** – This was a new program initiative started in 2021 to encourage reduced or limited mowing during the typical first month of the spring yard season allowing for additional growth of the early season flowering plants for pollinator species, during a period when limited food sources are available. This required registration for participants and a yard sign was given to each person, a total of 233 property owners participated in 2021.

From an overall code enforcement perspective, there was about a 25% increase in the number of cases between 2020 and 2021. This was primarily due to COVID-19 restrictions in 2020 with fewer inspections during the work-from-home period, and a restriction of interior inspections of dwellings. In 2021 we reverted to “normal” inspections. Although revenue was down 47%, this was primarily due to an increase in follow up compliance after the initial notice was sent, and a dramatic decrease in citations issued. This was primarily a result of one particular landlord who personally accounted for over half of all the citations issued in 2020. This same owner was also currently under the chronic nuisance protocol with the SPPD in 2020.

In early 2021 a new software program, GovPilot, was implemented. This allows for citizen complaints to be submitted easily via a live google maps based free app called GovAlert. This will also allow for future after hours enforcement, for simple and common code related issues such as trash at the curb, or parking on grass with the existing community service officers (CSO) already on parking patrol through the Police Department. This is a low-cost extended hour enforcement alternative that will be implemented in 2022.

**VIOLATION TABLE: 2020-2021 CASE BREAKDOWN COMPARISON**

| Case Type                                     | 2020 # of Cases | 2021 # of Cases | Case # Change | Case % Change |
|-----------------------------------------------|-----------------|-----------------|---------------|---------------|
| Abandoned Vehicle on Property                 | 15              | 29              | 14            | 93%           |
| Construction Work Without Permits             | 72              | 38              | -34           | -47%          |
| Debris on Property                            | 268             | 175             | -93           | -35%          |
| Bulk Waste at Curb                            | 58              | 195             | 137           | 236%          |
| Exterior Violations on House                  | 24              | 39              | 15            | 63%           |
| General Case                                  | 262             | 22              | -240          | -92%          |
| Heating equipment not installed properly      | 0               | 1               | 1             | N/A           |
| Illegal Use of Occupancy                      | 0               | 2               | 2             | N/A           |
| Infestation                                   | 0               | 3               | 3             | N/A           |
| Interior Housing Violations                   | 6               | 12              | 6             | 100%          |
| Snow and Ice Violations                       | 256             | 313             | 57            | 22%           |
| Tall Grass or Noxious Weeds                   | 171             | 472             | 301           | 176%          |
| Trash Containers Improperly Stored            | 1               | 29              | 28            | 2800%         |
| Unsanitary/Unsafe Conditions                  | 0               | 2               | 2             | N/A           |
| Vacant Building/Home                          | 0               | 1               | 1             | N/A           |
| Vehicle Parked on Grass                       | 79              | 144             | 65            | 82%           |
| Vision Obstruction in Roadway or Intersection | 0               | 1               | 1             | N/A           |
| Zoning Violations                             | 7               | 27              | 20            | 286%          |
| Municipal Citations*                          | 120             | 16              | -104          | -87%          |
| <b>Annual Total Cases</b>                     | <b>1219</b>     | <b>1521</b>     | <b>302</b>    | <b>25%</b>    |

**VIOLATION TABLE: 2021 TOTAL CASES BY MONTH**

| Month         | Total Cases | Tagged Or Verbal | Complied   | Compliance % |
|---------------|-------------|------------------|------------|--------------|
| JAN           | 132         | 0                | 0          | N/A          |
| FEB           | 25          | 0                | 0          | N/A          |
| MARCH         | 72          | 0                | 0          | N/A          |
| APRIL         | 221         | 0                | 0          | N/A          |
| MAY           | 224         | 16               | 14         | 88%          |
| JUNE          | 110         | 30               | 19         | 63%          |
| JULY          | 96          | 35               | 27         | 77%          |
| AUG           | 189         | 64               | 47         | 73%          |
| SEPT          | 81          | 23               | 18         | 78%          |
| OCT           | 59          | 20               | 14         | 70%          |
| NOV           | 67          | 14               | 9          | 64%          |
| DEC           | 229         | 11               | 7          | 64%          |
| <b>Totals</b> | <b>1505</b> | <b>213</b>       | <b>155</b> | <b>73%</b>   |



**VIOLATION FEE TABLES: 2021 CHARGES**

| Fee Type                     | JAN            | FEB          | MARCH          | APRIL        | MAY          | JUNE         | JULY           | AUG            | SEPT           | OCT            | NOV            | DEC            | Totals          |
|------------------------------|----------------|--------------|----------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Inspection with Notice       | \$1,700        | \$100        | \$600          | \$700        | \$900        | \$900        | \$2,400        | \$2,400        | \$1,900        | \$3,100        | \$2,800        | \$600          | <b>\$18,100</b> |
| Inspection after Slip Notice | \$0            | \$0          | \$50           | \$0          | \$50         | \$0          | \$550          | \$800          | \$300          | \$0            | \$200          | \$1,050        | <b>\$3,000</b>  |
| Inspection without Notice    | \$2,050        | \$0          | \$500          | \$0          | \$0          | \$0          | \$0            | \$0            | \$0            | \$200          | \$25           | \$50           | <b>\$2,825</b>  |
| <b>Totals</b>                | <b>\$3,750</b> | <b>\$100</b> | <b>\$1,150</b> | <b>\$700</b> | <b>\$950</b> | <b>\$900</b> | <b>\$2,950</b> | <b>\$3,200</b> | <b>\$2,200</b> | <b>\$3,300</b> | <b>\$3,025</b> | <b>\$1,700</b> | <b>\$23,925</b> |

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| 16 Municipal Citations Issued for the Year @ \$187.00/each | <b>\$2,992.00</b> |
|------------------------------------------------------------|-------------------|

|                                       | 2020 Fees | 2021 Fees | Fee \$ Change | Fee % Change |
|---------------------------------------|-----------|-----------|---------------|--------------|
| <b>Total Annual Revenue Generated</b> | \$45,043  | \$23,925  | -\$21,118     | -47%         |

**INSPECTION WITH NOTICE: \$100**

*Accumulation or Storage of Junk/Garbage, Storage of Household Materials Outside, Defective Sidewalks, Driveways or Parking Areas, Electrical Violations, Exterior Building or Structure Violations, Exterior Property Violations, Fire Prevention Violations, General Case, Grass, Weed, or Tree Violations, Improper Parking of Vehicles, Interior Structure Violations, Land Use Violations, Loss of Pre-existing Use Status, Plumbing Violations, Rodent or Pest Violations, Signage, Unlawful Animal, Unlicensed or Inoperable Vehicles, Visibility Obstruction Violations, Work Without Permit*

**INSPECTION AFTER SLIP NOTICE (TAGGED/VERBAL): \$50**

*Accumulation or Storage of Junk/Garbage, Improper Storage of Refuse Containers, Storage of Household Materials Outside*

**INSPECTION WITHOUT NOTICE: \$25**

*Primarily Snow and Ice Violation*

**MUNICIPAL CITATIONS: \$187**

*The Community Development & Inspection Department does not collect citation fees, and counts are not included in overall totals.*

## HISTORIC PRESERVATION

**Façade Grant** – In 2021, one façade improvement grant request was reviewed and approved in the amount of \$2,243.03. The project, for the property located at 904 Main Street, sought to replace the existing awning fabric, repaint the south and west facing walls, and perform other storefront improvements. The request was approved on May 12, 2021 and the project was successfully completed on June 22, 2021.

### 2021 Façade Improvement Grant Approvals

| Applicant  | Business/Use         | Address     | Funds Approved |
|------------|----------------------|-------------|----------------|
| Craig Cook | Fall Line Outfitters | 904 Main St | \$2,243.03     |



Western Façade



Southern Façade

Additionally, previously approved façade grant requests were successfully completed in 2021. The building located at 1201 Main Street was awarded a façade grant in the amount of \$26,253.38 to replace all second-floor windows, repair three chimneys and tuckpointing. The project was completed on June 9, 2021. Second, the building located at 1221 Second Street was awarded a façade grant in the amount of \$12,128.80 to construct two jump platforms, replace existing storefront doors and windows and tuckpointing. The project was completed on November 17, 2021.

**Design Review** – The City’s Historic Preservation / Design Review Commission reviewed several projects for compatibility with key preservation planning and design review principles. For example, the Commission issued a design review certificate for the construction of Great Northern Distilling, located at 1011 Second Street. This project entails the construction of a 9,922 sq ft structure that will include a production area, tasting room and an event room.

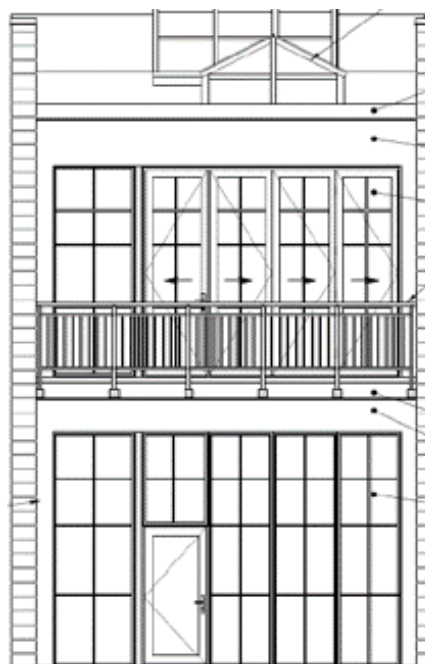
Additionally, the Commission approved a request to construct a 446 sq.ft. addition to the rear of the building located at 1040 Main Street.



Great Northern Distilling



1040 Main St  
Street Elevation



1040 Main St  
Rear Elevation



The following chart provides a summary of design and demolition reviews that were brought before the Historic Preservation / Design Review Commission in 2021.

| Meeting Date | Address                                                        | Project Notes                                          |
|--------------|----------------------------------------------------------------|--------------------------------------------------------|
| January 6    | 1009 First Street                                              | Demolish existing deck; construct a new patio          |
| April 7      | 1028 Main Street                                               | Replace existing rear wall on the principal structure  |
| April 7      | 1043 Union Street                                              | Construct a half-story addition                        |
| April 7      | 904 Main Street                                                | Replace existing awning; storefront improvements       |
| May 12       | 1043 Union Street                                              | Install a new door                                     |
| May 12       | 1809 Clark Street                                              | Demolish existing porch; install a second story window |
| May 12       | 1320 Strongs Avenue                                            | Construct a pergola                                    |
| May 12       | 945 Clark Street<br>836 Main Street<br>1000 & 1008 Main Street | Paint murals                                           |
| May 12       | 1140 Clark Street                                              | Roof improvements                                      |
| July 28      | 1408 Strongs Avenue                                            | Reconfigure main entrance locations                    |
| September 20 | 1000 Union Street                                              | Demolish principal and accessory structure             |
| September 20 | 1043 Union Street                                              | Construct parking lot                                  |
| October 20   | 1011 Second Street                                             | Construct principal structure                          |
| December 2   | 1040 Main Street                                               | Addition to rear of building; storefront improvements  |

**Strategic Goals** – For several months, the Historic Preservation / Design Review Commission have been working with City staff on the adoption of strategic goals to target during the next five years. These goals are intended to further explore the powers and duties of the Commission and solidify the City’s commitment to enhancing the social, economic, and environmental well-being of our residents. The 2021-2026 Strategic Goals of the Historic Preservation / Design Review Commission can be found [here](#).

## PLANNING AND ZONING

Planning requests have been outlined in the below table:

**Planning Request Summary**

| Request                                        | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|------------------------------------------------|------|------|------|------|------|------|------|
| Annexations / Detachments                      | 3    | 2    | 3    | 2    | 0    | 0    | 0    |
| Conditional Use Permits / Amendments           | 29   | 25   | 20   | 27   | 21   | 16   | 24   |
| Land / Street Dedication, Vacation & Extension | 2    | 7    | 3    | 2    | 3    | 2    | 4    |
| Ordinance Amendments                           | 5    | 12   | 10   | 10   | 11   | 4    | 4    |
| Rezoning                                       | 4    | 4    | 10   | 4    | 4    | 4    | 7    |
| Sign Variances / Requests                      | 4    | 2    | 5    | 1    | 4    | 2    | 3    |
| Site Plan / Landscaping / Parking Review       | 3    | 8    | 8    | 12   | 5    | 6    | 7    |
| Subdivision / Land Division / Survey           | 2    | 5    | 3    | 5    | 1    | 1    | 5    |
| Variances / Administrative Appeals             | 0    | 2    | 1    | 5    | 2    | 0    | 4    |
| Conceptual Project Review                      | 2    | 2    | 1    | 1    | 2    | 1    | 2    |
| Total                                          | 54   | 69   | 64   | 69   | 53   | 36   | 60   |

Planning requests in 2021 increased to near pre-pandemic numbers across all categories in comparison to 2020. While requests for certain categories are still lower than in previous years (i.e., ordinance amendments and site plan reviews), trends in most other categories rebounded to the mean. Please note that the above requests do not include the acceptance, transfer, dedication and sale of land, as well as the approval of easements. Of the 60 total planning requests that were brought before the Plan Commission in 2021, several of these are tied to larger projects that required multiple approvals. Examples include the BANTR mixed-use development, Great Northern Distilling and the Golla Road subdivision plat. With there being lingering supply chain and labor force challenges, it is possible that some planning requests are being postponed to future years.

Below are summaries of planning projects that were completed or are underway within the Community Development Department:

- **Zoning Code Updates** – Several updates to the City's Zoning Code took place in 2020. In March of 2021, the Common Council approved an ordinance amendment to transfer fencing regulations that were found within Chapter 30 – Building Code to the Zoning Code. No ordinance provisions were amended as part of the amendment.

Additionally, the Plan Commission spent several months in 2021 discussing a possible allowance of accessory dwelling and accessory commercial units in the city. Discussions centered on the demand for these accessory units, its connection to other City plans and

neighborhood feedback from neighborhood meetings that took place during the summer months. The proposed ADU/ACU ordinance was approved by the Common Council in April of 2022.

- **Comprehensive Plan Update** – The City is in the beginning stages of updating our Comprehensive Plan. Last updated in 2006, the Plan will be addressed on the neighborhood level to better meet the wants and desires of residents who live in defined neighborhoods. Further updates will be brought before the Commission in 2022.



## PROPERTY ASSESSMENT

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The Assessor's office is responsible for the valuation of all real and personal property located within the City of Stevens Point as required by Chapter 70 of the Wisconsin State Statutes. The sum of all real and personal property valuations determines the tax base and as such the finance of the city is directly affected by the accuracy and diligence of our office. It is our goal to ensure fair and equitable assessments and build public confidence in the property assessment process. We work for the taxpayers, so it is important for us to remain impartial from city planning and budgeting when determining assessments.

Throughout the year, the Assessment office uses several methods to ensure accuracy of all the city's assessed values, among which are: reviewing sales; fielding permits; responding to taxpayer inquiries; combining or splitting of parcels; processing annexations; reviewing changes in tax classifications; discussing values at Open Book and Board of Review (BOR); and completing Department of Revenue reports.

*For more information regarding the assessment cycle, refer to pages 4-3 through 4-11 of the Wisconsin Property Assessment Manual.*

We hope this information is useful to you and welcome any follow up questions you may have regarding the work performed in this office.

**Steven J. Shepro**  
City Assessor

## Statement of Assessment

The Statement of Assessment is an annual report filed by the Assessor and County Clerk to the Department of Revenue. It details the total assessed values, by class, for the municipality for a single year.

**Attachment 1:** *Can be found at the end of this report, labeled “Statement of Assessment”*

The following table provides totals in assessed value, by class, for this year and the prior year for comparison.

| <b>Classification</b>             | <b>Parcel Count</b> | <b>2020 Assessed Value</b> | <b>2021 Assessed Value</b> |
|-----------------------------------|---------------------|----------------------------|----------------------------|
| Residential                       | 7344                | \$973,923,000              | \$979,523,400              |
| Commercial                        | 910                 | \$830,737,700              | \$866,970,400              |
| Manufacturing**                   | 29                  | \$50,111,300               | \$54,452,100               |
| Agricultural                      | 21                  | \$101,900                  | \$103,600                  |
| Agricultural Use Forest           | 7                   | \$298,300                  | \$291,600                  |
| Agricultural Homesite             | 4                   | \$28,000                   | \$22,400                   |
| Undeveloped                       | 13                  | \$114,500                  | \$123,200                  |
| Forest                            | 0                   | \$0                        | \$0                        |
| Exempt                            | 837                 | \$0                        | \$0                        |
| <i>Total for all tax classes*</i> | 9145                | \$1,855,314,700            | \$1,901,486,700            |

*\*Total parcel counts for a category may not equal the breakdown because a parcel can have land or improvements in more than one class.*

*\*\*Manufacturing values are determined by the State*

## Tax Incremental Finance Districts

Tax Incremental Finance (TIF) Districts (TIDs) are designated areas in the city that receive special tax-based incentives to spur development that otherwise would not happen in those areas. As the value of the area rises, the additional tax dollars received from the properties returns directly into the area in the form of infrastructure and/or further development. Each TID has a completion date set for a certain number of years after its creation, after which the tax dollars are collected and distributed as is typical for the rest of the city.

The table below provides a summary of **locally assessed values** (real estate and personal property).

| District | 2020          | 2021          | Change       |
|----------|---------------|---------------|--------------|
| TIF 5    | \$123,987,900 | \$119,489,300 | -\$4,498,600 |
| TIF 6    | \$35,510,800  | \$35,832,800  | \$322,000    |
| TIF 7    | \$35,971,300  | \$30,312,800  | -\$5,658,500 |
| TIF 8    | \$14,283,100  | \$14,281,200  | -\$1,900     |
| TIF 9    | \$129,011,900 | \$151,280,700 | \$22,268,800 |
| TIF 10   | \$43,216,300  | \$48,598,200  | \$5,381,900  |
| TIF 11   | -             | \$21,017,900  | \$21,017,900 |
| TIF 12   | -             | \$16,426,200  | \$16,426,200 |
| TIF 13   | -             | \$5,724,800   | \$5,724,800  |

TIF 11, 12 and 13: New for 2021

**Attachment 2:** TID totals including equalized manufacturing can be found at the end of this report, labeled "Statement of Changes in TID Values"

## Personal Property

Personal property involves discovery and field verification of new and existing accounts, deleted accounts and other changes. Once we have updated our current list of accounts, prefilled personal property forms are generated and mailed out to all accounts. These self-reported forms are to be completed by the owner and returned to us so that an accurate valuation of assets can be made.

| Activity           | 2020         | 2021         | Change       |
|--------------------|--------------|--------------|--------------|
| Number of Accounts | 1039         | 1027         |              |
| Assessed Value*    | \$73,182,500 | \$70,590,100 | -\$3,147,400 |

*\*Does not include manufacturing personal property*



## Municipal Mobile Home Permits

All municipal mobile home permits are valued every year at market value, whether or not the city as a whole is undergoing a revaluation. The valuation is completed so that the assessment office can send a fee schedule to each of the mobile home parks advising what fees to charge the owners of the mobile homes each month beyond lot rental. This fee is governed by chapter 12 section 16 of the City's Code of Ordinances.

| Park Name                | # of Sites | Average Annual Fees Collected |
|--------------------------|------------|-------------------------------|
| Four Seasons Communities | 96         | \$4,390                       |
| Holiday I                | 89         | \$17,328                      |
| Holiday II               | 81         | \$33,800                      |
| Thompson II              | 9          | \$639                         |
| Wellspring Park          | 49         | \$1,378                       |
| <b>Total</b>             | <b>324</b> | <b>\$57,535</b>               |

## Summary of Significant Changes

### Annexations

There were no annexations this year.

### New Construction

New construction totals are tracked separately so they can be properly categorized on the Municipal Assessment Report (MAR). These numbers are later used by the Department of Revenue to complete their *Net New Construction Report*. This report provides municipalities and counties with net new construction numbers for levy limits. Net new construction is the amount of new construction reduced by any demolition or destruction of buildings and may include corrections to the prior year.

Residential new construction: \$6,121,500

Commercial new construction: \$43,366,400

Below is a list of some of the larger new construction projects for this year:

| Parcel        | Location              | Description                  | Amount       |
|---------------|-----------------------|------------------------------|--------------|
| 23-0801120003 | E M Copps Dr          | Lineage Cold Storage         | \$23,171,800 |
| 23-0802100029 | 3100 Business Park Dr | Delta Dental Office, Partial | \$1,536,600  |
| 24-0821310003 | 601 Michigan Ave N    | Inn at Sentryworld, Partial  | \$6,638,300  |
| 24-0827230033 | 3733 Stanley St       | Collision Center             | \$1,249,800  |
| 24-0829140022 | 1800 Maria Dr         | The Reserve Apartment        | \$6,705,700  |
| 24-0832202054 | 1443 Water St         | Berkshire Apartments         | \$3,990,600  |

### Properties Razed

The total value lost due to razing, including residential and commercial, was **\$2,084,500**.

## Exempt Properties

Each year the Assessor is responsible for reviewing all property exemption requests and either granting or denying the exemption.

There are currently **837** exempt parcels on the roll, of which many are State (66), County (51), or City (534) owned. There are currently **186** exempt parcels owned by a non-government entity.

There were no significant value changes due to exemptions this year.

## Property Sales

The Assessment-to-Sale Ratio on a single property is determined by dividing a property's assessed value by the property's sale price. The average (mean) of each property's ratio is how we determine the citywide Assessment-to-Sale Ratio.

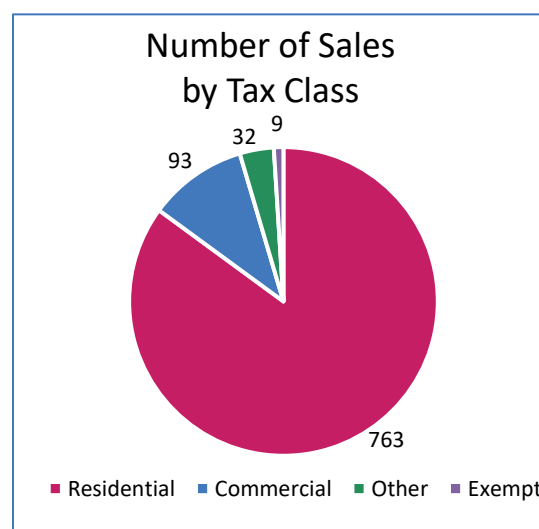
All property transfer returns recorded in the year are reviewed by our office. The data is downloaded and imported into our software program so we can review and validate all the information regarding the sale as well as update owner information. Our office is responsible for determining if each sale is valid ("arms-length") and whether that sale can be used for ratio studies.

The review process involves a combination of online research, phone calls, letters, and on-site visits. Correctly identifying valid and invalid sales, as well as property characteristics at time of sale, is extremely important to produce an accurate ratio study. This ratio study is relied upon by both the Assessor's office and the Department of Revenue to determine the level of assessment each year.

*The Wisconsin Department of Revenue (DOR) sets a standard Assessment-to-Sale Ratio level between 90% and 110%.*

✓ All sales occurring in 2020 have been reviewed, validated, and submitted to DOR online

| Month        | Sales Recorded and Reviewed |
|--------------|-----------------------------|
| January      | 47                          |
| February     | 74                          |
| March        | 63                          |
| April        | 50                          |
| May          | 85                          |
| June         | 70                          |
| July         | 90                          |
| August       | 90                          |
| September    | 69                          |
| October      | 76                          |
| November     | 61                          |
| December     | 122                         |
| <b>Total</b> | <b>897</b>                  |



## Department of Revenue Sale Ratio Study

| CLASS           |          | # OF SALES | ASSESSED VALUE | SALES VALUE | AGGREGATE RATIO | MEAN RATIO | MEDIAN RATIO | DISP COEFF | CONC COEFF | PRICE DIFFL |
|-----------------|----------|------------|----------------|-------------|-----------------|------------|--------------|------------|------------|-------------|
| 1 - RESIDENTIAL | VACANT   | 6          | 207,600        | 249,300     | 83.27           | 79.47      | 83.66        | 19.99      | 50.0       | 0.95        |
|                 | IMPROVED | 260        | 38,444,200     | 46,252,275  | 83.12           | 82.86      | 82.74        | 9.37       | 81.9       | 1.00        |
|                 | TOTAL    | 266        | 38,651,800     | 46,501,575  | 83.12           | 82.78      | 82.74        | 9.61       | 81.2       | 1.00        |
| 2 - COMMERCIAL  | VACANT   | 4          | 551,900        | 717,400     | 76.93           | 77.79      | 77.75        | 17.89      | 50.0       | 1.01        |
|                 | IMPROVED | 13         | 7,649,200      | 8,793,712   | 86.98           | 86.33      | 84.69        | 10.38      | 69.2       | 0.99        |
|                 | TOTAL    | 17         | 8,201,100      | 9,511,112   | 86.23           | 84.32      | 84.46        | 11.85      | 58.8       | 0.98        |
| TOTAL           | VACANT   | 10         | 759,500        | 966,700     | 78.57           | 78.79      | 81.51        | 19.13      | 50.0       | 1.00        |
|                 | IMPROVED | 273        | 46,093,400     | 55,045,987  | 83.74           | 83.02      | 82.74        | 9.44       | 81.3       | 0.99        |
|                 | TOTAL    | 283        | 46,852,900     | 56,012,687  | 83.65           | 82.87      | 82.74        | 9.77       | 80.2       | 0.99        |

FREQUENCY TABLE (IN # OF OCCURRENCES AND PERCENTS FROM MEDIAN)

|                 |          |     | OTHER |      | -45% |      | -30% |      | -15%  |      | +15%  |      | +30% |      | +45% |      | OTHER |     |
|-----------------|----------|-----|-------|------|------|------|------|------|-------|------|-------|------|------|------|------|------|-------|-----|
|                 |          |     | #     | %    | #    | %    | #    | %    | #     | %    | #     | %    | #    | %    | #    | %    | #     | %   |
| 1 - RESIDENTIAL | VACANT   | 6   | 1     | 16.7 | 0    | 0.0  | 1    | 16.7 | 1     | 16.7 | 2     | 33.3 | 1    | 16.7 | 0    | 0.0  | 0     | 0.0 |
|                 | IMPROVED | 260 | 0     | 0.0  | 1    | 0.4  | 20   | 7.7  | 109   | 41.9 | 104   | 40.0 | 23   | 8.9  | 0    | 0.0  | 3     | 1.2 |
|                 | TOTAL    | 266 | 1     | 0.4  | 1    | 0.4  | 21   | 7.9  | 110   | 41.4 | 106   | 39.9 | 24   | 9.0  | 0    | 0.0  | 3     | 1.1 |
| 2 - COMMERCIAL  | VACANT   | 4   | 0     | 0.0  | 0    | 0.0  | 1    | 25.0 | 1     | 25.0 | 1     | 25.0 | 1    | 25.0 | 0    | 0.0  | 0     | 0.0 |
|                 | IMPROVED | 13  | 0     | 0.0  | 1    | 7.7  | 0    | 0.0  | 5.5   | 42.3 | 3.5   | 26.9 | 3    | 23.1 | 0    | 0.0  | 0     | 0.0 |
|                 | TOTAL    | 17  | 0     | 0.0  | 2    | 11.8 | 1    | 5.9  | 5.5   | 32.4 | 4.5   | 26.5 | 4    | 23.5 | 0    | 0.0  | 0     | 0.0 |
| TOTAL           | VACANT   | 10  | 1     | 10.0 | 1    | 10.0 | 1    | 10.0 | 2     | 20.0 | 3     | 30.0 | 1    | 10.0 | 1    | 10.0 | 0     | 0.0 |
|                 | IMPROVED | 273 | 0     | 0.0  | 2    | 0.7  | 20   | 7.3  | 114.5 | 41.9 | 107.5 | 39.4 | 26   | 9.5  | 0    | 0.0  | 3     | 1.1 |
|                 | TOTAL    | 283 | 1     | 0.4  | 3    | 1.1  | 21   | 7.4  | 116.5 | 41.2 | 110.5 | 39.1 | 28   | 9.9  | 0    | 0.0  | 3     | 1.1 |

Based on the sale ratio study, the city's overall Assessment-to-Sale Ratio was **83.65%**

The average ratio for residential property was **83.12%** based on **266** usable sales.

The average ratio for commercial property was **86.23%** based on **17** usable sales.

Other statistical metrics, such as the coefficient of dispersion and coefficient of concentration, are within acceptable limits. They are both measures of how well the sales data is grouped around the mean overall ratio.

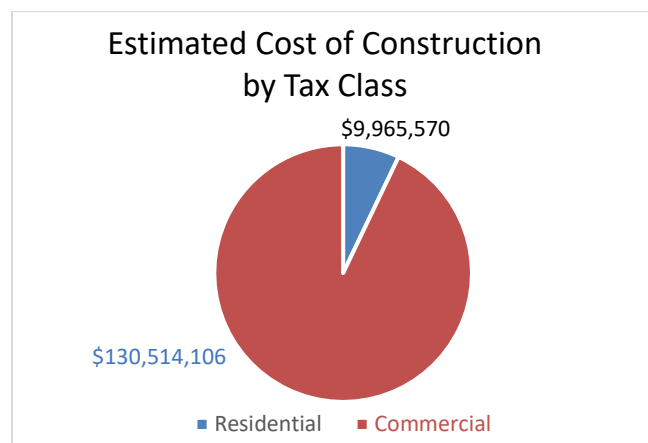
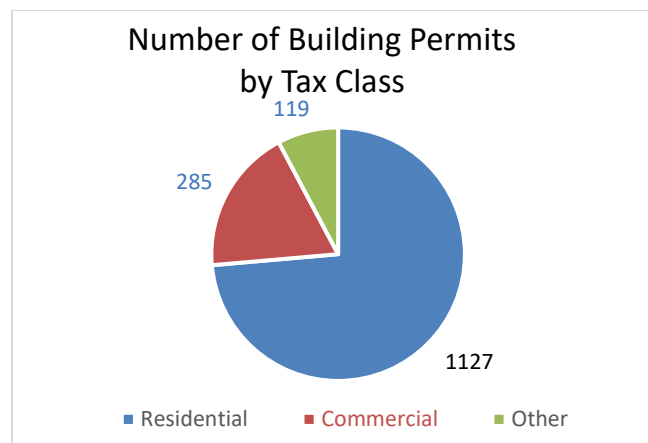


## Building Permits

Building permits issued by the building inspection department provide the basis of our permit field work each year. Our office electronically imports all building permit data from their system each month so that we can manage our workflow and determine which permits we need to field for assessment purposes.

Any building permit for new construction, new additions, alterations and remodeling, addition of HVAC systems and several other permit types all require an on-site visit by our office. These visits allow us to verify changes made and determine if the changes impact the overall value of the property. If so, a change in assessment is made to more accurately capture the new market value of that property. For more detailed information about building permits, please refer to the Economic Development Annual Report.

**The total number of building permits imported for assessment review: 1,531**



## **Owner Requested Reviews**

Throughout the year, a property owner has the right to discuss or otherwise question the assessment information or value of their property. The process for doing so involves contacting our office (usually by phone or email) to set up an appointment for us to visit the property. In completing a review, the first step we take is to verify that all the physical characteristics we have listed on a property are correct. Therefore, we require an on-site inspection for us to complete a review.

Once we have visited the property and updated our records with any changes, we complete our review by comparing the valuation to other similar properties (especially ones that have sold recently). If we are reviewing a commercial property, we also review income and expense data supplied by the owner to determine if the assessment makes sense given the financials of the property. Furthermore, we look at how those financials compare to the typical income and expense of similar properties.

Upon completion of our review, we contact the property owner either by phone, email or letter to notify them of our determination. If a change in value is made, the property owner will receive a notice of changed assessment prior to our scheduled Open Book and Board of Review. The notice will be mailed in accordance with State Statutes and provide adequate time for the property owner to contact us and contest if they still do not believe the value to be correct.

## **Certified Survey Maps (Splits and Combinations)**

Throughout the year our office receives requests to combine and split parcels. These are processed as soon as they have been recorded by the County and are updated in our system promptly. New assessments are determined for all properties involved that were not otherwise removed from the assessment roll.

## Other Office Work

|                                        |                                                                                                                                                                                                                                               |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of agricultural classification: | Review status and number of acres used for agricultural use each year. Provide notification to County of any acres no longer being used for agricultural purposes so that an ag-use conversion fee can be calculated.                         |
| Income Surveys:                        | Collection and analysis of income and expense surveys for applicable commercial properties. This is used to help build a database of typical income and expenses to be utilized when valuing commercial property using the “income approach”. |
| Notice of Changed Assessment:          | Mail notice of changed assessment for all properties having a change in value.                                                                                                                                                                |
| Open Book:                             | Provide a designated time where property owners have an opportunity to discuss the assessment process and their assessed value with the Assessor.                                                                                             |
| Board of Review:                       | Provide property owners with a means to formally object to their assessment to the Board if the property owner and Assessor are not in agreement.                                                                                             |

## Assessment Department Reports

The following section includes a brief synopsis of the reports that the Assessment office send to the City Clerk and/or the Department of Revenue at various points throughout the year.

### Municipal Assessment Report (MAR)

This is used to report a taxation district’s annual assessed values. It is a summary of all the Real Estate and Personal Property assessed values for the taxation district as of the close of January 1.

***Attachment 3:*** Can be found at the end of this report, labeled “Municipal Assessment Report”



## Department of Revenue Reports

The following section includes a brief synopsis of the various reports provided by the Department of Revenue pertaining to assessment.

### Manufacturing Notification Rolls

The manufacturing notification roll identifies all real estate and personal property in the municipality currently classified as manufacturing for assessment purposes as of February 15<sup>th</sup>. The Department of Revenue will assess the properties in the notification roll. Typically made available in February of each year.

The Assessor's office uses this report to ensure that properties are not assessed by both the municipality and the State ("double assessed").

### Manufacturing Full Value Rolls

The manufacturing full value roll contains the full market value (100%) assessment for all real estate located within the municipality currently classified as manufacturing. Typically made available in June of each year.

### Equated Manufacturing Rolls

The manufacturing equated roll contains the full market value (100%) assessment for all real estate located within the municipality currently classified as manufacturing equated to the local level of assessment.

The Assessor's office uses this report to electronically import the values into our software. Although we are not responsible for these assessed values, we still maintain assessment history for each property.

The County is responsible for entering the State assessed values into their system for tax bill purposes. They are also responsible for filing an Equated Statement of Assessment, which combines the locally assessed values with the equated manufacturing values.

### Equated Statement of Assessment

This report is a final Statement of Assessment, as filed by the Assessor for locally assessed property, with the inclusion of equated manufacturing values. Amendments made to this report after it is published will be accepted; however, the Department of Revenue will not repost a new Final-Equated Statement of Assessment to the website.

### Summary of Aggregate Ratios

This report provides the calculated aggregate ratio for each municipality to be used for property tax bills. The ratio is a comparison of the municipality's total locally assessed value to the Department of Revenue's non-manufacturing base equalized value.

The 2021 Aggregate Ratio for the City of Stevens Point is **84.8656634%**

### Major Class Comparison

This report provides a measurement of level of assessment and indicates whether the municipality complies with sec. 70.05 Assessment Compliance. Compliance is considered any ratio between 90% and 110% in the same year, at least once within a 5-year period. Additionally, there cannot be more than 10% difference between individual classes.

The following table from the Department of Revenue's Final Major Class Comparison Report illustrates the results of their analysis.

| Year | Property Class     | Municipal Assessed Value | DOR Base Value | % of DOR Base Value | Ratio (%) | Major Class Municipal Compliance Status | Type Of Notice Issued |
|------|--------------------|--------------------------|----------------|---------------------|-----------|-----------------------------------------|-----------------------|
| 2021 | Residential        | 979,523,400              | 1,178,495,400  | 52.16               | 83.12     | NO                                      |                       |
|      | Commercial         | 866,970,400              | 999,460,900    | 44.23               | 86.74     | NO                                      |                       |
|      | Agricultural       | 103,600                  | 117,200        | 0.01                | 88.40     |                                         |                       |
|      | Sum Of 5, 5M, 6, 7 | 437,200                  | 388,700        | 0.02                | 112.48    |                                         |                       |
|      | Personal           | 70,590,100               | 81,138,000     | 3.59                | 87.00     |                                         |                       |
|      | <b>Total</b>       | 1,917,624,700            | 2,259,600,200  | 100.00              | 84.87     | NO                                      |                       |
| 2020 | Residential        | 973,923,000              | 1,141,244,500  | 53.46               | 85.34     | NO                                      |                       |
|      | Commercial         | 830,737,700              | 908,850,400    | 42.57               | 91.41     | YES                                     |                       |
|      | Agricultural       | 101,900                  | 117,000        | 0.01                | 87.09     |                                         |                       |
|      | Sum Of 5, 5M, 6, 7 | 440,800                  | 407,700        | 0.02                | 108.12    |                                         |                       |
|      | Personal           | 73,182,500               | 84,117,900     | 3.94                | 87.00     |                                         |                       |
|      | <b>Total</b>       | 1,878,385,900            | 2,134,737,500  | 100.00              | 87.99     | NO                                      |                       |

The city's overall level of assessment for **2021** is **84.87%** (as compared to last year's **87.99%**). This is not within the accepted range and is no longer compliant with state law. Sales continue to indicate an upward trend in residential values, resulting in a drop in level of assessment for residential from **85.34%** to **83.12%**. Action will be required by 2023 if the residential continues to remain below 90%. Sales continue to indicate an upward trend in commercial values, resulting in a drop in level of assessment for commercial from **91.41%** to **86.74%**. Keep in mind that the commercial level can vary widely from year to year since the number of sales is usually only a very small sample size.

This is the city's third year of non-compliance. If a municipality is noncompliant after four consecutive years (2022), the Wisconsin Department of Revenue (DOR) must notify the municipality of its non-compliance status. DOR issues the municipality a second non-compliance notice after five consecutive years (2023) of non-compliance, and issues an order for supervised assessment after six consecutive years of noncompliance (2024).

The assessment office is scheduled to perform an interim-market revaluation for assessment year 2023.

## Statement of Changes in Equalized Values

This report compares the previous year's Equalized Values to the current year's Equalized Values. It also details changes for both real and personal property and includes details of prior year corrections made under state law (sec. 70.57, Wis. Stats.). Information regarding estimated amount of economic change and new construction are also part of this report and are based on sales studies and other analysis performed by the Department of Revenue. The results of this report, mainly the final equalized value, are used to determine the municipality's County apportionment.

**Attachment 4:** *A copy of this report can be found at the end of this report, labeled "Statement of Changes in Equalized Values"*

The following determinations were made upon the conclusion of their studies:

|                             |    |                              |    |
|-----------------------------|----|------------------------------|----|
| Residential Economic Change | 3% | Residential New Construction | 1% |
| Commercial Economic Change  | 5% | Commercial New Construction  | 6% |

The Department of Revenue's estimations are used to calculate Base Value. The Base Value is then compared against the local assessed value to determine the level of assessment (as seen on the Major Class Comparison Report).