



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 Ilten
- Commissioner Rice
- Commissioner Schuler

AGENDA

CITY PLAN COMMISSION

Date and Time:	October 3, 2022 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 861 4363 0949 Passcode: 807690 <u>By Computer:</u> https://us02web.zoom.us/j/86143630949?pwd=UzNiS1VCWkdzK2RwTG04VTRB <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the September 6, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Daniel and Danielle Haapala, representing Haapala Investments LLC, for a conditional use permit to renovate an existing commercial tenant space into a single-family residence on the property located at 2964 Church Street (Parcel ID 281230805101420), consistent with Ch. 23.02(1)(g)(16)(f).
4. August 2022 Monthly Report.
5. Director's Report.
A verbal report will be provided during the meeting.

Closing Section:

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

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

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

6. Adjourn

REPORT OF CITY PLAN COMMISSION

September 06, 2022 – 6:00 PM
In-Person & Zoom Conference Call Meeting

PRESENT: Alderperson Kneebone, Commissioner Arntsen, Commissioner Ilten, and Commissioner Schuler.

ALSO PRESENT: Attorney Beveridge, Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Planner Klesmith, Technician Mohr, Alderperson Christianson, Alderperson Shorr, Alderperson Keymer, Amy Thorstenson, Lois Lawler, Sherrilee Wallerman, Doug Stingle, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Report of the August 1, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Mark and Janice Klein to rezone the property located at 5410 Windy Drive (Parcel ID 281240835120208) from "R-LD" Low Density Residence District to "R-3" Single- and Two-Family Residence District, consistent with Ch. 23.01(12)(b)(8).
4. Public Hearing and action on a request from Doug Stingle, representing the Schmeeckle Reserve Visitors Center, for a conditional use permit to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive (Parcel ID 281240828210001), consistent with Ch. 23.02(1)(a)(5)
5. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.05 relating to the bylaws of the Zoning Board of Appeals in accordance with Wis. Stats. 62.23(7)(e).
6. Public Hearing and action on a request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to required approvals to construct a new accessory structure.
7. Public Hearing and action on a request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation Design Review Commission Design Guidelines as it relates to required approvals for the renewal of expired design review certificates.
8. Public Hearing and action on a request from the City of Stevens Point to amend Section 6.1.2.6 of the Historic Preservation Design Review Commission Design Guidelines as it relates to demolition review guidelines.
9. A request from Hannah Butkiewicz, representing the Golden Sands Resource Conservation and Redevelopment Council, for an exception to fencing standards to install perimeter fencing on an unaddressed parcel bounded by West Whitney Street and West Cornell Avenue (Parcel ID 281240831101201), consistent with Ch. 23.01(14)(g).
10. A request from the City of Stevens Point to grant an Electric Underground Easement to the Wisconsin Public Service Corporation for the property located at 931 Michigan Avenue (Parcel ID 281240833200107).
11. July 2022 Monthly Report.
12. Director's Report.

Closing Section:

13. Adjourn.
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Opening Section:

1. Roll call.

Present: Kneebone, Arntsen, Ilten, Schuler

Excused: Wiza, Cooper, Rice

Motion by Commissioner Arntsen to nominate Mary Kneebone as Temporary Chairperson; seconded by Commissioner Schuler.

Motion carried 4-0.

Discussion and possible action on the following:

2. Report of the August 1, 2022 meeting of the City Plan Commission.

Motion by Commissioner Schuler to approve the report of the August 1, 2022 Plan Commission meeting; seconded by Commissioner Arntsen.

Motion carried 4-0.

3. Public Hearing and action on a request from Mark and Janice Klein to rezone the property located at 5410 Windy Drive (Parcel ID 281240835120208) from "R-LD" Low Density Residence District to "R-3" Single- and Two-Family Residence District, consistent with Ch. 23.01(12)(b)(8).

Director Kernosky summarized the Klein's previous annexation request from the Town of Hull to the City of Stevens Point, as well as surrounding right-of-way. As a follow-up to that initial request, they were now reviewing a routine rezoning, further explaining that territories annexed into City limits were automatically assigned a R-LD zoning designation temporarily, but a permanent zoning classification had to be adopted within 90 days from the date of annexation, in this case an R-3 zoning classification. After review, staff held no concerns and recommended approval as presented.

Chairperson Kneebone declared the public hearing open.

Director Kernosky noted they had received written

Chairperson Kneebone declared the public hearing closed.

Chairperson Kneebone noted the property was within their Alder district, and they were not opposed to the request as it was consistent with the existing neighborhood.

Motion by Commissioner Schuler to approve the request from Mark and Janice Klein to rezone the property located at 5410 Windy Drive (Parcel ID 281240835120208) from "R-LD" Low Density Residence District to "R-3" Single- and Two-Family Residence District, consistent with Ch. 23.01(12)(b)(8); seconded by Commissioner Ilten.

Motion carried 4-0.

4. Public Hearing and action on a request from Doug Stingle, representing the Schmeeckle Reserve Visitors Center, for a conditional use permit to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive (Parcel ID 281240828210001), consistent with Ch. 23.02(1)(a)(5).

Associate Planner/Zoning Administrator Kuhn provided a summary of the request for a conditional use permit to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive, specifically to serve Schmeeckle Nature Reserve. While the use of a solar array was permitted itself, the request pertained more towards the proposed reduced setbacks. After review, staff recommended approval as presented.

Chairperson Kneebone declared the public hearing open.

Doug Stingle (1932 Church St), representing the applicant, provided the following details:

1. Array would be a carbon copy of the existing site array, only installed more towards the east and more updated technology.
2. Purpose was to offset electric consumption of the new facilities and car charging stations.
3. New array would have a larger capacity.

Alderson Morrow (District Eleven) stated support for the request.

Chairperson Kneebone declared the public hearing closed.

Commissioners made the following comments:

1. Inquiry as to whether there were any vision concerns, to which staff confirmed there were not, and the array would still need to meet vision triangle requirements.
2. General support for the request.

Commissioner Ilten abstained from the request.

Motion by Commissioner Arntsen to approve a request from Doug Stingle, representing the Schmeckle Reserve Visitors Center, for a conditional use permit to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive (Parcel ID 281240828210001), consistent with Ch. 23.02(1)(a)(5) with the following:

1. A building permit shall be obtained prior to the start of development.
2. Minor modifications to the plan may be approved by City staff, including changes in setbacks not exceeding 10%.

seconded by Commissioner Schuler.

Motion carried 3-0, with Commissioner Ilten abstaining.

5. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.05 relating to the bylaws of the Zoning Board of Appeals in accordance with Wis. Stats. 62.23(7)(e).

Associate Planner/Zoning Administrator Kuhn summarized the request to amend Chapter 23, specifically the section relating to the bylaws of the Zoning Board of Appeals, further explaining that the request was merely a housekeeping item to ensure that the City's Zoning Code included the most up-to-date excerpt of State Statute within the ordinance. It would not change how the board functioned.

Chairperson Kneebone declared the public hearing open.

Chairperson Kneebone declared the public hearing closed.

Motion by Commissioner Ilten 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 amends Section 23.05 relating to the bylaws of the Zoning Board of Appeals in accordance with Wis. Stats. 62.23(7)(e); seconded by Commissioner Arntsen.

Motion carried 4-0.

6. Public Hearing and action on a request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to required approvals to construct a new accessory structure.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend the Historic Preservation / Design Review Commission Design Guidelines as it related to requiring approvals to construct a new accessory structures, specifically updating the threshold of when an applicant needed commission approval versus internal administrative design review. The purpose of the request was to streamline and ease the process for both administrative staff and applicants.

There was a back-and-forth discussion between the commission and staff on the ability for applicants to go forward the Historic Preservation / Design Review Commission if staff was not agreeable or comfortable towards the applicant's request. It was noted that staff could not reject the request outright, and the commission would then act as somewhat of an appeal body for residents and/or the applicant.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to required approvals to construct a new accessory structure; seconded by Commissioner Ilten.

Motion carried 4-0.

7. Public Hearing and action on a request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation Design Review Commission Design Guidelines as it relates to required approvals for the renewal of expired design review certificates.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend the Historic Preservation / Design Review Commission Design Guidelines as it related to requiring approvals for the renewal of expired design review certificates, specifically giving staff the ability to renew expired design review certificates internally rather than having applicants go before the commission for renewal, especially considering current lead times for materials and labor shortages. The amendment would ease the process for applicants.

Motion by Commissioner Schuler to approve the request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation Design Review Commission Design Guidelines as it relates to required approvals for the renewal of expired design review certificates; seconded by Commissioner Arntsen.

Motion carried 4-0.

8. Public Hearing and action on a request from the City of Stevens Point to amend Section 6.1.2.6 of the Historic Preservation Design Review Commission Design Guidelines as it relates to demolition review guidelines.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend the Historic Preservation / Design Review Commission Design Guidelines as it related to the demolition review guidelines, specifically the section that states that if a current property owner fails to maintain their property in good repair, it is not a valid claim of hardship due to it being self-created. However, it fails to mention the disrepair of a structure that may occur from a previous owner. The amendment was intended to close the loophole that effectively cleared the pathway for demolition of deteriorated historic buildings under new ownership.

Commissioners made the following comments:

1. Clarification requested that if a new owner would inherit a property in disrepair if they would be bound by the same requirements, to which staff confirmed accurate as proposed.
2. There was initial hesitation from the commission in holding a new owner accountable for something a previous owner did, to which the commission requested further explanation.

Chairperson Kneebone declared the public hearing open.

Chairperson Kneebone declared the public hearing closed.

There was a back-and-forth discussion on why such an amendment was needed in the first place, with staff explaining that while demolition should always be a last resort, the loophole was being used to pursue demolition. The deterioration of the Fox Theater was used as an example. The deterioration of the Fox Theater had occurred under old ownership, and the new owner could have used the loophole to argue in favor of demolition.

Attorney Beveridge provided a brief statement on the importance of providing additional protections.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to amend Section 6.1.2.6 of the Historic Preservation Design Review Commission Design Guidelines as it relates to demolition review guidelines; seconded by Commissioner Ilten.

Motion carried 3-1, with Commissioner Ilten voting in the negative.

9. A request from Hannah Butkiewicz, representing the Golden Sands Resource Conservation and Redevelopment Council, for an exception to fencing standards to install perimeter fencing on an unaddressed parcel bounded by West Whitney Street and West Cornell Avenue (Parcel ID 281240831101201), consistent with Ch. 23.01(14)(g).

Director Kernosky provided a summary of the request to install privacy fencing to enclose a neighborhood garden to protect it from deer and other animals. Due to the setback requirements of privacy fencing along corner lots, coupled with the proposed height of 8 feet, staff recommended denial of the request.

Chairperson Kneebone asked for comments from the audience.

Amy Thorstenson, representing the applicant, clarified that the proposed was not privacy fencing, but rather wooded posts with welded wire material.

While the initial staff recommendation was to deny the request, after a back-and-forth discussion with the commission and the applicant, staff was agreeable to approval of the proposed.

Motion by Commissioner Arntsen to approve the request from Hannah Butkiewicz, representing the Golden Sands Resource Conservation and Redevelopment Council, for an exception to fencing standards to install perimeter fencing on an unaddressed parcel bounded by West Whitney Street and West Cornell Avenue (Parcel ID 281240831101201), consistent with Ch. 23.01(14)(g); seconded by Commissioner Ilten.

Motion carried 4-0.

10. A request from the City of Stevens Point to grant an Electric Underground Easement to the Wisconsin Public Service Corporation for the property located at 931 Michigan Avenue (Parcel ID 281240833200107).

Associate Planner/Zoning Administrator Kuhn summarized the request to grant an electric underground easement to Wisconsin Public Service for the purpose of serving the ongoing stadium improvements to the Community Field and the K.B. Willet Ice Arena. Staff recommended approval as presented.

Commissioners made the following comments:

1. Inquiry as to whether it would be a natural gas pipeline, to which staff stated it would not be.
2. Inquiry as to whether WPS intended to replace the landscaping noted in the site plan, to which staff clarified that there would be no trenching or disturbance of greenery as part of the proposed.

Motion by Commissioner Schuler to approve the request from the City of Stevens Point to grant an Electric Underground Easement to the Wisconsin Public Service Corporation for the property located at 931 Michigan Avenue (Parcel ID 281240833200107); seconded by Commissioner Arntsen.

Motion carried 4-0.

11. July 2022 Monthly Report.

Director Kernosky summarized the highlighted July projects, noting the high number of new duplexes being built in the current year. Year to date permits and values were still on track for a good year.

Motion by Commissioner Schuler to approve the July 2022 Monthly Report and place it on file; seconded by Commissioner Arntsen.

Motion carried 4-0.

12. Director's Report

Director Kernosky provided brief updates on:

- a. Developmental Updates
- b. Special Project Updates

- c. Public Policy Updates
- d. Economic Development Updates

Motion by Commissioner Arntsen to approve the September 2022 Director's Report and place it on file; seconded by Commissioner Schuler.

Motion carried 4-0.

Closing Section:

13. Adjourn.

Meeting adjourned at 6:52 PM.

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

Administrative Staff Report

Renovation of Commercial Tenant Space into Single-Family Residence

2964 Church Street

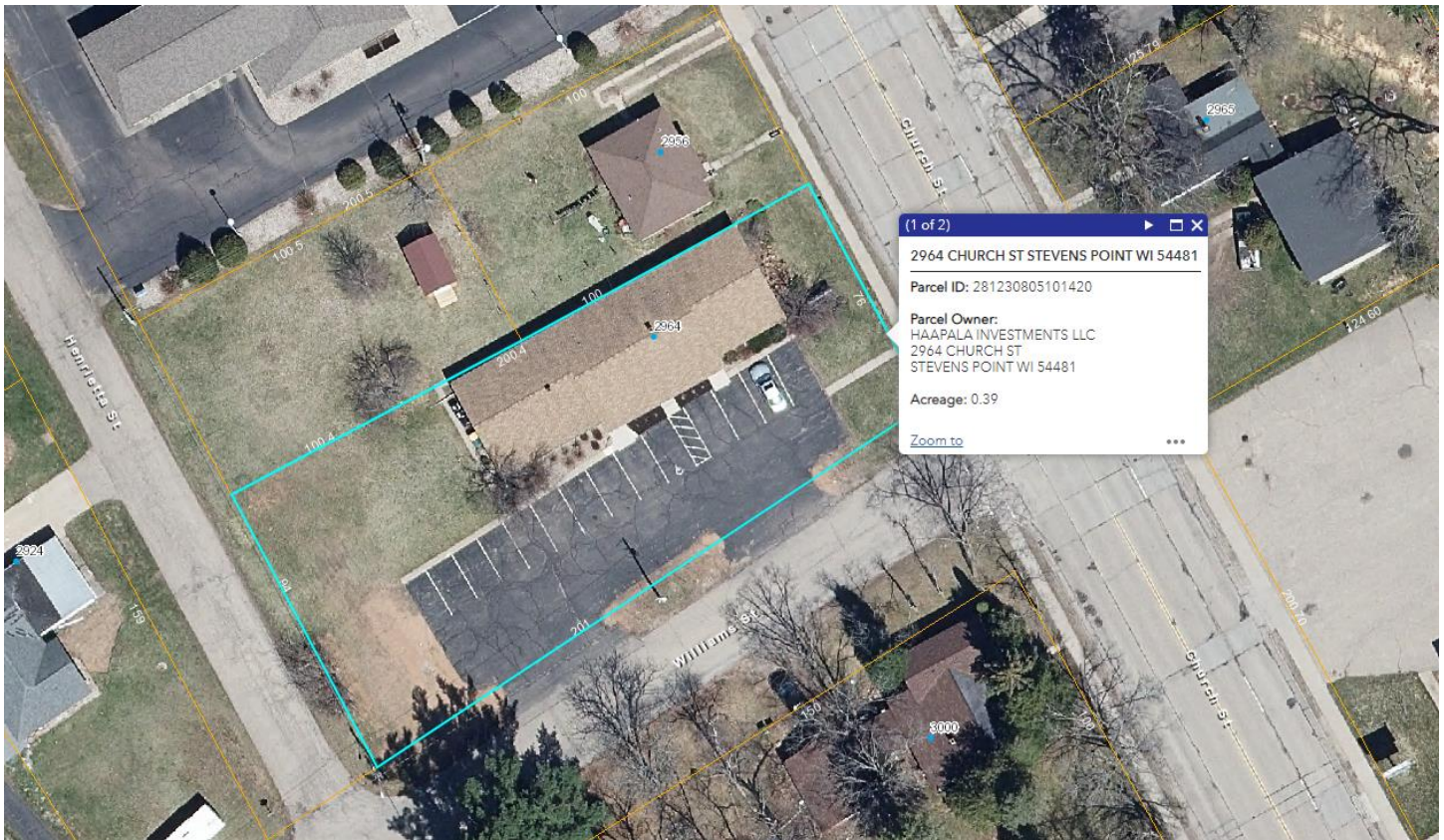
October 3, 2022



Department of Community
Development

Applicant(s): - Daniel and Daniella Haapala, representing Haapala Investments LLC Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230805101420 Zone(s): "R-5" Multiple Family II Residential Master Plan: - Commercial / Office / Multi-Family Council District: - District 10 Ald. Fishler Lot Information: - Frontage: 277 ft. - Depth: 198 ft. - Lot Size: 16,885 sq. ft. (0.388 ac.) Current Use: - Dental Office & Hair Salon Applicable Regulations: 23.02(1)(g)(16)(f)	Request - Public Hearing and action on a request from Daniel and Danielle Haapala, representing Haapala Investments LLC, for a conditional use permit to renovate an existing commercial tenant space into a single-family residence on the property located at 2964 Church Street (Parcel ID 281230805101420), consistent with Ch. 23.02(1)(g)(16)(f). Attachment(s) - Application - Plans Findings of Fact - The subject property is home to two commercial tenants – a hair salon within the eastern half of the building and a dental office within the western half of the building. - The dental office, Gilchrist Dental Care, closed on August 31st of this year. - The applicants are requesting to renovate the dental office space into a one-unit residence. The applicants would reside in this created unit. - The subject property is zoned "R-5" Multiple Family II Residential. Within the "R-5" District, one-unit residences are classified as a conditional use. - The Plan Commission and Common Council may attach conditions onto this request as necessary. Staff Recommendation Approve the conditional use request to renovate an existing commercial tenant space into a single-family residence on the property located at 2964 Church Street (Parcel ID 281230805101420), subject to the following conditions: - The dwelling unit shall meet minimum occupancy and space requirements as outlined in Chapter 21 of the City's Municipal Code of Ordinances. - Staff shall have the ability to approve minor deviations to the project plan.
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to renovate an existing commercial tenant space into a one-unit residence. Up until August of this year, the subject property contained two commercial tenants. The eastern half of the building contained a hair salon while the western half of the building contained a dental office. On August 31st of this year, Gilchrist Dental Care relocated their dental office off-site. Following the relocation, the property owners have discussed renovating this dental office space into a one-unit residence. The property owners would occupy this created housing unit should a conditional use permit be granted.

The subject property is zoned “R-5” Multiple Family II Residential. Within the “R-5” District, one-unit residences are classified as a conditional use and would require a conditional use permit. Said requirement is outlined below.

Ch. 23.01(1)(g) “R-5” Multiple Family II Residence District

16) Conditional Uses

f) Single-family dwellings

An analysis of this request relative to the City’s fourteen standards for reviewing a conditional use request are outlined below.

Standards of Review – Conditional Use Permit

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

Analysis: The proposed use is consistent with the City's Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. Single-family residential development exists to the north and west of the subject property, while commercial uses exist along the Church Street corridor. By providing another one-unit residence, it arguably provides more separation from the commercial uses that line Church Street and the single-family residential uses that immediately abut to the west. Adequate utility and road networks exist to compliment this request.

Findings: The "R-5" Multiple Family II Residence District allows for one-unit dwellings as a conditional use. No improvements are proposed to the exterior of the building and to the site to service the proposed use. 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: One-unit dwellings are a conditional use within the "R-5" Multiple Family II Residence District.

Findings: Single-family residential uses surround the property where it is permitted by right. Staff believes that this proposal would not pose a detriment to the existing residential neighborhood nearby. Additionally, the applicants are planning to occupy this proposed residential unit. As the applicants also manage the adjoining hair salon, staff believes that this circumstance provides an additional safeguard to the surrounding neighborhood.

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 commercial, office and 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 exterior of the building is not proposed to change as part of this request.

Findings: Staff believes that the existing building complements both the adjoining residential neighborhood and the commercial corridor along Church Street.

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

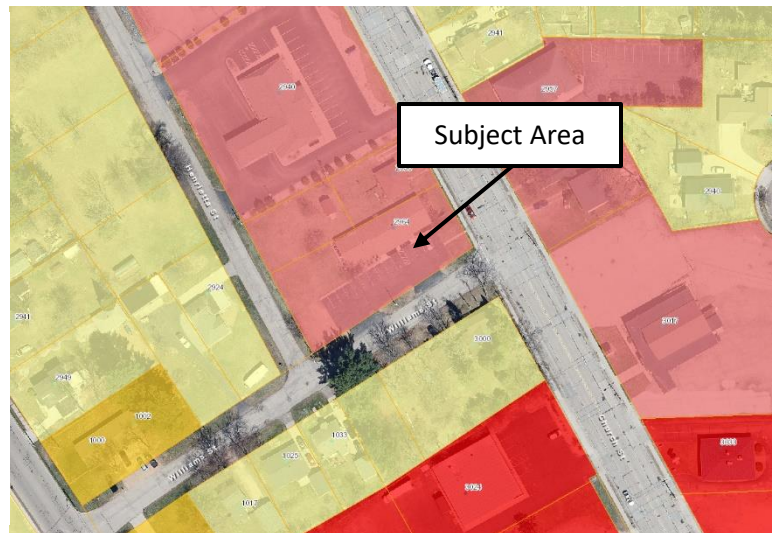
Analysis: Utilities exist within the Church Street and Williams Street Right-of-Ways that will service the proposed use. New connections would be necessary within the structure due to the change in use from commercial to residential purposes. Vehicular access exists off of Williams Street.

Findings: Staff believes that this standard is met.

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

Analysis: The proposed use will be serviced by a parking area off of Williams Street. This parking area is also utilized for the adjacent hair salon use.

Findings: Staff believes that access is appropriate and that the proposed single-family use would not create significant issues with traffic mobility.



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 the subject property for commercial, office and

Future Land Use



multi-family residential uses. The subject property is zoned "R-5" Multiple Family II Residential. According to the City's Zoning Code, the "R-5" District is established to "provide a mixed-use district of high density living that permits hi-rise housing and also allows a variety of non-residential office-type or professional service uses. It is intended that this district will generally be acceptable as a buffer use between lower density residential uses and commercial industrial uses, and in areas capable of handling higher traffic volumes and areas subject to higher land values than in lower density residential zones with such districts located consistent with the City's Comprehensive Plan."

Findings: Staff believes that this request to convert the western tenant space of the building into a one-unit residence meets the intent of the "R-5" District as it adequately provides a buffer between single-family residential uses to the west and commercial uses to the east and south. As the "R-5" District serves as a de facto

mixed-use zoning district, having both a single-family residential use and a low-intensity commercial use provides that variety in land uses of which is offered in the “R-5” District.

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

Analysis: This conditional use request is seeking to convert an existing commercial tenant space on the subject property into a single-family residence. Single-family residential uses are a conditional use within the “R-5” District.

Findings: The regulations of the district are met provided that the above permit conditions are fulfilled.

- 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: One residential unit is proposed to be created. The proposed use would provide a similar land use intensity within adjoining single-family homes.

Findings: The addition of one housing unit 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: N/A

Findings: N/A

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

Analysis: Vehicular access to the site is off of Williams Street, while pedestrian access is off of Church Street.

Findings: Based on the low-intensity land use that is being proposed, staff believes that access to the property is appropriate.

- 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 connections exist within the Williams Street and Church Street Right-of-Way that services the principal structure on the property. New connections will be needed within the residence to comply with Universal Dwelling Code requirements.

Findings: As no exterior improvements are proposed as part of this request, staff believes that fire access and stormwater controls are sufficient.

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: Mechanical equipment is not proposed as part of this proposed use.

Findings: This standard is met.

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

Analysis: Outside of existing light coming from the building, no additional lighting 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: N/A

Findings: N/A

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.

Site Photos





APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	Daniel & Danielle Haapala	Contact Name	
Address	400 White Oak Ave	Address	
City, State, Zip	Plaver, WI 54467	City, State, Zip	
Telephone	715-630-3207	Telephone	
Fax	-	Fax	
Email	dohaapala@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	Daniel Haapala	Owner's Name	Danielle Haapala
Address	400 White Oak Ave	Address	400 White Oak Ave
City, State, Zip	Plaver, WI 54467	City, State, Zip	Plaver, WI 54467
Telephone	715-630-3207	Telephone	715-630-3207
Fax	-	Fax	-
Email	dohaapala@gmail.com	Email	dohaapala@gmail.com

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
2964 Church St, STP 54481		
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
		Dental Office, Salon
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)		
- Salon would remain in use (Suite B) - Current dental office (Suite A) is relocating, would like to use it as private residence. - No significant changes need to be made for use. The current 5 patient treatment rooms/office would become bedrooms. Current lab would become the kitchen - Would need to install a shower		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

- The building sits within both commercial & residential area so don't foresee any real noticeable change

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

- There is plenty of parking for both current businesses so converting the 1 unit to a residence will have no impact to surrounding parking or traffic patterns

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date

From: [2Haapalas](#)
To: [District 10](#)
Cc: [Adam Kuhn](#)
Subject: [External] Conditional Use Permit Request
Date: Tuesday, September 6, 2022 8:10:23 AM

Hello Keely,

We are writing to inform you of a request we are submitting for a Conditional Use Permit. We are the current owners of the building located at 2964 Church Street, Stevens Point. Currently there is a dental clinic in Suite A, which will be relocating and our salon in Suite B. We would like to turn Suite A into our primary residence. There are no significant changes that need to be made to make it suitable for this purpose. There are 4 patient treatment rooms and 1 office that we would use for bedrooms. There are 2 restrooms so we would need to install a shower. The current lab has a sink so we would turn that into the kitchen and would need to install a range. With the amount of parking available currently there is no need for any changes to accommodate this request.

Thank you,

Daniel & Danielle Haapala

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Community Development Report, August 2022

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	-	-	-	-
Two-Family	-	-	-	-
Multi-Family	-	-	-	-
Commercial/Industrial	2	Great Northern Distilling (BLD/ZN/ELE) 1011 Second St	\$1,931,443.00	\$2,342.40
	4	North Side Yard, Building 3 (FULL) 1017 Third St	\$9,466,577.00	\$7,686.18
	2	Cousins Subs 109 Division St N	\$539,600.00	\$590.80
	2	Tommy's Car Wash (BLD/ZN/PLB) 117 Division st N	\$1,391,290.00	\$1,505.84

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	107	\$865,768.23	\$6,135.51
Commercial	41	\$2,058,897.00	\$14,968.63

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
158	\$16,253,575.23	\$33,229.36	1114	\$86,800,613.87	\$318,458.00

2021	1313	\$44,178,585.76	\$207,649.38
2020	1302	\$128,917,561.40	\$326,316.61
2019	1272	\$92,473,165.24	\$398,177.96

Violation Report

New Code Cases		
Abandoned Vehicle on Property	2	
Bulk Waste at Curb	38	
Construction Work Without Permits	3	
Debris on Property	6	
Exterior Violations on House	0	
Heating equipment not installed properly	0	
Illegal Pets or Livestock	1	
Illegal Use of Occupancy	0	
Improper Signage	0	
Infestation	0	
Interior Housing Violations	3	
Public Works Violation	0	
Snow & Ice Removal - Sidewalk	0	
Tall Grass or Noxious Weeds	22	
Trash Containers Improperly Stored	1	
Trash/Litter	0	
Unsanitary/Unsafe Conditions	0	
Vacant Building/Home	0	
Vehicle Parked on Grass	5	
Vision Obstruction in Roadway or Intersection	1	
Zoning Violations	4	
Total Violations / Total Service Fees Billed	86	\$2,200
Voluntary Compliance Rate for Tagged/Verbal	12/27	44%

+ Referred to another department