



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:	December 5, 2022 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 824 8686 4203 Passcode: 599907 <u>By Computer:</u> https://us02web.zoom.us/j/82486864203?pwd=VVFJaGw3aklNYmVTOTIvWlV <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 November 7, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Cory Presnick, representing CORTA Stevens Point LLC, for a conditional use permit to perform improvements to an off-premise sign on the property located at 5665 U.S. Highway 10 East (Parcel ID 281240836230010), consistent with Ch. 23.02(2)(a)(3)(j).
4. Public Hearing and action on a request from Jackson and Mary Case to apply a permanent zoning classification of the property located at 3028 Stanley Street (Parcel ID 020240828-14.02) from "R-LD" Low Density Residential to "R-2" Single-Family Residential.
5. Public Hearing and action on a request from Tiffani Krueger, representing Frame Memorial

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.

Presbyterian Church of Stevens Point, for a conditional use permit to operate a warming shelter at the property located at 1300 Main Street (Parcel ID 281240832202815), consistent with Ch. 23.02(1)(f)(3)(f).

6. Public Hearing and action on a request from Wayne Bushman, representing Wood Street Properties LLC, for a conditional use permit to construct a storage building on the property located at 2116 Wood Street (Parcel ID 281240832301205), consistent with Ch. 23.01(13)(f).
7. Public Hearing and action on a request from the City of Stevens Point to apply a permanent zoning classification of "C" Conservancy for the unaddressed parcel bounded by Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06) and two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03), and a zoning classification of "B-5" Highway Commercial for the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02).
8. Presentation and discussion on a potential amendment to the Zoning Code's definition of 'family.'
9. 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 the definition of 'family' as stated in Section 23.04(2) to read as follows:

Household Entity – is an individual, or two or more person related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus three individuals not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of family shall not apply to a Tourist Rooming House.
10. 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 23.04(2) to include a definition for an 'IDD household entity' to read as follows:

IDD Household Entity – is no more than four non-related individuals, all with intellectual and/or developmental disabilities as defined by the Americans with Disabilities Act, residing in the same housing unit and acting as a single housekeeping entity. In such situation, live-in caregivers for those with intellectual and/or developmental disabilities shall not count against the total number of unrelated individuals within the IDD Household Entity definition. The Zoning Administrator may review each case for approval or denial based upon the information provided to them.
11. A request from Cory Presnick, representing CORTA Stevens Point, LLC, for a Site Plan Review to construct a building addition on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 23.02(2)(e)(5).
12. Review and possible action on the 2021 Housing Affordability Report.
13. September, October and November 2022 Monthly Reports.
Copies of the November monthly report will be provided during the meeting.
14. Director's Report.
A verbal report will be provided during the meeting.

Closing Section:

15. Adjourn

REPORT OF CITY PLAN COMMISSION

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

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Planner Klesmith, Technician Mohr, Alderperson Christianson, Alderperson Keymer, Alderperson Zarazua, Alderperson Johnson, Alderperson Shuda, Dave Wilz, Kurt Groholski, Rose Brilowski, Mary Ann Laszewski, Troy Hojnacki, Keith Biesack, Gene Schulfer, Dianne Somers, Nick Somers, Clare Cullen, Barb Deweerd, Jim Deweerd, Alex Gerke, Mason Walton, Alex Muhl, Eric Drazkowski, Carlo Morarle, Brody Rice, Jackson Case, Mary Case, Karen Ghinazzi, Kathy Johnson, Gary Johnson, Jeanna Trzebiatowski, Wayne Bushman, Talin Senner, Tobin Bushman, Brian Nusz, Shawn Stanchik, Trevor Roark, Cindy Nebel, Jim Zwicker, Cory Presnick, Steve Decker, 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 October 3, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Jim Anderson, representing Anderson Development Company LLC, for a final subdivision plat review of a proposed 39-lot subdivision on the property located at 5498 Golla Road (Parcel ID 020240826-13.05), and unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03) and the property located at 324 Brilowski Road (Parcel ID 020240826-13.02).
4. Public Hearing and action on a request from Wayne Bushman, representing Sunrise Pointe Ventures LLC, for a conditional use permit to construct multiple business incubator structures on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), consistent with Ch. 23.01(13)(f).
5. Public Hearing and action on a request from the City of Stevens Point pertaining to the creation of a Downtown Business Improvement District and the 2023 Operating and Implementation Plan.
6. A request from Cory Presnick, representing CORTA Stevens Point, LLC, for a Site Plan Review to construct a building addition on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230013), consistent with Ch. 23.02(2)(e)(5).
7. A request from the City of Stevens Point for the acceptance of dedicated land for right-of-way purposes - extension of Elizabeth Avenue approximately 237 feet to the south.
8. A request from Jackson and Mary Case to annex the property located at 3028 Stanley Street (Parcel ID 020240828-14.02) from the Town of Hull to the City of Stevens Point.
9. A request from the City of Stevens Point to annex the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02), an unaddressed parcel bounded by U.S. Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06), an unaddressed parcel off of Badger Avenue (Parcel ID 020240836-02.07) and two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03), consistent with Wisconsin Statute 66.0223.
10. Discussion and possible action on the acquisition of property located at 5595 Regent Street (Parcel ID 020320111).

11. Discussion and possible action on the acquisition of a portion of the property located at 324 Brilowski Road (Parcel ID 020240826-13.02).
12. Discussion on the Comprehensive Plan update.
13. Director's Report. *A verbal report will be provided during the meeting.*

Closing Section:

14. Adjourn.
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Opening Section:

1. Roll call.

Present: Wiza, Kneebone, Arntsen, Ilten, Rice, Schuler

Excused: Cooper

Discussion and possible action on the following:

2. Report of the October 3, 2022 meeting of the City Plan Commission.

Motion by Alderperson Kneebone to approve the report of the October 3, 2022 Plan Commission meeting; seconded by Commissioner Ilten.

Motion carried 6-0.

3. Public Hearing and action on a request from Jim Anderson, representing Anderson Development Company LLC, for a final subdivision plat review of a proposed 39-lot subdivision on the property located at 5498 Golla Road (Parcel ID 020240826-13.05), and unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03) and the property located at 324 Brilowski Road (Parcel ID 020240826-13.02).

Director Kernosky summarized the request for a final subdivision plat which would create 39 lots off an area 27.8 acres in size. He provided the history of previous feedback received during the March 1st and April 5th 2022 Plan Commission meetings, specifically the suggestion to further increase density. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Dave Wilz (1909 Mary's Dr), Town of Hull resident and Chairperson, read prepared testimony that outlined concerns for the verbiage within the drainage easement, as well as highlighted a preference by the drainage district for an outlot concept to be considered.

Jim Deweerd (5364 Duncan Dr), long time Hull resident, provided testimony in opposition of the request, citing concerns for changing the rural characteristic of the neighborhood with the proposed increased density and traffic, as well as potential water quality control issues for the new homes.

Nick Somers (292 Maple Bluff Rd), farmer and Hull resident, provided testimony in opposition of the request, citing concerns for the proper maintenance of the drainage easement and ditch.

Diane Somers (292 Maple Bluff Rd), Hull resident, reiterated concerns for the increased density which would disrupt the existing neighborhood, and could pose dangers to children due to the increased traffic. She agreed with the outlot concept presented by Mr. Dave Wilz, and noted concerns for the needed ongoing maintenance of the drainage ditch.

Karen Ghinasszi (110 Maple Bluff Rd), Hull resident living next to the drainage ditch, noted concerns for the environmental impact to the existing wildlife with the proposed development and explained that the ditch drained into the local reserve.

Trevor Roark (601 Washington Ave) stated opposition to the request, noting that the development would further exacerbate climate issues.

Cindy Nebel (1100 Phillips St) stated opposition to the request, noting that the development went against the City's efforts for density, noting that the lots were still too large and the proposed not dense enough.

Mayor Wiza declared the public hearing closed.

Mayor Wiza asked that Director Kernosky speak further on the drainage easement.

Director Kernosky noted the City's awareness of the drainage ditch existing, adding that it had only been utilized twice over the 80 years it had existed. The City had also provided flexibility to the subdivision's attorney and the drainage district's attorney to work out additional concerns amongst themselves. As an example, there was an existing drainage district abutting a similar sized development east of Brilowski Road, therefore staff did not see the need in requiring an outlot as one existed already. He further reiterated that the easement remained valid and would not be affected. There would also be no additional wells put in, and all homes would be serviced by City sewer and water utilities.

Mayor Wiza, in response to concerns for the request still lacking dense development, stated that the City's effort was to increase all types of housing, not just dense housing.

Commissioners made the following comments:

- Was familiar with the area, noted it was good for development. Reiterated the City's housing needs.
- Did not see the area as rural considering one of the busiest roads in the city was not even a half mile away. The City had been wanting a large scale development for a long time, and the proposed area provided that in the form of single family development.
- While the development appeared inevitable, they also needed to be sensitive to the drainage district concerns
- Noted a need to make potential owners more aware of the easement and any potential restrictions.
- Previous doubts had been satisfied for the development.

Motion by Alderperson Kneebone to approve the request from Jim Anderson, representing Anderson Development Company LLC, for a final subdivision plat review of a proposed 39-lot subdivision on the property located at 5498 Golla Road (Parcel ID 020240826-13.05), and unaddressed parcel bounded by Golla Road and Regent Stret (Parcel ID 020240826-14.03) and the property located at 324 Brilowski Road (Parcel ID 020240826-13.02) with the following:

- 1. The creation of additional outlots and/or easements that do not result in increased density of the subdivision plat may be reviewed by City Staff.**

seconded by Commissioner Rice.

Motion carried 6-0.

4. Public Hearing and action on a request from Wayne Bushman, representing Sunrise Pointe Ventures LLC, for a conditional use permit to construct multiple business incubator structures on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), consistent with Ch. 23.01(13)(f).

Associate Planner/Zoning Administrator Kuhn summarized the request to construct ten buildings, approximately 2,376 sq.ft. each in size, for the purpose of providing businesses incubator spaces at the southeast corner of 5001 Joerns Drive. After review, staff held no concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Trevor Roark (601 Washington Ave) stated his support for the project and recommended adding sidewalks or walking paths between the businesses.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- The area was a great fit for the type of development.
- Suggestion on adding bike parking.

Motion by Commissioner Ilten to approve the request from Wayne Bushman, representing Sunrise Pointe Ventures LLC, for a conditional use permit to construct multiple business incubator structures on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), consistent with Ch. 23.01(13)(f) with the following:

1. The driveway connecting the ten structures with Coye Drive shall be surfaced with a hard surfacing material meeting applicable Zoning Code requirements, subject to the review and approval of the Zoning Administrator.
2. A parking plan shall be submitted that shows the location of proposed parking areas, subject to the review and approval of the Zoning Administrator meeting applicable Zoning Code requirements.
3. The planned swale shall be designed meeting applicable stormwater control best practices, subject to the review and approval of Utilities Department staff.
4. A building permit shall be obtained prior to the start of construction.
5. Staff shall have the ability to approve minor amendments to the site plan

seconded by Commissioner Arntsen.

Motion carried 6-0.

5. Public Hearing and action on a request from the City of Stevens Point pertaining to the creation of a Downtown Business Improvement District and the 2023 Operating and Implementation Plan.

Planner Klesmith reviewed a presentation on the Downtown Business Improvement District. It covered the following (*presentation attached to the end minutes*):

- Overview (History, Planning Efforts, Financing Strategies)
- Purpose and Goal of the BID
- BID Boundaries
- Proposed Levy & Finances, as well as Specific Downtown Funding Sources
- Board Representation
- Next steps

Mayor Wiza declared the public hearing open.

Keith Biesack (301 Fifth Ave), downtown business owner, stated their excitement for the BID, and highlighted the need to have more diverse board representation which would aid in developing diverse ideas and in creating a Downtown identity. While the Stevens Point Alliance existed, some businesses did not want to be a part of it.

Kathy Johnson (6022 Highway 66), downtown business owner, noted that the Stevens Point Alliance was the group that first approached the City about existing concerns and in marketing downtown. They reiterated the need to diversify downtown and create an identity.

Alderperson Christianson (District One) stated that the BID was an opportunity for the Downtown to excel even further and commended the efforts of all those involved over the years to bring the BID to fruition.

Jeanna Trzebiatowski (1124 Main St), representative for 1124 and 1136 Main St, noted excitement and welcomed the BID to complement and supplement the Stevens Point Alliance, which had already put out

some great things for the downtown. They noted the importance of making a final draft available publicly before adoption.

Steve Decker (929 Main St), downtown business owner, noted concerns with the potential of the Stevens Point Alliance controlling the finance arm for the BID, or having overlapping control and representation.

Trevor Roark (601 Washington Ave) stated his support of the BID and recommended that they consider additional goals in the forms of cleaner streetscapes and clearing snow more proactively.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Hoped that the BID would be used to facilitate both the mechanical and cultural needs for the downtown.
- Glad that the Comprehensive Plan was actively being utilized in conjunction with the BID.

Director Kernosky clarified next steps and BID State Statues, noting the Common Council would review the final document in December barring any objections. Planner Klesmith reviewed the changes made as result of BID meetings involving stakeholders.

Motion by Commissioner Rice to approve request from the City of Stevens Point pertaining to the creation of a Downtown Business Improvement District and the 2023 Operating and Implementation Plan; seconded by Commissioner Cooper.

Motion carried 6-0.

6. A request from Cory Presnick, representing CORTA Stevens Point, LLC, for a Site Plan Review to construct a building addition on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230013), consistent with Ch. 23.02(2)(e)(5).

Associate Planner/Zoning Administrator Kuhn summarized the request for a Site Plan Review to construct a western 9,629 sq.ft. building addition on the stated proper. The proposed would create three separate tenant spaces in addition to the existing Dunham's. After review, staff held no concerns and recommended approval with conditions outlined in the staff report.

Commissioners made the following comments:

- Additional landscaping would be preferred.
- Requested confirmation that there was interest in outside parties for the tenant spaces.
- Inquired on whether there were any ideas on addressing additional traffic concerns.
- Inquiry on whether there could be additional landscaping requirements without a full reconstruction as that was not intended at the time.

Cory Presnick, applicant, confirmed that they had quite a bid of demand from a retail perspective for the proposed tenant spaces, and expected to be a fully leased and a committed project before beginning work. There were additional plans to submit for the former Copps space in the coming weeks as well.

Mayor Wiza declared the public hearing open.

Trevor Roark (601 Washington Ave) agreed that additional greenery in the area would be beneficial.

Mayor Wiza declared the public hearing closed.

Director Kernosky noted that the existing facilities could support the proposed traffic patterns. In relation to the landscaping concerns, there were current code requirements that would trigger additional landscaping requirements for parking lot reconstructions.

Cory Presnick, applicant, noted hearing concerns on the landscaping. While there were no intentions now during the first phase, there would be a focus on landscaping in the future when the full reconstruction did occur. The intent was to get the project momentum going first.

Motion by Alderperson Kneebone to approve the request from Cory Presnick, representing CORTA Stevens Point, LLC, for a Site Plan Review to construct a building addition on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230013), consistent with Ch. 23.02(2)(e)(5) with the following:

1. A certified survey map showing the proposed lot split shall be submitted to Community Development staff for review and approval.
2. At the time of recording of the certified survey map, lots two and three shall enter into a shared parking agreement. Such agreement shall be in accordance with Chapter 23.01(16)(h)(3)(e) of the City's Zoning Code and recorded with the Portage County Register of Deeds Office.
3. A shared access agreement shall be recorded between the created parcels to provide means of access to lots one and two.
4. A building sprinkler plan shall be submitted to the Fire Department for review and approval.
5. Proposed bicycle parking shall meet design standards as outlined in Chapter 23.01(16)(f) of the City's Zoning Code.
6. A building permit shall be obtained prior to the start of construction.
7. Staff shall have the ability to approve minor amendments to the approved plan.

seconded by Commissioner Ilten.

Motion carried 6-0.

7. A request from the City of Stevens Point for the acceptance of dedicated land for right-of-way purposes - extension of Elizabeth Avenue approximately 237 feet to the south.

Director Kernosky summarized the request for the acceptance of dedicated land for right-of-way purposes, specifically the long-term plans of extending Elizabeth Avenue and Jefferson Street. It would be a critical component for the future growth of the City, noting roughly 500 acres available for redevelopment south of Jefferson Street. After review, staff held no concerns and recommended approval with conditions outlined in the staff report.

Commissioners made the following comments:

- Inquiry on whether there would be property acquisition, to which staff confirmed that there would not be as it related to the request.

Mayor Wiza declared the public hearing open.

Trevor Roark (601 Washington Ave) inquired on whether the sidewalk would be extended, to which Mayor Wiza noted that the request was just for a dedication for future use, no construction would occur.

Mayor Wiza declared the public hearing closed.

Motion by Alderperson Kneebone to approve the request from the City of Stevens Point for the acceptance of dedicated land for right-of-way purposes - extension of Elizabeth Avenue approximately 237 feet to the south; seconded by Commissioner Schuler.

Motion carried 6-0.

8. A request from Jackson and Mary Case to annex the property located at 3028 Stanley Street (Parcel ID 020240828-14.02) from the Town of Hull to the City of Stevens Point.

Associate Planner/Zoning Administrator Kuhn summarized the request from Jackson and Mary Case to annex the property located at 3028 Stanley Street through Unanimous Approval, primarily for the purpose of connecting to City water. After review, staff held no concerns and recommended approval as presented.

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

Motion by Commissioner Ilten to approve the request from Jackson and Mary Case to annex the property located at 3028 Stanley Street (Parcel ID 020240828-14.02) from the Town of Hull to the City of Stevens Point; seconded by Commissioner Arntsen.

Motion carried 6-0.

9. A request from the City of Stevens Point to annex the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02), an unaddressed parcel bounded by U.S. Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06), an unaddressed parcel off of Badger Avenue (Parcel ID 020240836-02.07) and two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03), consistent with Wisconsin Statute 66.0223.

Associate Planner/Zoning Administrator Kuhn summarized the request from the City of Stevens Point to annex the stated properties under the Annexation of Territory Owned by a City or Village. There were no planned developments for the stated properties, noting that a good portion of it included wetland and it was originally purchased for the sole purpose of ensuring eastward expansion. After review, staff held no concerns and recommended approval as presented.

There was brief clarification on the current boundary of Parkdale Park, and whether there were immediate plans for the parcels, to which staff confirmed that the proposed area was not currently within the municipality, and there were no immediate plans to redevelop, noting the wetlands in the area would make it challenging.

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

Motion by Alderperson Kneebone to approve the request from the City of Stevens Point to annex the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02), an unaddressed parcel bounded by U.S. Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06), an unaddressed parcel off of Badger Avenue (Parcel ID 020240836-02.07) and two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03), consistent with Wisconsin Statute 66.0223; seconded by Commissioner Arntsen.

Motion carried 6-0.

10. Discussion and possible action on the acquisition of property located at 5595 Regent Street (Parcel ID 020320111).

Director Kernosky explained that the current item related to the Anderson Subdivision. He explained that City staff had been working with several parties over the last year to expand the municipal boundary to allow the residential development along Brilowski Road. When the Anderson Subdivision first came forward for annexation the previous year, it was quickly objected to by the Town of Hull due to the 'continuity rule', at which time the annexation request was paused. Since then, a purchase price for the parcel owned by the Bartkowiak family directly south of the Anderson parcel had been negotiated, therefore removing the continuity issue, and clearing the way for annexation. The Bartkowiak parcel would also be developed by the City, similar to the Whitetail Subdivision. After review, staff held no concerns and recommended approval as presented.

Commissioners made the following comments:

- Reiterated the importance of the City continuing amicable discussions and efforts with the Town of Hull over the municipal boundaries, to which staff assured the commission of their continued efforts.

- Inquiry on whether the Town of Stockton boundary was of any significance, to which staff confirmed it was not at the moment and referred to City staff for discussion outside of the meeting.
- Commended staff on the continued efforts in relation to the City's boundary.

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

Motion by Commissioner Ilten to approve the acquisition of property located at 5595 Regent Street (Parcel ID 020320111); seconded by Commissioner Rice.

Motion carried 6-0.

11. Discussion and possible action on the acquisition of a portion of the property located at 324 Brilowski Road (Parcel ID 020240826-13.02).

Mayor Wiza explained that the Director's summary under Agenda Item 10 and ensuing discussion was also related to Agenda Item 11, only it pertained to the acquisition of the stated parcel, which was just north of 5595 Regent Street.

Motion by Commissioner Ilten to approve the acquisition of a portion of the property located at 324 Brilowski Road (Parcel ID 020240826-13.02); seconded by Commissioner Arntsen.

Motion carried 6-0.

12. Discussion on the Comprehensive Plan update.

Planner Klesmith provided a verbal update regarding the Comprehensive Plan, highlighting that staff had finished wrapping up the information gathering stage for Georke/Washington neighborhood, and it was now moving onto the draft stage.

Staff had also concluded the public survey for the City which garnered 859 responses within a short survey window. Relevant information would continue to be summarized for each neighborhood as they moved onto the Block Party phase. Also, a related PowerPoint presentation with additional detailed information on the Comprehensive Plan update would be sent out to the commission for their information.

There was a back-and-forth discussion on how the neighborhood events and block parties were received, to which it was explained that the more relaxed, non-traditional information gathering format made it more approachable to residents.

No action was taken.

13. Director's Report. *A verbal report will be provided during the meeting.*

Mayor Wiza noted that a timelapse video of Edgewater Manor being razed would be made available.

Director Kernosky provided brief verbal updates on:

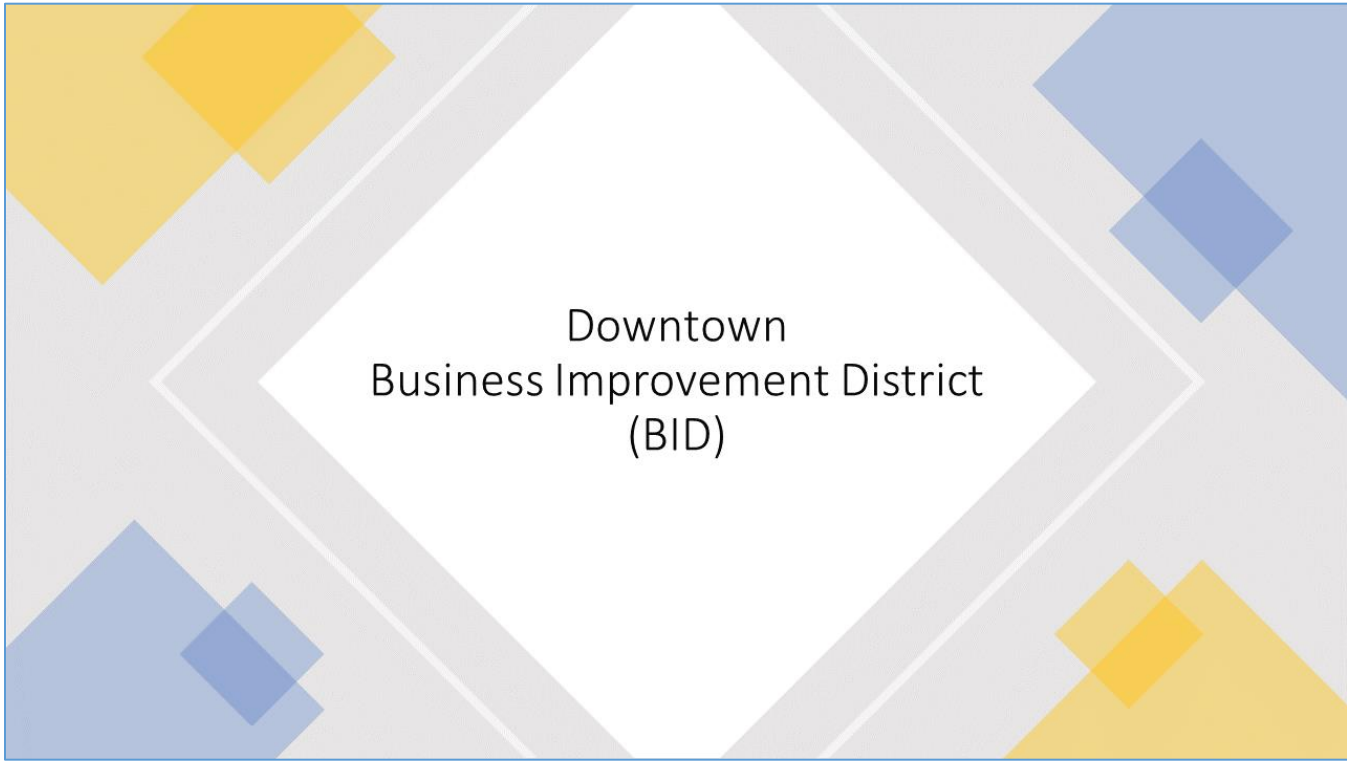
- a. Developmental Updates
- b. Special Project Updates
- c. Public Policy Updates
- d. Economic Development Updates

Closing Section:

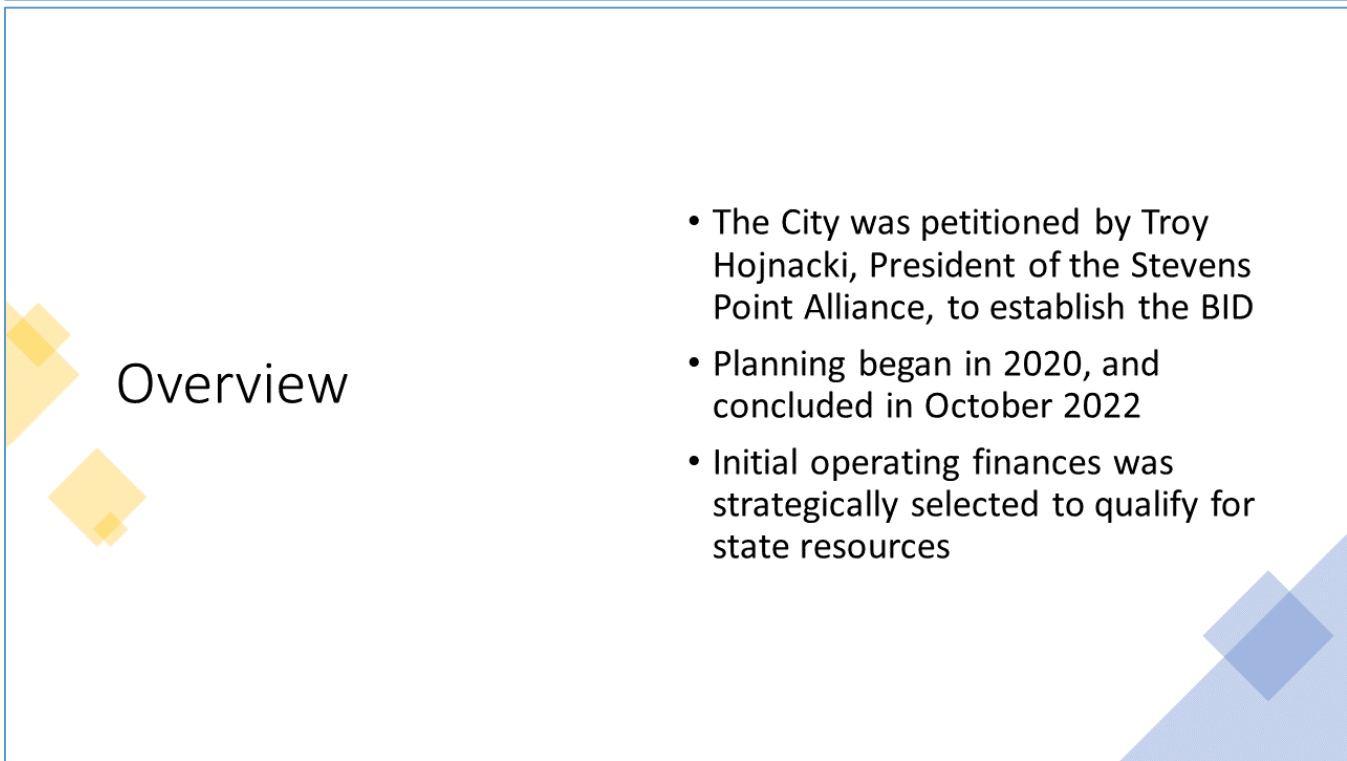
14. Adjourn.

Meeting adjourned at 8:00 PM.

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



Downtown Business Improvement District (BID)

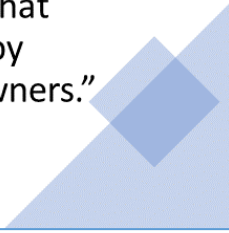


Overview

- The City was petitioned by Troy Hojnacki, President of the Stevens Point Alliance, to establish the BID
- Planning began in 2020, and concluded in October 2022
- Initial operating finances was strategically selected to qualify for state resources

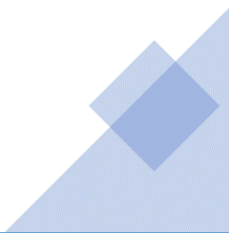


Purpose of the BID

- To support the resiliency and vitality of our historic city core
 - As voiced by downtown business and property owners, to “improve the aesthetics of Downtown Stevens Point, generate additional revenues for property maintenance and improvements, and advocate for policy and ordinance amendments that resolve issues identified by property and business owners.”
- 



The goal of the BID will be to complement, not replace, services to Downtown.



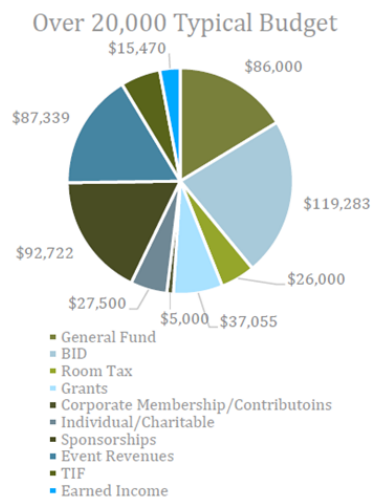
BID Boundaries



Proposed Levy & Finances

- For 5 years, the commercial properties within the BID would contribute \$0.60/\$1,000 assessed value
- Year 1: City would contribute \$77,000
- Year 2-5: City would contribute a minimum of \$35,000
- Recommended that the BID Board hire and train staff to perform work that meets initial goals and grows revenue streams to expand work in the district

Downtown Funding Sources



Top 3 funding sources in WI:

- BID (\$27,000-\$200,000 annually)
- Events & Sponsorships (\$20,000-\$600,000)
- General Fund (\$3,000-\$50,000)
 - Additional funds available through specific programs

Board Representation

- Two (2) real property owners within the District that do not own or operate a business within the District.
- Two (2) real property owners within the District that also operate a business within the District.
- Two (2) business owners within the District that do not own any real property within the District
- One (1) Alderperson representing the 1st Aldermanic District
- The Director of Community Development or their designee shall serve as an ex-officio non-voting member of the Board.

If Adopted Tonight:

- BID Implementation & Operational Plan to December Common Council
- If adopted by Common Council, BID formed and application and appointment process begins, to be completed in January 2023
- City provides financing through TIF X for 2023
- Board member orientation end of January 2023
- Board begins strategizing and executing February 2023

Questions?

Administrative Staff Report

Perform Improvements to Off-Premise Sign

5665 U.S. Highway 10 East

December 5, 2022



Department of Community
Development

Applicant(s): - Cory Presnick, representing CORTA Stevens Point, LLC Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240836230010 Zone(s): "B-5" Highway Commercial Master Plan: - Commercial / Office / Multi-Family Council District: - District 7 Ald. Kneebone Lot Information: - Frontage: 205 ft. - Depth: 220 ft. - Lot Size: 44,991 sq. ft. (1.003 ac.) Current Use: - Fast food restaurant Applicable Regulations: 23.02(2)(a)(3)(j)	Request Public Hearing and action on a request from Cory Presnick, representing CORTA Stevens Point LLC, for a conditional use permit to perform improvements to an off-premise sign on the property located at 5665 U.S. Highway 10 East (Parcel ID 281240836230010), consistent with Ch. 23.02(2)(a)(3)(j). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to perform improvements to an existing freestanding sign on the property located at 5665 U.S. Highway 10 East. - The planned improvements to the sign will highlight the commercial development planned on the properties located at 5601, 5633 and 5657 U.S. Highway 10 East. - The existing freestanding sign is legal non-conforming with respect to height and size. All improvements proposed would be done in accordance with Section 25.12(2) of the City's Sign Code to not lose this legal non-conforming status. - The subject property is located off site of the commercial tenants that will be advertised on the sign. - Off-premise signs are a conditional use within the "B-5" District. Off-premise signs are required to be within ¼ mile of the property who services are being advertised, along with meeting other sign restrictions as outlined in the Sign Code. - The Plan Commission and Council may attach conditions onto this request if necessary. Staff Recommendation Approve the conditional use request to perform improvements to an off-premise sign on the property located at 5665 U.S. Highway 10 East (Parcel ID 281240836230010).
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Vicinity Map



Background

Overview: The applicant is requesting to perform improvements to an existing freestanding sign on the property located at 5665 U.S. Highway 10 East. Such improvements include alterations to the top sign cabinet and the interior sign cabinets. The structural supports of the sign will not be altered as part of this proposal. The planned improvements to the sign will highlight the commercial development planned on the properties located at 5601, 5633 and 5657 U.S. Highway 10 East.

The subject property is zoned “B-5” Highway Commercial. Within the “B-5” District, freestanding signs are allowed at a maximum height of 20 feet and a maximum size of 150 square feet. The existing freestanding sign exceeds the aforementioned height and size requirements. Considered a legal non-conforming sign, the applicant will perform work on the sign in accordance with Section 25.12(2) of the City’s Sign Code – the code provision that allows for certain types of improvements to legal non-conforming structures. The work requested by the applicant will reduce the height of the sign to 33’ 4”, while maintaining the same amount of signable area (358 sq ft).

The planned improvements to the sign will highlight the commercial development planned on the properties located at 5601, 5633 and 5657 U.S. Highway 10 East. As the proposed sign is not located on any of the aforementioned properties,

it is considered an off-premise sign. Off-premise signs are required to be within ¼ mile of the property who services are being advertised, along with meeting other sign restrictions as outlined in the Sign Code.

Off-premise signs are also a conditional use within all commercial zoning districts. Said requirement is outlined below.

Ch. 23.02(2) "B-1" Neighborhood Business District

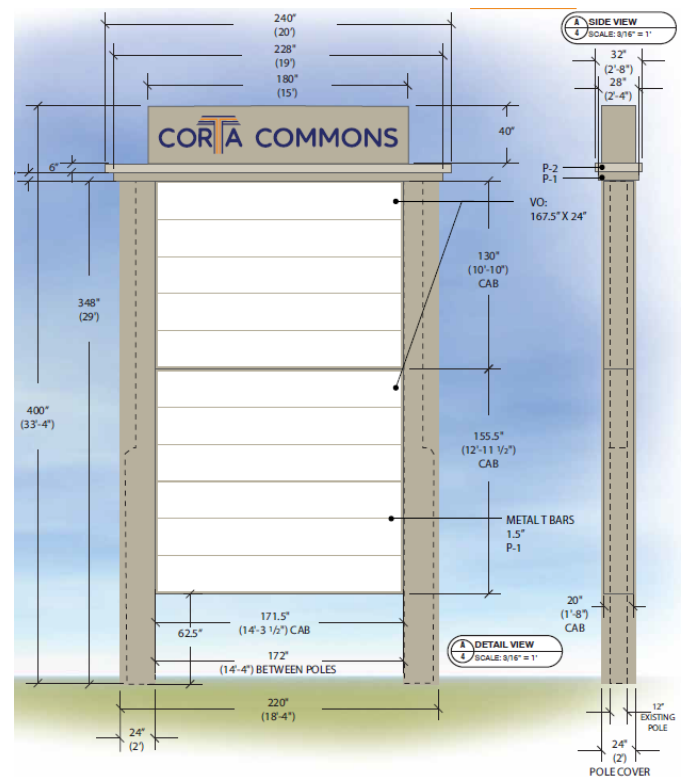
3) Conditional Uses

j) Off-premise sign/billboard

OFF-PREMISE SIGN/BILLBOARD - A sign structure advertising an establishment, merchandise, service or entertainment which is not sold, produced, manufactured or furnished at the property on which the said sign is located. The sign shall not exceed the lesser of 100 square feet in size, or the maximum amount of available allowable signage for the property in which the sign is installed. The sign shall be within ¼ mile (1,320 feet) of the establishment, merchandise, service, or entertainment for which they are advertising.



Existing Sign



Proposed Improvements

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 requested freestanding sign will be oriented towards U.S. Highway 10 East. A larger sign cabinet is proposed at the top of the sign to denote the name of a nearby commercial center, while the 11 167.5" x 24" sign cabinets will identify the commercial tenants occupying space within the properties located at 5601, 5633 and 5657 U.S. Highway 10 East.

Findings: The freestanding sign will assist in identifying the location of new commercial uses along Highway 10 East and Brilowski Road, especially as recently created outlots become developed in the future. Any future buildings on these outlots may block visibility for tenant spaces farther to the south, thereby reducing visibility to a major commercial corridor. While off-premise sign requests are uncommon in the city, this request closely resembles the request for Metro Market (formerly Copps Grocery) on Main Street. Furthermore, larger freestanding signs are expected to be installed along U.S. Highway 10 East due to it being a commercial corridor. Therefore the proposed signs should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

Analysis: Off-premise signs are allowed via a conditional use permit only within the City's commercial and industrial zoning districts. As the subject property and neighboring properties are of a commercial/retail nature, staff believes that the requested sign improvements would not be a detriment to the surrounding area.

Findings: This standard is met.

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 as part of a defined commercial corridor that allows for higher vehicle traffic.

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 freestanding sign exceeds height and size requirements of the "B-5" Highway Commercial District. It is considered a legal non-conforming sign, and the intended improvements will be consistent with Section 25.12(2) of the City's Sign Code – the code provision that allows for certain types of improvements to legal non-conforming structures. Several materials are used in rehabbing the existing freestanding sign, including aluminum and metal paneling.

Findings: The sign designs are appropriate and mirror similar signs within the vicinity. Therefore, they should not have an adverse effect on the neighborhood, from a design standpoint, especially if within compliance with the ordinance. Having landscaping at the base of a freestanding sign is a requirement within the "B-5" District. As this sign already exists, staff cannot require landscaping to be installed. Please note that the Plan Commission may place the planting of landscaping as a condition onto this conditional use request.

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

Analysis: N/A

Findings: N/A

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: N/A

Findings: N/A

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: N/A

Findings: N/A

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: Off-premise signage is regulated by the conditional use standards and standards within the Sign Code. Improvements done to the off-premise sign will be done by means to not lose its legal non-conforming status (height and size). The sign meets the required setback and vision clearance.

Findings: The regulations of the district are met provided that the sign is installed in accordance with applicable Sign Code provisions.

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

Findings: N/A

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: N/A

Findings: N/A

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: N/A

Findings: N/A

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

Analysis: The proposed sign will utilize internally illuminated systems.

Findings: This standard is met.

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

Analysis: The sign is not intended to create any noise.

Findings: This standard is met.

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	CORTA STEVENS POINT, LLC	Contact Name	CORY PRESNICK
Address	16232 SW 92ND AVE	Address	1112 1ST STREET
City, State, Zip	MIAMI, FL 33157	City, State, Zip	NEPTUNE BEACH, FL 32266
Telephone	404-625-5119	Telephone	404-625-5119
Fax		Fax	
Email	cpresnick@cortadev.com	Email	cpresnick@cortadev.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
5601 US HWY 10	5633 US HWY 10	5657 US HWY 10
Legal Description of Subject Property		
LOT 2 CSM#5174-18- 199 BNG PRT SW NW;EX PRT FOR HWY DES 684956;EX CSM 52/106; SUBJ TO PLE-692680 S36 T24 R8 LOT 4 CSM#5174-18- 199 BNG PRT SWNW S36 T24 R8 LOT 5 CSM#5174-18 -199 BNG PT SWNW; EX PRT CSM 52/106 DED RD ROW S36 T24 R8 ING/EGR ESMT & RC463954;463953; 477076 10.74A 892225;892226		
Designated Future Land Use Category		Current Use of Property
Commercial		Commercial
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)		
This application is specific to the refurbishment of the existing East Pointe Plaza shared monument/pylon sign to a level that will provide an aesthetically pleasing new look and feel without changing any structural components and as such retaining grandfathered status with regards to height, size, etc. The sign has historically provided Hwy 10 signage for many multiple retail and non-retail businesses within the overall East Pointe Plaza shopping center which technically many were "off-site". This application is requesting to retain this function as providing Hwy 10 exposure and visibility to new businesses locating within this redevelopment area. While technical "off-site" a Reciprocal Easement Agreement (REA) and Declaration is in place and new REA/Declaration will be recorded to replace the existing document that governs the maintenance responsibilities and panel rights for each parcel that is a part of the East Pointe Plaza shopping center. We further intend to re-brand the redevelopment to refresh the look and perception of the property to "CORTA Commons".		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

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

There will be no structural changes to the sign and no negative impact to any adjacent land owner or the public. We will be investing tens of thousands of dollars in refurbishing the sign to a better and more contemporary look that will be of benefit to public, adjacent owners and new businesses locating to this location.

Current Zoning Surrounding Subject Property

North:	Commercial	South:	Residential
East:	Commercial	West:	Commercial

Current Land Use Surrounding Subject Property

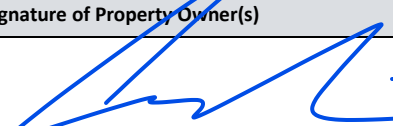
North:	Commercial	South:	Residential
East:	Commercial	West:	Commercial

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	Existing photo of monument/pylon sign
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
	11/9/22		11/9/22



505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: CORTA DEVELOPMENT

LOCATION: 5633 US-10, STEVENS POINT WI 54482
DRAWN BY: BOBBI J
SALESPERSON: KELS Y H
DATE: 03/17/2022
DESIGN #: D19856
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
	BCJ	06/30/2022	ADD OPTION
	BCJ	11/23/2022	CAB/CORTA COMMONS

PYLON ALTERATIONS

QUANTITY: (1) EXISTING D/F SIGN
LIGHTING: ILLUMINATED
CABINET: NEW- FABRICATED ALUM (20")
RETAINER: 2" STANDARD FOR LEXAN (NEW)
NEW FACES: LEXAN (NEW)
GRAPHICS: CUT VINYL, 1ST SURFACE

POLES: EXISTING 12" X 12" SQUARE POLES
POLE COVERS: FABRICATED ALUM, 24", P-1
MOUNTING: REUSE EXISTING POLES AND FOUNDATION

INSTRUCTION: REMOVE & DISPOSE OF EXISTING TENANT CABS, TOP ID CAB, AND POLE COVERS.
PRODUCE AND INSTALL NEW AS SHOWN
USING EXISTING POLES AND FOUNDATION.

COLORS:

P-1 PMS 7535 C
P-2 PMS 7534 C

V-4 ORACAL 951-065 COBALT BLUE VINYL
V-5 ORACAL 951-020 GOLDEN YELLOW VINYL

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

SIGNATURE DATE

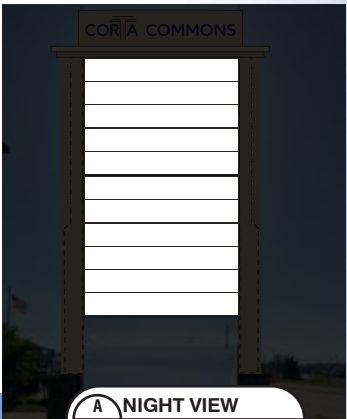


EXISTING VIEW
1 N.T.S.

LOCATION VIEW
2 SCALE: 1/8" = 1'

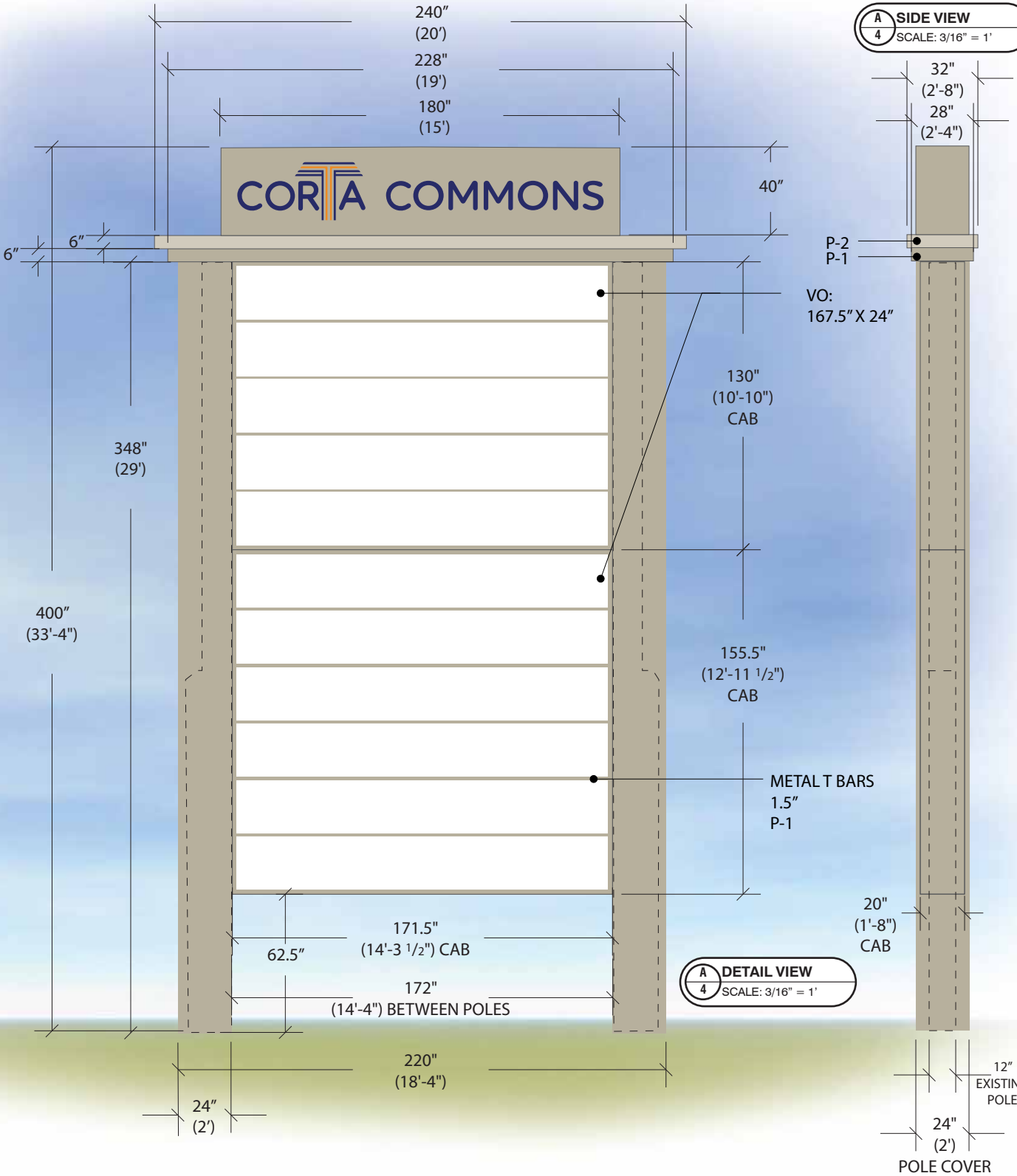


REMOVE EXISTING TENANT CABINETS, TOP ID CAB,
AND POLE COVERS. REUSE EXISTING FOUNDATION/ POLES.



NIGHT VIEW
5 N.T.S.

ALT-1: LOC-1
OPTION C



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CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.





MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: December 5, 2022

RE: Public Hearing and action on a request from Jackson and Mary Case to apply a permanent zoning classification of the property located at 3028 Stanley Street (Parcel ID 020240828-14.02) from "R-LD" Low Density Residential to "R-2" Single-Family Residential.

Background: Last month, the Plan Commission reviewed an annexation request to annex the property located at 3028 Stanley Street from the Town of Hull to the City of Stevens Point. According to the City's Zoning Code, territory annexed into City limits are automatically zoned "R-LD" Low Density Residential until a definite zoning classification is adopted. Said requirement is outlined below.

Ch. 23.01(12) Classification of Districts.

b) District Boundaries

- 8) All territory annexed to the City of Stevens Point shall automatically become a part of the "R-LD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite zoning districts and boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

www.stevenspoint.com

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

The subject property occupies a single-family residence and is surrounded by properties zoned "R-2" Single-Family Residential (within City limits). Based on the use of the subject property and the built environment surrounding it, staff is recommending that the property be rezoned from "R-LD" Low Density Residential to "R-2" Single-Family Residential. Further information on the proposed zoning of the property is identified below.

1. Minimum performance standards are met with the proposed district.

Analysis: Performance standards for the "R-2" Single-Family Residential District are provided below.

"R-2" SINGLE FAMILY RESIDENCE DISTRICT:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses	1 fam./unit 1 unit/lot provided lot is 8,000 sq.ft.	60 ft., 80 ft. For corner lots	Not over 35' nor over 2 ½ stories	20 ft. Total of both sides, one side not less than 8' for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Not less than 20% of lot depth but not less than 15' and need not exceed 30 ft.	Per 23.01(14)	900 sq. ft.	18 ft.
All other permitted uses	8,000 sq.ft.		35 ft.	20 ft.		30 ft.		0	
Cond. Uses	As set by the Plan Commission and City Council.								

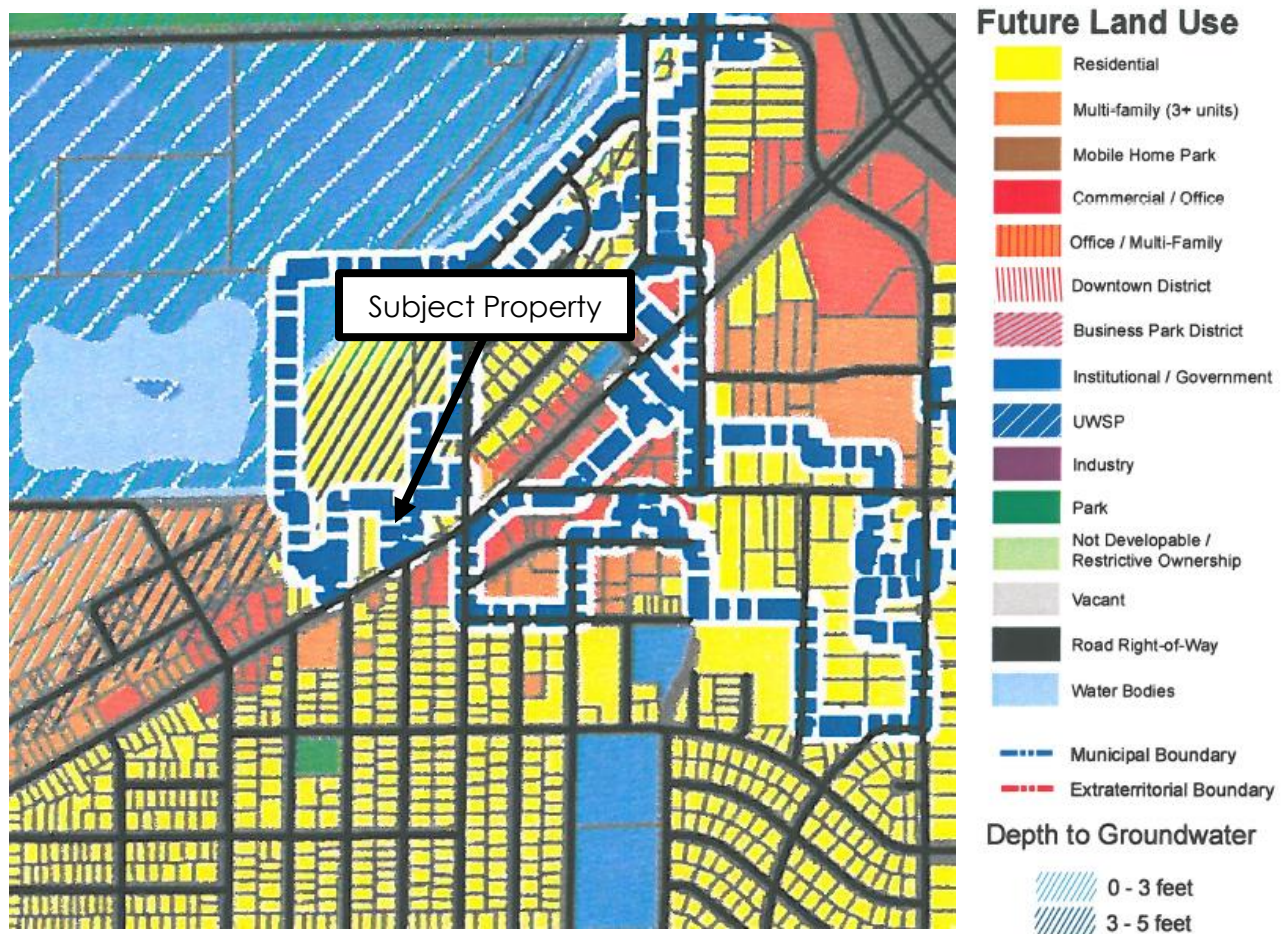
Findings: The subject property is 17,587 square feet in size, exceeding minimum lot size requirements. The width of the property, 53 feet, is less than the minimum 60-foot requirement for the "R-2" District. With that said, staff believes that a "R-2" designation would be most appropriate given the surrounding zoning classifications. Applying a higher zoning classification to the property in order to meet minimum lot width standards would represent spot zoning, which the State prohibits. The single-family residence meets minimum setback, building height and building size requirements of the "R-2" District.

Lot Line	R-2 District Minimum Setback Requirements	Existing Setbacks (Findings)
Street	25 ft	30 ft
Side	Total of 20 ft with one side not less than 8 ft	24 ft 6 in (shortest side is 9 ft)
Rear	20% of lot depth (minimum of 15 ft and a maximum of 30 ft)	240 ft

2. The change in zoning is consistent with the City's Comprehensive Plan.

Analysis: As the subject property originated within the Town of Hull, it is not represented within the City's Future Land Use Map. However, as part of the City's extraterritorial jurisdiction, the Comprehensive Plan designates the subject property for residential use within the Extraterritorial Future Land Use Map. Please note that a 'residential' designation encapsulates both single- and two-family residential uses.

Findings: Given the adjacent single-family residential uses that are zoned "R-2," staff does not have concerns about the proposed zoning change and believes it is consistent with the City's Comprehensive Plan.



3. The change in zoning will not create adjacent incompatible uses.

Analysis: Properties east and west of the subject property are zoned "R-2" Single-Family Residential. Properties north of the subject property are zoned "PD" Planned Development. Please note that this planned development has a base zoning of "R-2" Single-Family Residential. Properties south of the subject property are zoned "R-5" Multiple Family II Residential.

"R-2" Single Family Residential District:

This district is intended to provide population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of the R-2 District. This district also should accommodate housing not on City sewer.

“PD” Planned Development District:

A Planned Development is a zoning district that allows for deviation from the standards of this zoning ordinance in exchange for higher quality development.

“R-5” Multiple Family II Residential:

This 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.

Findings: Given the intent of the “R-2” District, surrounding uses, lots and other land use features, a rezoning to “R-2” Single-Family Residential does not interfere with the existing land uses and future land use planning of the area.

Staff Recommendation: Staff recommends **APPROVAL** to apply a permanent zoning classification of “R-2” Single-Family Residential for the property located at 3028 Stanley Street.



APPLICATION FOR A ZONING MAP AMENDMENT - REZONING

(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							

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Jackson & Mary Case	Contact Name	
Address	3028 Stanley Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email	jackson.gccorp@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]			
Parcel 1	Parcel 2	Parcel 3	
PID 020240828-14.02			
Legal Description of Subject Property			
LOT 1 CSM#8891-36-121 BNG PRT NWSE S28 T24 R8-14.02 .40A 515\83;611/494; CSM 36/121			
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)	
0.4 acres		0.4 acres	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Residential	Single-Family Residential	Single-Family Residential	
Current Zone District		Proposed Zone District	
"R-LD" Low Density Residential		"R-2" Single-Family Residential	

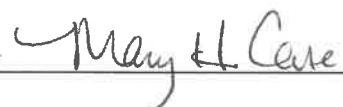
Reason for the zone change request			
The subject property was annexed in the fall of 2022. Per the City's Zoning Code, all properties annexed into City limits are temporarily zoned "R-LD" Low Density Residential until a permanent zoning classification is approved. The rezoning is being proposed to promote consistency with the City's Comprehensive Plan and uniformity with adjoining properties.			
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			
The property is utilized for single-family residential purposes. No future development is planned.			
Current Zoning Surrounding Subject Property			
North:	"PD" Planned Development	South:	"R-3" & "R-4"
East:	"R-2"	West:	"R-2"
Current Land Use Surrounding Subject Property			
North:	Single-Family Residential	South:	Two-Family Residential
East:	Single-Family Residential	West:	Single-Family Residential
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?			
Yes, the Comprehensive Plan designates this property for single-family residential purposes.			

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	

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
	10-31-22		10/31/22

Administrative Staff Report

Operate a Warming Shelter

1300 Main Street
December 5, 2022

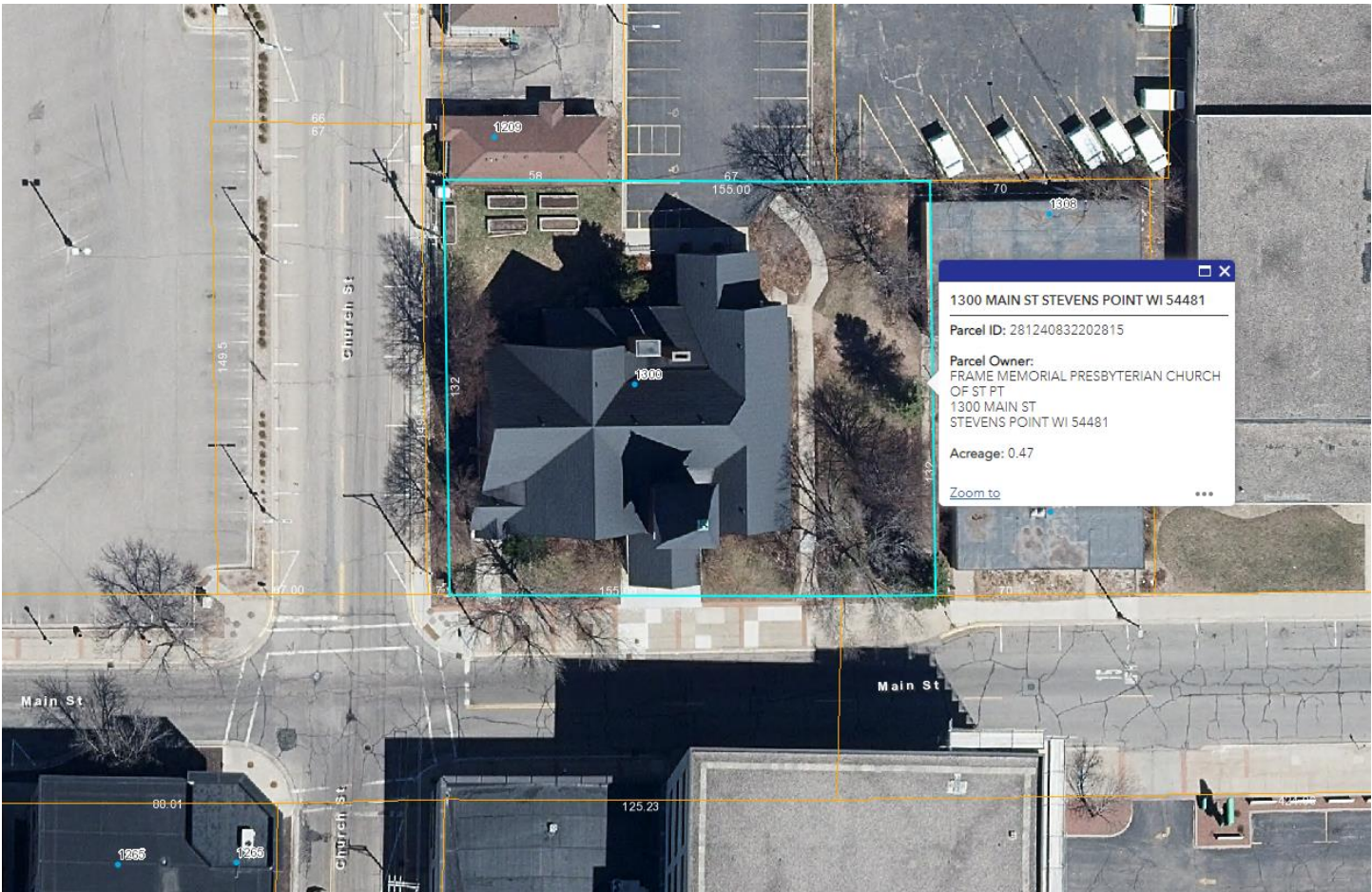


Department of Community
Development

Applicant(s): - Tiffani Krueger, representing Frame Memorial Presbyterian Church of Stevens Point Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832202815 Zone(s): "B-3" Central Business Master Plan: - Downtown District Council District: - District 1 Ald. Christianson Lot Information: - Frontage: 287 ft. - Depth: 132 ft. - Lot Size: 20,460 sq. ft. (0.470 ac.) Current Use: - Church and warming shelter (temporary housing) Applicable Regulations: 23.02(1)(f)(3)(f)	Request Public Hearing and action on a request from Tiffani Krueger, representing Frame Memorial Presbyterian Church of Stevens Point, for a conditional use permit to operate a warming shelter at the property located at 1300 Main Street (Parcel ID 281240832202815), consistent with Ch. 23.02(1)(f)(3)(f). Attachment(s) - Application - Plans Findings of Fact - The subject property, zoned "B-3" Central Business, permits a warming shelter (i.e., temporary housing) by way of a conditional use permit. Temporary housing is defined as a period of six months or less. - In 2017, the applicant was granted a conditional use permit to operate a warming shelter on the subject property. - The use was proposed and continues to remain located within the basement of Frame Memorial Presbyterian Church. - A series of conditions were added to the Common Council's approval of the conditional use permit in 2017. One condition was that "conditional use permit shall expire within one year after final approval and may be granted an extension by the Plan Commission and Common Council." - Since 2018, reissuance of a conditional use permit has not occurred. With the warming shelter continuing to operate on the subject property, it is classified as a nonconforming use. - The Plan Commission and Common Council may attach additional conditions onto this request as necessary. Staff Recommendation Approve the conditional use request to operate a warming shelter at the property located at 1300 Main Street (Parcel ID 281240832202815), subject to the following conditions: - Occupancy shall be limited to the basement floor. - The use of the facility for temporary housing shall only occur during the following time periods, unless otherwise approved by Community Development staff:
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	a. Warming shelter opens November 1st or below 20 degrees F temperature. b. Warming shelter closes April 30 or after temperatures are above 20 degrees F temperature c. Warming shelter check-in hours shall be from 8:30PM - 9:00PM. d. Warming shelter closes at 6:30 AM. 3. At least one professionally trained staff member shall provide supervision of the facility at all times during operation. 4. Applicable Building Codes and Fire Codes shall be met. 5. City staff shall have the ability to approve minor amendments to the proposal.
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Vicinity Map



Background

Overview: In 2017, the applicant obtained a conditional use permit to operate a warming shelter (identified as temporary housing within the Zoning Code) in the basement of Frame Memorial Presbyterian Church. When conditional use approval was applied for in 2017, the City Police Department, Fire Department and Building Inspection Division had toured the space to ensure applicable Building and Fire Codes were met. As shown within this agenda packet, several

improvements were performed in the building, ranging from smoke detectors, handrails, accessible bathrooms and lighting.

A summary of the use and rules are provided below. It is important to note that volunteers will staff the warming shelter during times of operation.

Summary of Use and Policy Rules:

- Seasonal Operation: Opens November 1st or below 20 degrees F temperature; Closes April 30th or after temperatures are above 20 degrees F temperature
- Open Hours (Check-in): 8:30 PM - 9:00 PM
- Police escorts accepted after check-in
- Guest entrance on the north façade, rear entrance.
- Recliners/cots with the ability for a maximum of 20 individuals
- Stays up to 90 days allowed
- Drugs and alcohol are prohibited and those patrons under the influence shall not be admitted.
- Personal items are checked upon entrance
- Pillows and blankets are provided
- 3 strike system for offenders
- No smoking anywhere on the premise.

When conditional use approval was granted in 2017, a condition was placed onto the request stating that “conditional use permit shall expire within one year after final approval and may be granted an extension by the Plan Commission and Common Council.” Since 2018, reissuance of a conditional use permit has not occurred. As temporary housing is identified as a conditional use within the “B-3” Central Business District, the current use of the warming shelter is identified as a non-conforming use. This conditional use request aims to make the warming shelter an allowed use on the property, subject to yearly staff review to ensure that the proposed use is being carried out as proposed.

Ch. 23.02(1)(f) “R-4” Multiple Family I Residence District

3) Conditional Uses

f) Temporary housing

TEMPORARY HOUSING - housing which is intended to house individuals or families in a single facility who have no other housing available. Housing is intended to be provided for a period of six months or less. Temporary housing shall be managed by an agency who shall provide supervision during all hours of operation. Temporary housing residents shall not include individuals participating in a work release, institutional or any Department of Corrections program.

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 building currently exists with a church use on the site. The use is proposed to occur in the finished basement of the property. The use is proposed to accommodate up to 20 individuals. Furthermore, the applicant has indicated that the average number persons at the facility per night in previous years were 7-12. Patrons of the facility will use the northern entrance, which is adjacent to the parking lot.

Findings: A mix of land uses surround the property including other institutional uses, and commercial businesses. No single family or two-family residential uses exist within the adjacent vicinity of the church. The proposed location is better suited to handle the use given the site layout and the ability to minimize activity for the use within the public right-of-way. Also, the lack of residential uses ensures that adjacent properties are not impacted during the warming shelter hours of intake. Businesses surrounding the property typically operate only during business hours, when the warming shelter is not in use.

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

Analysis: The warming shelter use is proposed in the basement of the facility. The use will accommodate 20 persons, which utilize recliners or cots within the facility for overnight stays.

Findings: As identified in standard one above, staff believes that the subject property is an appropriate location for a warming shelter given the absence of nearby residential uses. Furthermore, the use did not garner complaints from surrounding properties or to the police department. The entrance on the north side will ensure a buffer exists between properties and alleviate potential safety concerns with patrons in the right-of-way. The following is the definition of temporary housing in the City's Zoning Ordinance:

TEMPORARY HOUSING - housing which is intended to house individuals or families in a single facility who have no other housing available. Housing is intended to be provided for a period of six months or less. Temporary housing shall be managed by an agency who shall provide supervision during all hours of operation. Temporary housing residents shall not include individuals participating in a work release, institutional or any Department of Corrections program.

This is the closest identified use within the City's Zoning Ordinance for the use requested. Based on the findings above, the use should not be injurious to the property or 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 basement of the church has been utilized as a church since 2017.

Findings: See standards one and two above.

4. The exterior architectural appeal and functional plan of any proposed structure will not be at variance with either the exterior architectural appeal and functional 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 use will occupy an existing building. No exterior renovations are proposed.

Findings: The current building matches the surrounding area in terms of architectural appeal and general function. No exterior changes are planned.

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

Analysis: The respective area is an established area of the City.

Findings: Utilities currently exist in this area, although utility infrastructure improvements are not planned as part of the continued warming shelter use.

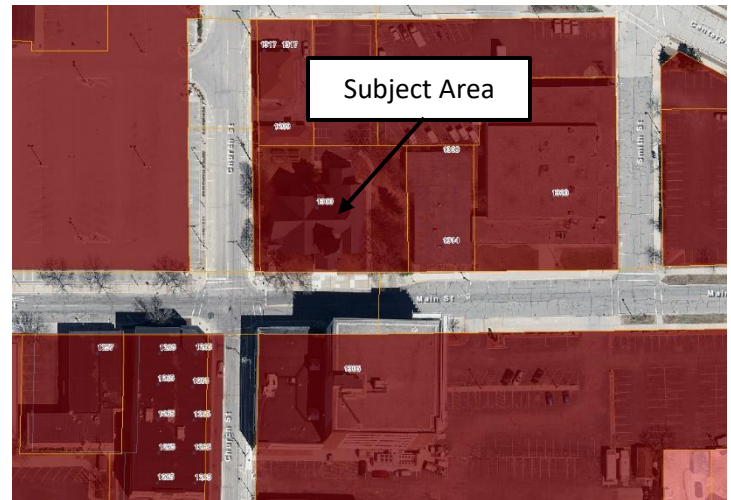
6. Adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Analysis: The building exists and the site is considered legal non-conforming with respect to on-site parking and screening requirements. On-site parking and on-street parking exists. Primary access for the use on the site will occur via the northern entrance which is off-street and within the private parking lot.

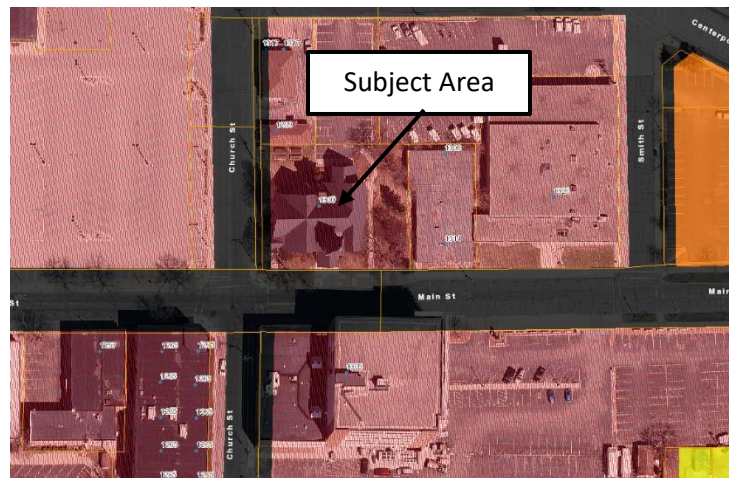
Findings: It is not anticipated that this use will garner a significant traffic increase as a majority of occupants will be walking to the facility. The Police Department may drop off patrons if necessary.

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

Analysis: The proposed use is within the B-3 Central Business District. This district is established to provide a single contiguous district encompassing the central business district or downtown area which will encourage primarily retail uses and a variety of supporting uses. This district is intended to help implement the community's specialized development goals and planning principles for the central business district, particularly the development and maintenance of the downtown area as a specialized pedestrian-oriented shopping and community center.



Future Land Use



Findings: The use is consistent with the district as the temporary housing is classified as multi-family residential use, which fits the allowed uses within the “B-3” District and the Downtown District (identified within the City’s Comprehensive Plan).

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

Analysis: The lot and building exist. Any exterior improvements requested in the future shall meet zoning and historic preservation requirements. The use would also need to meet all building and fire code requirements for the type of occupancy, which was fulfilled as part of the 2017 conditional use permit request.

Findings: As significant interior improvements were performed in 2017 to meet Fire and Building Codes, staff believes that applicable regulations for the property and building are met.

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

Analysis: The proposal is to operate a warming shelter (temporary housing) with recliners/cots serving up to 20 patrons. The property is not currently licensed as a multi-family residence.

Findings: This proposal should not result in an over-concentration of high-density living facilities as the property is within the dense downtown. Again however, see standard one and two regarding the location and surrounding uses. Also, the use is temporary during the winter months and may not always accommodate the maximum amount of 20 people — 7-12 was the average number of patrons served in previous years.

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

Analysis: N/A

Findings: N/A

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

Analysis: Access to the site is off Church Street, Main Street and College Court. Historically, access to the warming shelter has been off of Church Street

Findings: Traffic to the site will occur mainly off of College Court, as identified in standard one and two above.

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

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

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

Findings: This standard is met.

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

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

Analysis: Refuse storage occurs on site.

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

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

Analysis: No change in lighting is proposed.

Findings: Lighting is provided by the building and street light poles.

- d. 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.

Findings: The use should not create excessive noise. However, if a large number of people gather outside the facility, noise levels or disturbances could increase. Given that the facility doors will be locked after 9:00 PM, this should help reduce large concentrations of people outside the facility during the later evening hours.

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

Analysis: N/A

Findings: N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on 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	Evergreen Community Initiatives	Contact Name	Tiffany Krueger
Address	2151 Stanley St	Address	1311 West River Dr
City, State, Zip	Stevens Point WI 54481	City, State, Zip	Stevens Point WI 54481
Telephone	715-252-7860	Telephone	715-252-7860
Fax		Fax	
Email	info@wisconsinECI.org	Email	info@wisconsinECI.org

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Frame Memorial Presbyterian Church	Owner's Name	
Address	1300 Main St	Address	
City, State, Zip	Stevens Point WI 54481	City, State, Zip	
Telephone	715-314-3040	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
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of 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)		
To continue use of the Stevens Point Warming Center.		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

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

We have had the shelter for 6 years now and have not had any negative impact on the adjacent property. Our intake is 8:30pm-9pm and we have a no loitering policy. People are happy to get inside quickly. Also, guests leave at 6:30 and head over to the Salvation Army for breakfast. So we do not have any negative impact to adjacent properties during our Shelter season.

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
	11-28-22		

Stevens Point Warming Center

Hosted by



Located at Frame Memorial Presbyterian Church

Code of Conduct and Facility Expectations for Guests

Guest: Any person staying with us at the warming center is a guest.

Staff: Volunteer personnel who staff the warming center and help care for our guests.

We reserve the right to refuse service to anyone.

Code of Conduct

- Guests will be respectful to staff and all other guests.
- Guests will use appropriate language (no swearing, threatening, or harassment of other guests or staff)
- Guests will conduct themselves in a calm and friendly manner
 - No yelling
 - No threatening remarks or behavior
 - No bodily harm to self or others
 - No destruction to property
- Guests will remain on their cots for the night, even if unable to sleep.
- Guests can not place or receive any phone calls on Warming Center/Staff phones.
- Guests will, upon entering, will collect their tote and place their personal items in a tote (only one tote with guest's name is allowed). Items will be returned as guest departs warming center; not before.
- Guest may make a request for morning wake-up calls at check in. Requests will be approved by staff.
- Guests must be 18 years or older.
- Guests must seek shelter at the Salvation Army prior to seeking shelter to the warming center.

Facility Expectations

- Guests will enter through the parking lot doors, down the stairs between the hours of 8:30 and 9:00 pm; **to enter after that time** guests will require a police escort as the doors will not be opened after 9:00 pm without a police presence, even with a referral.
- If guests are employed during these hours, speak with staff about schedule.
- The entrance area will be kept clean
- Exterior doors will not be opened by any guest, except when exiting or in emergency as identified by staff.
- Weapons of any sort, as interpreted by staff, are not allowed on the premises.

- Smoking is not allowed on the premises, nor will there be smoke breaks. You may smoke before entering the warming center and after departing the warming center.
- Lights out at 10:00pm. If using a phone or a computer earbuds must be used to respect other guests.
- Cots and totes will be sanitized by each guest prior to checking out. Pillow, pillowcase and blanket are to be placed in designated area.
- No guest vehicles or bicycles will be allowed to be left on the property except during the guest's overnight stay at the warming center.
- All neighboring properties, their owners and guests, must be respected. No loitering outside the warming center before opening at 8:30 pm.

Discipline, Safety, and Security of guests and staff

- We have a 3 strike system:
- **Strikes are given for not following the above Code of Conduct and Facility Expectations.**
 - **1st strike** will be issued when a guest will not abide by warming center rules or when leaving prior to check out time (6:30 a.m.); **this strike sends the guest out for the remainder of the night and the following night.**
 - **2nd strike** will send the guest **out for the remainder of the night and the following three nights.**
 - **3rd strike** the **guest is out of the warming center for the remainder of the season.**

The Warming Center Coordinator can ban a guest for the season or longer for violent or criminal behavior, even on the 1st strike and the police will be contacted. There are no exceptions to these rules, and we reserve the right to add to these rules.

- All guests must agree to the following limits to Warming Center Admission.

"I understand that I can stay here for up to 90 days. After 90 days, I can stay here only if there is an open cot. I agree to wait until the end of intake at 9 p.m., or until everyone is checked in, before I can be assigned a cot."

Signature: _____

Questions and Concerns

Please contact Tiffani at 715-252-7860 or email at Smileforchristssake@yahoo.com.

The safety of our staff and our guests comes first! If you don't like something or are experiencing something with which you are uncomfortable, please speak up. No foul language or anger issues; we need to de-escalate when needed.



Stevens Point Warming Center 1300 Main Street, Stevens Point WI, 54481

First
Name: _____ MI: _____ Last: _____

Social Security No: _____ - _____ - _____ Date of Birth: ____/____/____
Age: _____

Gender: M F Race: _____ Ethnicity: _____ Hispanic/Latino Y/N

Marital Status: Single Married Divorced Separated Widowed

Primary Language Spoken: _____

Education: _____ Grade: _____ HS Diploma: Y/N GED/HSED? Y/N

College? Y/N Degree? Y/N Valid Driver's License Y/N?

Primary mode of transportation: _____

How were you referred to the Stevens Point Warming Center: _____

Is this your first time in a shelter? Y/N? if no; what shelter? _____

Do you have any weapons, alcohol, drugs, or pornography in your possession? Y/N

Have you ever been convicted of a sex crime? Y/N?

what state? _____ Are you registered Y/N?

Do you have a physical or mental disability of long duration? Y/N

Diagnosis? _____

Have you applied for disability benefits? Y/N Has a determination been made? Y/N

Are you a U.S. Veteran? Y/N Do you have a DD-214? Y/N

Are you receiving VA services? Y/N

Earned income (employment) \$ _____

SSI \$ _____

SSDI \$ _____

Payee Y/N _____

Unemployment Insurance \$ _____

Pension \$ _____

Workmen's Compensation \$ _____

Alimony/ spousal support \$ _____

child support pays \$ _____ **Receives \$ _____**

Other _____ \$ _____

Food Share \$ _____

SCHIP (Badgercare) \$ _____

VA Medical \$ _____

Medicare/ Medicaid \$ _____

Section 8/rental ass. \$ _____

other \$ _____

Intake Worker: _____ **Today's Date:** ____/____/____

[illegible]

Initials: _____
Initials: _____
Initials: _____

Administrative Staff Report

Construct a Storage Building

2116 Wood Street

December 5, 2022



Department of Community
Development

Applicant(s): - Wayne Bushman, representing Wood Street Properties LLC Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832301205 Zone(s): "M-2" Heavy Industrial Master Plan: - Industrial Council District: - District 9 Ald. Dalton Lot Information: - Frontage: 703 ft. - Depth: 640 ft. - Lot Size: 347,050 sq. ft. (7.967 ac.) Current Use: - Light and heavy manufacturing Applicable Regulations: 23.01(13)(f)	Request Public Hearing and action on a request from Wayne Bushman, representing Wood Street Properties LLC, for a conditional use permit to construct a storage building on the property located at 2116 Wood Street (Parcel ID 281240832301205), consistent with Ch. 23.01(13)(f). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 4,000 square foot storage structure that is intended to store scrap metal and lumber. - The proposed is located in the interior of the subject property—located behind five other buildings that line Wood Street. - The proposed storage building is unaffiliated with the other light and heavy manufacturing uses that exist on the property. - The subject property is zoned "M-2" Heavy Industrial. As multiple principal buildings exist on the subject property, constructing an additional principal structure would require a conditional use permit. - The Plan Commission and Common Council may attach additional conditions onto this request. Staff Recommendation Approve the conditional use request to construct a storage building on the property located at 2116 Wood Street (Parcel ID 281240832301205), subject to the following conditions: - A building permit shall be obtained prior to the start of construction. - Staff shall have the ability to approve minor amendments to the site plan.
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to construct a 4,000 square foot storage building on the subject property. The proposed building would be located near the southwest corner of the subject property and behind five other buildings that line Wood Street. According to the applicant, the use of the proposed structure would be to store scrap metal and lumber for manufacturing purposes. Please note that this storage building is unaffiliated with the other light and heavy industrial uses that exist on the property.

Five other buildings are located on the property that holds other manufacturing uses. According to the City's Zoning Code, no more than one principal building or use can be located on the same property unless a conditional use permit is obtained. Said requirement is outlined below.

Ch. 23.01(13) General Standards

- 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.*

Pertinent development standards are outlined below.

1. Setbacks.

Analysis: The following are the building setback requirements of the “M-2” Heavy Industrial District – 40’ street setback, 20’ side yard setback and a 20’ rear yard setback. Note that street setback exceptions are allowed via a conditional use permit for lots abutting more than one street.

Findings: The proposed structure will provide more than 40 feet of setback from Wood Street and 20 feet of side yard setback. More than 20 feet of rear yard setback is provided from the west lot line. Although a railroad slices through the subject property, the proposed building is offset more than 35 feet from an existing fence line separating the railroad from the applicant’s property.

<i>Lot Line</i>	M-2 Setback Requirements	Proposed Setbacks
<i>Street</i>	40 feet	415 feet from Wood Street
<i>Side</i>	20 feet	106 feet from south lot line; 360 feet from north lot line
<i>Rear</i>	20 feet	85 feet from west lot line; 35 feet from railroad

2. Density.

Analysis: Within the “M-2” District, allowed uses are required to be located on a lot that is at least one-half acre (21,780 sq ft) in size.

Findings: The subject property is 7.967 acres in size and is large enough to accommodate all principal land uses on the property.

3. Building Height.

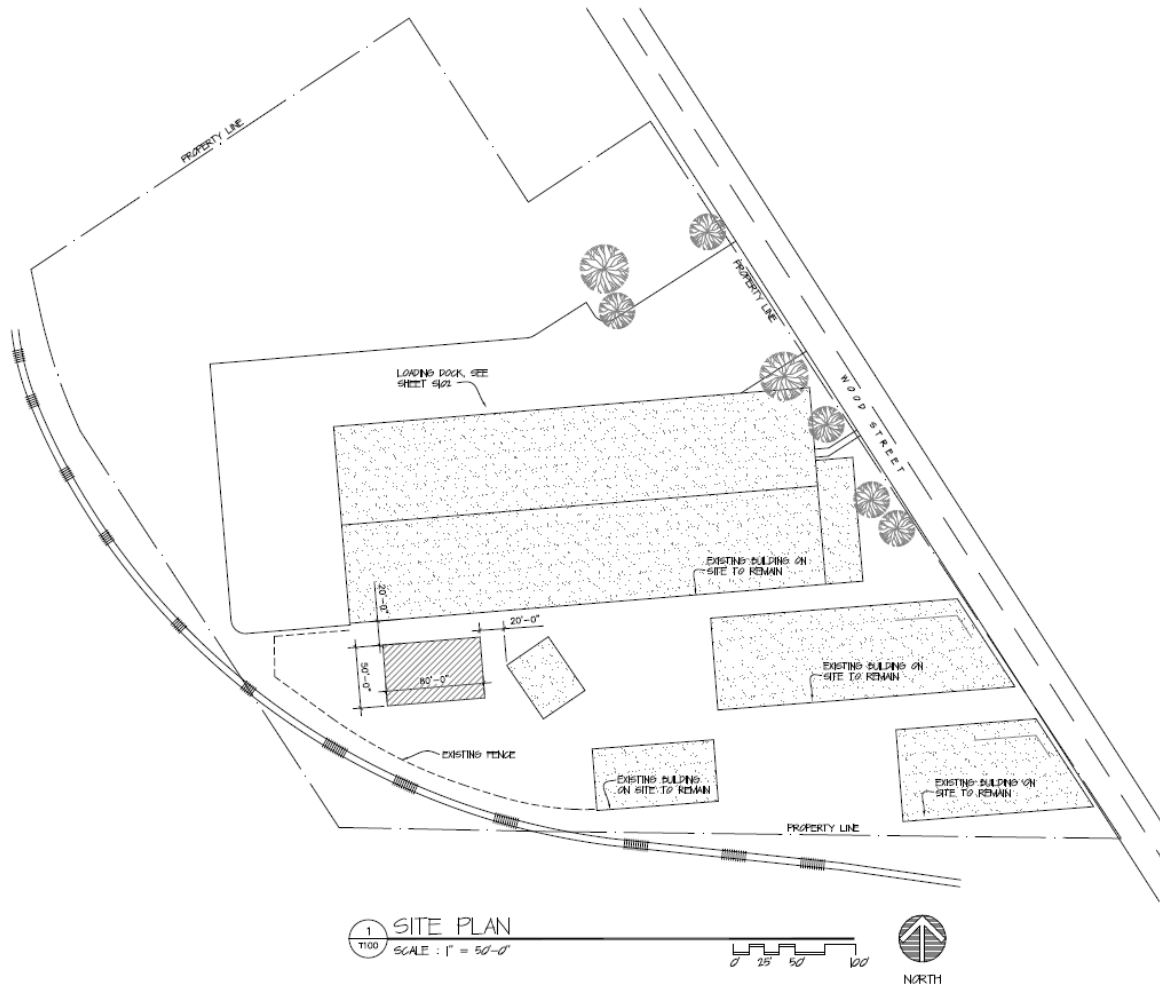
Analysis: The height of the proposed structures will be 25 feet. The “M-2” District permits buildings at a height not to exceed 50 feet for buildings without a fire prevention system and 125 feet for buildings without a fire prevention system.

Findings: The proposed buildings do not require a fire prevention system and meet height requirements of the “M-2” District.

4. Access and Internal Traffic Flow.

Analysis: Primary access to the proposed building will come off of Wood Street. An existing concrete access road connects Wood Street with the proposed building.

Findings: The access point off of Wood Street is of a sufficient width to handle the incidental traffic that would be created as a result of the proposed building.



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: Industrial uses associated with storage building housing metal and lumber products are consistent with the City's Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. The subject property is located within the a defined industrial corridor and abuts other industrial uses that have historically been located near the Canadian National railroad. By providing a another primary use on the property, it better balances the land use intensity of the subject property given its significant size.

Findings: Storage buildings are commonplace within lots zoned for heavy industrial uses within the "M-2" District. The purpose of this conditional use request is to allow for more than one principal building on the subject property.

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

Analysis: Industrial uses associated with storage buildings are generally a permitted use in the “M-2” District. The purpose of this conditional use request is to allow for more than one principal building on the subject property.

Findings: Staff believes that this proposal would not pose a detriment to neighboring properties as the proposed development would be located within a defined industrial corridor of the city.

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 industrial 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: White and red metal panel siding is the prominent architectural detail among all building elevations. One overhead door will provide access into the building.

Findings: Staff believes that the proposed architectural details are reminiscent of buildings holding industrial uses – large buildings with metal siding and a high-pitch roof. Additionally, the proposed architectural appeal would complement the other industrial buildings that are located on the property.



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

Analysis: Utilities exist within the Wood Street Right-of-Way that can service the proposed development. Vehicular access exists off of Wood 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.

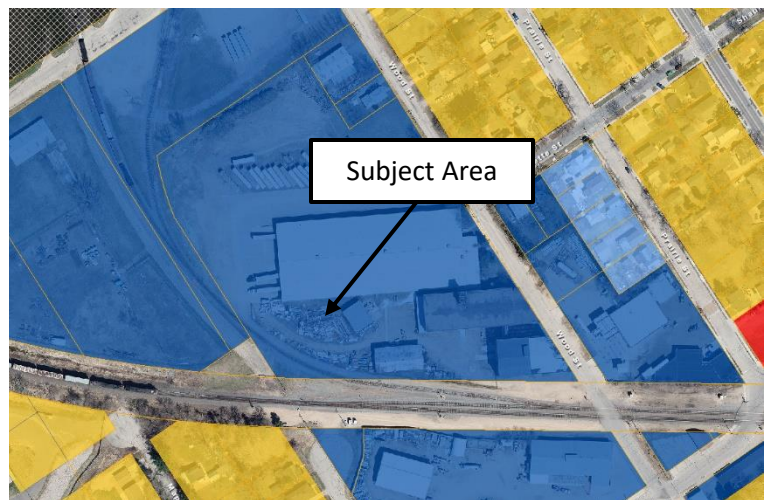
Analysis: The proposed use will be serviced by a concrete driveway connecting the project site with Wood Street. Minimal traffic is anticipated as part of the proposed building.

Findings: Staff believes that this standard is met provided that the above conditions are fulfilled.

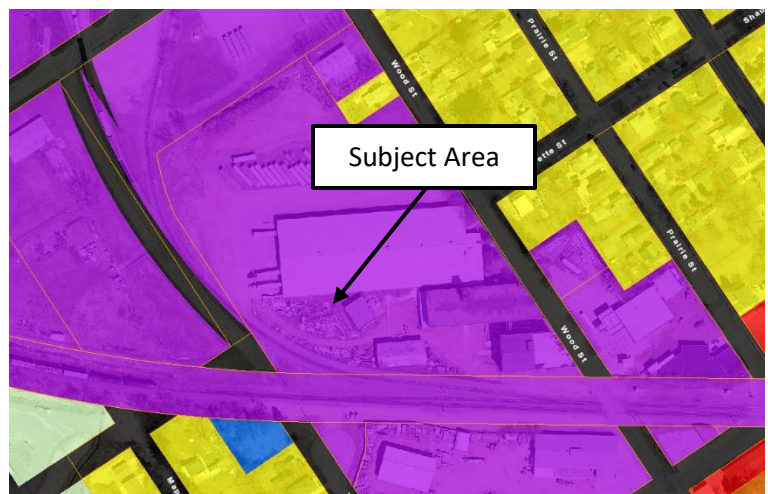
7. he proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point and any of its components.

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for industrial uses. The subject property is zoned "M-2" Heavy Industrial.

According to the City's Zoning Code, the "M-2" District is established "to provide for those manufacturing or other industrial uses having more obnoxious or nuisance effects than the "M-1" Light Industrial District and having a greater intensity of manufacturing, processing, employment, traffic and other related activities. It is intended that the "M-2" district generally be located distant from non-



Future Land Use



manufacturing uses: that it be buffered by the "M-1" district or by major highways, rivers, open space, or high intensity commercial uses, and that all "M-2" districts be located consistent with the City's Comprehensive Plan."

Findings: Staff believes that this request meets the intent of the "M-2" District as it is likely that ancillary effects (e.g., noise, dust, pollution, etc.) would be created as a result of the proposed use. As the proposed use is customary for what occurs in defined industrial corridors, staff believes that the use of the building would be appropriate on the subject property.

- 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 construct more than one principal structure on the same lot.

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

- 9. The proposal will not result in an over-concentration of high-density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective 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 to the site is off of Wood Street. Pedestrian and bicycle access does not exist, which is expected given that type of land uses that congregate in this area.

Findings: 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 Wood Street Right-of-Way that will service the proposed development. Staff believes that the additional building will not require additional stormwater controls to be installed on the property. The Fire Department has also reviewed the request and believes that access to the building is appropriate, and that fire hydrants are located in close proximity to the proposed building should the use of a hydrant be necessary.

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: Mechanical equipment will be located within the proposed structures.

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 for neighboring properties.

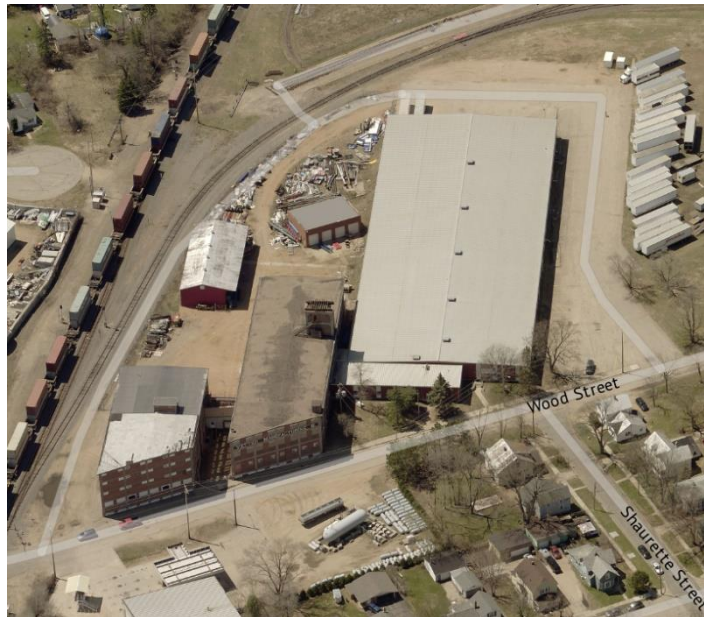
14. Principal – Applications for exclusive multi-family residential uses. Landscaping shall be provided, or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

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 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	Wayne Bushman	Contact Name	Arc Central LLC
Address	1955 River Road	Address	1930 1st Street North
City, State, Zip	Junction City, WI 54443	City, State, Zip	Wisconsin Rapids, WI 54494
Telephone		Telephone	
Fax		Fax	arccentralinc@outlook.com
Email	wb@bushmanelectric.com	Email	arangeofrose@outlook.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281240832301205		
Legal Description of Subject Property		
Parcel is Commercial--7.967 acres		
Designated Future Land Use Category		Current Use of 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)		
80X50 Storage Shed		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

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

Current Zoning Surrounding Subject Property

North:	Manufacturing	South:	Commercial
East:	Manufacturing	West:	Residential

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

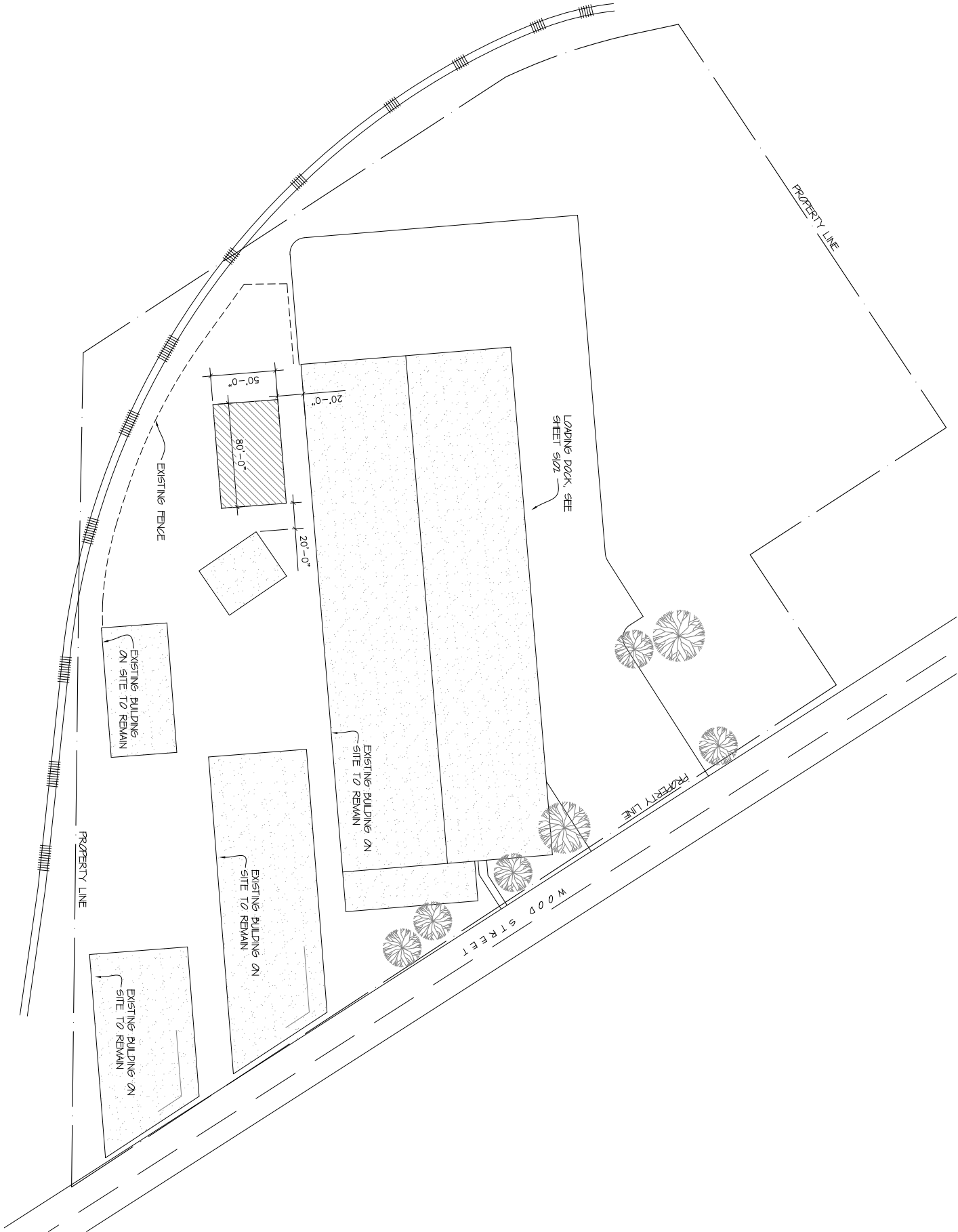
Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Building Elevations	☐	
Parking Plan (Location, number of spaces,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

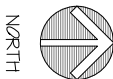
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete 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
<i>Rose</i> Arc Central LLC	11/25/2022		

New Wood Street Storage Building
Wood Street Properties LLC
1955 River Road, Junction City, WI 54443



1 SITE PLAN
T100 SCALE : 1" = 50'-0"



DRAWING INDEX	
COVER SHEET	
T100	TITLE SHEET and SITE PLAN
ARCHITECTURAL	
A101	FIRST FLOOR PLAN
A102	ROOF PLAN & TILT ROOM DETAILS
A201	BUILDING ELEVATIONS
A301	BUILDING SECTION & DETAILS
A302	BUILDING SECTION & DETAILS

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A302	BUILDING SECTION & DETAILS

NEW WOOD ST. STORAGE BUILDING
For
WOOD STREET PROPERTIES LLC
1955 River Road
Junction City WI 54443

SITE PLAN
SHEET INDEX &
CODE REVIEW

ARC CENTRAL LLC
ARCHITECTURE CONSTRUCTION
MANAGEMENT INTERIOR DESIGN
715.572.2698
arccentralinc@outlook.com

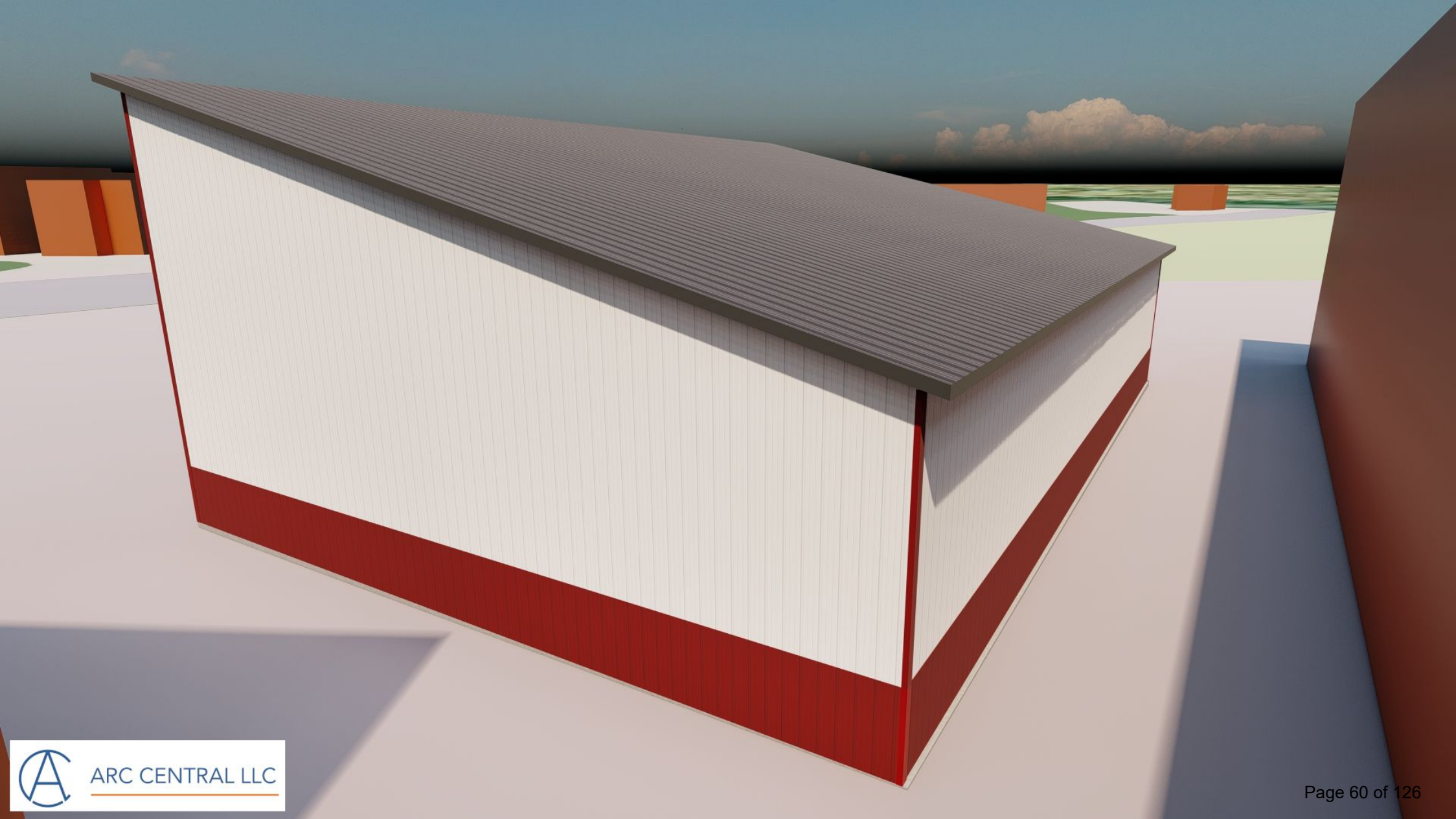


© arc central llc, 2022



ARC CENTRAL LLC







November 16, 2022

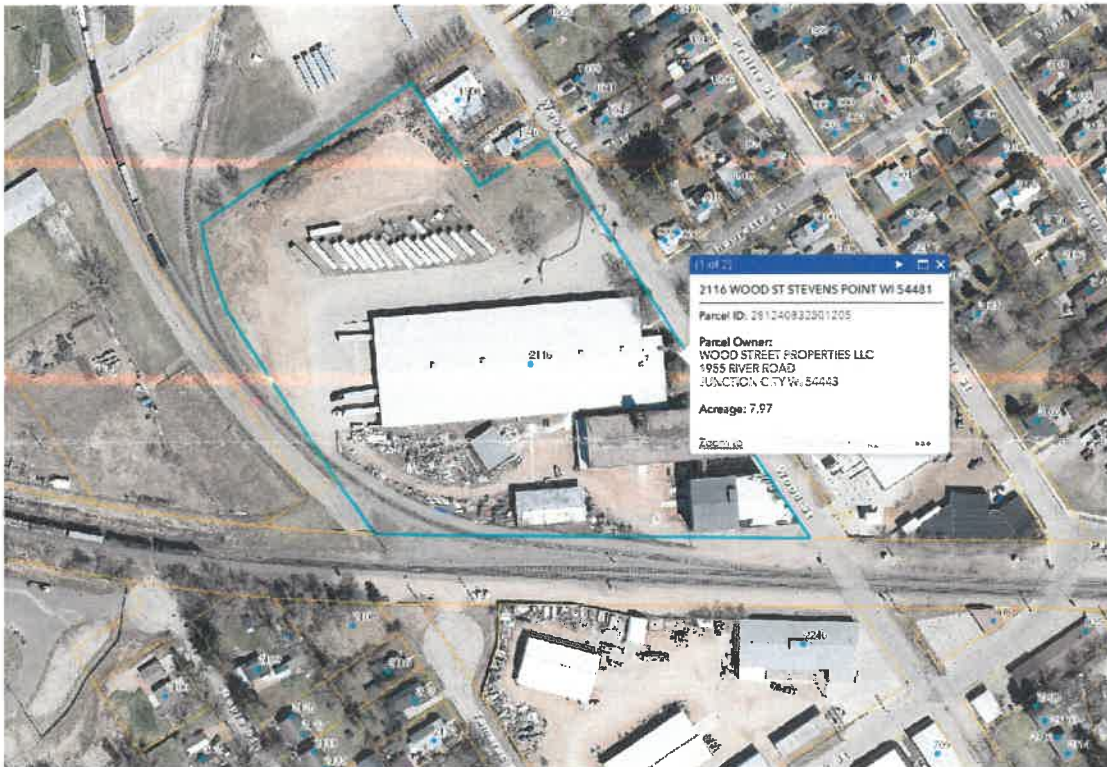
EUGENE HOLLAR REVOCABLE TRUST

3455 CTY RD N
JUNCTION CITY, WI 54443

TO ALL CONCERNED PARTIES:

The City of Stevens Point Plan Commission will be conducting a public hearing on **December 5th, 2022 at 6:00 PM** at 933 Michigan Avenue (Community Room – Room 122), Stevens Point, Wisconsin and via Zoom Teleconferencing to hear the following:

1. Public Hearing and action on a request from Wayne Bushman, representing Wood Street Properties LLC, for a conditional use permit to construct a storage building on the property located at 2116 Wood Street (Parcel ID 281240832301205), consistent with Ch. 23.01(13)(f).



You are an adjacent property owner and/or interested party and may support or object to the request by presenting testimony at the hearing. Your opinions are important and should be voiced in order for the Plan Commission to make an objective evaluation of the proposed request. If you are unable to

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Department of Community Development
Ph: (715) 346-1567
Fax: (715) 346-1498

attend the meeting, you may submit comments in writing to the Community Development Department up to three business days before the above meeting date via mail or email. **Additional information concerning the item above will be available prior to the public hearing on the City's website, stevenspoint.com/planagendas** or at the Community Development Department located at 1515 Strongs Avenue, Stevens Point WI, 54481.

Thank you in advance for your cooperation.

Sincerely,

Adam Kuhn
Associate Planner / Zoning Administrator
Stevens Point City Hall
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 342-4158
Email: akuhn@stevenspoint.com
Website: stevenspoint.com

cc: Alderperson – District 9

*I own
1940
wood lot
property
my only
concern is
how far
building
is set
back from
line*



*Call 715 457 2269 or Write
Leave Message*



Eugene Hollar
3455 County Rd. N.
Junction City, WI 54443-9203
Page 62 of 126



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: December 5, 2022

RE: Public Hearing and action on a request from the City of Stevens Point to apply a permanent zoning classification of "C" Conservancy for the unaddressed parcel bounded by Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06) and two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03), and a zoning classification of "B-5" Highway Commercial for the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02).

Background: Last month, the Common Council approved an annexation request to annex five City-owned properties located along Highway 10 East and within the Town of Hull. According to the City's Zoning Code, territory annexed into City limits is automatically zoned "R-LD" Low Density Residential until a definite zoning classification is adopted. Said requirement is outlined below.

Ch. 23.01(12) Classification of Districts.

b) District Boundaries

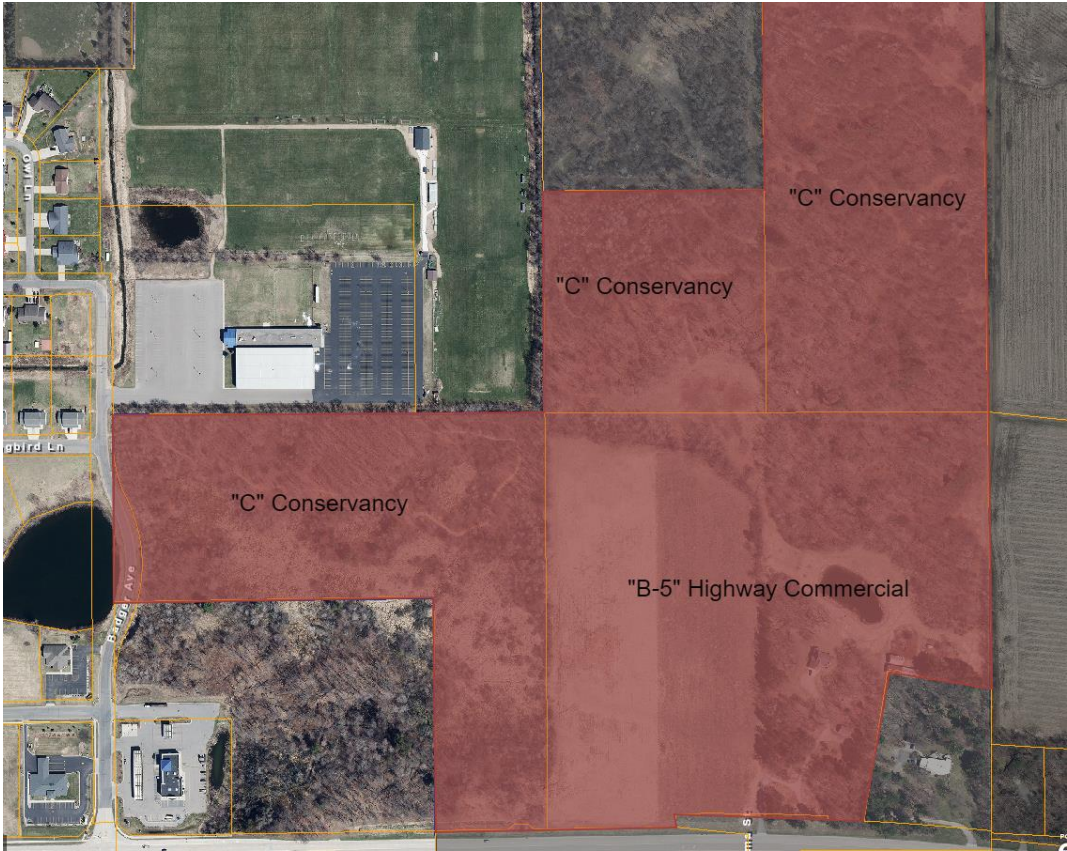
- 8) *All territory annexed to the City of Stevens Point shall automatically become a part of the "R-LD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite*

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zoning districts and boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

One of the five annexed parcels is used exclusively for road right-of-way (Badger Avenue) and will not require a zoning classification. All remaining parcels are undeveloped except for the property located at 5950 U.S. Highway 10 East. The image below highlights the five annexed parcels and its proposed zoning classification.



1. Minimum performance standards are met with the proposed district.

Analysis: Performance standards for the "C" Conservancy District and "B-5" Highway Commercial District are provided below.

"C" CONSERVANCY DISTRICT

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE
All permitted uses	8,000 sq. ft.	0	40 ft.	30 ft.	50 ft.	50 ft.	Per 23.01(14)	0
Conditional uses	As set by the Plan Commission and City Council							

4) Minimum performance Standards for the "B-5" District

STANDARDS

minimum lot size	35,000 sq. ft.
minimum lot width	125 ft.
building street yard setback	40 ft. setback from Hwy. 10 E. 25 ft. setback from all other streets
parking lot street yard setback	30 ft. setback from Hwy. 10 E. 5 ft. setback from all other streets (Subject to review by Plan Commission and Common Council)
building side yard setback	10 ft.
parking side yard setback	5 ft.
building rear yard setback	20 ft.
parking rear yard setback	5 ft.

Findings: All parcels that are proposed to be zoned "C" Conservancy meet minimum lot size requirements.

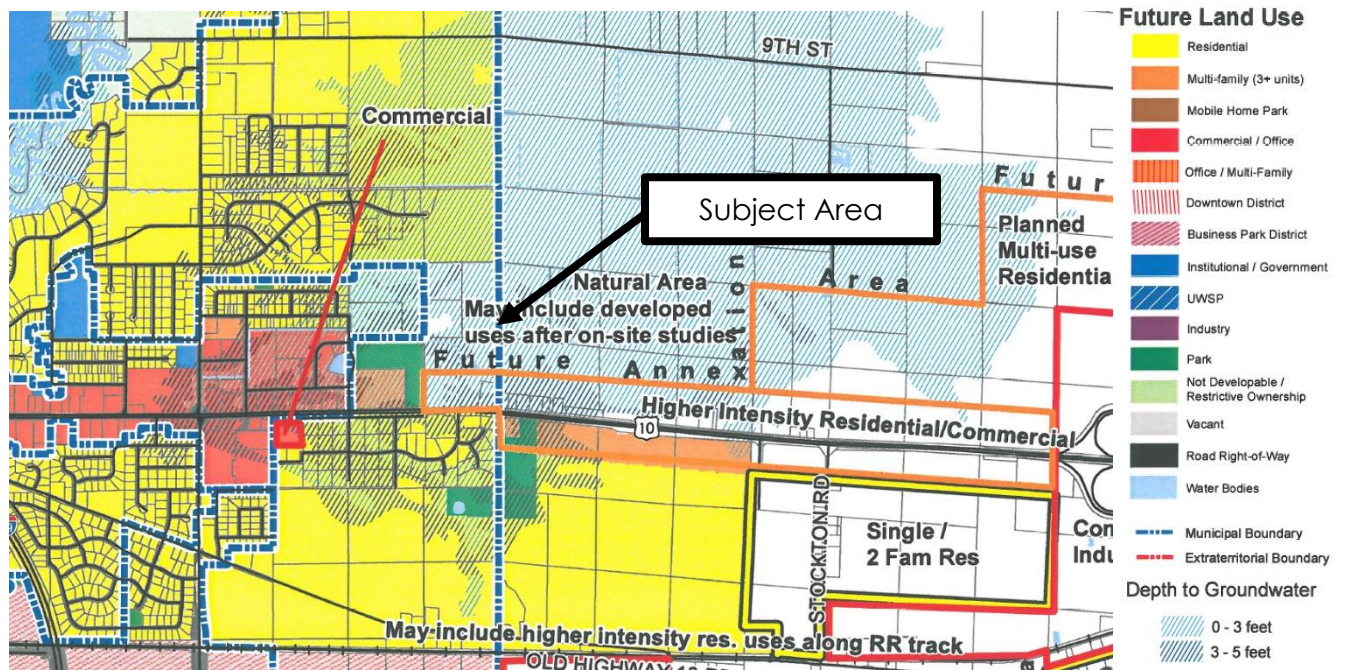
The property at 5950 U.S. Highway 10 East is 1,462,000 square feet in size, exceeding minimum lot size requirements. The width of the property, 1,324 feet, exceeds minimum lot width requirements of the "B-5" District.

Lot Line	B-5 District Minimum Setback Requirements	Existing Setbacks (Findings)
Street	40 ft from Highway 10 East 25 ft from all other streets	440 ft from Highway 10 East
Side	10 ft	Total 1,272
Rear	20 ft	700 ft

2. The change in zoning is consistent with the City's Comprehensive Plan.

Analysis: As the subject properties originated within the Town of Hull, it is not represented within the City's Future Land Use Map. However, as part of the City's extraterritorial jurisdiction, the Comprehensive Plan designates the subject properties for either a 'not developable' status or a 'higher intensity residential or commercial' status within the Extraterritorial Future Land Use Map. Properties proposed to be zoned "C" Conservancy would not be developable due to confirmed wetlands, probable wetlands and the low depth of groundwater. The property at 5950 U.S. Highway 10 East has a lesser amount of confirmed or probable wetlands. Given the higher-intensity commercial/residential designation for the property, along with the possibly for environmentally-friendly development, staff believes that a zoning to "B-5" Commercial would be appropriate.

Findings: Given the prevalence of wetlands, along with recommendations for the subject properties as stated in the Extraterritorial Future Land Use Map, staff believes that the proposed zoning designations are appropriate.



☑ DNR Wisconsin Wetland Inventory 2016



☑ Hydric Soils (Possible Wetlands)



3. The change in zoning will not create adjacent incompatible uses.

Analysis: Properties west of the subject properties are zoned "B-5" Highway Commercial. Properties north and east of the subject properties, located within the Town of Hull and Town of Stockton, are primarily used for agricultural purposes. Properties south of the subject property, within the Town of Hull, are utilized for single-family residential purposes.

"B-5" Highway Commercial District:

This district is established to provide for larger retail, commercial, office, and service uses which depend upon access to major highways. This district is primarily intended to accommodate regional commercial uses requiring larger land areas than the "B-4" Commercial District and which depend upon region-wide usage and region-wide access.

"C" Conservancy District:

This district is established to provide protection to environmentally-sensitive lands such as flood plains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access.

Findings: Given the intent of the "C" Conservancy District and "B-5" Highway Commercial District, surrounding uses, lots and other land use features, the requested zoning classifications does not interfere with the existing land uses and future land use planning of the area.

Staff Recommendation: Staff recommends **APPROVAL** to apply a permanent zoning classification of "C" Conservancy to the following properties:

- **The unaddressed parcel bounded by Highway 10 East and Badger Avenue (Parcel ID 020240836-02.06); and**
- **Two landlocked parcels directly north of the property located at 5950 U.S. Highway 10 East (Parcel ID 020240825-16.02 & 020240825-16.03)**

Staff also recommends **APPROVAL** to apply a permanent zoning classification of "B-5" Highway Commercial for the property located at 5950 U.S. Highway 10 East (Parcel ID 020240836-01.02).



MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development
Adam Kuhn, Associate Planner / Zoning Administrator

Date: December 5, 2022

RE: **Ordinance Amendment to Family Definition**

Commissioners –

Over the last year, the City's Housing Task Force has discussed possible policies and strategies aimed at addressing the following areas related to housing:

- Housing availability;
- Housing affordability;
- Quality and diversity of housing stock;
- Housing equity;
- Housing insecurity and homelessness; and
- Zoning regulations.

Speaking further on Zoning Code regulations as it relates to housing, one subject area that was discussed at length was to revise the Zoning Code's definition of 'family.' The definition of 'family,' included below, allows for the co-habitation of two or more persons who are related by blood, marriage, adoption or some other legal relationship. If a family does not reside within a housing unit, a maximum of two unrelated persons are allowed to permanently reside in the home. Included below also provides a few hypothetical examples as to legal and illegal habitations under the current definition of 'family.'

FAMILY - is an individual, or two or more person related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus one individual not having such similar legal relationship but functioning as a part of the single

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housekeeping entity. The definition of family shall not apply to a Tourist Rooming House.

- Larry and Anna are a couple, not married or otherwise together by a legal relationship. This habitation would be legal under the Zoning Code.
- Larry and Anna are married. Anna's parents, aging and in need of in-home assistance, decide to move in with Larry and Anna. This habitation would be legal under the Zoning Code.
- Larry and Anna are married and decide to rent out a spare room to one unrelated person. This habitation would be legal under the Zoning Code. Note: If Larry and Anna were not married, this housing make-up would be illegal under the Zoning Code.
- Anna purchases a four-bedroom single-family home and rents out three vacant bedrooms to unrelated friends. This habitation would be illegal under the Zoning Code.

Before discussing possible revisions to the family definition, it is important to discuss the legal basis and intent for regulating occupancy by 'family.' The 1974 U.S. Supreme Court case, *Village of Belle Terre v. Boraas*, found it lawful to limit the number of unrelated persons who reside in a household. In this decision, the Supreme Court found such a zoning regulation to serve a compelling government interest as it does not deprive persons of any fundamental right, it does not apply to some but not others, and that it addressed legitimate concerns related to parking, noise, cleanliness, etc.¹ Therefore, the discussion forthcoming is not whether the City can regulate by 'family' – rather, the discussion is whether the City *should* regulate by 'family.'

During the last few months, the Housing Task Force discussed the following as it relates to possibly amending the City's definition of 'family:'

1. Keep the family definition as is. Continue to allow for a maximum of two unrelated persons to reside within a household unit.
2. Increase the number of unrelated persons allowed per household unit from two to three.
3. Increase the number of unrelated persons allowed per household unit from two to four.
4. Repeal the family definition altogether. Other standards, such as habitable floor space or bedrooms, would be considered when regulating the occupancy of a home.

During their October 26th meeting, the Housing Task Force voted to recommend either amending the family definition to increase the permitted number of unrelated persons from two to four, or to repeal the family definition in its entirety. With the recommendation by the Housing Task Force being advisory to the Plan Commission, the Plan Commission would be required to review possible revisions to this section of the Zoning Code. For the purposes of this meeting, the public hearing would be to increase the number of unrelated persons allowed per household unit from two to four.

Of the four options discussed above, our preference is for option number two – that the family definition is amended to allow for up to three unrelated persons. Before

¹ Florida State University Law Review (1974), *Village of Belle Terre v. Boraas*, 94 S. Ct. 1536, 2 Fla. St. U. L. Rev. 787. <https://ir.law.fsu.edu/cgi/viewcontent.cgi?article=1759&context=lr>

discussing why three unrelated is our recommendation, we would like to begin by providing comment on the other options discussed amongst the Housing Task Force.

Repealing the family definition. For starters, we are not in support of repealing the family definition and using density restrictions as outlined in the City's Maintenance and Occupancy Code. For reference, the Maintenance and Occupancy Code states the following:

*Ch. 21.08 MAXIMUM DENSITY, MINIMUM SPACE, USE AND LOCATION REQUIREMENTS.
No person shall occupy or let to be occupied any dwelling or dwelling unit for the purpose of living therein unless there is compliance with the requirements of this section.*

1) *The maximum occupancy of any dwelling shall not exceed any of the following requirements:*

a) *For each occupancy, at least one hundred and twenty five (125) square feet of floor space, the floor space to be calculated on the basis of total habitable room area.*

** Habitable shall mean a room or enclosed floor area used or intended to be used for living, eating, or sleeping purposes; excluding bathrooms, water closet compartments, areas used for food preparation, laundries, furnace rooms, utility rooms or less than 50 square feet of floor space, communicating corridors, closets, storage spaces, unheated areas and workshops and hobby areas.*

We are not in support of repealing the family definition as it is not feasible to enforce occupancy restrictions based on habitable floor space. While the City Assessor's Office has information on each home as to the number of bedrooms, number of bathrooms, floor area, etc., we do not have that level of information to accurately determine the total habitable floor space in a home, and therefore, properly enforce this code revision. While our family definition does have limits as to its enforceability, we would advise against a Zoning Code revision where it is not feasible to enforce.

Owner- and Renter-Occupied Housing: Additionally, there are other reasons as to why we would recommend against repealing the family definition. Having a family definition is commonplace within university communities as means to provide a stable balance between renter-occupied and owner-occupied housing. According to the U.S. Census, 50.2% of total housing units in the city are owner-occupied, while 49.8% of total housing units are renter-occupied.² While university cities traditionally have a greater percentage of renter-occupied housing, the fear that we have is that by repealing the family definition or significantly increasing the number of unrelated persons allowed in a household unit, it would create an unsustainable housing dynamic where more and

² 2020 United States Census, S1101 Households and Families.

<https://data.census.gov/table?q=stevens+point+housing&tid=ACSS5Y2020.S1101>

more owner-occupied housing are being converted into renter-occupied housing. We should strive for a range of housing options to fit everyone's needs, but enacting policy that disproportionately allows for more renter-occupied housing could force prospective homeowners to choose neighboring communities to reside within.

Community Input: As Commissioners are aware, the City is currently undergoing an update to our Comprehensive Plan. While this process is ongoing, it aims to kickstart previous conversations that took place in the 2010s to update the Comprehensive Plan. During the 2010s, a number of community meetings took place for City staff to better determine the strengths, weaknesses, opportunities and threats (SWOT) within specific areas of the city. In 2014, neighborhood meetings within Aldermanic District #3 (located within and around the University of Wisconsin-Stevens Point) took place and came up with the following conclusions as it relates to a definition of 'family' and homeownership:

- An opportunity for the city is to establish a program allowing for the conversion of rental properties into single-family housing.
- A threat for the city is the conversion of single-family homes into renter-occupied housing.
- A dream for the city is to add single-family housing.³

While neighborhood meetings are ongoing as part of the current iteration of the Comprehensive Plan update, it is important to utilize gathered neighborhood feedback related to this subject area. There is a concern of significantly allowing more renter-occupied housing units disproportional to owner-occupied housing.

Maintain the family definition as is. We are not in support of the 'do nothing approach' – maintaining the two unrelated rule within the family definition. The role of the Housing Task Force is, in part, to provide recommendations to improve housing availability within Stevens Point. As we can all attest to over the last two years, there is a significant lack of housing supply across the region and state. According to the Wisconsin Realtors Association, significantly low inventories of housing available for purchase has resulted in increased housing prices. In Portage County alone, the median sale price of a home increased from \$180,000 in 2019 to \$245,000 in 2022.⁴ While it is impossible for local governments, such as the City of Stevens Point, to directly control open market conditions, there are indirect measures that can be taken to balance the local supply and demand for housing.

Over the last year, the Housing Task Force has discussed several policy changes to address the availability of housing, ranging from regulatory controls, financial assistance programs, etc. While many of the items discussed will assist in improving housing availability, the policy recommendation that would provide the greatest tangible improvement would be to amend the City's definition of 'family.'

Amend the family definition to allow three or four unrelated persons. While we are open to having the conversation of a four unrelated threshold, our recommendation would be to allow for up to three unrelated persons per household unit. Taking into account

³ <https://stevenspoint.com/Archive/ViewFile/Item/1830>

⁴ Wisconsin Realtors Association (June 2022), June 2022, *Home Sales Report: Weak Inventories Cause Home Sales to Fall and Prices to Rise in the First Half of 2022*, Madison. <https://www.wra.org/HSRJune2022/>

what was addressed earlier, there needs to be a balance between improving housing availability, but doing so in a way that will not lead to unintended consequences and can be supported by existing facilities. Reasons for defining family – to mitigate renter-occupied housing from encroaching into defined owner-occupied residential neighborhoods, to reinforce home ownership, and to provide flexibility in allowing for alternative familial structures – are important and should remain.

We hear time and time again that the City's family definition is more restrictive than most. For comparison, the following provides the number of unrelated persons allowed per household unit within select Wisconsin communities.⁵

Community Number of Unrelated Persons Allowed	
De Pere	Five
Green Bay	Three
La Crosse	Three-Five *Note: Varies by zoning district
Madison	Four
Oshkosh	Three
Platteville	Two
Whitewater	Two

As one can conclude, most university communities in Wisconsin exceed the number of unrelated persons allowed when compared to Stevens Point. While allowing for three or four unrelated persons would be consistent with peer communities in the State, we believe in an incremental approach to ensure that the built environment can support such a change. When considering zoning code amendments that have a city-wide effect, there are many factors to consider. Such factors include ensuring that a proposal will not result in a substantial or undue adverse effect on the neighborhood, on the school system, and on the social and protective service systems of our community. Truth be told, it is impossible to accurately predict what would happen if the unrelated threshold is increased to three, four, five or more. As such, a thoughtful, conscientious and long-range view of what our family definition should be is paramount.

Staff Recommendation: Amend the family definition to read as follows:

*Household Entity – is an individual, or two or more person related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus ~~one~~ **two** individuals not having such similar legal*

⁵ Sorenson, M. & Ohm, B. (July 2015), How to Define a Family? The Special Case of Regulating Student Rental Housing In Single-Family Residential Neighborhoods In Wisconsin's College and University Communities, University of Wisconsin-Madison and the University of Wisconsin-Extension, Madison. <https://dpla.wisc.edu/wp-content/uploads/sites/1021/2017/06/UWEX-Report-Student-Housing-Report-Sorensen-Ohm-final.pdf>

*relationship but functioning as a part of the single housekeeping entity.
The definition of family shall not apply to a Tourist Rooming House.*

If you have any questions, please do not hesitate to contact us.

From: [Cindy Nebel 09](#)
To: [Ryan Kernosky](#); [Adam Kuhn](#); [Meleesa Johnson](#); [District 3](#)
Subject: [External] Revision of definition of family
Date: Monday, November 21, 2022 11:09:24 PM
Attachments: [ATT00001.txt](#)
[ATT00002.txt](#)

Hello,

I'd like to bring attention to the recent publication in the Gazette included below. I know I, and others, have shared our concerns about the recent push to change the definition of "family" to that of a "Household Entity". This current proposal, coming to the Plan Commission in December 5th, has been pushed by Mark Kordus and others to allow occupancy for four to five un-related individuals. This number is very similar to the allowance of student rooming houses which the city has found to be problematic for several reasons.

There are many reasons this revision of the city's occupancy requirement needs prior public input, before being on the agenda for City Planning. As with Business 51, this revision needs an opportunity for questions and answers. I believe in order to make a revision that affects all city residents, homeowners should be able to have their concerns addressed.

The housing issues the city has, needs to consider not only the lack of affordable housing, but also the ability to stabilize the quality of life for those living in the core of the city. Many of the members on the Housing Task Force happen to be landlords. Several also do not live in the center of the city in which would be most impacted by this change. Therefore, I would ask that an informal public meeting be arranged, one which concerns could be heard and possibly be resolved rather than heighten.

Thank you for your consideration of my request,

Cindy Nebel
715-570-4571

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RAYMOND CAL

1233 Maria Drive ▪ Stevens Point, WI 54481-1140

715-321-0329

raymond.cal@hotmail.com

December 1, 2022

Stevens Point Plan Commission
Mayor Mike Wiza, Chair

RE: Changing the Stevens Point Zoning Ordinance Definition of a Family as up to 2 unrelated people living in a household

Plan Commission meeting Monday, December 5, 2022 at 6 pm , 933 Michigan Ave., Open to the Public

TO WHOM IT CONCERNS:

I am opposed to the city changing its definition of a family to more than 2 unrelated people living in a household. The current definition was enacted in response to the deterioration of neighborhoods around UWSP from investors buying single family homes and converting them into student rentals. While every situation and every landlord is different, the general observation that the maintenance of houses and the general condition of neighborhoods was worsening from conversion to rentals for multiple people.

I support efforts to provide more affordable housing for our residents. However, this proposed ordinance change will result in more single family, owner occupied homes being converted to rentals. This is not beneficial to our neighborhoods.

Allowing our neighborhoods to deteriorate will only encourage Stevens Point residents to move out of the city to where they can maintain a better quality of living. Changing the ordinance is a slap in a face to homeowners like myself and other neighbors who have invested in buying our properties and improving them.

Sincerely,

Raymond Cal



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: December 5, 2022

RE: Discussion on Adopting an 'IDD Household Entity' Definition

Background: As part of the Housing Task Force's ongoing discussions on the definition of 'family,' conversations took place as to providing exceptions to occupancy restrictions for certain groups of people. Specifically, the Housing Task Force recommended to allow up to four unrelated individuals, all with intellectual and/or developmental disabilities, to reside within the same household unit. As part of this proposed Zoning Code amendment, intellectual and developmental disabilities would be defined per the Americans with Disabilities Act of 1990.

While placing a four unrelated threshold may seem random, there is a reason behind it. According to SPS 320.02(1)(b) & (c), the State permits adult family homes to provide care and services for up to four unrelated persons. Occupancies requesting more than four unrelated persons, all of which has intellectual and/or developmental disabilities, would trigger additional Building Code requirements and State and Federal health code requirements. As the City's Zoning Code does not explicitly acknowledge this type of living facility, this proposed amendment seeks to provide greater flexibility for certain living arrangements. Per the proposed definition included below, live-in caregivers would not count towards the total number of unrelated individuals allowed within the definition.

The City Attorney's Office has reviewed the proposed amendment to ensure that it satisfies the rational basis test and fundamental group restrictions as outlined in *City of Cleburne v. Cleburne Living Center*. Their recommendation is to approve.

Staff Recommendation: Staff recommends **APPROVAL** as presented.

www.stevenspoint.com

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

IDD Household Entity – is no more than four non-related individuals, all with intellectual and/or developmental disabilities as defined by the Americans with Disabilities Act, residing in the same housing unit and acting as a single housekeeping entity. In such situation, live-in caregivers for those with intellectual and/or developmental disabilities shall not count against the total number of unrelated individuals within the IDD Household Entity definition. The Zoning Administrator may review each case for approval or denial based upon the information provided to them.

Administrative Staff Report

Construct a Building Addition

5657 U.S. Highway 10 East

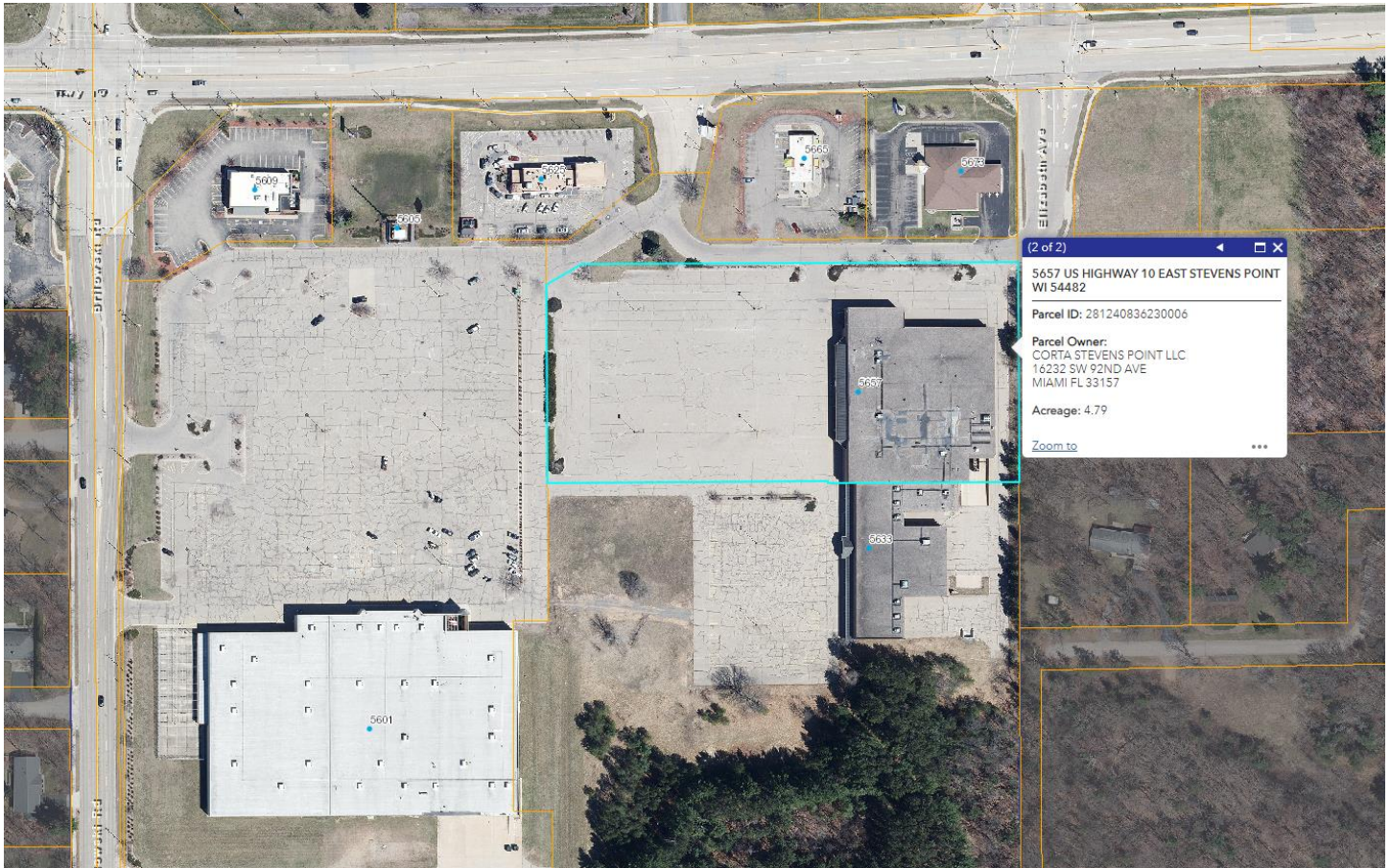
December 5, 2022



Department of Community
Development

Applicant(s): - Cory Presnick, representing CORTA Stevens Point, LLC Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240836230006 Zone(s): "B-5" Highway Commercial Master Plan: - Commercial / Office / Multi-Family Council District: - District 7 Ald. Kneebone Lot Information: - Frontage: 0 ft. - Depth: 668 ft. - Lot Size: 208,532 sq. ft. (4.787 ac.) Current Use: - Vacant Applicable Regulations: 23.02(2)(e)(5)	Request - A request from Cory Presnick, representing CORTA Stevens Point, LLC, for a Site Plan Review to construct a building addition on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 23.02(2)(e)(5). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 10,978 square foot addition onto the building located at 5657 U.S. Highway 10 East. - The addition will occur to the north and west sides of the existing building to accommodate the commercial tenant space. - Minor parking lot improvements are planned to accommodate required accessible parking stalls. - The subject property is zoned "B-5" Highway Commercial. - For lots zoned "B-5" Highway Commercial District, a Site Plan Review is required for the construction of new buildings and for building additions. - The Plan Commission and Common Council may attach additional conditions onto this request as necessary. Staff Recommendation Approve the Site Plan Review to construct a building addition on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), subject to the following conditions: - A shared access agreement shall be recorded between the subject property and the private driveway directly to its north (PID 281240836230012). - A building sprinkler plan shall be submitted to the Fire Department for review and approval. - Proposed bicycle parking shall meet design standards as outlined in Chapter 23.01(16)(f) of the City's Zoning Code. - A building permit shall be obtained prior to the start of construction. - Staff shall have the ability to approve minor amendments to the approved plan.
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Vicinity Map



Background

Overview: The applicant is requesting to construct a 10,978 square foot addition onto the shopping center located at 5657 U.S. Highway 10 East. The proposed addition will occur to the north and west sides of the existing building and will accommodate an existing commercial tenant space. Along with the building addition, the applicant is requesting a re-striping of the parking lot and utility infrastructure modifications.

The subject property is zoned “B-5” Highway Commercial. According to the City’s Zoning Code, new buildings and building additions require a Site Plan Review. The purpose of this Site Plan Review weights heavily towards access into the site, internal traffic flow and parking lot improvements. Said requirement is outlined below in its entirety.

Ch. 23.02(2)(e) “B-5” Highway Commercial District

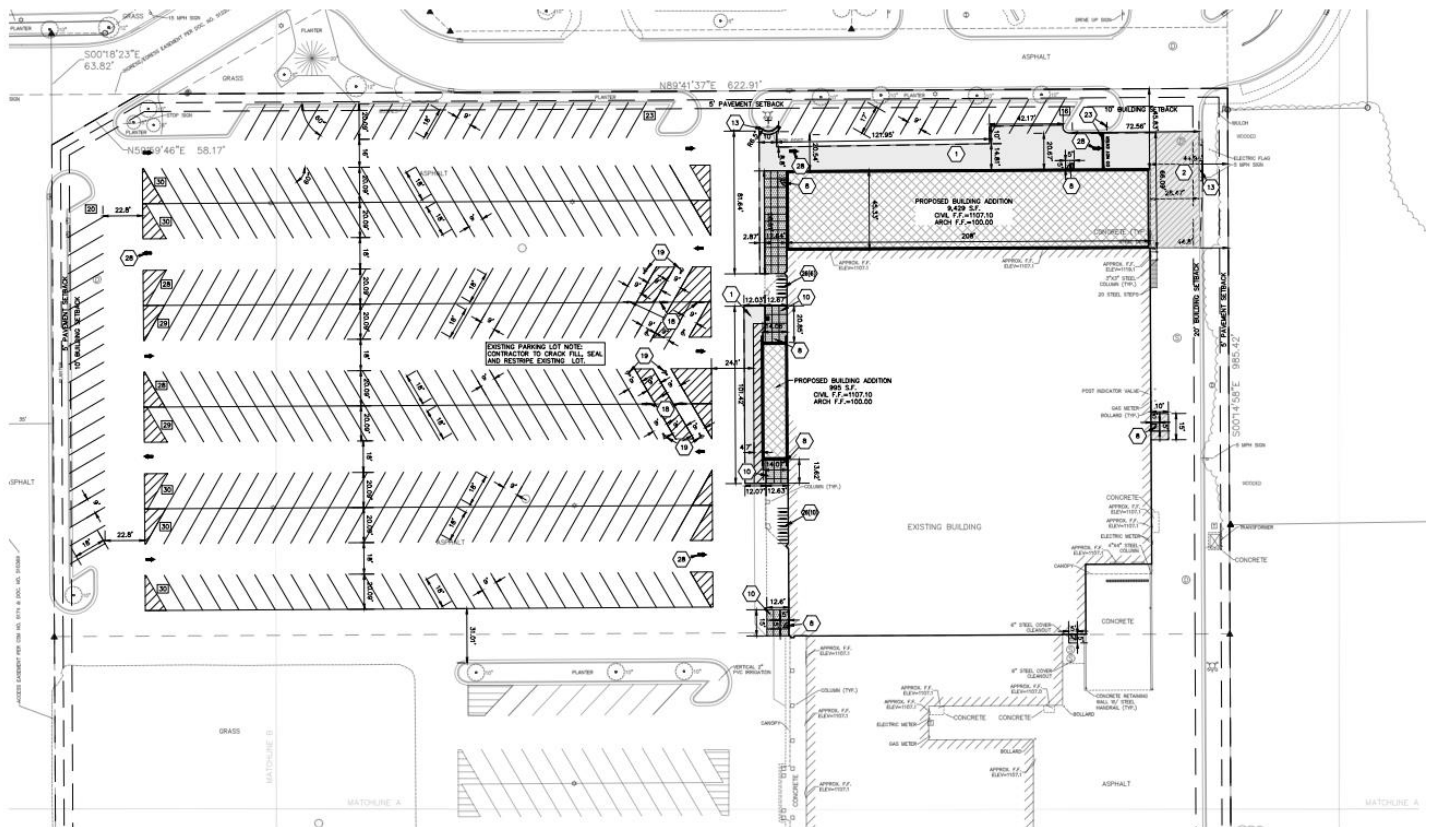
5) Site Plan Review

In addition to the standards contained in this and other City ordinances, no building or zoning permit shall be issued for a new use or renovation of any part of an existing use in this Highway Commercial District until the Common Council has approved the site plan for the proposed use. This requirement is adopted to protect the health, safety, and welfare of the citizens of the City and the property owners, to protect the safety of the users of the adjacent highway and the users of the commercial sites of this district, to protect pedestrians, and to protect property values. Site plan review shall include but not be limited to review of compliance with highway access safety considerations, reduction

of access points along the highway, alignment of access points directly or almost directly across from each other consistent with the adopted Highway Access Plan, the sharing of drive access points between adjacent properties, provisions for access easements necessary to implement the access plan, parking lot layout, joint parking provisions, building setback and entrance/service drive positioning, internal traffic circulation, and compliance with all standards contained in City ordinances.

The site plan shall first be reviewed by the Plan Commission. The Common Council may affirm, affirm with modification, or reject the recommendation of the Plan Commission. If the Plan Commission fails to act upon the request of any applicant within 45 days of the submission of the application, the request may be taken directly to the Common Council without benefit of recommendation by the Plan Commission. The Plan Commission may modify the provision contained in this ordinance if, in their opinion, the policies contained in this ordinance are met.

A review of important site characteristics is identified below.



Proposed Site Improvements

Standards of Review – Site Plan Review

1. Setbacks.

Analysis: The following are the building setback requirements of the “B-5” Highway Commercial District for properties not abutting Highway 10 East – 25’ street setback, 10’ side yard setback and a 20’ rear yard setback. Note that more stringent street setbacks exist for properties abutting Highway 10 East in accordance with Wisconsin Department of Transportation requirements.

Findings: Over 10 feet of side yard setback is provided. As the subject property does not abut any street right-of-ways, the street setback requirement does not apply. The building on the subject property is a legal non-conforming structure as zero feet of setback from the south lot line is provided. As the proposed addition would be to the north and west, it would not increase the level of non-conformity that exists.

<i>Lot Line</i>	B-5 Setback Requirements	Proposed Setbacks
<i>Street</i>	25 feet	N/A
<i>Side</i>	10 feet	44’ 8” from east lot line; 408 from west lot line
<i>Rear</i>	20 feet	0 ft

2. Density.

Analysis: Within the “B-5” District, all allowed uses are required to have a minimum lot size of 35,000 sq ft. Please note that unlike other commercial zoning districts, the “B-5” District does not differentiate in lot size requirements for residential and non-residential developments.

Findings: The subject property is over 208,000 square feet in size and meets density requirements.

3. Building Height.

Analysis: The peak height of the proposed addition will be 30 feet.

Findings: Buildings within the “B-5” District are restricted to a max height of 35 feet. Structures may surpass 35 feet in height, at a height not to exceed 125 feet, if a fire prevention system exists that is approved by the Fire Department.

4. Parking.

Analysis: Existing parking stalls will be re-striped. Modifications will occur for the few parking stalls closest to each tenant entrance to maintain compliance with the Americans with Disabilities Act of 1990. As a condition of approval, parking stall improvements for van accessible and accessible stalls shall meet minimum ADA requirements. As a resurface or reconstruction of the parking lot will not occur, the applicant would not be required to meet current landscaping requirements.

Findings: Staff beliefs that a sufficient amount of parking stalls are provided.

5. Access and Internal Traffic Flow.

Analysis: Primary means of access to this shopping center comes off an existing private driveway connecting the property with Highway 10 East and Elizabeth Avenue. As the subject parcel has different ownership versus the aforementioned private driveway, a shared access agreement shall be recorded to provide vehicular access to the proposed development. These access points are of sufficient width to accommodate two-way traffic and are spaced far enough away from adjoining private driveways to not pose traffic circulation issues.

Findings: Given the size of the subject parcel and existing transportation infrastructure, traffic circulation within the property is adequate.

6. Utilities.

Analysis: Utilities exist within the Highway 10 East and Elizabeth Avenue Road Right-of-Ways that can service the proposal development.

Findings: The Public Utilities Department has expressed support for existing utility infrastructure complementing the proposed development.

7. Fire Hydrants.

Analysis: Four hydrants exist along Elizabeth Avenue and around the subject parcel.

Findings: The proposed building addition will be close enough to existing fire hydrants to provide sufficient coverage. As a condition, the applicant shall submit a building sprinkler plan to the Fire Department to review and approve.

Site Photos





APPLICATION FOR A SITE PLAN REVIEW

(Pre-Application Conference is Required for Major and Minor Site Plan Reviews)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Minor Site Plan	☐	Major Site Plan	☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		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
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		
Current Zoning District(s)		

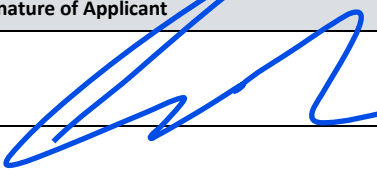
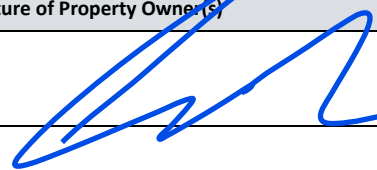
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Highway Commercial	Vacant	Commercial development
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
Building addition to facilitate future commercial/retail users.		
Current Zoning Surrounding Subject Property		
North:	Highway Commercial	South: Highway Commercial
East:	County Zoning	West: Highway Commercial
Current Land Use Surrounding Subject Property		
North:	Commerical	South: Commercial
East:	Residential	West: Commercial

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	11/11/2022		11/11/2022

Nov. 11, 2022

Project Narrative

Project: CORTA Building Addition and Site
Improvements 5657 Highway 10
Stevens Point, WI 54482
Excel Project No: 2219680

CORTA Development is requesting the approval of a building addition and site improvements to the existing building. The property is zoned highway commercial, and the proposed use of a retail shopping center is permitted use in this district.

The existing building is proposed to have a 10,978 SF building addition constructed on the north and west sides of the building area existing asphalt and concrete pavement. Existing parking stall striping will be removed and restriped to meet parking requirements as proposed on the plan set. The parking lot will be crack filled and sealed as required. A small portion of pavement will be removed, regraded, and restriped for the addition on the west side of the building. Bicycle parking racks (16- 2' x 6' stalls) will be added on the front side of the building. An existing private water main will be relocated north to avoid conflict with the building addition foundation.

Site access will remain in the locations off Highway 10 to the north. The area of site disturbance is $\pm 19,220$ SF (0.44 acres). The building addition will drain via roof drains that are proposed to be tied into the existing roof drain system. Erosion control will be installed to meet NR216 and City of Stevens Point requirements. The construction sequence is provided on C2.0 of the proposed planset along with erosion control details.

PROPOSED DEVELOPMENT IMPROVEMENTS FOR: CORTA DEVELOPMENT

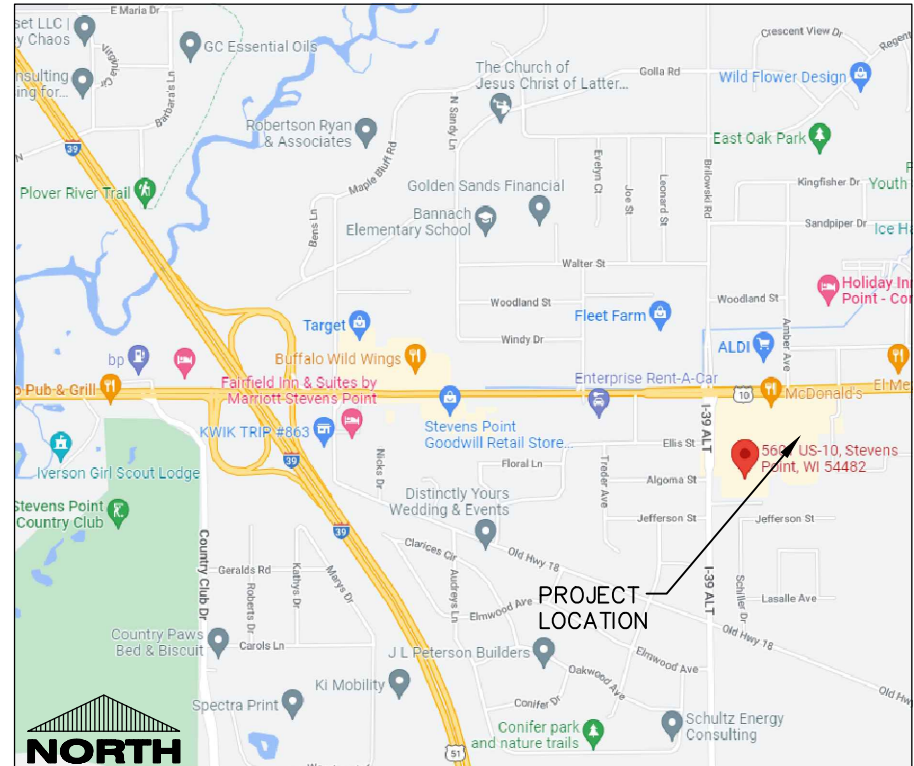
STEVEN'S POINT, WISCONSIN

LEGEND

• 1000.00	PROPOSED SPOT ELEVATIONS (FLOW LINE OF CURB UNLESS OTHERWISE SPECIFIED)	☀	EXISTING CONIFEROUS TREE
• 1000.00	EG EXISTING SPOT ELEVATIONS	🌳	EXISTING SHRUB
1000.00	BG PROPOSED SPOT ELEVATIONS (REFERENCE R-WALL DETAIL)	🏠	EXISTING STUMP
1000.00	FG BG-FINISHED SURFACE GRADE AT BACK OF WALL FG-FINISHED SURFACE GRADE AT FRONT OF WALL	🔍	SOIL BORING
1000.00	TC PROPOSED SPOT ELEVATIONS (TOP OF CURB, FLOWLINE OF CURB)	🕒	EXISTING WELL
1000.00	FL	🏠	PROPOSED WELL
1000.00	TW PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK @ FLOWLINE)	🏠	PROPOSED LIGHT POLE
• 1000.00	• EXISTING UTILITY POLE	🏠	EXISTING SIGN
• EXISTING WATER VALVE IN BOX	• EXISTING WATER VALVE IN BOX	🏠	EXISTING SIGN
• EXISTING WATER VALVE IN MANHOLE	• EXISTING WATER VALVE IN MANHOLE	🏠	EXISTING LINE
• EXISTING WATER SERVICE VALVE	• EXISTING WATER SERVICE VALVE	🏠	EXISTING HANDICAP PARKING STALL
• EXISTING TELEPHONE MANHOLE	• EXISTING TELEPHONE MANHOLE	🏠	PROPOSED HANDICAP PARKING STALL
• EXISTING STORM CATCH BASIN	• EXISTING STORM CATCH BASIN	🏠	EXISTING GAS VALVE
• PROPOSED STORM CATCH BASIN - ST CB	• PROPOSED STORM CATCH BASIN - ST CB	🏠	EXISTING WOODED AREA
• PROPOSED STORM FIELD INLET - ST FI	• PROPOSED STORM FIELD INLET - ST FI	🏠	EXISTING HEDGE
• EXISTING SQUARE CATCH BASIN	• EXISTING SQUARE CATCH BASIN	🏠	EXISTING CHAINLINK FENCE
• EXISTING STORM CURB INLET	• EXISTING STORM CURB INLET	🏠	EXISTING WOOD FENCE
• PROPOSED STORM CURB INLET - ST CI	• PROPOSED STORM CURB INLET - ST CI	🏠	EXISTING BARBED WIRE FENCE
• EXISTING UTILITY POLE	• EXISTING UTILITY POLE	🏠	PROPOSED PROPERTY LINE
• EXISTING UTILITY POLE WITH GUY WIRE	• EXISTING UTILITY POLE WITH GUY WIRE	🏠	EXISTING GUARD RAIL
• EXISTING STREET LIGHT	• EXISTING STREET LIGHT	🏠	EXISTING STORM SEWER AND MANHOLE
• EXISTING TELEPHONE PEDESTAL	• EXISTING TELEPHONE PEDESTAL	🏠	PROPOSED STORM SEWER AND MANHOLE - ST MH
• EXISTING ELECTRIC PEDESTAL	• EXISTING ELECTRIC PEDESTAL	🏠	EXISTING SANITARY SEWER AND MANHOLE
• EXISTING ELECTRIC BOX	• EXISTING ELECTRIC BOX	🏠	PROPOSED SANITARY SEWER AND MANHOLE - SAN MH
• EXISTING CABLE TV PEDESTAL	• EXISTING CABLE TV PEDESTAL	🏠	EXISTING WATER LINE AND HYDRANT
• PROPOSED DRAINAGE FLOW	• PROPOSED DRAINAGE FLOW	🏠	PROPOSED WATER LINE AND HYDRANT
• 1-1/4" REBAR SET WEIGHING 4.30 LB/FT.	• 1-1/4" REBAR SET WEIGHING 4.30 LB/FT.	🏠	EXISTING OVERHEAD UTILITY LINE
• 1-1/4" REBAR FOUND	• 1-1/4" REBAR FOUND	🏠	EXISTING UNDERGROUND FIBER OPTIC LINE
• 2" IRON PIPE FOUND	• 2" IRON PIPE FOUND	🏠	EXISTING UNDERGROUND ELECTRIC CABLE
• 1" IRON PIPE FOUND	• 1" IRON PIPE FOUND	🏠	EXISTING UNDERGROUND TELEPHONE CABLE
• EXISTING FLOOD LIGHT	• EXISTING FLOOD LIGHT	🏠	EXISTING UNDERGROUND GAS LINE
• SECTION CORNER	• SECTION CORNER	🏠	PROPOSED CURB AND GUTTER
• PROPOSED APRON END SECTION	• PROPOSED APRON END SECTION	🏠	EXISTING CURB AND GUTTER
• EXISTING MARSH AREA	• EXISTING MARSH AREA	🏠	GRADING/SEEDING LINES
• EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER	• EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER	🏠	RIGHT-OF-WAY LINE
• EROSION MATTING	• EROSION MATTING	🏠	INTERIOR PROPERTY LINE
• PROPOSED INLET PROTECTION	• PROPOSED INLET PROTECTION	🏠	RAILROAD TRACKS
		🏠	EXISTING GROUND CONTOUR
		🏠	PROPOSED GROUND CONTOUR

CIVIL SHEET INDEX

SHEET	SHEET TITLE
BC0.1	CIVIL COVER AND SPECIFICATION SHEET
BC1.0	EXISTING SITE AND DEMOLITION PLAN
BC1.1	SITE PLAN
BC1.2	GRADING AND EROSION CONTROL PLAN
BC1.3	UTILITY PLAN
BC2.0	DETAILS
BC3.1	SITE PHOTOMETRIC PLAN & DETAILS



CONSTRUCTION STAKING SERVICES

CONSTRUCTION STAKING SHALL BE COMPLETED BY EXCEL ENGINEERING AS REQUESTED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE. CONTRACTOR TO CONTACT RYAN WILGREN AT 920-926-9800 OR RYAN.WILGREN@EXCELENGINEER.COM TO GET STAKING PRICE. TO INCLUDE IN BID TO OWNER. PAYMENT OF STAKING COSTS ABOVE AND BEYOND THE BASE PRICE DUE TO RESTAKING WILL BE THE RESPONSIBILITY OF THE CONTRACTOR, NOT THE OWNER. CAD DRAWING FILES AND SURVEY CONTROL WILL NOT BE PROVIDED FOR STAKING PURPOSES.



PLAN SPECIFICATIONS

32 20 00 CONCRETE AND AGGREGATE BASE

- CONTRACTOR TO PROVIDE CRUSHED AGGREGATE BASE AND CONCRETE WHERE INDICATED ON THE PLANS.
- ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL AGGREGATE PLACED MUST BE COMPACTED TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- DESIGN AND CONSTRUCTION OF ALL CAST-IN-PLACE EXTERIOR CONCRETE FLAT WORK SHALL CONFORM TO ACI 308-08 ACI 318-08.
- EXTERIOR CONCRETE FLAT WORK CONSTRUCTION TO BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF THE GEOTECHNICAL REPORT OR THIS SPECIFICATION. CONCRETE FLAT WORK CONSTRUCTION IS AS FOLLOWS:
 - SEWAGE TREATMENT PLANT: 4" OF CONCRETE OVER 4" OF 3/4" CRUSHED AGGREGATE BASE. CONTRACTION JOINTS SHALL CONSIST OF 1/8" WIDE BY 1" DEEP TOOLED JOINT WHERE INDICATED ON THE PLANS.
 - DESIGN MIXES SHALL BE IN ACCORDANCE WITH ASTM C34
 - STRENGTH TO BE MINIMUM OF 4500 PSI AT 28 DAYS FOR EXTERIOR CONCRETE.
 - MAXIMUM WATER/CEMENT RATIO SHALL BE 0.45.
 - SUMP SHALL NOT EXCEED 4" FOR EXTERIOR CONCRETE FLAT WORK
 - SUMP SHALL BE 2" OR LESS FOR SLIP-FORMED CURB AND GUTTER.
 - SLUMP SHALL BE BETWEEN 15" TO 3" FOR NON-SLIP-FORMED CURB AND GUTTER.
 - ALL EXTERIOR CONCRETE SHALL BE AIR ENTRAINED WITH 75-77% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING.
 - INC. CALCIUM CHLORIDE SHALL NOT BE USED.
 - MAXIMUM AGGREGATE SIZE FOR ALL EXTERIOR CONCRETE SHALL BE 0.75 INCHES.
 - VERIFY EQUIPMENT CONCRETE PAD SIZES WITH RESPECTIVE CONTRACTORS. PADS SHALL HAVE FIBERESH 300 FIBERS AT A RATE OF 1.5 LBS/CU. YD. OR 6 X 6 W-14 X W-14 WELDED WIRE MESH WITH MINIMUM 1 INCH COVER. EQUIPMENT PADS SHALL BE 3.5 INCHES THICK WITH 1 INCH CHAMFER UNLESS SPECIFIED OTHERWISE. COORDINATE ADDITIONAL PAD REQUIREMENTS WITH RESPECTIVE CONTRACTOR.
 - ALL CONCRETE FLAT WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
 - CONCRETE FLAT WORK SHALL HAVE CONSTRUCTION JOINTS OR SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTING SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN).
 - CONCRETE CURB AND GUTTER JOINTING IN THE PAVEMENT AND CURB SHALL ALIGN. ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT BROOM FINISH UNLESS NOTED OTHERWISE. A UNIFORM COAT OF A HIGH SOLIDS CURING COMPOUND MEETING ASTM C309 SHOULD BE APPLIED TO ALL EXPOSED CONCRETE SURFACES. ALL CONCRETE IS TO BE CURED FOR 7 DAYS. EXTERIOR CONCRETE SHALL BE SEPARATED FROM BUILDINGS WITH CONTINUOUS 0.5 INCH FIBER EXPANSION JOINT AND/OR 0.25 INCH FIBER EXPANSION JOINT AT DECORATIVE MASONRY UNITS.
 - ALL REINFORCING BARS SHALL BE ASTM A615 GRADE 60. THICKNESS OF CONCRETE COVER OVER REINFORCEMENT SHALL BE NOT LESS THAN 3" WHERE CONCRETE IS DEPOSITED AGAINST THE GROUND WITHOUT THE USE OF FORMS AND NOT LESS THAN 1.5" IN ALL OTHER LOCATIONS. ALL REINFORCING SHALL BE LAPPED 36 DIAMETERS FOR UP TO #6 BARS, 60 DIAMETERS FOR #7 TO #10 BARS OR AS NOTED ON THE DRAWINGS AND EXTENDED AROUND CORNERS WITH CORNER BARS. PLACING AND DETAILING OF STEEL REINFORCING AND REINFORCING SUPPORTS SHALL BE IN ACCORDANCE WITH CRSI AND ACI MANUAL AND STANDARD PRACTICES. THE REINFORCEMENT SHALL NOT BE PAINTED AND MUST BE FREE OF GREASE/OIL, DIRT OR DEEP RUST WHEN PLACED IN THE WORK. ALL WELDED WIRE FABRIC SHALL MEET THE REQUIREMENTS OF ASTM A 185. WELDED WIRE FABRIC SHALL BE PLACED 2" FROM TOP OF SLAB, UNLESS INDICATED OTHERWISE.
 - CONTRACTOR SHALL ENGAGE A QUALIFIED INDEPENDENT TESTING AND INSPECTING AGENCY TO SAMPLE MATERIALS, PERFORM TESTS, AND SUBMIT TEST REPORTS DURING CONSTRUCTION. PLACEMENT TESTS WILL BE PERFORMED ACCORDING TO ACI 301. CAST AND LABORATORY CURE ONE SET OF FOUR STANDARD CYLINDERS FOR EACH COMPOSITE SAMPLE FOR EACH DAY'S POUR OF EACH CONCRETE MIX EXCEEDING 5' CU. YD. BUT LESS THAN 25' CU. YD. PLUS ONE SET FOR EACH ADDITIONAL 50' CU. YD. OR FRACTION THEREOF. PERFORM COMpressive-STRENGTH TESTS ACCORDING TO ASTM C 39. TEST TWO SPECIMENS AT 7 DAYS AND TWO SPECIMENS AT 28 DAYS. PERFORM SLUMP TESTING ACCORDING TO ASTM C 143. PROVIDE ONE TEST AT POINT OF PLACEMENT FOR EACH COMPOSITE SAMPLE, BUT NOT LESS THAN ONE TEST FOR EACH DAY'S POUR OF EACH CONCRETE MIX. PERFORM ADDITIONAL TESTS WHEN CONCRETE CONSISTENCY APPEARS TO CHANGE.
 - PROTECT FRESHLY PLACED CONCRETE FROM PREMATURE DRYING AND EXCESSIVE COLD OR HOT TEMPERATURES. IN HOT, DRY, AND WINDY WEATHER, APPLY AN EVAPORATIVE CURE CURB, COMPOUND ACCORDING TO MANUFACTURER'S INSTRUCTIONS AFTER SCREEDING AND BULL-FLOATING, BUT BEFORE POWER FLOATING AND TROWELLING.
 - LIMIT MAXIMUM WATER-CEMENTITIOUS RATIO OF CONCRETE EXPOSED TO FREEZING, THAWING AND DEICING SALTS TO 0.45.
 - RESULTS WILL BE REPORTED IN WRITING TO THE DESIGN ENGINEER, READY-MIX PRODUCER, AND CONTRACTOR WITHIN 24 HOURS AFTER TESTS. REPORTS OF COMPRESSIVE STRENGTH TESTS SHALL CONTAIN THE PROJECT IDENTIFICATION NAME AND NUMBER, DATE OF CONCRETE PLACEMENT, NAME OF CONCRETE TESTING FIRM, CONCRETE TYPE AND LOCATION, AND LOCATION OF TEST. REPORTS OF COMPRESSIVE STRENGTH TESTS SHALL BE SUBMITTED TO THE DESIGN ENGINEER AT 28 DAYS. CONCRETE MIX PROPORTIONS AND MATERIALS, COMPRESSIVE STRENGTH, AND TYPE OF BREAK FOR BOTH 7-DAY TESTS AND 28-DAY TESTS.
 - CONTRACTOR TO PROVIDE 4" WIDE YELLOW PAINTED STRIPING FOR PARKING STALLS, TRAFFIC LANES, AND NO PARKING AREAS. YELLOW PAINT MARKINGS SHALL ALSO BE PROVIDED FOR H.C. ACCESSIBLE SYMBOLS, TRAFFIC ARROWS, AND TRAFFIC MESSAGES.

32 30 00 LANDSCAPING AND SITE STABILIZATION

- TOPSOIL: CONTRACTOR TO PROVIDE A MINIMUM OF 6" OF TOPSOIL FOR ALL DISTURBED OPEN AREAS, OTHER THAN A LANDSCAPE ISLANDS SHALL BE PROVIDED WITH A MINIMUM OF 10" OF TOPSOIL. REUSE SURFACE SOIL STOCKPILED ON SITE AND SUPPLEMENT WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF SITE SOURCES WHEN QUANTITIES ARE INSUFFICIENT. EXCAVATOR SHALL BE RESPONSIBLE FOR ROUGH PLACEMENT OF TOPSOIL TO WITHIN 1" OF FINAL GRADE PRIOR TO LANDSCAPER FINAL GRADING. LANDSCAPERS TO PROVIDE PLANTING AND FINAL GRADING OF TOPSOIL. PROVIDE SOIL ANALYSIS BY A QUALIFIED SOIL TESTING LABORATORY AS REQUIRED TO VERIFY THE SUSTAINABILITY OF SOIL TO BE USED AS TOPSOIL AND TO DETERMINE THE NECESSARY SOIL AMENDMENTS. TEST SOIL FOR PRESENCE OF ATRAZINE AND INFORM EXCEL ENGINEERING, INC. IF PRESENT PRIOR TO BIDDING PROJECT. TOPSOIL SHALL HAVE A PH RANGE OF 5.5 TO 6.5, CONTAIN A MINIMUM OF 5 PERCENT ORGANIC MATERIAL CONTENT, AND SHALL BE FREE OF STONES 1 INCH OR LARGER IN DIAMETER. ALL MATERIALS HARMFUL TO PLANT GROWTH SHALL ALSO BE REMOVED.
- TOPSOIL: CONTRACTOR TO PROVIDE A MINIMUM DEPTH OF 6 INCHES AND REMOVE STONES LARGER THAN 1 INCH IN DIAMETER. ALSO REMOVE ANY STICKS, ROOTS, RUBBISH, AND OTHER EXTERNALS FROM THE TOPSOIL. SPREAD TOPSOIL TO A DEPTH OF 6" BUT NOT LESS THAN WHAT IS REQUIRED TO MEET FINISHED GRADES AFTER LIGHT ROLLING AND MANUAL SETTLEMENT. DO NOT SPREAD TOPSOIL IF SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET. GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORM FINE TEXTURE. GRADE TO WITHIN 0.05 FEET OF FINISHED GRADE ELEVATION.
- SEEDING LAWN: A. SEEDING LAWN AREAS SHALL BE SEED WITH THE FOLLOWING MIXTURE: 65% KENTUCKY BLUEGRASS BLEND (2.0-2.6 LBS/1,000 S.F.), 20% PERENNIAL RYEGRASS (0.6-0.8 LBS/1,000 S.F.), 15% PINE FESCUE (0.4-0.6 LBS/1,000 S.F.). STRAW AND MULCH SHALL BE LAID AT 100 LBS/1,000 S.F. FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS/1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED. ALL SITE DISTURBED AREAS NOT DESIGNATED FOR OTHER LANDSCAPING AND PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORM FINE TEXTURE. GRADE TO WITHIN 0.05 FEET OF FINISHED GRADE ELEVATION. STANDARDS 1008 & 1009.
- SEEDING LAWN: B. SEEDING LAWN AREAS SHALL BE SEED WITH THE FOLLOWING MIXTURE: 45% KENTUCKY BLUEGRASS (0.60 LBS/1,000 S.F.), 40% CREeping REED FESCUE (0.50 LBS/1,000 S.F.), AND 15% PERENNIAL RYEGRASS (0.20 LBS/1,000 S.F.). FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS/1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED. FOLLOW PROCEDURES FOUND IN WDMR TECHNICAL STANDARDS 1008 & 1009.
- SEEDING LAWN MAINTENANCE: CONTRACTOR TO PROVIDE MAINTENANCE OF ALL LANDSCAPING FOR A PERIOD OF 90 DAYS FROM THE DATE OF INSTALLATION. AT THE END OF THE MAINTENANCE PERIOD, A HEALTHY, UNIFORM, CLOSE STAND OF GRASS SHOULD BE ESTABLISHED FREE OF WEEDS AND SURFACE IRREGULARITIES. LAWN COVERAGE SHOULD EXCEED 90% AND BARE SPOTS SHOULD NOT EXCEED 5'x5". CONTRACTOR SHOULD REESTABLISH LAWNS THAT DO NOT COMPLY WITH THESE REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.
- TREES AND SHRUBS: FURNISH NURSERY-GROWN TREES AND SHRUBS WITH HEALTHY ROOT SYSTEMS DEVELOPED BY TRANSPLANTING OR ROOT PRUNING. PROVIDE WELL-SHAPED, FULLY BRANCHED AND HEALTHY LOOKING STOCK. STOCK SHOULD ALSO BE FREE OF DISEASE, INSECTS, EGGS, LARVAE, AND DEFECTS SUCH AS KNOTS, SNAKES, INJURIES, ABRASIONS, AND DISCOLORATIONS. SEE THE LANDSCAPE PLAN FOR SPECIFIC SPECIES, TYPE, SIZE, AND LOCATION.
- TREE AND SHRUB INSTALLATION: EXCAVATE CIRCULAR PITS WITH SIDES SLOPED INWARD. TRIM BASE LEAVING CENTER AREA RAISED SLIGHTLY TO SUPPORT ROOT BALL. EXCAVATE PIT APPROXIMATELY THREE TIMES AS WIDE AS THE ROOT BALL DIAMETER. SET TREES AND SHRUBS PLUMB AND IN CENTER OF PIT WITH TOP OF BALL ABOVE ADJACENT FINISHED GRADES. PLACE PLANTING SOIL MIX AROUND ROOT BALL IN LAYERS AND TAMP TO SETTLE MIX. WATER ALL PLANTS THOROUGHLY. PROVIDE TEMPORARY STAKING FOR TREES AS REQUIRED.
- TREE AND SHRUB MAINTENANCE WARRANTY: CONTRACTOR TO PROVIDE MAINTENANCE OF ALL LANDSCAPING FOR A PERIOD OF 90 DAYS FROM THE DATE OF INSTALLATION. MAINTENANCE TO INCLUDE REGULAR WATERING AS REQUIRED FOR SUCCESSFUL PLANT ESTABLISHMENT. CONTRACTOR TO PROVIDE 1 YEAR WARRANTY ON ALL TREES, SHRUBS, AND PERENNIALS.
- ORGANIC MULCH: PROVIDE 3" MINIMUM THICK BLANKET OF SHREDDED HARDWOOD MULCH AT ALL PLANTING AREAS INDICATED ON THE LANDSCAPE PLAN. INSTALL OVER NON-WOVEN WEED BARBER FABRIC. COLOR BY OWNER.

DIVISION 33 UTILITIES

33 10 00 SITE UTILITIES

- CONTRACTOR TO FIELD VERIFY ALL EXISTING UNDERGROUND UTILITIES ON SITE. CONTRACTOR TO VERIFY PIPE LOCATIONS, SIZES, AND DEPTHS AT POINT OF PROPOSED CONNECTIONS AND VERIFY PROPOSED UTILITY ROUTES ARE CLEAR (PER CODE) OF ALL EXISTING UTILITIES AND OTHER OBSTRUCTIONS PRIOR TO CONSTRUCTION. COSTS INCURRED FOR FAILURE TO DO SO SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- CONTRACTOR TO FIELD TELEVIEW ALL EXISTING SANITARY AND STORM LATERALS THAT ARE SCHEDULED TO BE RE-USED AND/OR CONNECTED TO ON SITE. THE TELEVIEWING SHALL BE COMPLETED TO ENSURE THE EXISTING LATERALS ARE FREE OF OBSTRUCTIONS AND IN SOUND STRUCTURAL CONDITION. TELEVIEWING OF THESE LATERALS SHOULD BE COMPLETED AT BEGINNING OF CONSTRUCTION AND DESIGN ENGINEER SHALL BE NOTIFIED OF ANY PIPE OBSTRUCTIONS AND/OR STRUCTURAL DEFICIENCIES IMMEDIATELY AFTER COMPLETION OF FIELD TELEVIEWING.
- ALL PROPOSED WATER PIPE SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL, SCHEDULE ON C0.1 OF THE PROPOSED PLANSET. 6" MINIMUM COVER SHALL BE PROVIDED OVER ALL WATER PIPING UNLESS OTHERWISE SPECIFIED.
- ALL PROPOSED STORM PIPE SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL, SCHEDULE ON C0.1 OF THE PROPOSED PLANSET. SEE UTILITY PLANS FOR ALL STORM PIPE MATERIAL TYPES TO BE USED. PIPE SHALL BE PLACED MIN. 8" HORIZONTALLY FROM FOUNDATION WALLS.
- STORM AND WATER UTILITY PIPE INVERTS SHALL BE CONSTRUCTED WITHIN 0.10' OF DESIGN INVERT ELEVATIONS ASSUMING PIPE SLOPE AND SEPARATION IS MAINTAINED PER THE UTILITY DESIGN PLANS AND STATE REQUIREMENTS.
- SITE UTILITY CONTRACTOR SHALL RUN STORM SEWER FOR INTERNALLY DRAINED BUILDINGS TO A POINT WHICH IS A MINIMUM OF 5' FROM THE EXTERIOR WALL OF THE FOUNDATION. SITE UTILITY CONTRACTOR SHALL RUN DOWNSPOUT LEADS TO BUILDING FOUNDATION AND 18" ABOVE SURFACE GRADE FOR CONNECTION TO DOWNSPOUT. ALL DOWNSPOUT LOCATIONS SHOULD BE VERIFIED WITH ARCHITECTURAL PLANS AND DOWNSPOUT CONTRACTOR/GU. PRIOR TO INSTALLATION OF DOWNSPOUT LEADS.
- DOWNSPOUT LEADS SHALL NOT UNDERMINE BUILDING FOUNDATIONS.
- ALL UTILITIES SHALL BE INSTALLED WITH PLASTIC COATED TRACER WIRE (10 TO 14 GAUGE SOLID COPPER, OR COPPER COATED STEEL WIRE). PLASTIC WIRE MAY BE TAPED TO PLASTIC WATER OR SEWER PIPE, IF ATTACHED. THE TRACER WIRE SHALL BE SECURED EVERY 10 TO 20 FEET AND AT ALL BENDS. TRACER WIRE SHALL HAVE ACCESS POINTS AT LEAST EVERY 300 FEET. TRACER WIRE SHALL TERMINATE IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS AT GRADE OR IN TERMINATION BOX PER LOCAL/STATE REQUIREMENTS.
- ALL UTILITIES SHALL BE INSTALLED PER STATE, LOCAL, AND INDUSTRY STANDARDS. STORM AND WATER SHALL BE INSTALLED PER STANDARD SPECIFICATION FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN. THE DESIGN ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING STATE PLUMBING REVIEW APPROVAL. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL OTHER PERMITS REQUIRED TO INSTALL WATER, SANITARY AND STORM SEWER.
- SEE PLANS FOR ALL OTHER UTILITY SPECIFICATIONS AND DETAILS.

Table A: Allowable Pipe Material Schedule

Utility	Material	Pipe Code	Rating Code	Joint Code
Combined Domestic/Free Service	C900 PVC	AWWA C900, ASTM D1785, ASTM D2241	AWWA C110, AWWA C112, ASTM D2464, ASTM D2466, ASTM D2467, ASTM D3311, ASTM D409, ASTM F1336, ASTM F1366	Joint: ASTM D3139 Integral Bell & Spigot Elastomeric Seal: ASTM F477
Storm Sewer	SDR 35 PVC	ASTM D1785, ASTM D2065, ASTM D3504, ASTM F991	ASTM F1336	Push On: ASTM D3212 to Tighness Elastomeric Seal: ASTM F477

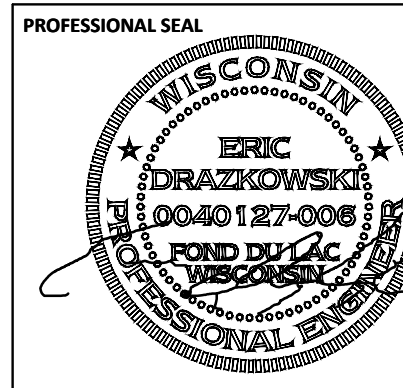
CONTACTS

OWNER

CORTA DEVELOPMENT
100 CAMELOT DRIVE
MIAMI, FL 33137-3462
CONTACT: CORY PRESNICK
P: (920) 926-9800
cpresnick@cortadev.com

CIVIL

EXCEL ENGINEERING
100 CAMELOT DRIVE
FOND DU LAC, WISCONSIN 54935
CONTACT: ERIC DRAZKOWSKI, P.E.
P: (920) 926-9801
eric.d@excelengineer.com



PRELIMINARY DATES

NOV. 11, 2022
NOV. 30, 2022

JOB NUMBER

2219680

SHEET NUMBER

BC0.1

CIVIL COVER AND SPECIFICATION SHEET

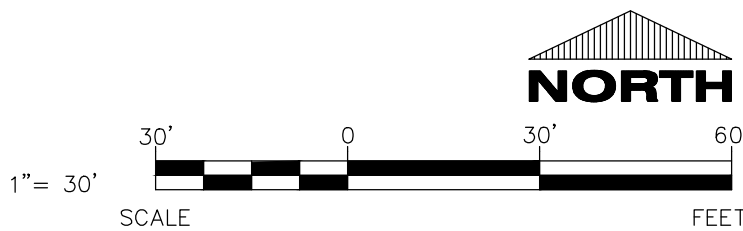
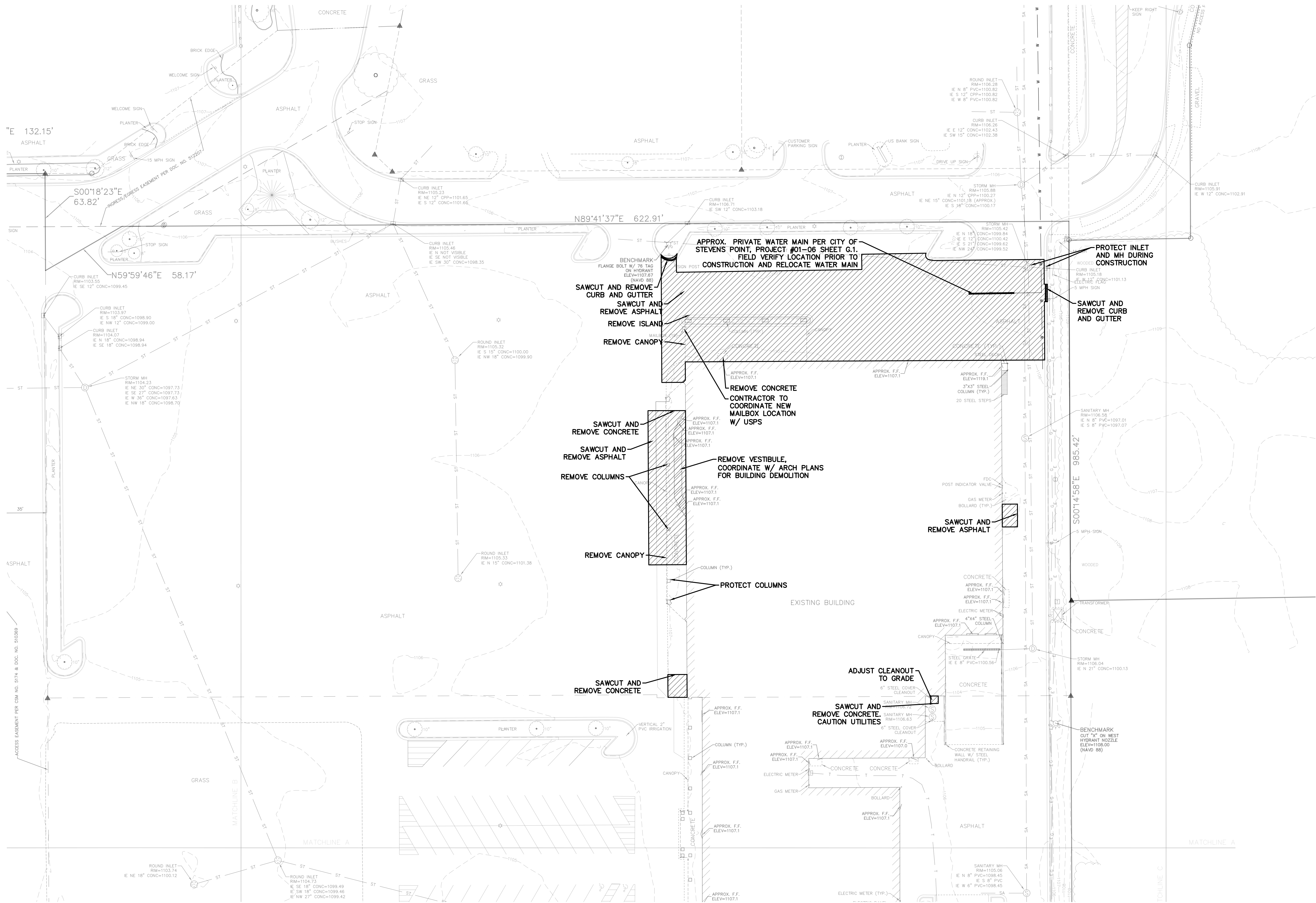
PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

NOT FOR CONSTRUCTION

SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

NOTE:
SURFACE INDICATIONS OF UTILITIES ALONG WITH DIGGER'S HOTLINE
MARKINGS ON THE SURVEYED PARCEL HAVE BEEN SHOWN. SIZES AND
ELEVATION OF UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON
FIELD MEASUREMENTS OF VISIBLE STRUCTURES IN COMBINATION WITH
AVAILABLE DATA PROVIDED TO EXCEL ENGINEERING. EXCEL ENGINEERING
MAKES NO GUARANTEE THAT ALL THE EXISTING UTILITIES IN THE
SURVEYED AREA HAVE BEEN SHOWN NOR THAT THEY ARE IN THE
EXACT LOCATION INDICATED. CONTRACTOR SHALL BE RESPONSIBLE FOR
VERIFYING THE LOCATION OF ALL UTILITIES CRITICAL TO CONSTRUCTION.

NOTE:
PROPERTY LINES AND EASEMENTS SHOWN ON THIS PLAN WERE DRAFTED FROM INFORMATION CONTAINED IN TITLE COMMITMENT
FILE NO. NCS-1120650-ATL BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED APRIL 1, 2022 AND IN TITLE COMMITMENT
FILE NO. NCS-1120652-ATL BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED APRIL 13, 2022.



CIVIL EXISTING SITE AND DEMOLITION PLAN

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
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Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

PROJECT INFORMATION

PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

PROFESSIONAL SEAL

PRELIMINARY DATES
NOV. 11, 2022
NOV. 30, 2022

JOB NUMBER
2219680

SHEET NUMBER
BC1.0

NOT FOR CONSTRUCTION

PROJECT INFORMATION

PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

PROFESSIONAL SEAL

PRELIMINARY DATES

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JOB NUMBER

2219680

SHEET NUMBER

BC1.1

SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

SITE INFORMATION:

PARCEL 1:
LOT FOUR (4) OF CERTIFIED SURVEY MAP NO. 5174, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR PORTAGE COUNTY, WISCONSIN ON SEPTEMBER 17, 1992, IN VOLUME 18 OF CERTIFIED SURVEY MAPS, PAGE 199, AS DOCUMENT NO. 459801, BEING A PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4906-17-161 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

PROPERTY AREA (LOTS 4 AND 5): 208,533 S.F. (4.79 ACRES).

EXISTING ZONING: HIGHWAY COMMERCIAL

PROPOSED ZONING: HIGHWAY COMMERCIAL

PROPOSED USE: RETAIL SHOPPING CENTER

AREA OF SITE DISTURBANCE: 19,220 S.F. (0.44 ACRES)

SETBACKS: BUILDING: FRONT (WEST) = 10'
SIDE (NORTH/SOUTH) = 10'
REAR (EAST) = 20'

PAVEMENT: FRONT = 5'
SIDE = 5'
REAR = 5'

PROPOSED BUILDING HEIGHT: 30' (MAX. HEIGHT ALLOWED: 1,253')

MINIMUM PARKING REQUIRED: 1 SPACE PER 300 S.F. (265 SPACES REQ.)

MAXIMUM PARKING ALLOWED: MINIMUM REQUIRED X 150% = 396 SPACES

PARKING PROVIDED: 323 SPACES (8 H.C. ACCESSIBLE)

HANDICAP STALLS REQUIRED: 8, HANDICAP STALLS PROVIDED: 8

BICYCLE PARKING: 6 PER 100 STALLS PLUS 1 PER ADDITIONAL 25 STALLS (15 REQ.)

BICYCLE PARKING PROVIDED: 16 STALLS

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	4.79	208,533	
BUILDING FLOOR AREA	1.03	44,850	21.5%
PAVEMENT (ASP. & CONC.)	3.53	153,554	73.6%
TOTAL IMPERVIOUS	4.55	198,404	95.1%
LANDSCAPE/ OPEN SPACE	0.23	10,129	4.9%

PROPOSED SITE DATA

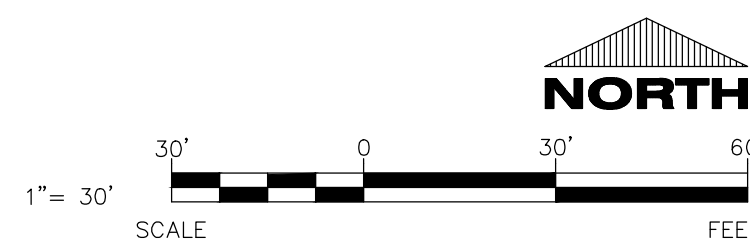
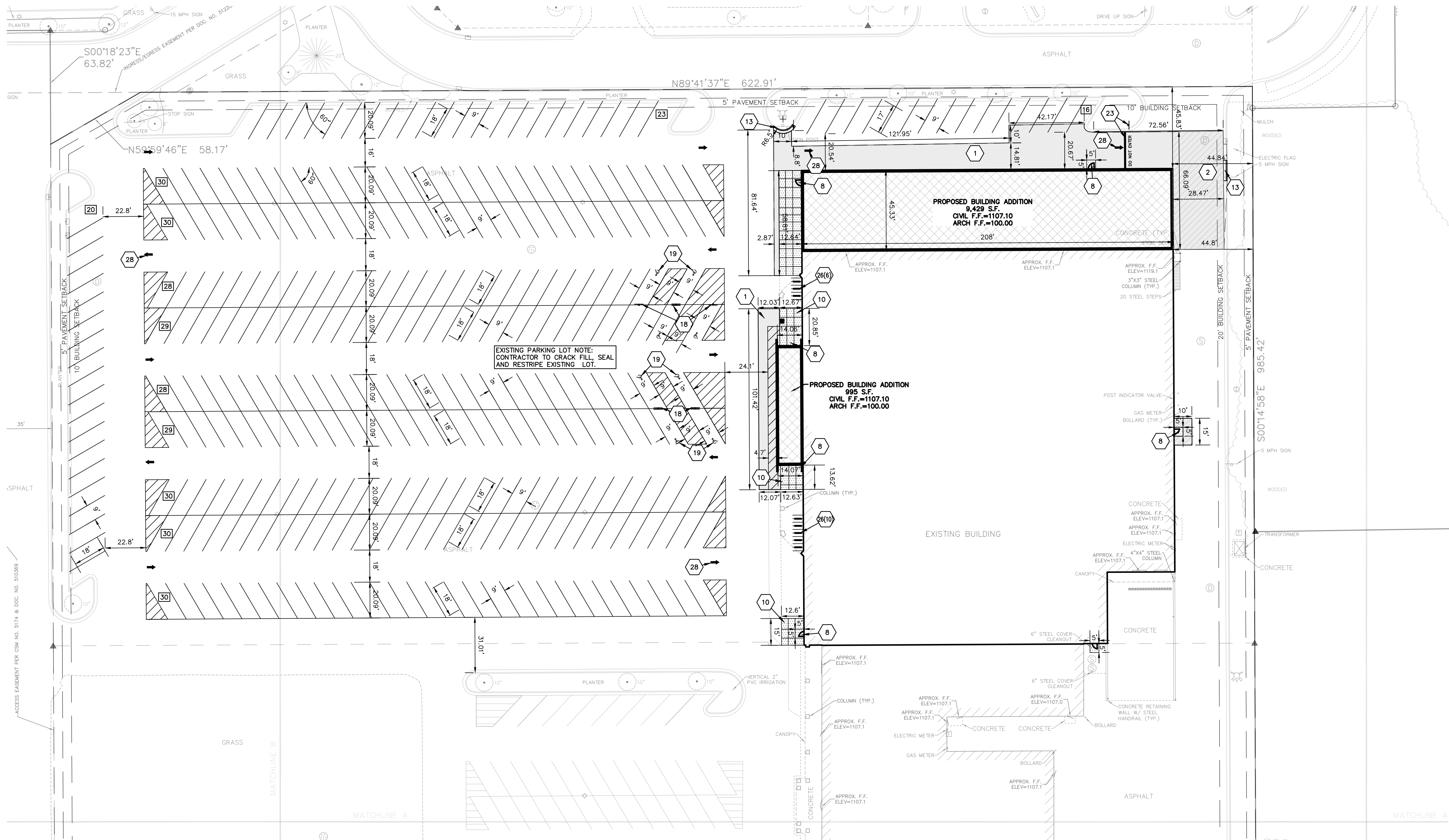
	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	4.79	208,533	
BUILDING FLOOR AREA	1.27	55,518	26.6%
PAVEMENT (ASP. & CONC.)	3.28	142,886	68.5%
TOTAL IMPERVIOUS	4.55	198,404	95.1%
LANDSCAPE/ OPEN SPACE	0.23	10,129	4.9%

SITE PLAN KEYNOTES

1	STANDARD ASPHALT SECTION (TYP.)
2	HEAVY DUTY ASPHALT SECTION (TYP.)
8	CONCRETE STOOP (TYP.) SEE ARCH. PLANS FOR DETAILS.
10	FLUSH WALK (TYP.)
13	24" CURB & GUTTER (TYP.)
18	HANDICAP SIGN (TYP.)
19	HANDICAP STALL & STRIPING PER STATE CODES.
23	DO NOT ENTER SIGN/PAVEMENT MARKING (TYP.)
26	BIKE RACK (TYPE & COLOR BY OWNER)
28	TRAFFIC FLOW ARROWS. COLOR TO MATCH PARKING STALL STRIPING.

PAVEMENT HATCH KEY:

	STANDARD ASPHALT
	HEAVY DUTY ASPHALT
	SIDEWALK CONCRETE



CIVIL SITE PLAN

SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

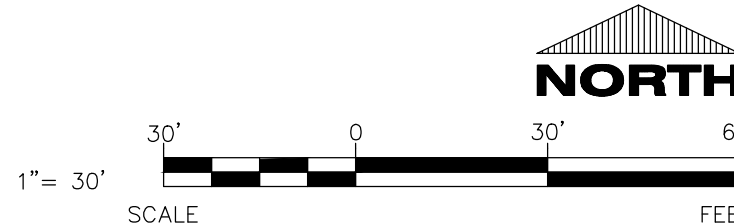
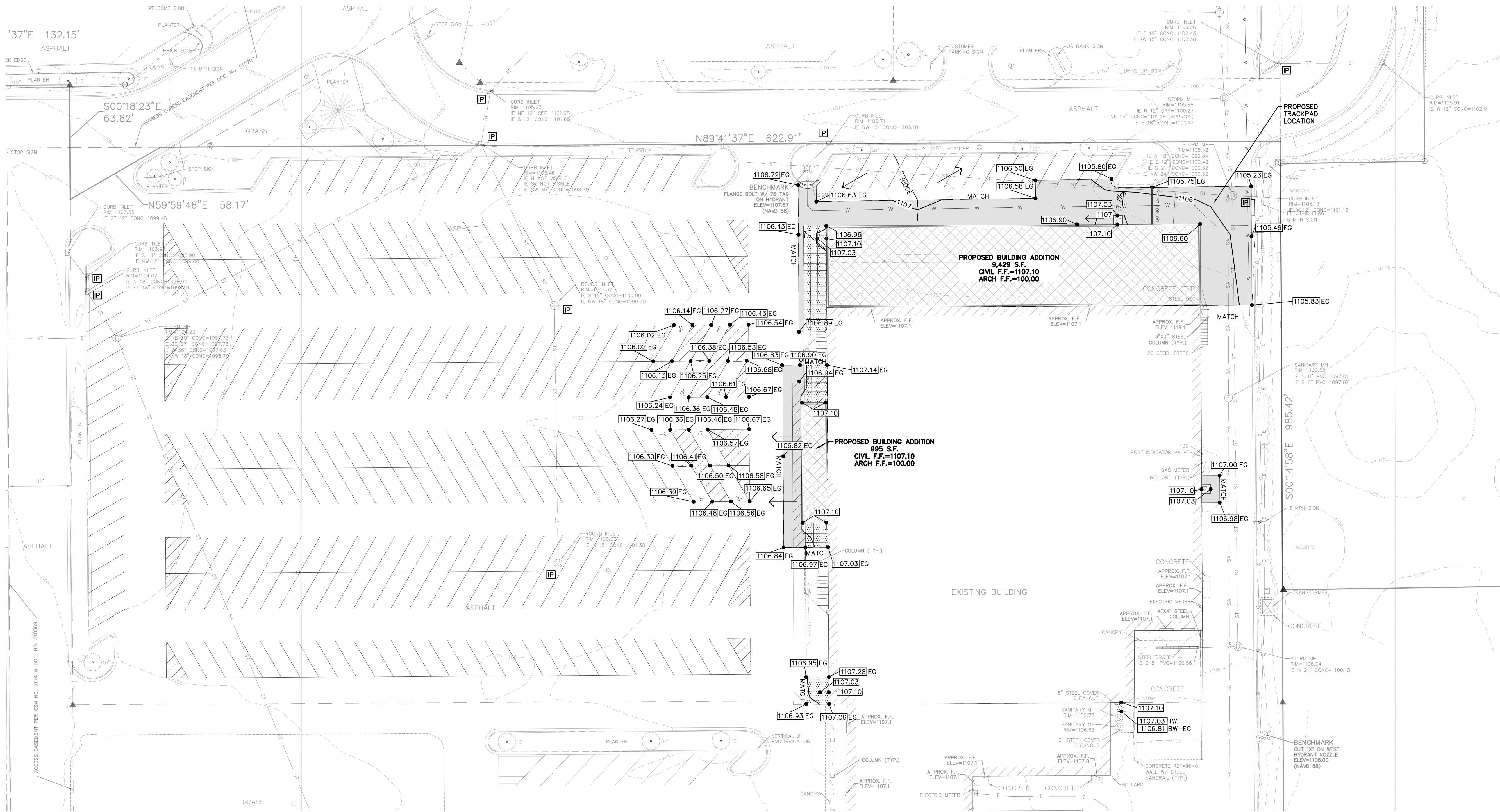
- NOTES:
- HANDICAP STALL AND ACCESS AISLES SHALL NOT EXCEED A SLOPE OF 1.50% IN ANY DIRECTION. HANDICAP STALL & ACCESS AISLES SHALL CONFORM TO ADA REQUIREMENTS (CURRENT EDITION).
 - ALL SIDEWALKS SHALL NOT EXCEED A MAXIMUM CROSS SLOPE OF 1.50% AND RUNNING SLOPE OF 4.50% UNLESS OTHERWISE SPECIFIED.

INLET PROTECTION NOTE:
CONTRACTOR SHALL PROVIDE TEMPORARY INLET PROTECTION FOR ALL CURB INLETS & CATCH BASINS ONSITE & OFFSITE IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE PER LOCAL CODE.

STABILIZED CONSTRUCTION ENTRANCE NOTE:
CONTRACTOR SHALL PROVIDE STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ENTRANCE FOR PROPOSED IMPROVEMENTS AS REQUIRED PER CODE.

CONCRETE WASHOUT NOTE:
CONTRACTOR SHALL PROVIDE CONCRETE WASHOUT AS REQUIRED PER CODE. FINAL LOCATION TBD BY CONTRACTOR.

ITEMIZED COST OF EROSION CONTROL/SWM:
INLET PROTECTION: \$250 ea. x 9 = \$2,250



CIVIL GRADING AND EROSION CONTROL PLAN

PROJECT INFORMATION

PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

PROFESSIONAL SEAL

PRELIMINARY DATES
NOV. 11, 2022
NOV. 30, 2022

JOB NUMBER
2219680

SHEET NUMBER

BC1.2

NOT FOR CONSTRUCTION

SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

DENOTES DOWNSPOUT TO

GRADE LOCATIONS. PROVIDE SPLASH BLOCKS AT
ALL DS TO GRADE LOCATIONS. SEE ARCH PLANS
FOR FINAL LOCATIONS.

PROJECT INFORMATION

PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

PROFESSIONAL SEAL

PRELIMINARY DATES

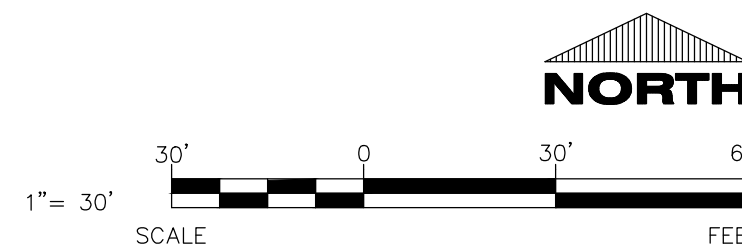
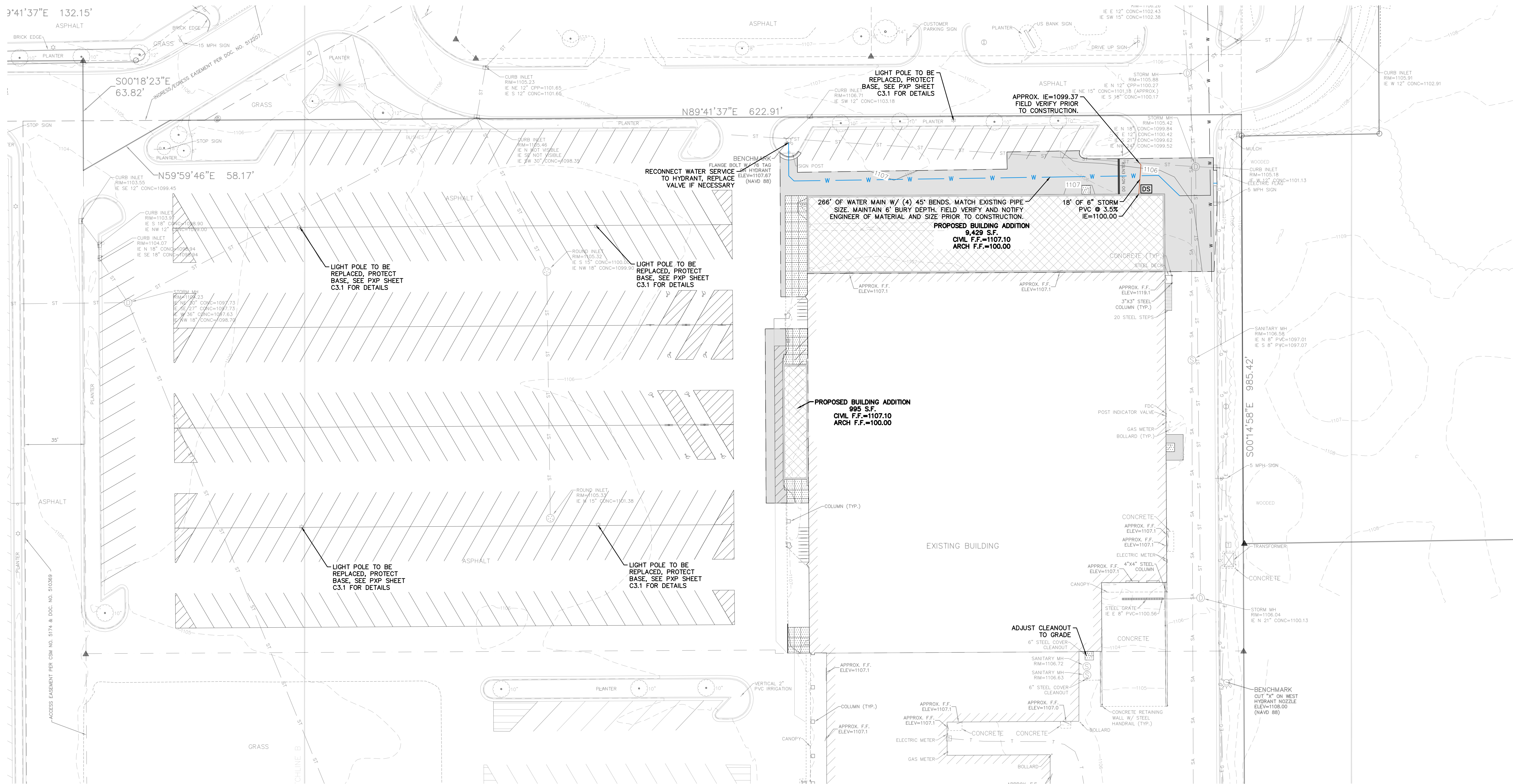
NOV. 11, 2022
NOV. 30, 2022

JOB NUMBER

2219680

SHEET NUMBER

BC1.3



CIVIL UTILITY PLAN

PROJECT INFORMATION

PROPOSED DEVELOPMENT IMPROVEMENTS
CORTA DEVELOPMENT
5657 HIGHWAY 10 • STEVENS POINT, WI 54482

PROFESSIONAL SEAL

PRELIMINARY DATES

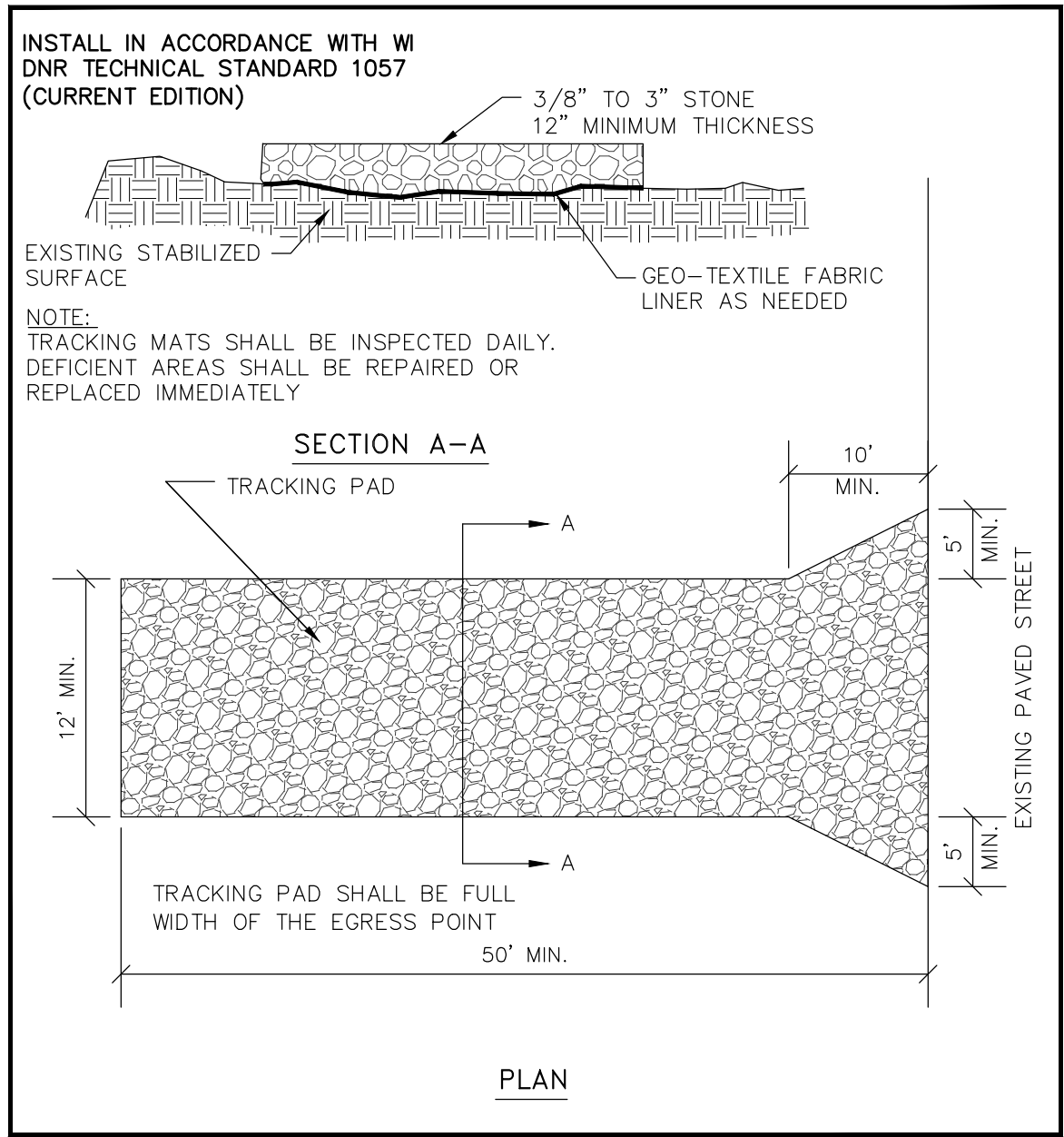
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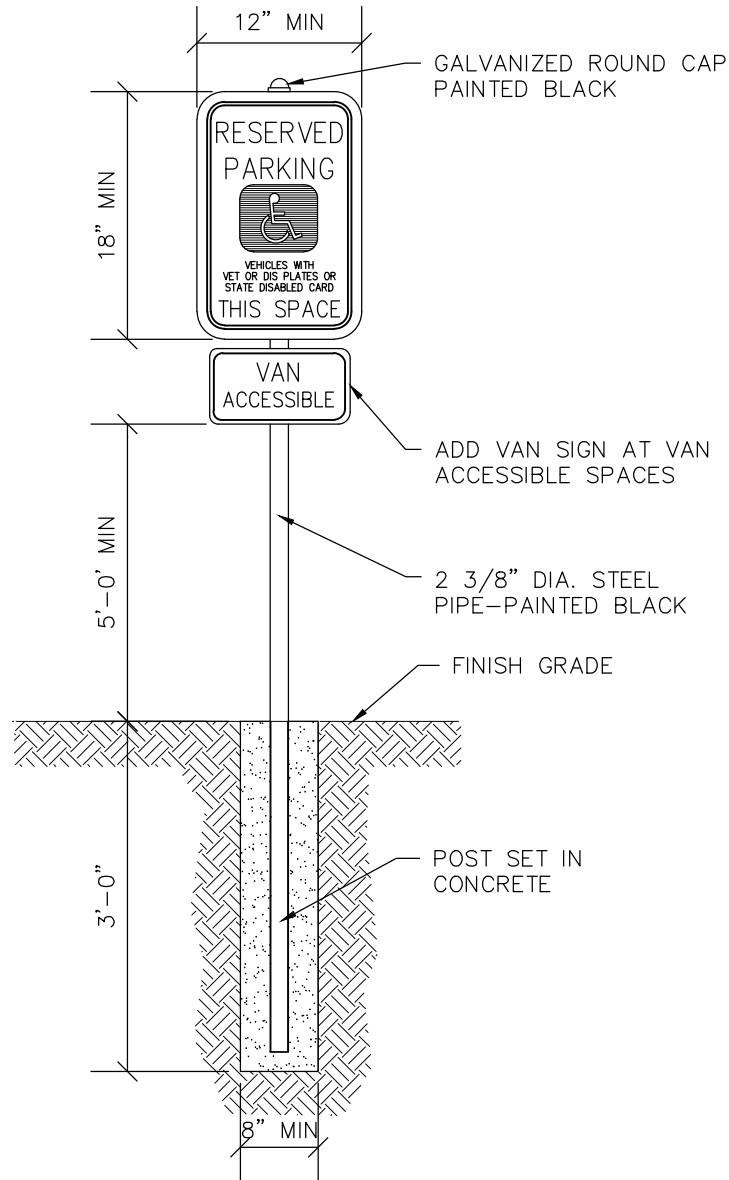
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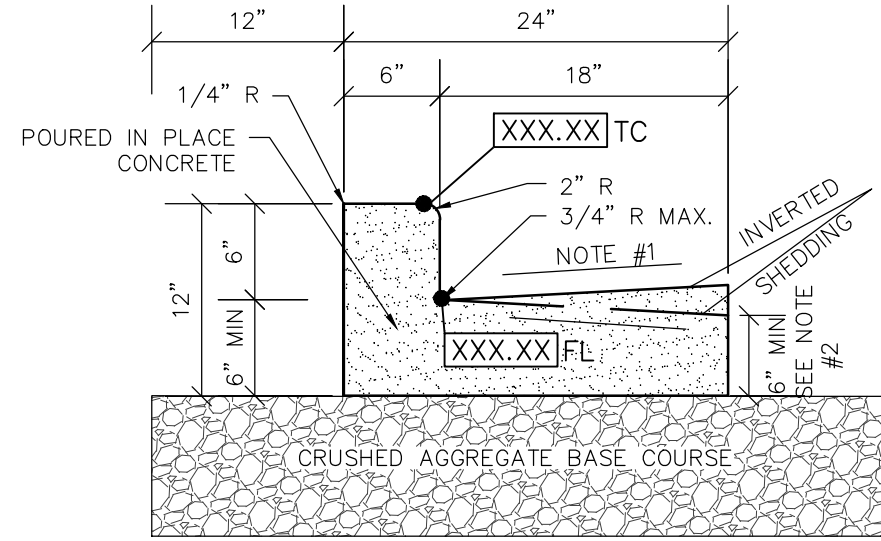
TRACKPAD DETAILS

NO SCALE



HANDICAP SIGNAGE WITH CONCRETE BASE DETAIL

NO SCALE

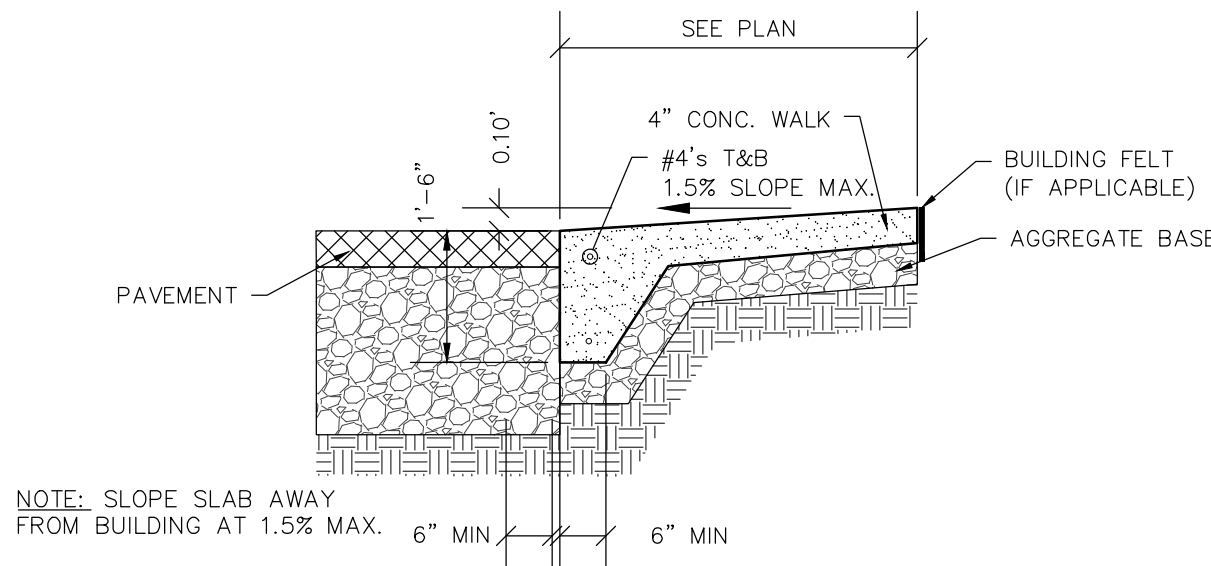


NOTE:

1. USE 4% GUTTER CROSS SLOPE UNLESS OTHERWISE NOTED IN THE PLANS.
2. THE BOTTOM OF CURB AND GUTTER MAY BE CONSTRUCTED EITHER LEVEL OR PARALLEL TO THE SLOPE OF THE SUBGRADE OR BASE AGGREGATE PROVIDED A 6" MIN. GUTTER THICKNESS IS MAINTAINED.
3. SEE SITE PLAN & GRADING PLAN FOR INVERTED & SHEDDING CURB LOCATIONS

24" CONCRETE CURB & GUTTER DETAIL

NO SCALE

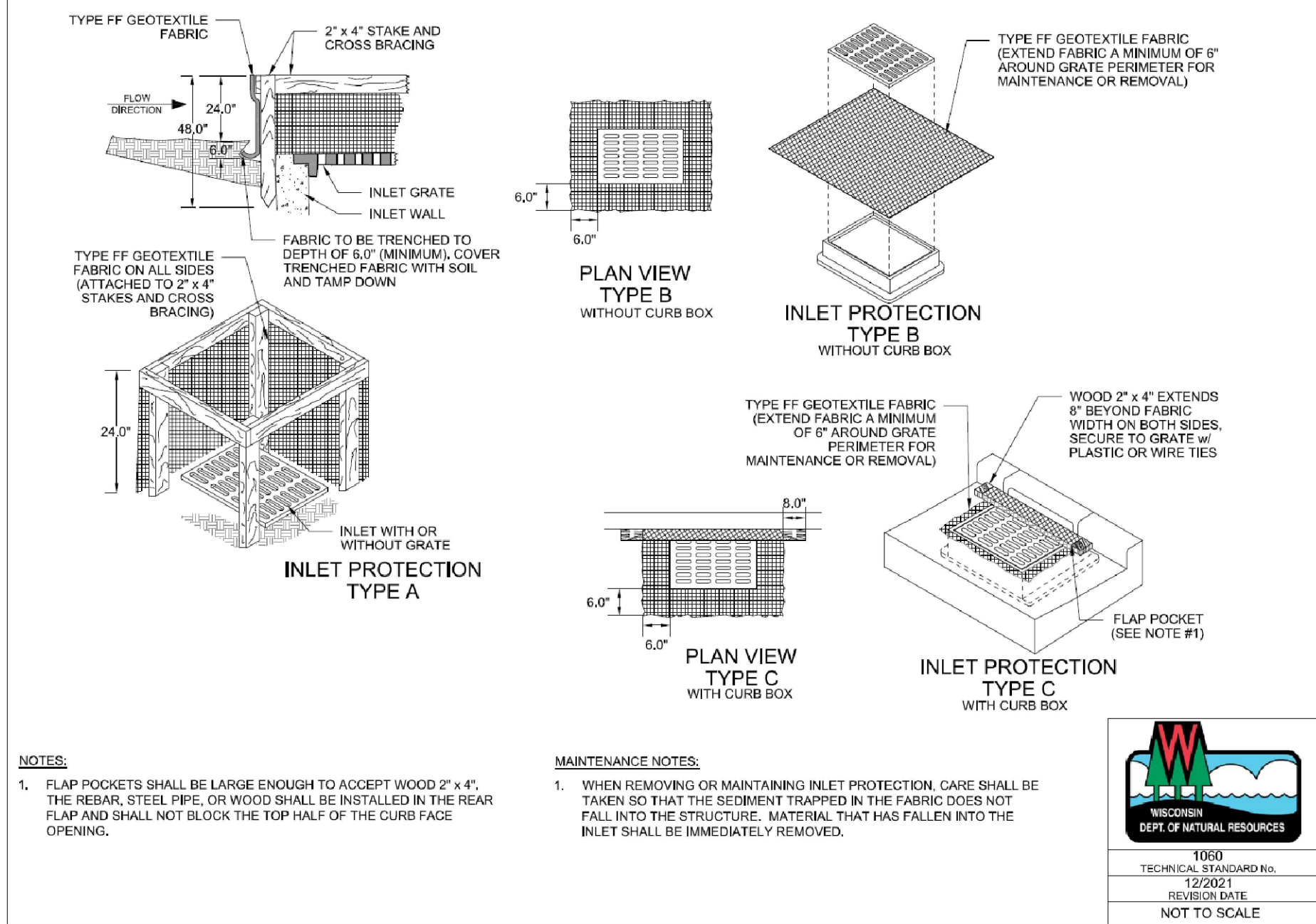


NOTE: SLOPE SLAB AWAY
FROM BUILDING AT 1.5% MAX.

FLUSH WALK DETAIL

NO SCALE

FIGURE 1. INLET PROTECTION TYPES A, B AND C

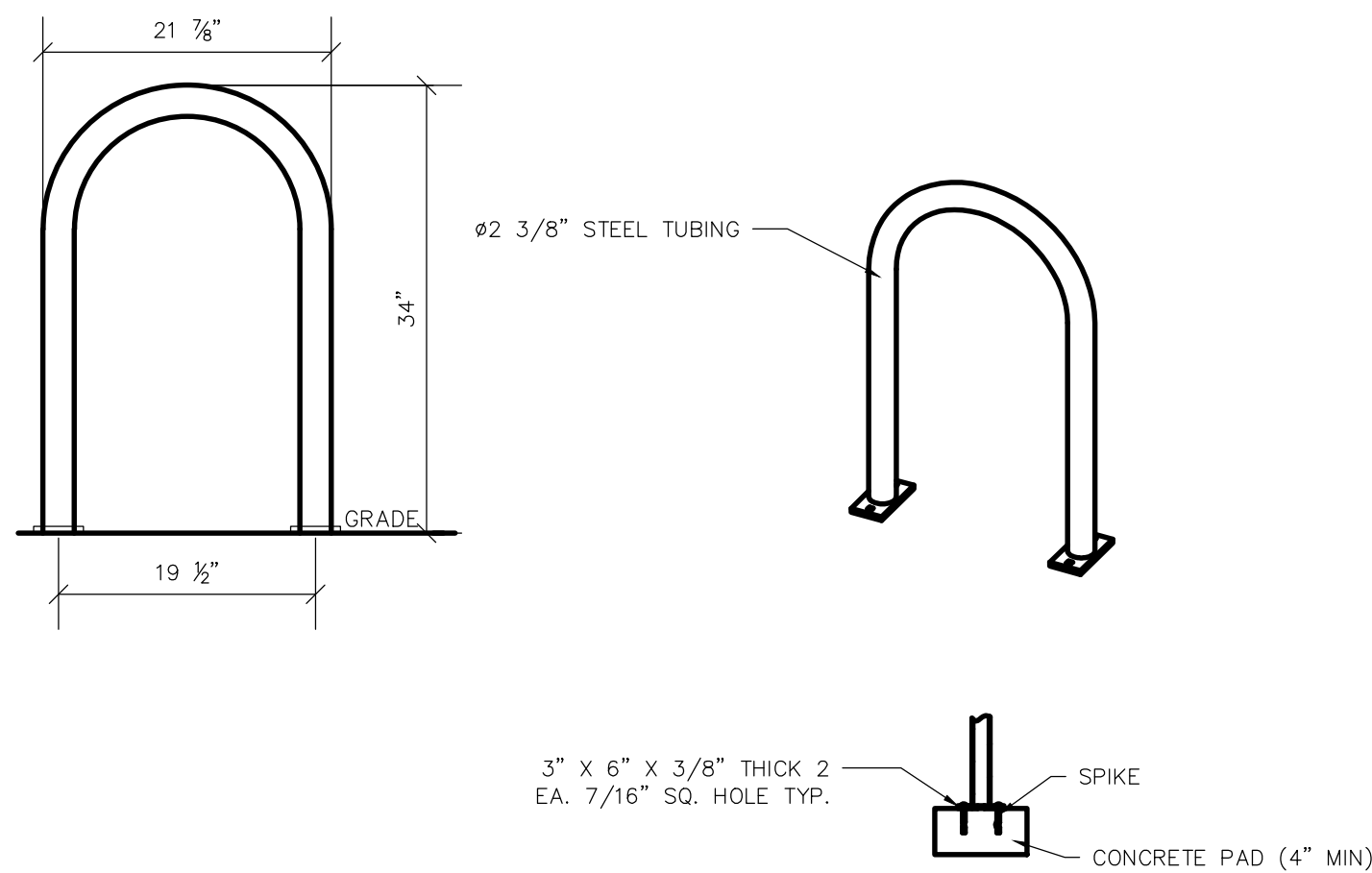


INLET PROTECTION DETAIL

NO SCALE

CONSTRUCTION SEQUENCE	
PHASE	TYPE OF ACTION
1. PRE-CONSTRUCTION ACTION	1. CONTRACTOR TO CALL DIGGERS HOTLINE AT A MINIMUM OF 3 DAYS PRIOR TO CONSTRUCTION. 2. CONSTRUCT TRACKING STONE ENTRANCES AS NEEDED.
2. CONSTRUCTION ACTION	1. SITE DEMOLITION AS REQUIRED. 2. STRIP AND RELOCATE TOPSOIL TO THE DESIGNATED TOPSOIL STOCKPILE. FINAL LOCATION BY CONTRACTOR (VERIFY W/ OWNER). PROVIDE PERIMETER SILT FENCE UNTIL STABILIZED. 3. BEGIN MASS EARTH WORK FOR THE BUILDING PAD AND PAVEMENT AREAS. 4. DIG AND POUR ALL BUILDING FOOTINGS. 5. PLACE GRAVEL FOR ALL PROPOSED PAVEMENT AREAS. 6. TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS OUTSIDE THE BUILDING AND PROPOSED PAVEMENT AREAS. 7. CONSTRUCT BUILDING. 8. PAVE DRIVEWAYS AND PARKING AREAS. 9. TOPSOIL, SEED, AND MULCH ALL OTHER DISTURBED AREAS.
3. POST CONSTRUCTION ACTION	1. CONTRACTOR TO REMOVE TEMPORARY EROSION CONTROL MEASURES UPON SITE STABILIZATION.

CONTRACTOR TO FOLLOW THE EROSION CONTROL SPECIFICATIONS FOR CONSTRUCTION EROSION CONTROL INSPECTION AND MAINTENANCE.

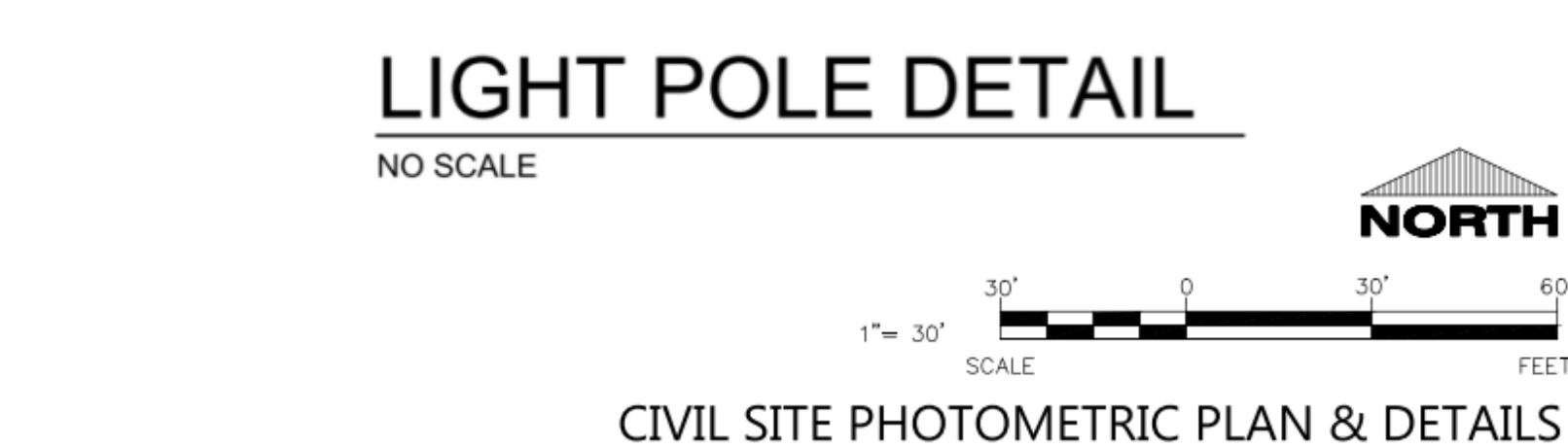


NOTES:

1. INSTALL BIKE RACKS ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
2. OWNER SHALL SELECT COLOR & FINISH.
3. SEE SITE PLAN FOR APPROX. LOCATION. COORDINATE W/ OWNER PRIOR TO CONSTRUCTION.
4. MANUFACTURED BY MADRAX; PRODUCT: U238-IG (SF); 'U' BIKE RACK 2 BIKE

SINGLE LOOP BIKE RACK

NO SCALE





MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: December 5, 2022

RE: Housing Affordability Report: Posting Year 2022, Permit Year 2021

Background: As required by Wis. Stats. 66.10013, enclosed the Plan Commission will find the "Housing Affordability Report" for permitting year 2021, posting year 2022. This is the fourth year that the State has required the City to complete this report.

This document details projected financial impact on subdivision development based on the City's fee schedule. Please note that this report is intended to outline the financial impact on subdivision development based on the developer's viewpoint of 'greenfield' development, wherein the property being developed has not had a previous human-centric land use. State statute does not outline the costs the City takes on as part of a subdivision development (i.e., long-term financial obligations of maintaining road and utility infrastructure). While this document is as accurate as possible, individual elements of each subdivision may change applicable fee amounts. General subdivision fee estimates should be used for purposes of estimate only, and do not necessarily represent full fee amounts for any future development proposal or project type.

Wis. Stats. 66.10013 requires that the City also identify ways to reduce the time and cost necessary to approve and develop a new residential subdivision in the City by 20 percent. Overall, City staff would recommend that developers who seek to develop more affordable housing go through the Planned Development District Zoning. We consider reducing the time required to rezone a property to Planned Development if the property included fewer units or homes. We do not believe that there is any flexibility in our fee schedule to reduce the overall cost to develop a greenfield subdivision, as it is already minimal compared to other municipalities.

Staff Recommendation: Staff recommends **APPROVAL** as presented.

www.stevenspoint.com

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

Housing Affordability Report



REPORT YEAR 2022, PERMIT YEAR 2021

Department of Community Development
City of Stevens Point, Wisconsin



Department of
Community Development

Introduction

In 2017, Wis. Act 243 was passed into law. This Act created a new housing affordability reporting requirement for communities with a population exceeding 10,000 residents. This Housing Affordability Report is intended to provide the City of Stevens Point specific information on the following:

- (a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.
- (b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
- (c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.
- (d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.
- (e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:
 - 1. Meet existing and forecasted housing demand.
 - 2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

Additionally, this Housing Affordability Report will analyze the progress toward goals contained in the Housing Element Chapter of the City's 2005 Comprehensive Plan. This 2022 Housing Affordability Report is written to analyze the 2021 permit year, and complies with all requirements contained within §66.10013 of Wis. Stats.

Process & Data

As a result of §66.10013, this report was compiled utilizing data from permitting year 2021. This includes platting, development, and other permit data required to comply with the January 1, 2023 posting deadline outlined in 2017 Act 243. As of the posting of this report (December 2022), no Community Development-based fee adjustments or fee schedule amendments have occurred for Fiscal Year 2022. Zoning, assessment, land dedication, and ordinance data are valid and current as of the posting of this report.

Additionally, as required by 2017 Act 243, this report is posted to the City's website (<https://stevenspoint.com/197/Community-Development>) for the public to view. All members of the City's Plan Commission and Common Council will also receive a copy of this report.

Sections of this plan highlights the projected financial impact on subdivision development based on the City's fee schedule. **Please note that this document is intended to outline the financial impact on subdivision development based on the developer's viewpoint of 'greenfield' development, wherein the property being developed has not had a previous human-centric land use.** The statute does not outline the costs the City takes on as part of a subdivision development (long-term financial obligations of maintaining road and utility infrastructure, for example). While as accurate as possible, individual elements of each subdivision may change applicable fee amounts. General subdivision fee estimates should be used for purposes of estimate only, and do not necessarily represent full fee amounts for any future development proposal or project type.

Housing Demand & Affordability

Population

Over the last ten years (2010-2020), Portage County has had a 0.51% increase in population. The same time period, the City of Stevens Point and the Village of Whiting saw a slight decrease in population (3.93% and -7.13%, respectively), while the Village of Plover saw a significant increase in population (11.52%). The urban area of Portage County (widely considered the City of Stevens Point, the Village of Plover, the Village of Whiting and the Town of Hull), make up 66.22% of the total County population. This percentage has stayed stagnant over the last decade.

As the County seat, Stevens Point has a traditional development pattern, mixed with some suburban residential development. The City's existing housing stock similar in nature to other older communities that have experience population growth. The City has roughly 5,638 homes, of which

45% were constructed before 1950, 6% were constructed prior to 1900, and 11% were constructed after 2000. Home construction has been cyclical in Stevens Point. Single-family home construction reached its peak in the 1960s during which 13% of the City's current stock was built. In the 1980's, only 3% of the City's current housing stock was constructed (note: Town of Hull and Village of Plover saw significant single-family housing development during this time). In the 1990's, the City's housing development increased as correlated to the development of the more suburban parts of the City. As of now, single-family construction from 2010- 2015 in Stevens Point accounts for 2% of its total housing stock, meaning a moment of waning in single-family housing development within the City. 54% of the City's housing stock are detached single-unit structures, wherein one residential unit is on one tax parcel. 95% of all homeowners in the City live in single-unit structures. Due to the significant University of Wisconsin-Stevens Point and Mid-State Technical College student populations, the City does have a disproportionate percentage of City households occupied by renters (49%). For the last several years, this number has remained nearly the same, but there has been a slight decline, from 51% to 49%.

There are several factors that play into the outward growth, or lack thereof, of the City's population. Environmental constraints on the City's municipal boundaries (high ground water and bedrock, for example) have limited the City's ability to grow 'outward' in a traditional suburban development pattern. Additionally, local public policy has shifted from outward growth to core redevelopment, which replaces existing, older homes with newer homes. This means a one-for-one replacement of existing housing stock, and typically takes a longer time to achieve neighborhood turnover. Other factors also indicate that the last several years, surrounding municipalities have been developing tax-forfeiture (County-owned) subdivisions in the former Tree Acres Golf Course in the Southeast corner of the Village of Plover. This land was being sold undeveloped between \$9,500 and \$10,000 per acre, as opposed to similar properties in or around the City of Stevens Point selling for \$30,000 to \$35,000 per acre. This has drawn significant new residential development and subsequent population to surrounding municipalities as opposed to the City.

In 2013 the Wisconsin Department of Administration (DOA) provided population estimates for the year 2040 based on the 2010 Census and other data provided to the State. The DOA estimates indicated a population of 30,150 persons by 2040. These estimates translate to 12,369 households with an average household size of 2.13 persons per household. There are some concerns over the accuracy of this population projection as the 2020 Census results for the City is 2,754 individuals behind the original 2020 projection.

Growth Trends & Focus Areas of the Community

For the last several years a significant refocus has occurred at the local policy-making level. Local elected and appointed officials have opted to spend time, energy, and money on redeveloping and reinvestment the City's existing neighborhoods, while discouraging suburban greenfield

development. This means that fewer new utilities and roadways are installed, and therefore fewer (if any) impact fees are assessed to developers seeking to construct new residential subdivisions. The implementation of this shift in policy is new – however, the City’s 2005 Comprehensive Plan identified upkeep, maintaining, and offering incentives to homeowners to improve the existing housing stock. Major non-single-family developments either have occurred (Berkshire Senior Housing) or are under construction (Northside Yard, BANTR Apartments, The Grove). These developments are on existing lots within the City’s core neighborhoods, and are not considered greenfield development. While infill development does require building permits and some impact fees, it is not as impactful to the developer if a greenfield development were to occur. Additionally, given the focus on infill redevelopment and reinvestment, you will see that the City’s building permits on alterations is higher than other municipalities that are hyper-focused on suburban development and subdivisions.

Housing Affordability

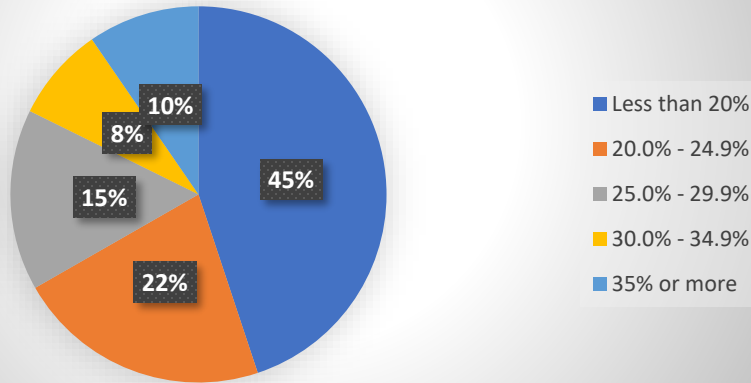
Utilizing data from the 2020 American Community Survey, we can provide generalizations on how affordable housing (whether rental or owner-occupied) is within the City of Stevens Point. Housing affordability has been defined by the amount of monthly income that is dedicated to paying a mortgage or rent. According to the U.S. Department of Housing and Urban Development, families that pay more than 30% of their monthly income for housing are considered housing cost-burdened. This means that those families are financially limited on other non-discretionary costs of living within the community (transportation, groceries, student loans & debt service, childcare, etc.). In the City of Stevens Point, the median gross household income is \$46,663.

Owner-Occupied Housing

In order for us to dive further into the housing affordability component of this, we need to better understand the data in which we are pulling this information from. When identifying “Monthly Owner Costs” it should be known that this includes the sum of payments for mortgages, deeds of trust, contracts to purchase, or other similar debts on the property. It also includes real estate taxes, proper insurances, and utilities.

According to the 2020 American Community Survey, there are 10,842 occupied housing units within the City. Of those, 5,442 (50.2%) are owner-occupied. Additionally, of the 5,442 owner-occupied units, 3,321 (61.0%) have a mortgage or mortgage-equivalent. Of those with a mortgage or mortgage-equivalent, roughly 696 households (21%) spend more than 30% of their household income on Monthly Owner Costs. Below is a percentage breakdown of the percentage of household income spent on Monthly Owner Costs.

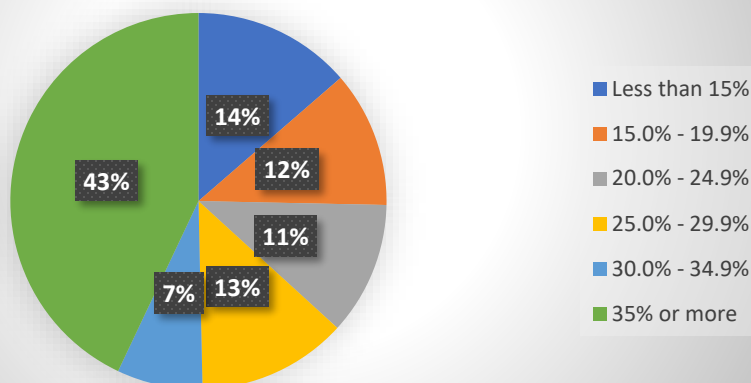
Monthly Owner Costs as a Percentage of Household Income



Non-Owner-Occupied Housing (Renters)

With a high student population and older housing stock, it is no surprise to public officials that the City has a higher percentage of non-owner-occupied housing (“renter-occupied”) than peer communities. Of the 10,842 occupied housing units in the community, 5,404 (49.8%) are renter-occupied. Based on data gathered from the U.S. Census, 50% of renter-occupied housing units pay over 30% of their household income towards rent.

Gross Rent as a Percentage of Household Income



Although this state-mandated report is well intended and affords municipalities the opportunity to review our internal fee structures and identify ways to reduce the cost of developing housing within the City, thereby reducing the cost shift from the developer to the new home owner. It would be deceiving if the author of this report would fail to point out the irony between §66.10013, §66.10014,

and §66.1015. §66.1015 of the Wis. Stats. outlining limitations (read: prohibiting) on a municipality's ability to enact inclusionary zoning. With a focus on §66.1015(3) specifically reading:

(3) Inclusionary zoning prohibited.

(a) In this subsection:

1. "Inclusionary zoning" means a zoning ordinance, as defined in s. [66.10015 \(1\)\(e\)](#), regulation, or policy that prescribes that a certain number or percentage of new or existing residential dwelling units in a land development be made available for rent or sale to an individual or family with a family income at or below a certain percentage of the median income.

2. "Median income" has the meaning given in s. [234.49 \(1\)\(g\)](#).

(b) No city, village, town, or county may enact, impose, or enforce an inclusionary zoning requirement.

Sadly, there is irony in requiring municipalities to write this report annually and identify ways to reduce our impact fees at the time of approval of a new subdivision by 20 percent – under the guise of 'Housing Affordability' – but prohibit local governments to require that new housing developments have *some* type of affordable housing. Arguably, one of the best ways to address local housing shortages is to allow the local municipality to regulate development of *some* affordable housing when working through a new development – not by solely relying on the market to drive this component.

Although the first round of reporting was required for permit year 2018, municipalities should be able to request some type of state-wide audit of this Housing Affordability Report to identify whether or not the reduction in impact fees and building permit fees actually impacted the final costs passed along to the new home buyers or whether or not the reduction in said fees was not passed along.

Housing Goals in the Comprehensive Plan

The City's most recently adopted Comprehensive Plan was approved in 2005. An update has been under consideration since 2015, with final approval on neighborhood plan coming in the years ahead. The existing Comprehensive Plan focuses on strengthening our neighborhoods, improving the

housing stock, and furthering housing policy that promotes affordability, availability, and accessibility of units. Each of those development goals include specific policy items as outlined below:

Goal 1 - Strengthen Neighborhoods

Policy 5 - Identify properties that have a blighting influence on neighboring properties.

Policy 6 - Create redevelopment programs that support reinvestment in existing properties.

Policy 7 - Create density goals and incentives, via zoning or other means, to promote infill development.

Policy 12 - Examine the different types of housing types that are currently available within the City to determine if they meet the desired housing types of future residents.

Policy 13 - Analyze regulatory barriers that prevent the desired housing types, and amend the municipal code to remove barriers and incorporate regulatory incentives to promote the desired housing types.

Goal 2 - Improve the City's aesthetic image.

Policy 22 - Review and modify existing regulatory documents to ensure high-quality developments.

Policy 23 - Adopt a land development code that incorporates form-based code standards.

Goal 3 - Improve the City as a place to do business.

Policy 33 - Implement Future Land Use map and regulate land use according to the Future Land Use map and the goals, objectives, and policies in the Comprehensive Plan elements.

Policy 34 - Adopt a land development code that incorporates form-based code standards.

Goal 5 - Offer adequate supply of housing in the City.

Policy 42 - Implement the recommendations within the 2017 Housing Study.

Policy 43 - Analyze locations for the development of workforce housing in the city to create a balanced housing stock.

Policy 44 - Improve the dissemination of information electronically relating to workforce housing options.

Policy 45 - Pursue and apply for loans or grants to fund rehabilitation programs.

Policy 46 - Implement the recommendations within the 2017 Housing Study.

Policy 47 - Review and modify existing regulatory documents to remove barriers that prevent a diversity of housing types (i.e. tiny homes, mother in law sweets, transient rentals).

Policy 48 - Create redevelopment programs that support reinvestment in existing properties.

Policy 49 - Promote and incentivize the conversion of rooming houses, traditionally single-family homes, back to owner occupied.

Goal 6 - Strengthen the City's financial stability.

Policy 56 - Eliminate minimum parking requirements.

Policy 57 - Increase density allowances for properties.

Policy 58 - Analyze regulatory barriers to mixed-use and infill development, and amend the municipal code to remove barriers and incorporate regulatory incentives to promote mixed-use and infill development.

Policy 64 - Create reinvestment or grant programs for existing homes.

Policy 65 - Condemn and acquire dilapidated properties and lead in redevelopment efforts to improve neighborhoods where they exist.

Goal 11 - Manage growth.

Policy 101 - Study serviceability of infrastructure for contiguous growth and resilience of future growth areas.

Policy 102 - Adopt ordinances or policy that limits the use of cul-de-sacs, limits blocks length, and requires shared access or interconnections between properties.

Policy 103 - Create targeted area master plans and corridor studies for key areas in the city.

Policy 104 - Analyze, document, and prioritize infill development opportunities.

Goal 13 - Communicate and collaborate with adjacent jurisdictions.

Policy 116 - Create an extraterritorial plan commission that acts on land use requests within the city's extraterritorial boundary area.

Policy 117 - Develop an annexation plan that incorporates infrastructure and service issues and costs, geographic features, environmental and other land use constraints, and market needs.

Policy 120 - Adopt a policy for notifying surrounding municipalities of projects or developments when adjacent.

Policy 121 - Create boundary agreements with adjacent municipalities regarding growth and uses.

Meeting the Housing Goals of the Comprehensive Plan

The most recent City of Stevens Point Comprehensive Plan contains several goals relating to housing affordability and meeting demand for households of all income levels. Notable policies to reduce cost of fees and infrastructure include encouraging infill development, revising regulation to allow higher-density housing types, and prioritizing redevelopment, mixed-used, and housing rehabilitation within the City.

There are policies within the plan that are aimed at marketing assistance programs to homeowners for rehabilitation, especially lower-income households, as well as directly analyzing locations for likely new workforce housing development. Importantly, the plan recognizes the necessary collaboration

with adjacent municipalities. Partnership is necessary to ensure flexibility in the ability to provide a range of housing choices and locations for residents of the region.

As outlined earlier, much of the lack of greenfield development is partly due to development constraints that limit the City's possibilities for expansion, such as growth boundaries, utility expansion, and natural challenges such as prevalence of both wetland and bedrock in locations that would otherwise support development.

Table 1: Residential Activity, 2020\1

Fees Collected - 2020	Projects	Total Fees	Avg. Fee per Project	Avg. Project Cost
New Single Family Residential	5	\$3,939.62	\$787.92	\$154,246.00
New Duplex(s)	3	\$4,545.00	\$1,515.00	\$350,000.00
New Multi-Family	0	-	-	-
Addition	10	\$1,858.60	\$185.86	\$43,590.00
Alteration	423	\$33,293.71	\$78.71	\$6,485.66
Demolition	11	\$950.00	\$86.36	\$5,818.27
New (Deck, Driveway, etc.)	192	\$12,866.59	\$67.01	\$7,428.16
Replacements	509	\$26,225.00	\$51.52	\$6,783.98
Unclassified	15	\$1,642.32	\$109.49	\$17,474.67
TOTAL	1168	\$85,320.84		

Residential Activity & Fees Collected

Consistent with §66.10013(2)(a) and (b) of the Housing Affordability Report requirements, in 2021 the City approved the following plats, permits, and maps for residential development:

Table 3: Residential Permits, 2021

Type	Residential Permits
Subdivision Plats	0
Certified Survey Maps	0
Condo Plats	0
New Unit Building Permits	8
Alteration Permits	423
Addition Permits	10

Table 2: Residential Units Created, 2021

Type	Residential Units Created
Subdivision Plat	0
Certified Survey Maps	9
Condo Plats	0
Single-Family Permits	5
Two-Family Permits	6
Multifamily Permits	0

Permits issued and units created in 2021 represent all residential activity in the City. Consistent with previous years, there is significantly more activity with alterations and additions as opposed to creation of new units of housing. This also indicates that homeowners within the City of Stevens Point are working to maintain their properties, and could also be considered that property owners within the City are living within their financial means. This provides for a more resilient community during economic uncertainties.

Of note in meeting affordability and upkeep/maintenance goals that improve the condition of existing housing stock, it is worth reiterating that 97% of all permits were issued for additions and alterations. Considering the general homeownership affordability in the City, as well as the number and percentage of improvement-related fees, owners appear to be spending significant amounts of capital in increasing the condition of homes.

For new construction, the average new home project cost for single-family residential in 2021 was nearly \$155,000 per unit. The aforementioned figure indicates that while there is a small market for new construction, these homes are targeted to higher-income households. This is consistent with the known gap in housing availability, and higher-priced new construction lifts pressure and burden on lower-cost housing options for lower income households - especially under consideration of stagnant or slightly decreasing housing demand in the City.

Financial Impact of Fees on Development

City fees for new development are modeled below to illustrate impact on a hypothetical subdivision. For purposes of this illustration, these fees demonstrate cost for a development of 30 single family

units and 16 duplex units, all 3-bedroom units. Size of units is assumed to be 2,500 square feet for single-family units and 1,500 square feet for duplex units. On a per-unit basis, the average estimated City fee is \$1,515.96.

Fee	Amount	Unit	QTY	Total
Park Improvement Fees and Fee in Lieu of Land - Single family	\$300.00	Dwelling Unit	30	\$9,000.00
Park Improvement Fees and Fee in Lieu of Land - Duplex	\$250.00	Dwelling Unit	16	\$4,000.00
New Residential Building Plan Review (1 and 2 family)	\$0.02	SF (min \$40)	99,000	\$1,980.00
New Residential Electrical Review	\$0.01	SF (min \$40)	99,000	\$990.00
New Residential HVAC Review	\$0.01	SF (min \$40)	99,000	\$990.00
New Residential Plumbing Review	\$0.01	SF (min \$40)	99,000	\$990.00
New Residential Zoning Review	\$0.02	SF (min \$200)	99,000	\$1,980.00
New Residential Building Inspection	\$0.10	SF (min \$200)	99,000	\$9,900.00
New Residential Electrical Inspection	\$0.10	SF (min \$200)	99,000	\$9,900.00
New Residential HVAC Inspection	\$0.10	SF (min \$200)	99,000	\$9,900.00
New Residential Plumbing Inspection	\$0.10	SF (min \$200)	99,000	\$9,900.00
New Residential Zoning Inspection	\$0.06	SF (min \$200)	99,000	\$5,940.00
Wisconsin Uniform Building Permit Seal	\$43.00	Building Permit	38	\$1,634.00
Temporary Electric Permit	\$50.00	Each Structure	38	\$1,900.00
Preliminary Plat	\$300.00	Application	1	\$300.00
Preliminary Plat	\$10.00	Lot	37	\$370.00
Final Plat	\$50.00	Application	1	\$50.00
Total				\$1,515.74/unit
				\$69,724.00

Analysis of Development Regulations

Regulation

Residential development within the City of Stevens Point is generally consistent, predictable, and effective across different zoning districts. The City updated fee tables in 2018 to increase transparency of development and addition/alteration, and offer straightforward calculations to estimate impact. The City Plan Commission meets monthly to review and discuss development proposals. In addition, the City Code of Ordinances is complete in zoning and development requirements – creating uniformity in consistency and expectation for developers who are proposing new construction or alteration/rehab within the City.

There are sections and Districts within the current ordinance that are prohibitive to new housing construction, especially of specific unit types for infill and small-lot development. Both the Zoning and Subdivision ordinance are scheduled for revision to include permitted housing types including ADUs, tiny houses, cluster subdivisions, cottage clusters, etc. which are expected to increase diversity of development and redevelopment possibility.

The Subdivision Ordinance creates additional requirements in platting and survey maps, consistent with Chapter 36 of the Wisconsin State Statutes. The ordinance also creates consistency with the City's Comprehensive Plan, requiring public dedication and improvements in order for final subdivision plats and maps to be granted.

Costs of improvements and dedications are funded through unit sales and rent revenue, and are generally passed on to consumers which impacts affordability of development in the City. However, in 2021 the degree of new unit development is reflective of the need for rehabilitation and redevelopment across many districts. Generally, the City's land use regulations are not considered overly burdensome to the development of housing within the community.

Land Costs

Land costs are directly impacted by land use regulations, and are passed onto development through regulatory requirements of individuals districts. Due to the necessary costs associated with fees to promote health, safety, and welfare of residents, the largest potential for reducing time and cost of development is through regulations associated with land cost. However, due to the nature of the housing market affordability of rehabilitation as opposed to new construction, the amount of impact is limited. The City of Stevens Point Community Development Department does not believe that it is the responsibility nor the role of the City to reduce land costs for the development of a greenfield subdivision. Developers take on specific risks when developing greenfield subdivision, and the land regulations regulated through the City's Zoning and Subdivision Code are specifically written for a purpose. As an example, the [2018 Housing Affordability Report](#) written by MSA Consulting encourages the City to consider reducing the minimum square footage requirements for the Residential-Low Density developments. Currently the required size is 2.0 acres. The intention of this district is established to provide for low density residential land usage and accessory uses particularly in fringe areas of the City to reduce the need for and cost of public services such as sewer and water, or to be applied in those areas of the City where natural environmental conditions present physical development problems such as from high ground water, bedrock, clay soils, etc. A further purpose is to help preserve the open space and natural scenic and ecological qualities in special areas such as along shorelines, wetlands, bluffs, community parks or other areas identified by the Plan Commission and otherwise consistent with the City's Comprehensive Plan. If the City were to reduce the size of the minimum square footage required, we would actively be working against our own zoning code.

If a developer wanted to do smaller lots and a lesser footprint than typically allowed, City staff would encourage the developer to pursue a Planned Development District. A Planned Development is a zoning district that allows for deviation from the standards of this zoning ordinance in exchange for higher quality development. This could include higher density wherein higher density may not be allowed or if a developer intended to develop a residential project outside of a typical subdivision (tiny homes, cottage development, etc). This is the most effective way to reduce overall costs to develop a residential project in the City by 20 percent. The City could reduce the time required for review to get a Planned Development District in place by offering a more streamlined process that could eliminate the public hearing component if the development is smaller than a certain number of acres or parcels. Additionally, the City could remove the conceptual review process for Planned Development Districts before going through the approval process.

Undeveloped Parcels Permitted for Residential Use

Per §66.10013(2)(c) and (d) of the Housing Affordability Report, a list and map of undeveloped parcels in the municipality that are zoned for residential development and a list of all undeveloped parcels in the municipality that are suitable for, but not zoned for residential development, are found at the end this document.

Zoning regulations for development within the City of Stevens Point are regulated within [Chapter 23](#) of the Revised Municipal Code.

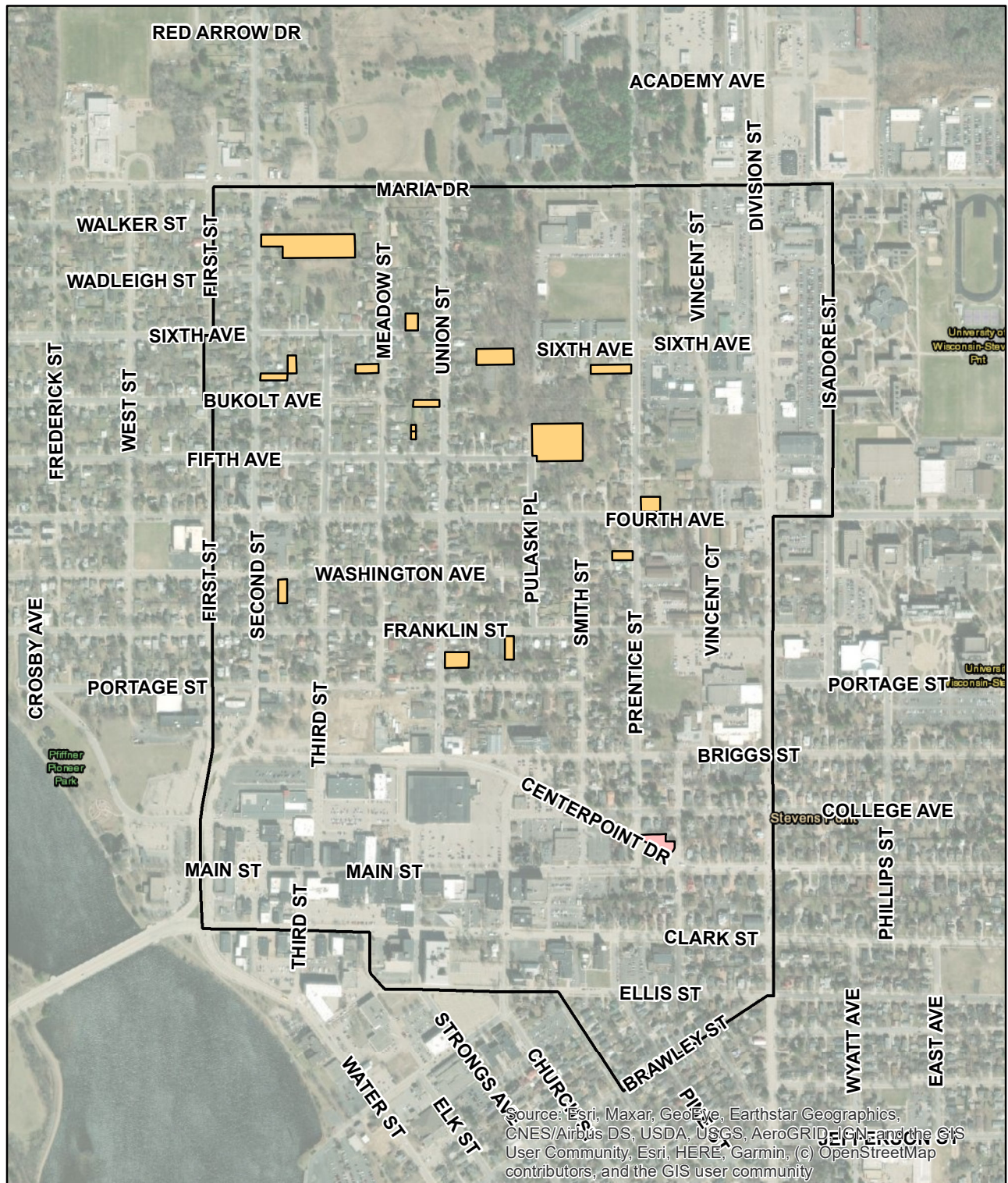
Subdivision regulation for development within the City of Stevens Point are regulated within [Chapter 20](#) of the Revised Municipal Code.

Plan Review and Building Permit Fees for development within the City of Stevens Point are outlined in the [Fee Schedule](#) of the Community Development Department.

Developers and Builders are strongly advised to reach out to [Community Development Staff](#) before making offers to purchase on any land for residential development.

This regulatory document was reviewed by the City Plan Commission on January 4, 2021 and reviewed by the Common Council of the City of Stevens Point on January 18, 2021. It was published on the City's website prior to the January 31, 2021 deadline.

Undeveloped Land Zoned for Residential Development District #1



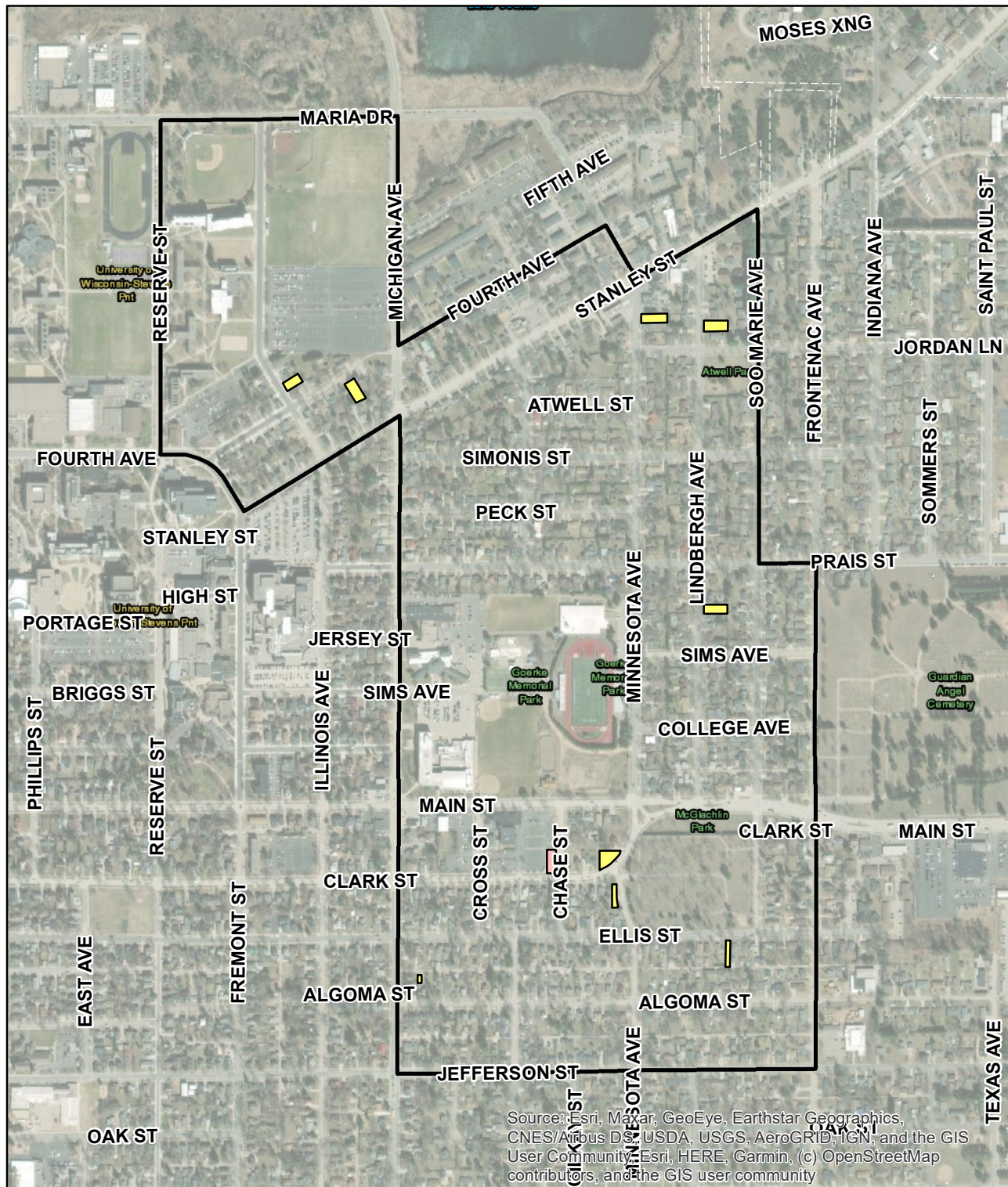
Zoning District

- R3
- R5
- Aldermanic District #1

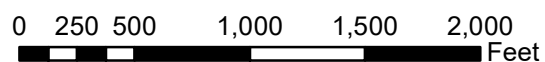
0 250 500 1,000 1,500 2,000 Feet



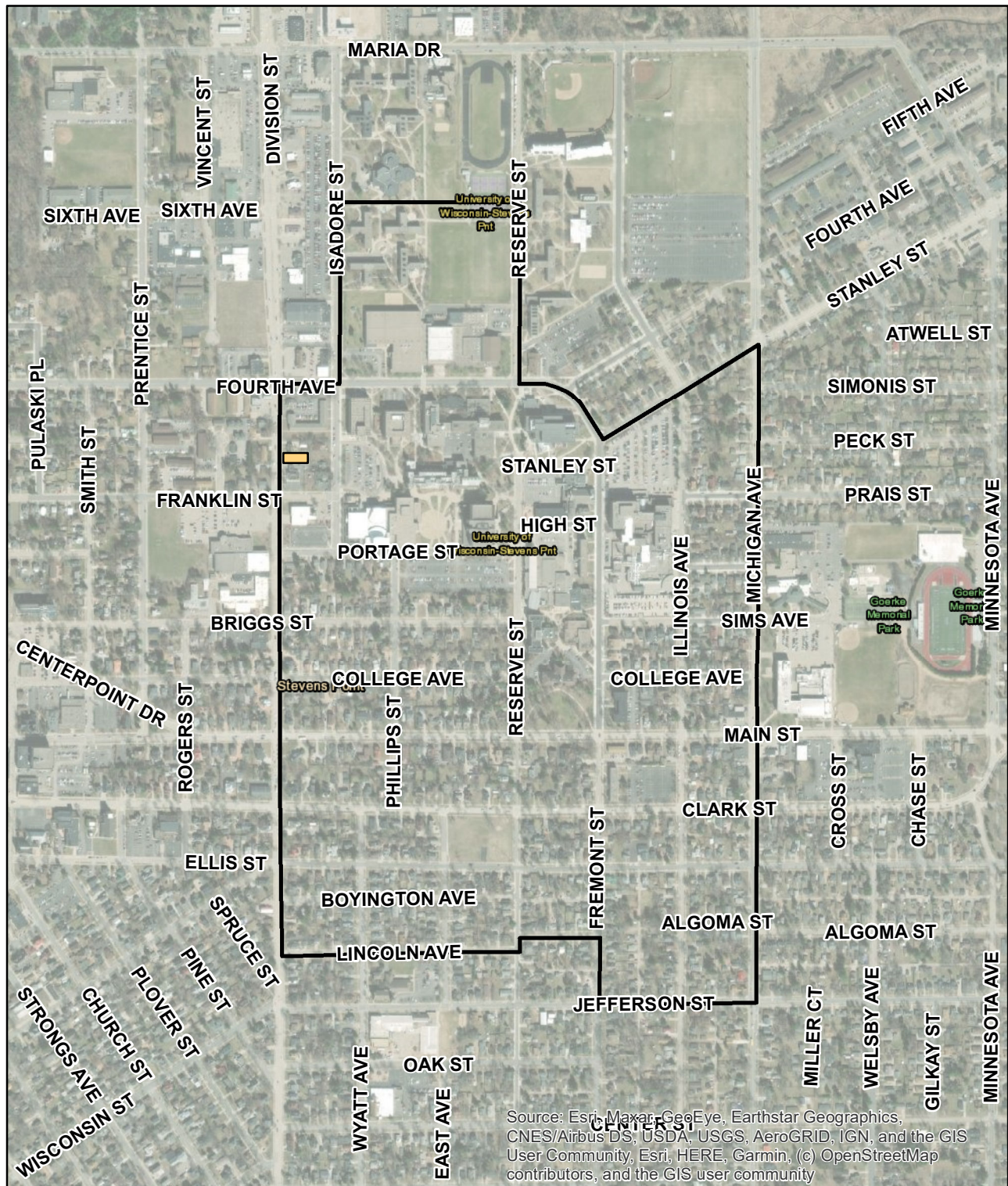
Undeveloped Land Zoned for Residential Development District #2



Zoning District



Undeveloped Land Zoned for Residential Development District #3



Zoning District



R3

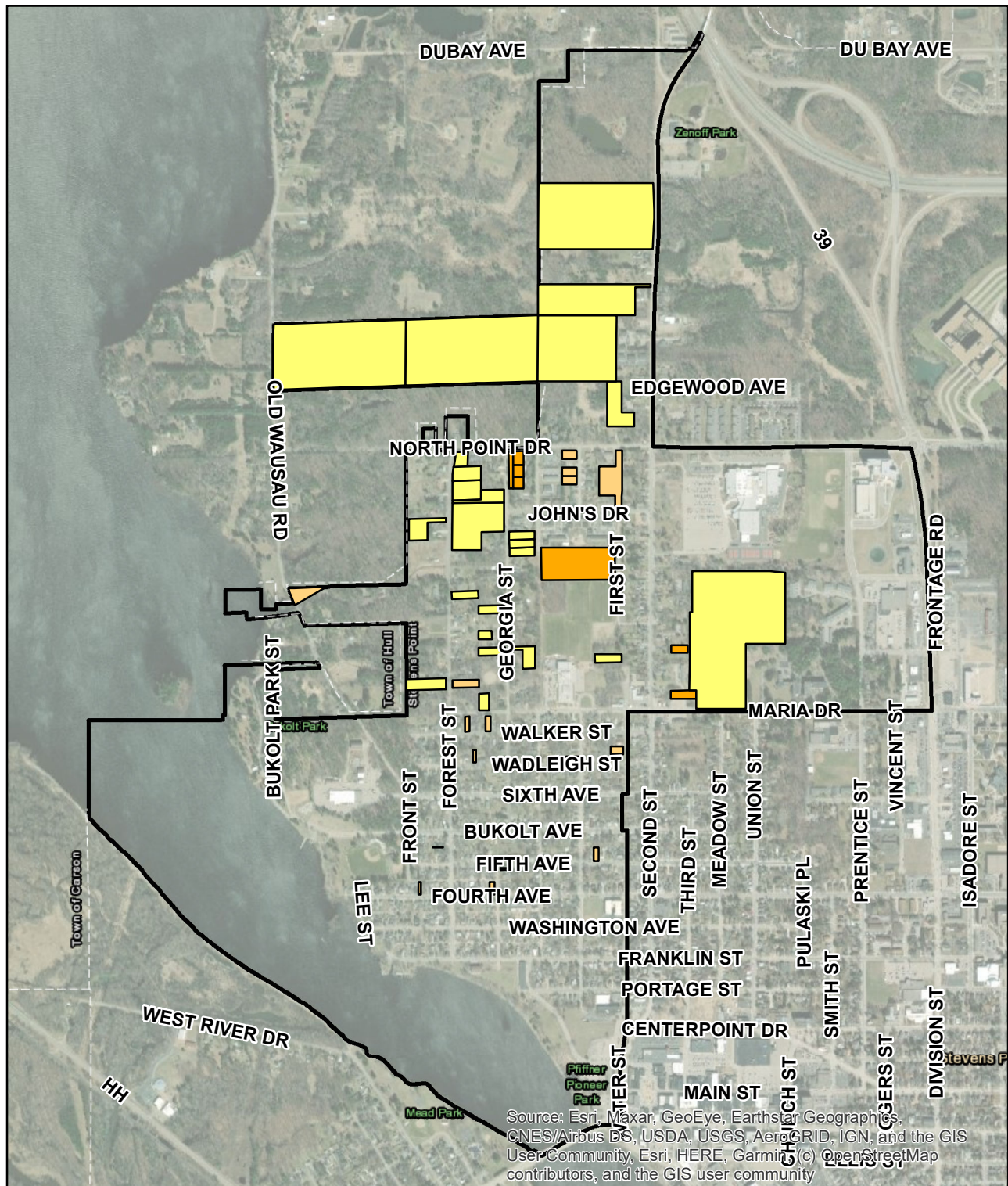


Aldermanic District #3

0 250 500 1,000 1,500 2,000 Feet



Undeveloped Land Zoned for Residential Development District #4



Zoning District

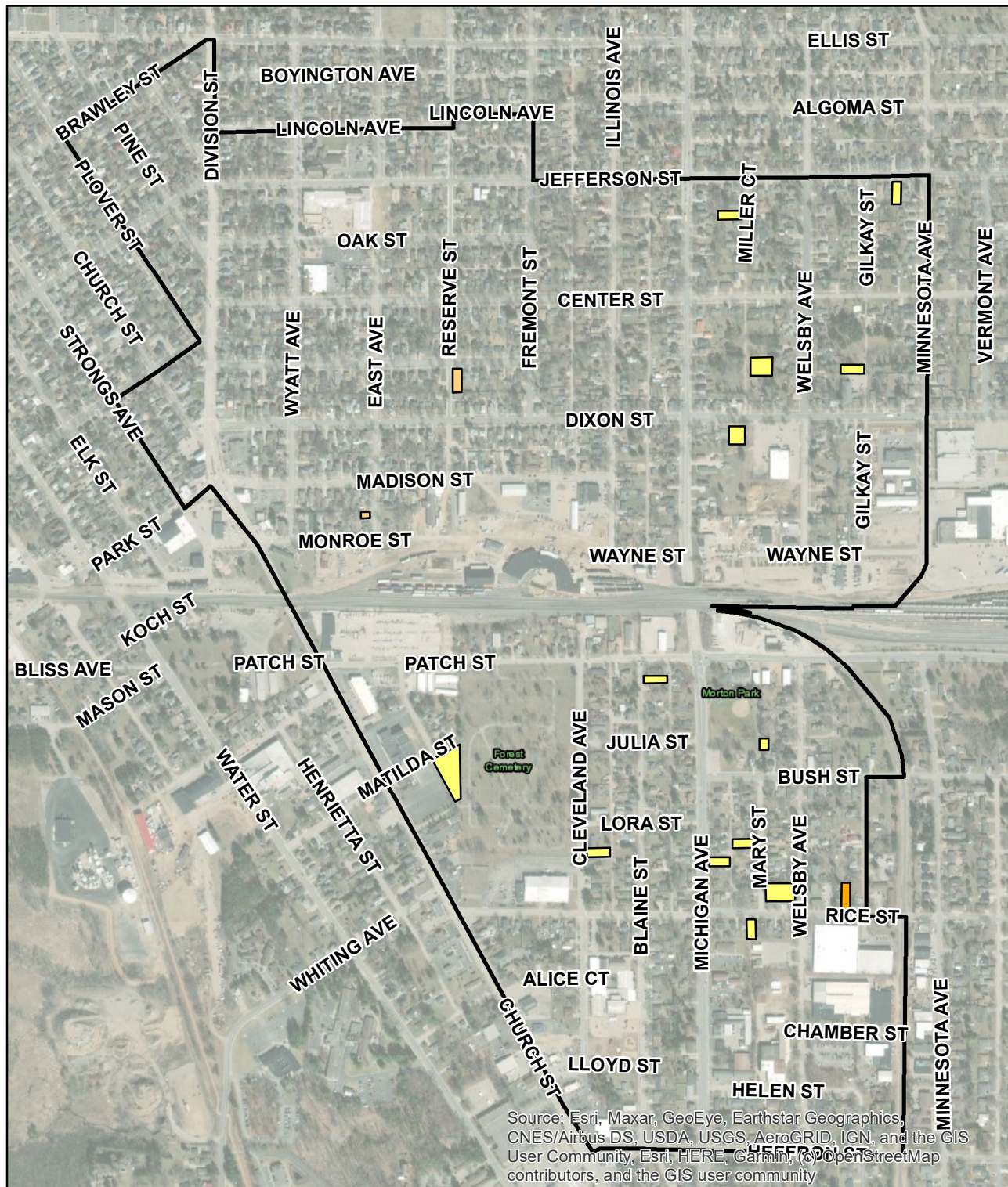
- R2
- R3
- R4

Aldermanic District #4

0 450 900 1,800 2,700 3,600 Feet



Undeveloped Land Zoned for Residential Development District #5



Zoning District



R2

R3

R4

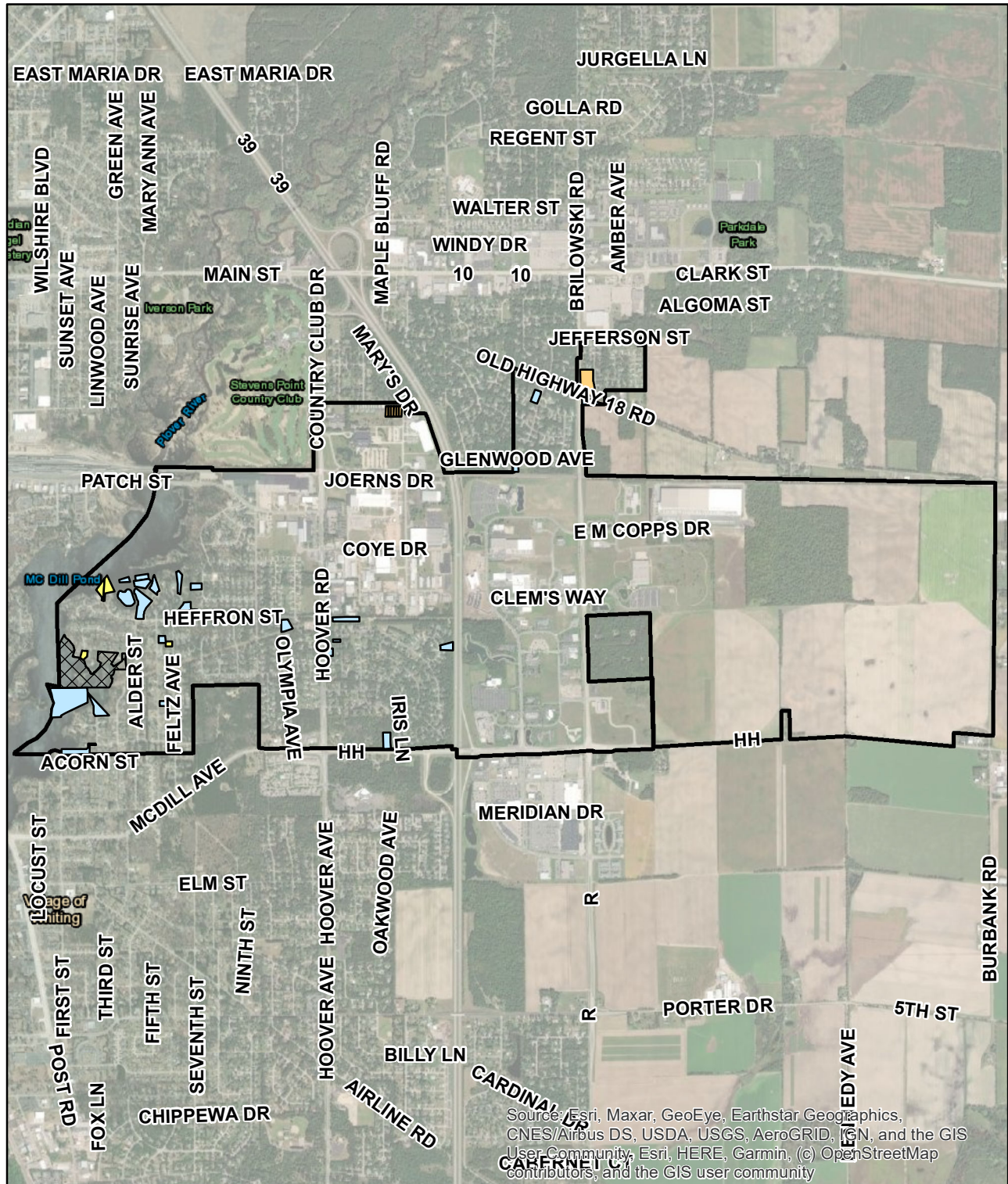


Aldermanic District #5

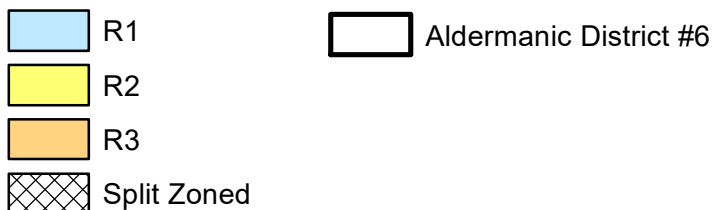
0 250 500 1,000 1,500 2,000 Feet



Undeveloped Land Zoned for Residential Development District #6



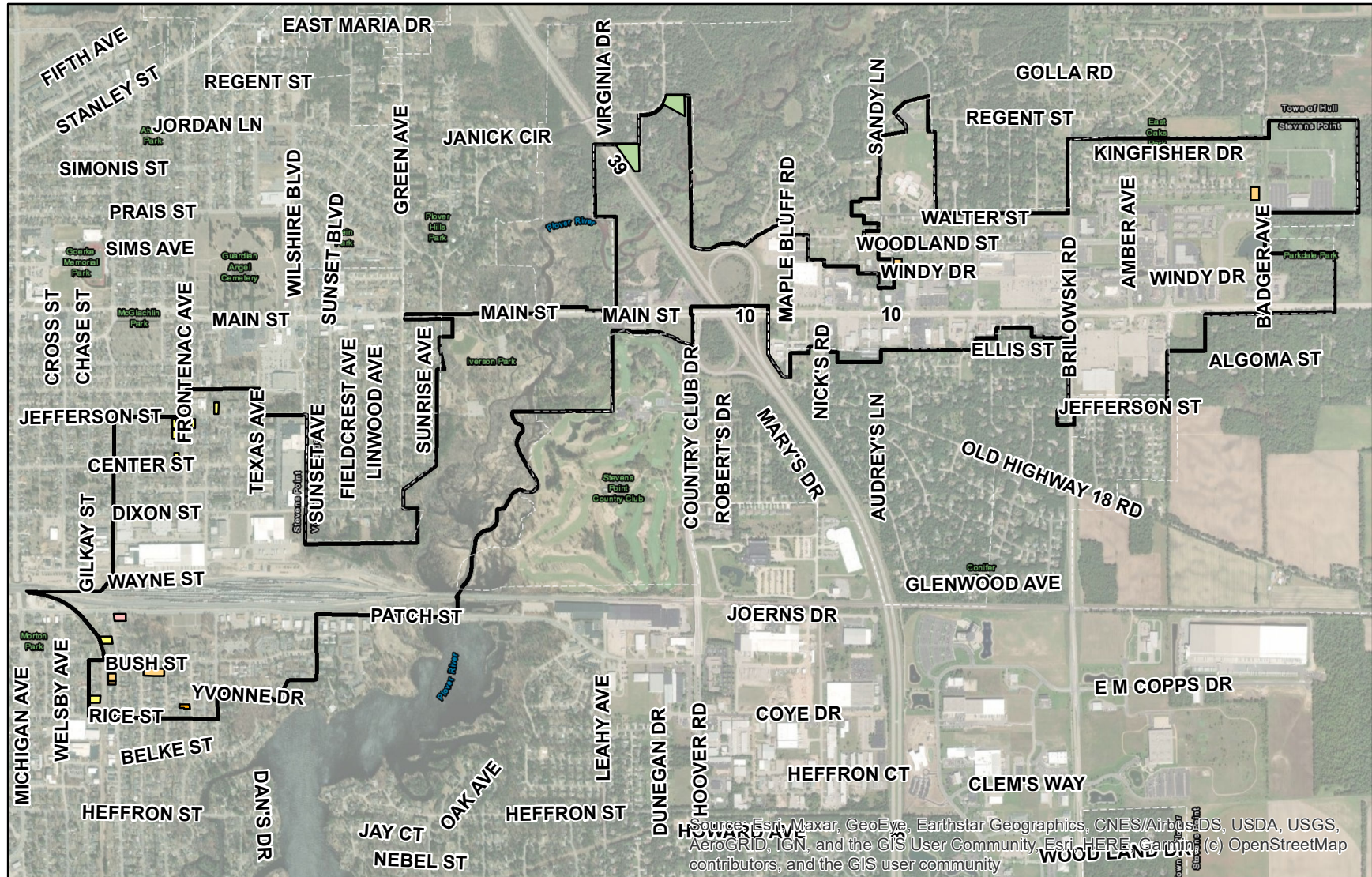
Zoning District



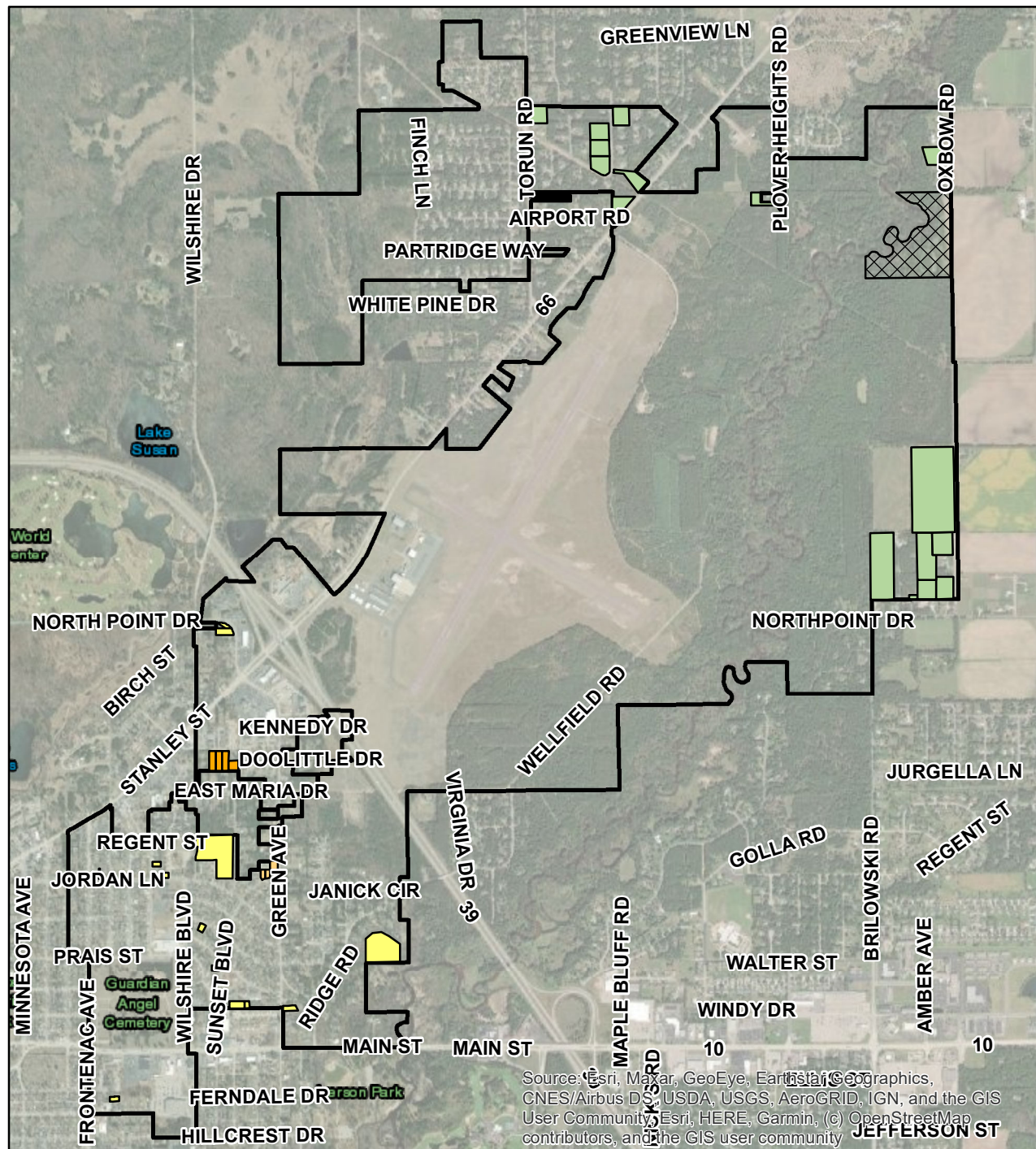
0 900 1,800 3,600 5,400 7,200 Feet



Undeveloped Land Zoned for Residential Development District #7



Undeveloped Land Zoned for Residential Development District #8



Zoning District

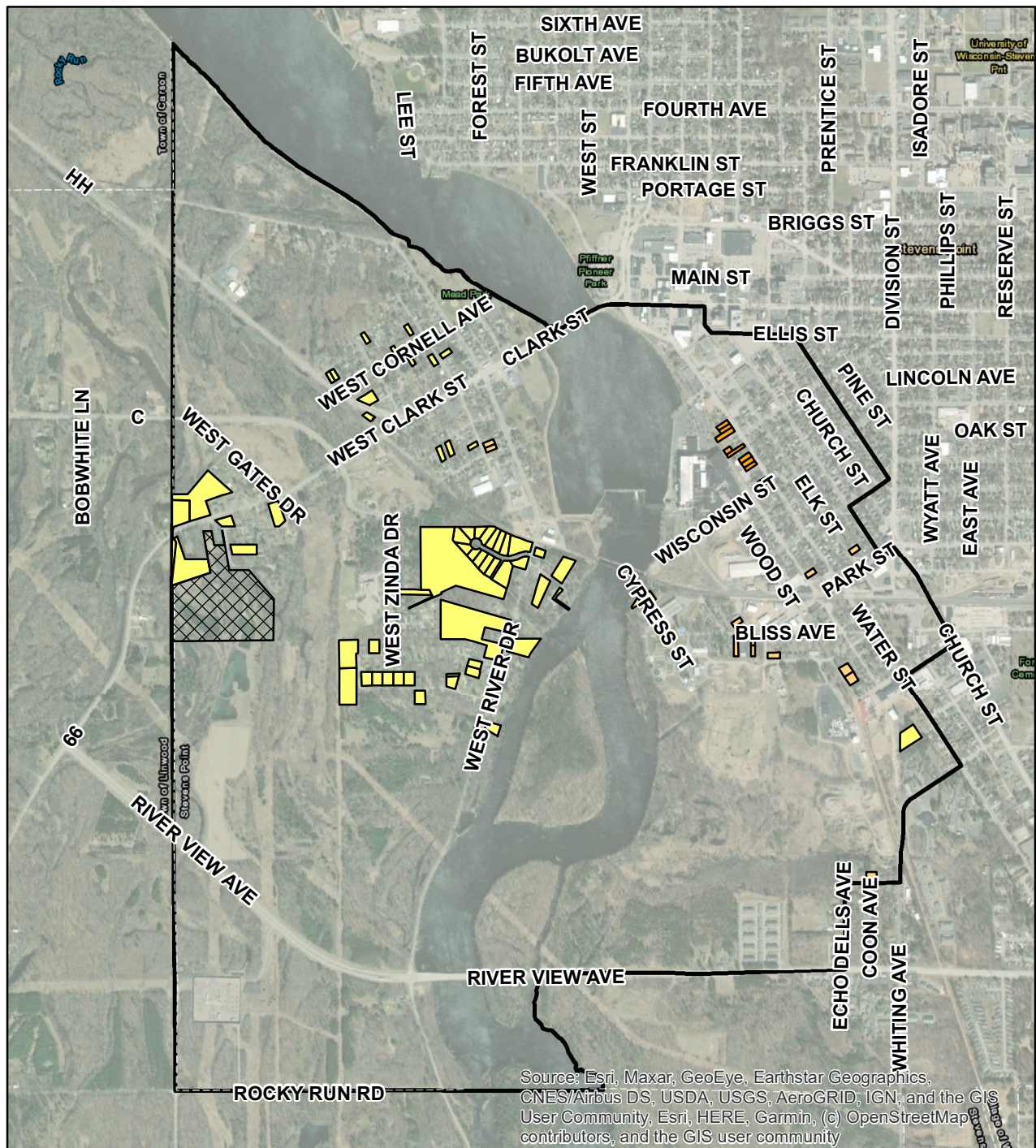
	RLD		R3
	R2		R4
			Split Zoned

 Aldermanic District #8

0 875 1,750 3,500 5,250 7,000 Feet



Undeveloped Land Zoned for Residential Development District #9



Zoning District



R2



R3



R4



Split Zoned

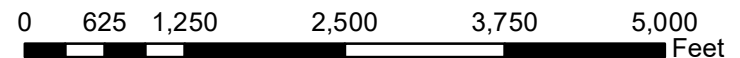
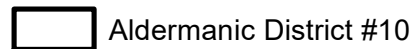
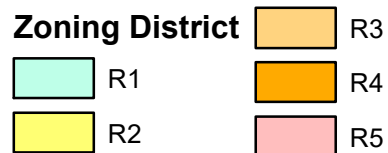
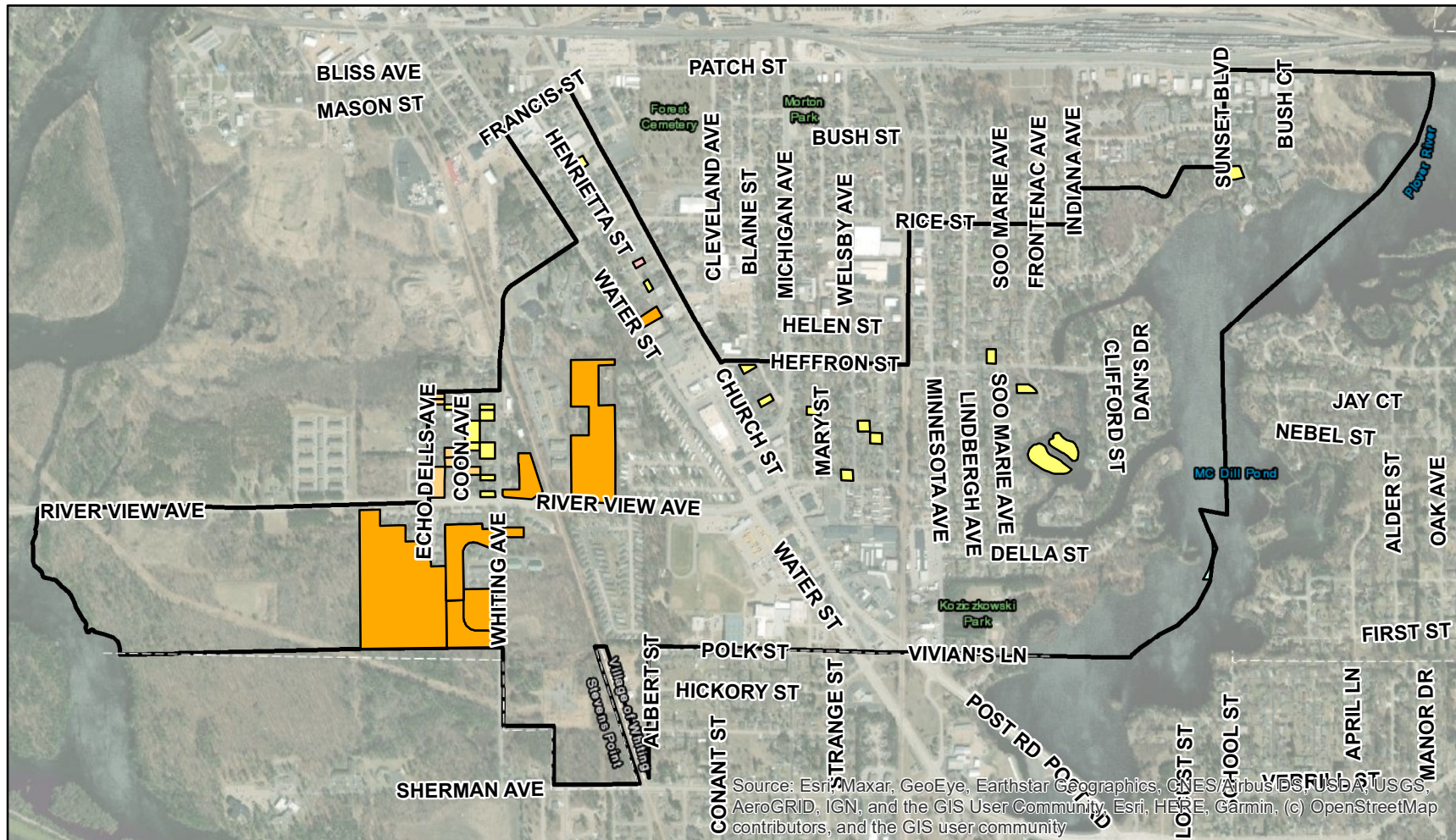


Aldermanic District #9

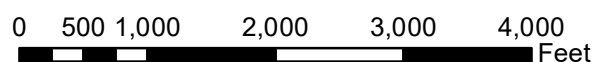
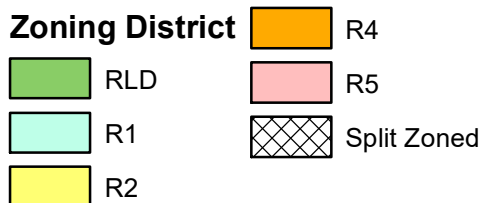
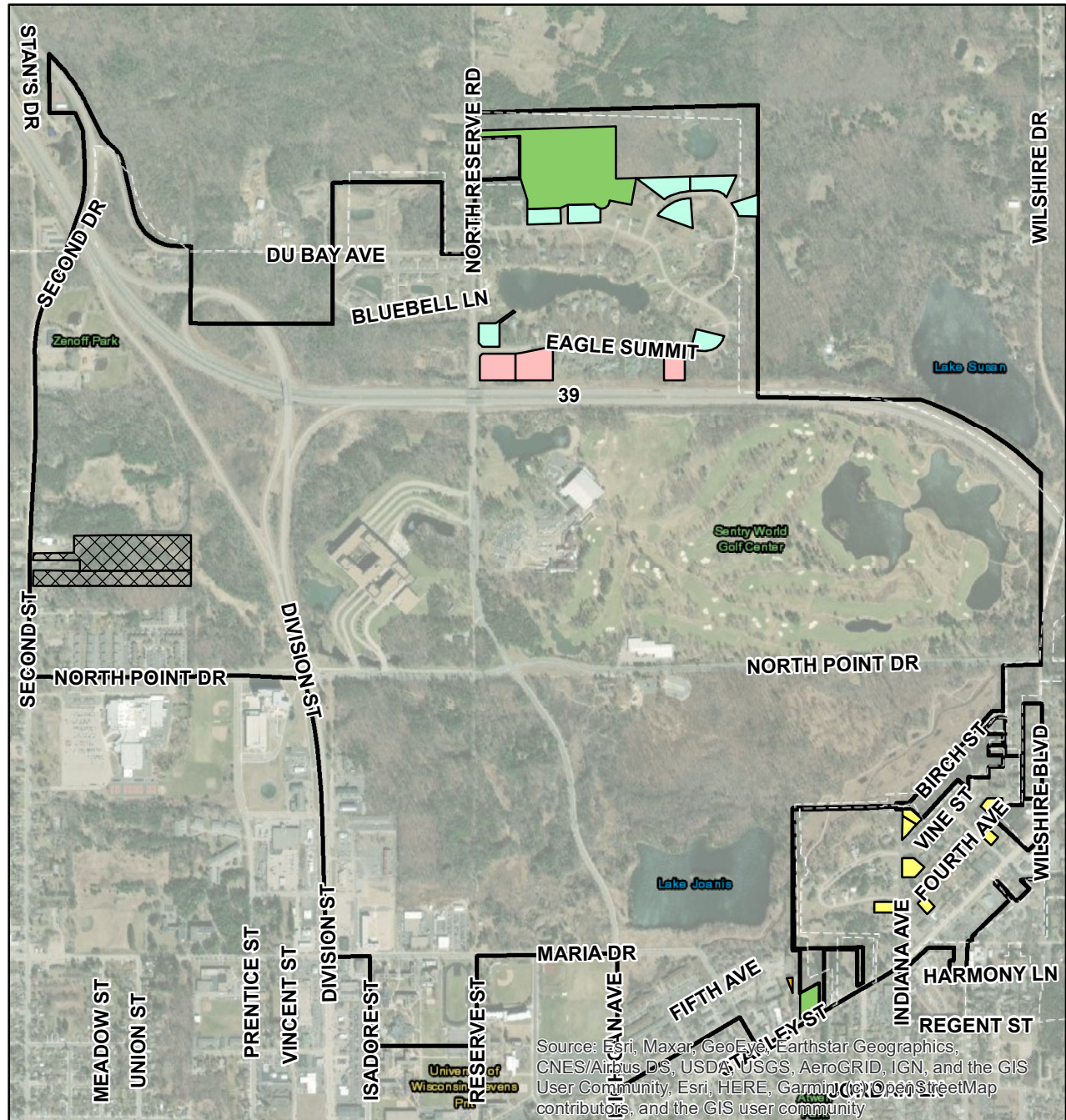
0 625 1,250 2,500 3,750 5,000 Feet



Undeveloped Land Zoned for Residential Development District #10



Undeveloped Land Zoned for Residential Development District #11



PIN	Site Address	Zone
281230801300001	5640 CARRIE FROST DR STEVENS POINT WI 54482	B4
281240836220053	0 SONGBIRD LN STEVENS POINT WI 54482	B5
281240820140137	1917 BLUEBELL LN STEVENS POINT WI 54482	PD
281240820140138	1919 BLUEBELL LN STEVENS POINT WI 54482	PD
281240820140139	1925 BLUEBELL LN STEVENS POINT WI 54482	PD
281240820140140	1927 BLUEBELL LN STEVENS POINT WI 54482	PD
281240820140141	1933 BLUEBELL LN STEVENS POINT WI 54482	PD
281240820140142	1935 BLUEBELL LN STEVENS POINT WI 54482	PD
281240830402428		PD
281240830402427		PD
281240830402426		PD
281240830402425		PD
281240830402424		PD
281240830402423		PD
281240830402422		PD
281240830402421		PD
281240830402420		PD
281240830402417		PD
281240830402416		PD
281240830402413		PD
281240830402412		PD
281240830402411		PD
281240830402410		PD
281230803340207	0 FELTZ AVE STEVENS POINT WI 54481	R1
281230803340208	0 FELTZ AVE STEVENS POINT WI 54481	R1
281230803310709	0 OAK AVE STEVENS POINT WI 54481	R1
281230803200103	0 HEFFRON ST STEVENS POINT WI 54481	R1
281230803130057	0 HEFFRON ST STEVENS POINT WI 54481	R1
281230803330120	0 BONNIE BAY RD STEVENS POINT WI 54481	R1
281230803330123	0 BONNIE BAY RD STEVENS POINT WI 54481	R1
281230803330105	0 BONNIE BAY RD STEVENS POINT WI 54481	R1
281230803330128		R1
281230803310509	0 OAK AVE STEVENS POINT WI 54481	R1
281230803200126	0 FELTZ AVE STEVENS POINT WI 54481	R1
281230803200121	0 ISLAND VIEW CT STEVENS POINT WI 54481	R1
281230803130021	3000 PARKWAY DR STEVENS POINT WI 54481	R1
281230803200110	0 ISLAND VIEW CT STEVENS POINT WI 54481	R1
281230803200123		R1
281230803200124		R1
281230803200125		R1
281230803200105	0 OAK AVE STEVENS POINT WI 54481	R1
281240821200316	EAGLE SUMMIT STEVENS POINT WI 54482	R1
281240821200347	1109 RESERVE ST NORTH STEVENS POINT WI 54482	R1
281240821200124	0 FALCONS COVE STEVENS POINT WI 54482	R1
281240821200123	0 FALCONS COVE STEVENS POINT WI 54482	R1
281240821200401	2309 OSPREY RETREAT STEVENS POINT WI 54482	R1
281240821200407	2408 OSPREY RETREAT STEVENS POINT WI 54482	R1
281240821200410	2316 OSPREY RETREAT STEVENS POINT WI 54482	R1
281240821200409	2324 OSPREY RETREAT STEVENS POINT WI 54482	R1
281230802300125	0 CLOVER CT STEVENS POINT WI 54481	R1
281230802300604	0 HOOVER RD STEVENS POINT WI 54481	R1
281230802300610	0 TULIP LN STEVENS POINT WI 54481	R1
281230803400124	0 HEFFRON ST STEVENS POINT WI 54481	R1
281230802300102	0 HOWARD AVE STEVENS POINT WI 54481	R1
281230802301119	0 COUNTY ROAD HH STEVENS POINT WI 54481	R1
281240836320102	OLD HIGHWAY 18 RD STEVENS POINT WI 54482	R1
281240835400511	0 ELMWOOD AVE STEVENS POINT WI 54482	R1
281240835401317	0 GLENWOOD AVE STEVENS POINT WI 54482	R1
281230802301119	0 COUNTY ROAD HH	R1
281230803200121	0 ISLAND VIEW CT	R1
281230806100112	0 WEST RIVER DR STEVENS POINT WI 54481	R2

281230806100403	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100511	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100512	0 WEST BRENTWOOD DR STEVENS POINT WI 54481	R2
281230806100517	0 WEST BIRCHWOOD LN STEVENS POINT WI 54481	R2
281230806100518	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100519	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100520	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100521	0 WEST MCDONALD DR STEVENS POINT WI 54481	R2
281230806100303	0 WEST BIRCHWOOD LN STEVENS POINT WI 54481	R2
281230806100603	0 WEST BRENTWOOD DR STEVENS POINT WI 54481	R2
281230806100602	0 WEST MAPLERIDGE DR STEVENS POINT WI 54481	R2
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281240831401223	0 WEST PLEASANT CT STEVENS POINT WI 54481	R2
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281240831401221	0 WEST PLEASANT CT STEVENS POINT WI 54481	R2
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281240831401215	0 WEST PLEASANT CT STEVENS POINT WI 54481	R2
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281240831401103	0 WEST RIVER DR STEVENS POINT WI 54481	R2
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281240831401232	0 WEST ZINDA DR STEVENS POINT WI 54481	R2
281240831401225	0 WEST PLEASANT CT STEVENS POINT WI 54481	R2
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281230805420407	1616 RIVER VIEW AVE STEVENS POINT WI 54481	R2
281230805420408	0 WHITING AVE STEVENS POINT WI 54481	R2
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281230806100101	0 WEST RIVER DR STEVENS POINT WI 54481	R2
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281240831401211	0 WEST PLEASANT CT STEVENS POINT WI 54481	R2
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281230804100536	0 HEFFRON ST STEVENS POINT WI 54481	R2
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281240830100309	0 FOREST N ST STEVENS POINT WI 54481	R2
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281240833202901	0 MINNESOTA AVE STEVENS POINT WI 54481	R2
281240833100305	0 LINDBERGH AVE STEVENS POINT WI 54481	R2
281240828400607	0 LINDBERGH AVE STEVENS POINT WI 54481	R2
281240833101721	JEFFERSON ST STEVENS POINT WI 54481	R2
281240833101924	0 ALGOMA ST STEVENS POINT WI 54481	R2
281240833203011	2724 CLARK ST STEVENS POINT WI 54481	R2
281240828400426	0 JORDAN LN STEVENS POINT WI 54481	R2

281240828400713	0 MINNESOTA AVE STEVENS POINT WI 54481	R2
281240828100105	0 INDIANA N AVE STEVENS POINT WI 54481	R2
281240828100023	0 FOURTH AVE STEVENS POINT WI 54481	R2
281240828100408		R2
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281240834200305	0 GREEN AVE STEVENS POINT WI 54481	R2
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281240828402102	409 SAINT PAUL ST STEVENS POINT WI 54481	R2
281240827300507	0 WEIR BLVD STEVENS POINT WI 54481	R2
281240828100312	0 FOURTH AVE STEVENS POINT WI 54481	R2
281240827200223	0 NORTH POINT DR STEVENS POINT WI 54481	R2
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281240834201109		R2
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281240831400405	0 WEST KARNER ST STEVENS POINT WI 54481	R2
281240831100505	0 COUNTY ROAD HH STEVENS POINT WI 54481	R2
281240831100409	0 WEST WILSON AVE STEVENS POINT WI 54481	R2
281240831100307	0 WEST HARDING AVE STEVENS POINT WI 54481	R2
281240831100306	549 WEST HARDING AVE STEVENS POINT WI 54481	R2
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281240828100519	0 VINE ST	R2
281230805420402	0 COON AVE STEVENS POINT WI 54481	R3
281230805420708	0 ECHO DELLS AVE STEVENS POINT WI 54481	R3
281230805420702		R3
281230805420109	0 HOWARD AVE STEVENS POINT WI 54481	R3
281230805100703	0 MASON ST STEVENS POINT WI 54481	R3
281230805200004	0 BLISS AVE STEVENS POINT WI 54481	R3
281240832300907	0 TAMARAC ST STEVENS POINT WI 54481	R3
281240832300303	0 CYPRESS ST STEVENS POINT WI 54481	R3
281240832300403	0 CYPRESS ST STEVENS POINT WI 54481	R3
281240832402307	2157 PRAIRIE ST STEVENS POINT WI 54481	R3
281230805420304	0 ECHO DELLS AVE STEVENS POINT WI 54481	R3
281230805420523	0 COON AVE STEVENS POINT WI 54481	R3
281230805420522	0 COON AVE STEVENS POINT WI 54481	R3
281230805100714	0 PRAIRIE ST STEVENS POINT WI 54481	R3
281230805200022	0 MASON ST STEVENS POINT WI 54481	R3
281230805200005	0 BLISS AVE STEVENS POINT WI 54481	R3
281230805200009	517 BLISS AVE STEVENS POINT WI 54481	R3
281240832402508	2157 ELK ST STEVENS POINT WI 54481	R3
281240832403616	0 EAST AVE STEVENS POINT WI 54481	R3
281240833300907	0 McCULLOCH ST STEVENS POINT WI 54481	R3
281230804202504	0 MINNESOTA AVE STEVENS POINT WI 54481	R3
281230804202503	0 MINNESOTA AVE STEVENS POINT WI 54481	R3
281230804100803	0 SOO MARIE AVE STEVENS POINT WI 54481	R3
281240830400921	0 FOURTH AVE STEVENS POINT WI 54481	R3
281240830401511	0 WADLEIGH ST STEVENS POINT WI 54481	R3
281240830100243	0 FOREST N ST STEVENS POINT WI 54481	R3
281240830400714	0 FIFTH AVE STEVENS POINT WI 54481	R3

281240830400207	0 WALKER ST STEVENS POINT WI 54481	R3
281240830100406	0 OLD WAUSAU RD STEVENS POINT WI 54481	R3
281240830401915	0 FOURTH AVE STEVENS POINT WI 54481	R3
281240830402504		R3
281240829301913	0 FIFTH AVE STEVENS POINT WI 54481	R3
281240829303608	0 SECOND ST STEVENS POINT WI 54481	R3
281240829300220	0 SIXTH AVE STEVENS POINT WI 54481	R3
281240829300714	0 WEST ST STEVENS POINT WI 54481	R3
281240829303203	0 WASHINGTON AVE STEVENS POINT WI 54481	R3
281240829303711	0 MEADOW ST STEVENS POINT WI 54481	R3
281240829303614	0 THIRD ST STEVENS POINT WI 54481	R3
281240829302214	0 FIRST ST STEVENS POINT WI 54481	R3
281240829300340	0 SECOND ST STEVENS POINT WI 54481	R3
281240829304407	0 FRANKLIN ST STEVENS POINT WI 54481	R3
281240829400818	0 PRENTICE ST STEVENS POINT WI 54481	R3
281240829401040	0 PRENTICE ST STEVENS POINT WI 54481	R3
281240829304810	0 FIFTH AVE STEVENS POINT WI 54481	R3
281240829400624	0 PRENTICE ST STEVENS POINT WI 54481	R3
281240829300132	0 UNION ST STEVENS POINT WI 54481	R3
281240829304413	917 UNION ST STEVENS POINT WI 54481	R3
281240829401306	0 DIVISION ST STEVENS POINT WI 54481	R3
281240829304809	0 MEADOW ST STEVENS POINT WI 54481	R3
281240829400627	0 PULASKI PL STEVENS POINT WI 54481	R3
281240829304818	0 UNION ST STEVENS POINT WI 54481	R3
281240830400203	0 WALKER ST STEVENS POINT WI 54481	R3
281240829220033	0 WEST N ST STEVENS POINT WI 54481	R3
281240829220032	424 WEST N ST STEVENS POINT WI 54481	R3
281240829220030	0 NORTH POINT DR STEVENS POINT WI 54481	R3
281240829220047	0 NORTH POINT DR STEVENS POINT WI 54481	R3
281240827300424	0 SUNSET BLVD STEVENS POINT WI 54481	R3
281240827300423	332 SUNSET BLVD STEVENS POINT WI 54481	R3
281240827300420	400 GREEN AVE STEVENS POINT WI 54481	R3
281240835300044	5301 CAROL'S LN STEVENS POINT WI 54481	R3
281240835300045	5303 CAROL'S LN STEVENS POINT WI 54481	R3
281240835300046	5309 CAROL'S LN STEVENS POINT WI 54481	R3
281240835300047	5311 CAROL'S LN STEVENS POINT WI 54481	R3
281240835300048	5317 CAROL'S LN STEVENS POINT WI 54481	R3
281240835300049	5319 CAROL'S LN STEVENS POINT WI 54481	R3
281240836320105	0 SCHILLER DR STEVENS POINT WI 54482	R3
281240836320146	0 JEFFERSON ST STEVENS POINT WI 54482	R3
281240825340115	0 SANDPIPER DR STEVENS POINT WI 54482	R3
281240835120147	5416 WINDY DR STEVENS POINT WI 54482	R3
281240831400207	0 WEST PEARL ST STEVENS POINT WI 54481	R3
281240831400206	0 WEST PEARL ST STEVENS POINT WI 54481	R3
281230805400116	3332 WHITING AVE STEVENS POINT WI 54481	R4
281240832300218	924 WISCONSIN ST STEVENS POINT WI 54481	R4
281240832300224	1740 WATER ST STEVENS POINT WI 54481	R4
281240832300226	1732 WATER ST STEVENS POINT WI 54481	R4
281240832300227	1724 WATER ST STEVENS POINT WI 54481	R4
281240832300230	0 WATER ST STEVENS POINT WI 54481	R4
281240832300236	1552 WATER ST STEVENS POINT WI 54481	R4
281240832300237	1544 WATER ST STEVENS POINT WI 54481	R4
281230805400154	0 WHITING AVE STEVENS POINT WI 54481	R4
281230805430043	0 RIVER VIEW AVE STEVENS POINT WI 54481	R4
281230805410022	0 WHITING AVE STEVENS POINT WI 54481	R4
281240832300219	0 WATER ST STEVENS POINT WI 54481	R4
281240832300229	1708 WATER ST STEVENS POINT WI 54481	R4
281240832300234	1560 WATER ST STEVENS POINT WI 54481	R4
281230805400146	0 WHITING AVE STEVENS POINT WI 54481	R4
281230805400147	0 WHITING AVE STEVENS POINT WI 54481	R4
281230805440023		R4
281230805410003	0 WATER ST STEVENS POINT WI 54481	R4

281230804200835	0 WATER ST STEVENS POINT WI 54481	R4
281230804100921	0 FRONTENAC AVE STEVENS POINT WI 54481	R4
281230804202321	0 RICE ST STEVENS POINT WI 54481	R4
281240829240028	0 SECOND N ST STEVENS POINT WI 54481	R4
281240829220004	0 FREDERICK N ST STEVENS POINT WI 54481	R4
281240830100131	0 GEORGIA ST NORTH STEVENS POINT WI 54481	R4
281240830100132	0 NORTH POINT DR STEVENS POINT WI 54481	R4
281240829240021	0 MARIA DR STEVENS POINT WI 54481	R4
281240830100142	0 GEORGIA ST NORTH STEVENS POINT WI 54481	R4
281240830100140	0 GEORGIA ST NORTH STEVENS POINT WI 54481	R4
281240828401915	0 STANLEY ST STEVENS POINT WI 54481	R4
281240827230102	0 EAST MARIA DR STEVENS POINT WI 54481	R4
281240827230109	0 DOOLITTLE DR STEVENS POINT WI 54481	R4
281240827230110	0 DOOLITTLE DR STEVENS POINT WI 54481	R4
281240827230111	0 DOOLITTLE DR STEVENS POINT WI 54481	R4
281230805440023		R4
281230805101419	0 HENRIETTA ST STEVENS POINT WI 54481	R5
281230804100204	2501 MINNESOTA AVE STEVENS POINT WI 54481	R5
281240832101609	0 CENTERPOINT DR STEVENS POINT WI 54481	R5
281240833202512	2624 CLARK ST STEVENS POINT WI 54481	R5
281240821200107	EAGLE SUMMIT STEVENS POINT WI 54482	R5
281240821200133	EAGLE SUMMIT STEVENS POINT WI 54482	R5
281240821200102	EAGLE SUMMIT STEVENS POINT WI 54482	R5
281240828402012	2928 STANLEY ST STEVENS POINT WI 54481	RLD
281240821220006	0 RESERVE ST STEVENS POINT WI 54482	RLD
281240827440007	0 HOFMEISTER DR STEVENS POINT WI 54481	RLD
281240827440005	0 BARBARA'S LN STEVENS POINT WI 54481	RLD
281240824330010	BRILOWSKI N RD STEVENS POINT WI 54482	RLD
281240824330012	0 BRILOWSKI RD STEVENS POINT WI 54482	RLD
281240824330013	0 BRILOWSKI RD STEVENS POINT WI 54482	RLD
281240824330007	0 BRILOWSKI N RD STEVENS POINT WI 54482	RLD
281240824330011	0 BRILOWSKI RD STEVENS POINT WI 54482	RLD
281240824330003	0 BRILOWSKI N RD STEVENS POINT WI 54482	RLD
281240824320001	0 BRILOWSKI N RD STEVENS POINT WI 54482	RLD
281240814430003	0 PLOVER HEIGHTS RD STEVENS POINT WI 54482	RLD
281240814300112	0 SUNNY CREST DR STEVENS POINT WI 54482	RLD
281240814300210	0 HAMPTON RD STEVENS POINT WI 54482	RLD
281240814300212	0 SUNNY CREST DR STEVENS POINT WI 54482	RLD
281240814300106	0 SUNNY CREST DR STEVENS POINT WI 54482	RLD
281240814300114	0 AIRPORT RD STEVENS POINT WI 54482	RLD
281240813320016	0 OXBOW RD STEVENS POINT WI 54482	RLD
281240814300211	0 SUNNY CREST DR STEVENS POINT WI 54482	RLD
281240814300204	0 TORUN RD STEVENS POINT WI 54482	RLD
281240831300624	0 WEST CLARK ST STEVENS POINT WI 54481	Split Zoned
281230803320058	0 NEBEL ST STEVENS POINT WI 54481	Split Zoned
281240820340053	0 SECOND N ST STEVENS POINT WI 54481	Split Zoned
281240820340001	0 SECOND N ST STEVENS POINT WI 54481	Split Zoned
281240813330001	0 BRILOWSKI RD STEVENS POINT WI 54482	Split Zoned

Community Development Report, September 2022

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	-	-	-	-
Two-Family	1	1432/1434 River View Ave	\$365,800.00	\$1,693.00
	1	1436/1438 River View Ave	\$365,800.00	\$1,693.00
	1	1440/1442 River View Ave	\$365,800.00	\$1,693.00
Multi-Family	-	-	-	-
Commercial/Industrial	1	Disher Storage Units 2220 Minnesota Ave	\$160,000.00	\$952.00
	1	123 Storage (Phase 3) 5017 Heffron St	\$100,000.00	\$594.16

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	136	\$1,262,124.29	\$8,495.47
Commercial	36	\$1,163,092.00	\$4,704.58

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
177	\$3,782,616.29	\$19,825.21	1291	\$90,583,230.16	\$338,283.21

2021	1185	\$36,379,456.80	\$189,514.62
2020	1172	\$127,498,909.06	\$313,688.44
2019	1117	\$88,605,276.01	\$365,341.37

Violation Report

New Code Cases		
Abandoned Vehicle on Property	1	
Bulk Waste at Curb	25	
Construction Work Without Permits	5	
Debris on Property	9	
Exterior Violations on House	2	
Heating equipment not installed properly	0	
Illegal Pets or Livestock	0	
Illegal Use of Occupancy	0	
Improper Signage	0	
Infestation	0	
Interior Housing Violations	1	
Property Encumbrance	1	
Public Works Violation	0	
Snow & Ice Removal - Sidewalk	0	
Tall Grass or Noxious Weeds	15	
Trash Containers Improperly Stored	0	
Trash/Litter	0	
Unsanitary/Unsafe Conditions	2	
Vacant Building/Home	0	
Vehicle Parked on Grass	22	
Vision Obstruction in Roadway or Intersection	1	
Zoning Violations	6	
Total Violations / Total Service Fees Billed	90	\$2,000
Voluntary Compliance Rate for Tagged/Verbal	12/25	48%

+ Referred to another department

Community Development Report, October 2022

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	-	-	-	-
Two-Family	-	-	-	-
Multi-Family	-	-	-	-
Commercial/Industrial	1	Tommy's Car Wash (HVAC) 117 Division St N		
	3	The Grove, Townhomes #1-3 (PLB) 1300 Maria Dr	\$210,875.00	\$1,819.51

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	91	\$729,485.45	\$6,364.30
Commercial	37	\$1,342,890.25	\$5,015.44

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
132	\$2,283,250.70	\$13,199.25	1423	\$92,866,480.86	\$351,482.46

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	0	
Bulk Waste at Curb	12	
Construction Work Without Permits	1	
Debris on Property	6	
Exterior Violations on House	1	
Heating equipment not installed properly	0	
Illegal Pets or Livestock	0	
Illegal Use of Occupancy	0	
Improper Signage	0	
Infestation	0	
Interior Housing Violations	0	
Property Encumbrance	0	
Public Works Violation	0	
Snow & Ice Removal - Sidewalk	0	
Tall Grass or Noxious Weeds	0	
Trash Containers Improperly Stored	1	
Trash/Litter	0	
Unsanitary/Unsafe Conditions	0	
Vacant Building/Home	0	
Vehicle Parked on Grass	16	
Vision Obstruction in Roadway or Intersection	0	
Zoning Violations	7	
Total Violations / Total Service Fees Billed	44	\$2,500
Voluntary Compliance Rate for Tagged/Verbal	6/12	50%

+ Referred to another department