**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:** | March 6, 2023<br>6:00 PM | **Location:** | Community Room<br>933 Michigan Avenue, Stevens Point, WI<br><br>OR<br><br>Zoom Teleconferencing<br><br>Meeting ID: 876 8071 3408 \| Passcode: 571577<br>By Computer:<br>https://us02web.zoom.us/j/87680713408?pwd=bXMyeE5zTlJrYmx1WHFrVXRmQ<br>By Phone: +1-312-626-6799 (US Chicago) |

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the February 6, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Susan Schuller for a conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14).
4. Public Hearing and action on a request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i).
5. Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch.

**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.

23.01(13)(f).

6. Public Hearing and action on a request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4).

7. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Sections 25.03 and 25.06 for the purpose of defining athletic field signage and outlining permitting requirements for such signs.

8. 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) for the purpose of athletic field signs not being considered off-premises signs.

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 Section 23.01(12) for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point.

10. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 25.03 for the purpose of exempting identification signs from adhering to wall sign size limitations.

11. A request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14.

12. A request from the City of Stevens Point to acquire three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047), consistent with Wis. Stats. 62.23(5).

13. A request from the City of Stevens Point to acquire the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03), consistent with Wis. Stats. 62.23(5).

14. A request from the City of Stevens Point to acquire five unaddressed parcels located off of Brilowski Rod and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01), consistent with Wis. Stats. 62.23(5).

15. Discussion only on a potential amendment to the Zoning Code's definition of 'family.'

16. February 2023 Monthly Report.
    *Copies of the monthly report will be provided during the meeting.*

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

Closing Section:

18. Adjourn

REPORT OF CITY PLAN COMMISSION

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

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Planner Klesmith, Technician Mohr, Alderperson Christianson, Alderperson Shorr, Alderperson Keymer, Alderperson Zarazua, Alderperson Johnson, Alderperson Morrow, Dean Shuda, Eric Drazkowski, Mark Pierce and unidentified audience members via Virtual Zoom Meeting.

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INDEX:


Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 5, 2022 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Will Seitz, representing Seitz Investment Properties, LLC, for a conditional use permit to renovate an existing commercial building into a single-family residence on the property located at 741 Second Street North (Parcel ID 281240820310010), consistent with Ch. 23.02(1)(g)(16)(f).
4. A request from David Pedelty, representing CORTA Stevens Point 2, LLC, for a Site Plan Review to construct a drive-thru coffee building on the property located at 5707 U.S. Highway 10 East (Parcel ID 281240836240003), consistent with Ch. 23.02(2)(e)(5)
5. A request from Angela McEathron, representing CORTA Stevens Point LLC, for a sign variance to install a wall sign on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 25.14.
6. Discussion on the City Comprehensive Plan update.
7. December 2022 and January 2023 Monthly Reports. Copies of the January 2023 report will be provided during the meeting.
8. Director's Report. *A verbal report will be provided during the meeting.*

Closing Section:

9. Adjourn.


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Opening Section:

1. Roll call.

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

Discussion and possible action on the following:

2. Report of the December 5, 2022 meeting of the City Plan Commission.

   **Motion by Commissioner Cooper to approve the report of the December 5, 2022 Plan Commission meeting with the following changes; seconded by Alderperson Kneebone.**

**Motion carried 7-0.**

3. Public Hearing and action on a request from Will Seitz, representing Seitz Investment Properties, LLC, for a conditional use permit to renovate an existing commercial building into a single-family residence on the property located at 741 Second Street North (Parcel ID 281240820310010), consistent with Ch. 23.02(1)(g)(16)(f).

   Associate Planner/Zoning Administrator Kuhn summarized the request to renovate a currently vacant property, which historically was utilized as an antique shop and commercial storage, into a single-family residence. The proposed would accommodate two bedrooms and one bathroom. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

   Mayor Wiza declared the public hearing open.

   Alderperson Morrow (District Eleven) stated support for the request, noting that the conversion would be a good use of the historically vacant property.

   Mayor Wiza declared the public hearing closed.

   Commissioners made the following comments:

   - Inquiry as to the building code requirements that would need to be met, to which staff noted that all current residential code requirements would need to be met due to the conversion from commercial to residential.
   - Inquiry as to the odd lot shape, to which staff noted it was just the way it was.

   **Motion by Commissioner Rice to approve the request from Will Seitz, representing Seitz Investment Properties, LLC, for a conditional use permit to renovate an existing commercial building into a single-family residence on the property located at 741 Second Street North (Parcel ID 281240820310010), consistent with Ch. 23.02(1)(g)(16)(f) with the following:**

   1. **The dwelling unit shall meet minimum occupancy requirements as outlined in Chapter 21 of the City's Municipal Code of Ordinances.**
   2. **Staff shall have the ability to approve minor deviations to the project plan.**

   **seconded by Commissioner Arntsen**

   **Motion carried 7-0.**

4. A request from David Pedelty, representing CORTA Stevens Point 2, LLC, for a Site Plan Review to construct a drive-thru coffee building on the property located at 5707 U.S. Highway 10 East (Parcel ID 281240836240003), consistent with Ch. 23.02(2)(e)(5)

   Associate Planner/Zoning Administrator Kuhn summarized the request to construct a 670 sq.ft. drive-thru coffee building on the stated parcel. Staff held no further concerns and recommended approval with conditions outlined in the staff report.

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

   Commissioners made the following comments:

   - Inquiry on whether there would be inside service, to which it was stated no, only drive-thru.
   - Inquiry as to whether there would be an order board on-site and if that would impact queuing.
   - Inquiry as to the lighting proposed, noting concerns for maintaining dark skies.
   - Noted the continuing trend of drive-thru only businesses and stated that perhaps there should be a second look on how to permit smaller establishments to be placed on top of underutilized existing parking areas. A back-and-forth discussion with staff followed, agreeing that the use would be beneficial.

- Inquiry as to the draining areas noted on the site plan.

Eric Drazkowski, Excel Engineering, and representing CORTA Stevens Point 2, made the following comments:

- Confirmed that there would be no order board or walk-ups, just a window drive-thru.
- Confirmed the use of cut-off fixtures that would not allow light spill past the property line. The specs were on page 66 of the photometric plan.
- Confirmed that the draining areas would be temporary in nature, and they would be seeded over post construction.

**Motion by Alderperson Kneebone to approve the request from David Pedelty, representing CORTA Stevens Point 2, LLC, for a Site Plan Review to construct a drive-thru coffee building on the property located at 5707 U.S. Highway 10 East (Parcel ID 281240836240003), consistent with Ch. 23.02(2)(e)(5) with the following:**

1. **A turnaround shall be installed at the end of the phase one private driveway, subject to the review and approval of the City Fire Marshal.**
2. **An exterior knox box shall be installed by the main entry door, subject to the review and approval of the City Fire Marshal.**
3. **A utility easement agreement shall be recorded with the Portage County Register of Deeds Office prior to the issuance of building occupancy.**
4. **A stormwater maintenance agreement between the property owner and the City shall be recorded with the Portage County Register of Deeds Office prior to the issuance of building occupancy.**
5. **Final details shall be submitted on proposed wall signage, subject to the review and approval of the Zoning Administrator.**
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 Schuler.**

**Motion carried 7-0.**

5. A request from Angela McEathron, representing CORTA Stevens Point LLC, for a sign variance to install a wall sign on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 25.14.

Associate Planner/Zoning Administrator Kuhn summarized the request for a sign variance to install one 200 sq.ft. wall sign on the west facing wall of the building for an upcoming Hobby Lobby tenant. Under the literal application of the City's sign code, the property would be permitted 0 sq.ft. of wall signage, therefore a claim of hardship was valid. Staff held no further concerns and recommended approval as presented.

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

Commissioners made the following comments:

- Inquiry as to what existed with the previous Copps grocery store tenant, which staff stated a wall sign. Current staff was not aware on how or why it was previously permitted without a variance.
- Inquiry as to whether a sign variance request was ideal, or if there should be a provision added to the sign code to address the type of request. Staff felt the unique circumstances of the property was ideal for a sign variance request.

**Motion by Alderperson Kneebone to approve the request from Angela McEathron, representing CORTA Stevens Point LLC, for a sign variance to install a wall sign on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 25.14; seconded by Commissioner Ilten.**

**Motion carried 7-0.**

6. Discussion on the City Comprehensive Plan update.

   Chris Klesmith, Neighborhood Planner, reviewed a presentation on the City Comprehensive Plan. It covered the following (*presentation attached to the end minutes*):

   - Goerke/Washington Neighborhood
     - Correction of there being (4) sections being discussed at recent neighborhood meetings.
     - Significant feedback had been collected during previous meetings, with a workshop scheduled for February 16th to review (2) sections.
     - Plan draft should be concluding soon then moving into neighborhood strategizing.
   - Downtown Area
     - Due to the unique makeup of downtown, the process used for Goerke/Washington was not utilized.
     - BID (Business Improvement District) had been officially adopted; the first board meeting would take place February 7th. There was potential for the body to leverage WEDC support.
   - General
     - Future timeline and objectives.
     - Draft copy was provided to commissioners for review. Staff asked that they be reviewed, and any comments, questions, corrections, or suggestions be forwarded to the Director or Planners.

   Commissioners made the following comments:

   - Inquiry as to the number of sessions had, to which staff noted 4 sessions for the Goerke/Washington neighborhood, with potentially (2) additional sessions in the future. Mid-summer 2023.
   - Inquiry as to how many remaining neighborhoods there were, to which staff noted 6 neighborhoods, all with a relatively similar process for each to be undertaken. Going into next steps, staff felt confident in reducing the process timeline for the remaining neighborhoods.
   - Inquiry as to how felt staff about the resident participation involved, and the strategies to be employed to improve that participation. Staff noted that while the last session was a bit lack luster Staff has been pleased with the amount of involvement and feedback received overall. Staff was operating sessions during the surveyed timeframes that worked best already, as well as sending out a recent mailer for the workshop.
   - Inquiry as to the desired outcome from the upcoming Land Use Workshop. Staff explained that the goal would be to get more engagement and buy-in from residents on the future land use for the area.
   - Agreement on the processes being undertaken, especially engaging residents from the beginning rather than imposing top-down changes.

   **No action was taken.**

7. December 2022 and January 2023 Monthly Reports. Copies of the January 2023 report will be provided during the meeting.

   Director Kernosky reviewed December 2022 and January 2023 year-to-date values, noting that permit numbers remained high through 2022, but valuation dipped slightly than previous years. Permits issued and valuations remained at consistent levels coming into 2023. There was an expectation of another good year.

   **Motion by Alderperson Kneebone to approve the December 2022 and January 2023 Monthly Reports and place them on file; seconded by Commissioner Arntsen.**

   **Motion carried 7-0.**

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

It was noted that Adam Kuhn, Zoning Administrator, had successfully acquired his AICP (American Institute of Certified Planners) certification. Director Kernosky provided brief verbal updates, if available, on:

a. Developmental Updates

b. Special Project Updates

c. Public Policy Updates

d. Economic Development Updates

Closing Section:

9. Adjourn.

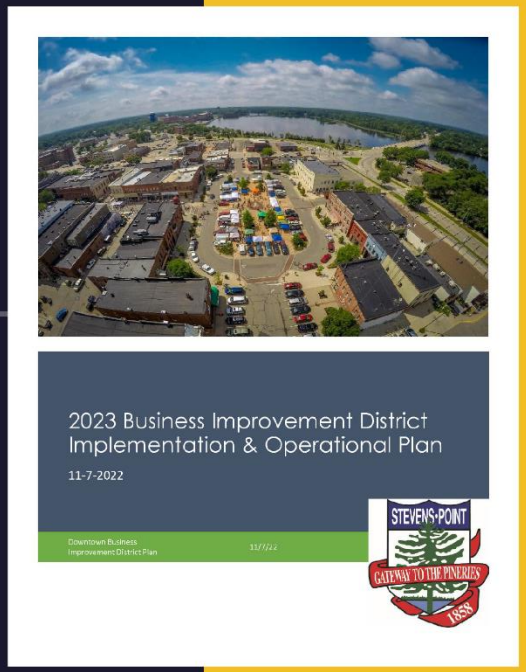
**Meeting adjourned at 6:42 PM.**

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

**Attachments relating to agenda item 6: Comprehensive Plan Update**

# COMPREHENSIVE PLAN UPDATE - DOWNTOWN

- Downtown Business Improvement District established
- May have access to intense planning and strategy support from WEDC



# Timeline

Overlapping process without a time-constraint

### Surveys, Events, Office Hours

Surveys will be curated at the neighborhood level; staff will attend events and hold office hours around the city.

### Block Parties

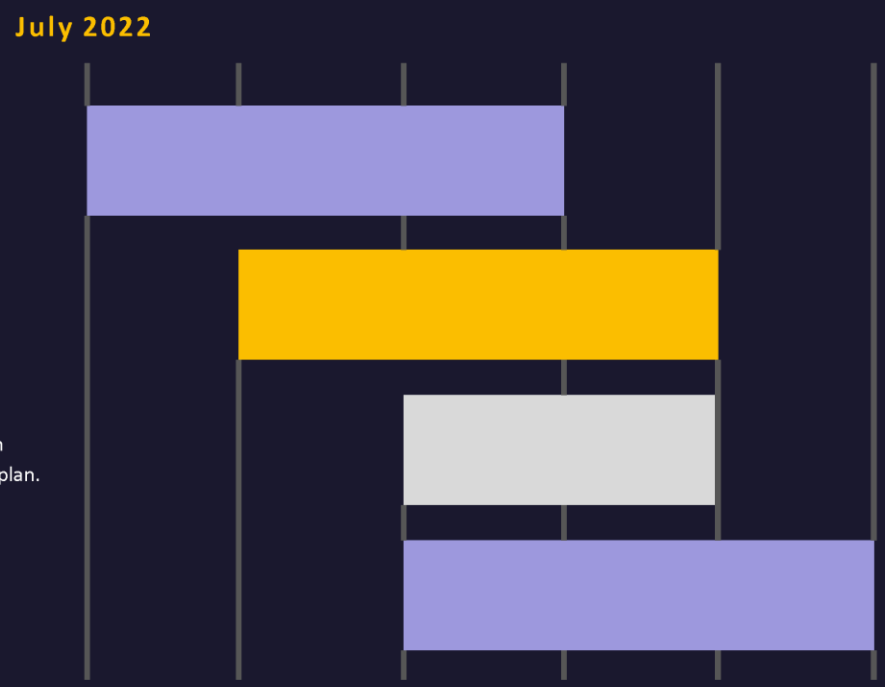
Community values and primary resident goals will be identified in neighborhood block parties.

### Objective Reviews, Interviews

Staff will analyze surveys and block party results, research objectives and action, and integrate into comprehensive plan.

### Revisions and Adoption

Revisions will take place at neighborhood-level - one community event and two weeks of open office hours.



# Community Development Report, January 2023

## Construction Report

| New Construction | # of Permits | Location | Declared Valuation | Fees |
|---|---|---|---|---|
| Single Family | - | | - | - |
| Two-Family | - | | - | - |
| Multi-Family | - | | - | - |
| Commercial/Industrial | - | | - | - |

| Additions or Alterations | # of Permits | Declared Valuation | Fees |
|---|---|---|---|
| Residential | 57 | $567,575.76 | $5,124.24 |
| Commercial | 30 | $1,963,892.00 | $8,947.59 |

| Monthly Permits | Monthly Valuation | Monthly Fees | YTD Permits | YTD Valuation | YTD Fees |
|---|---|---|---|---|---|
| 87 | $2,531,467.76 | $14,071.83 | 87 | $2,531,467.76 | $14,071.83 |
| | | 2022 | 101 | $932,141.33 | $7,134.76 |
| | | 2021 | 95 | $4,098,464.00 | $15,921.44 |
| | | 2020 | 105 | $2,155,902.13 | $19,357.06 |

## Violation Report

| New Code Cases | | |
|---|---|---|
| Abandoned Vehicle on Property | 2 | |
| Bulk Waste at Curb Early | 1 | |
| Commercial Building Violation | 0 | |
| Construction Work Without Permits | 3 | |
| Debris on Property | 5 | |
| Exterior Violations on House | 0 | |
| Illegal Pets or Livestock | 0 | |
| Infestation | 1 | |
| Interior Housing Violations | 0 | |
| Potholes | 0 + | |
| Property Encumbrance | 0 | |
| Public Works Violation | 0 + | |
| Snow & Ice Removal - Sidewalk | 109 | |
| Tall Grass or Noxious Weeds | 0 | |
| Trash Containers Improperly Stored | 2 | |
| Vacant Building/Home | 0 | |
| Vehicle Parked on Grass | 3 | |
| Vision Obstruction in Roadway or Intersection | 0 | |
| Zoning Violations | 1 | |
| Total Violations / Total Service Fees Billed | 127 | $4,075 |
| Voluntary Compliance Rate for Tagged/Verbal | 5/5 | 100% |

\+ *Referred to another department*

# Administrative Staff Report

## Convert a Detached Garage into an Accessory Dwelling Unit

**148 Fourth Avenue**
**March 6, 2023**

**Department of Community Development**

**Applicant(s):**

- Susan Schuller

**Staff:**

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

**Parcel Number(s):**

- 281240830400909

**Zone(s):**

- "R-3" Single- and Two-Family Residential

**Master Plan:**

- Single-Family Residential

**Council District:**

- District 4 | Ald. Zarazua

**Lot Information:**

- Frontage: 50 ft.
- Depth: 125 ft.
- Lot Size: 6,098 sq. ft. (0.140 ac.)

**Current Use:**

- Detached Garage

**Applicable Regulations:**

- 23.01(14)

**Request**

1. Public Hearing and action on a request from Susan Schuller for a conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14).

**Attachment(s)**

1. Application
2. Plans

**Findings of Fact**

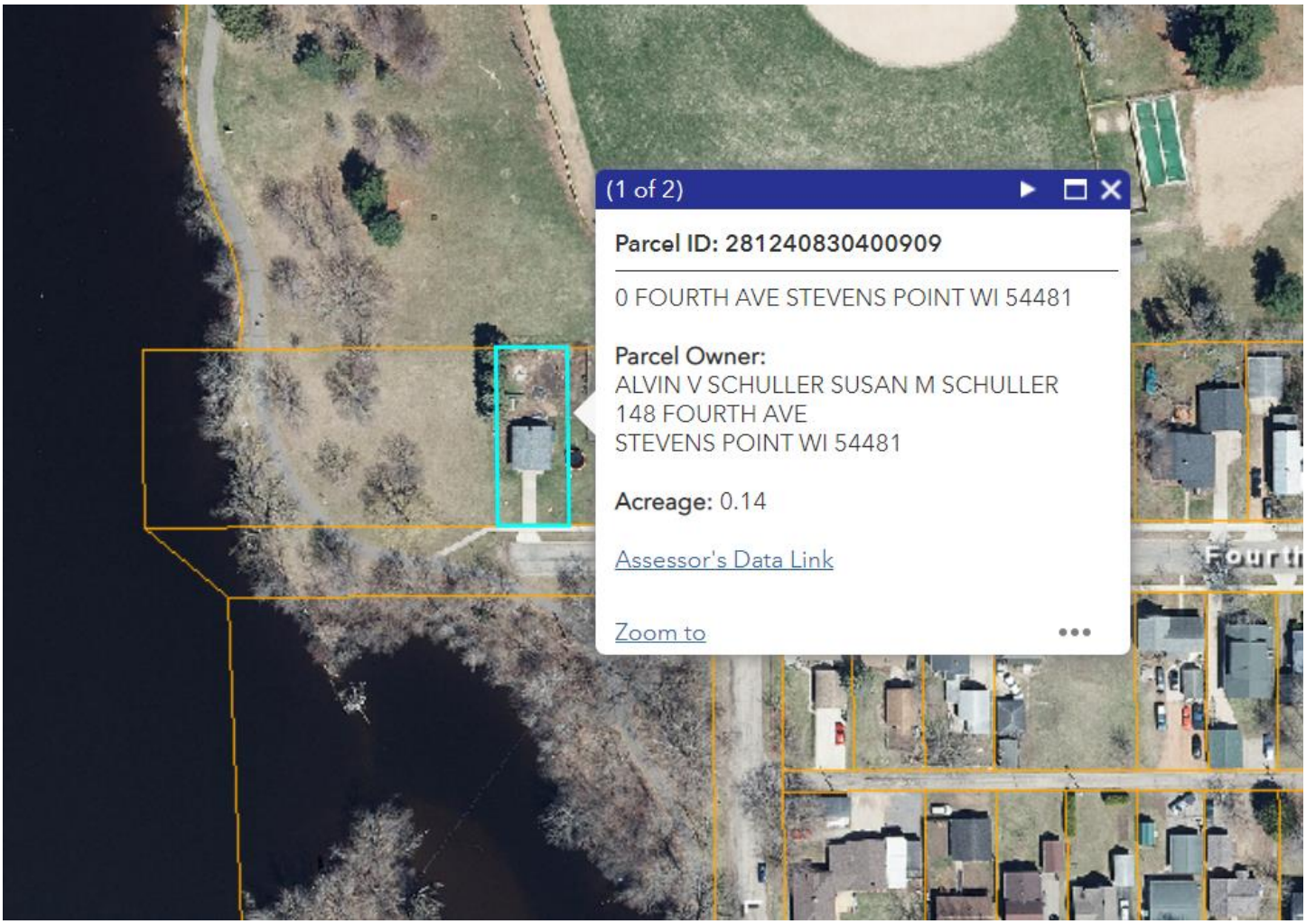
1. The applicant is requesting to convert an existing detached garage into an accessory dwelling unit.
2. The existing detached garage is 672 square feet in size and its building footprint is not proposed to change as part of this proposed renovation.
3. Two bedrooms and one bathroom are proposed to be located within the accessory dwelling unit, along with associated kitchen and living room space.
4. Last year, the Common Council adopted an accessory dwelling unit ordinance. The creation of an accessory dwelling unit requires a conditional use permit.
5. The Plan Commission and Common Council may attach additional conditions onto this request.

**Staff Recommendation**

Approve the conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), subject to the following conditions:

1. The subject parcel shall be combined with the property located at 148 Fourth Avenue (Parcel ID 281240830400910).
2. Separate utility connections shall be installed to accommodate the accessory dwelling unit.
3. A restrictive agreement between the property owner and the City, as required in Ch. 23.01(14)(g), shall be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit being granted.
4. Staff shall have the ability to approve minor amendments to the proposed plan.

## Vicinity Map



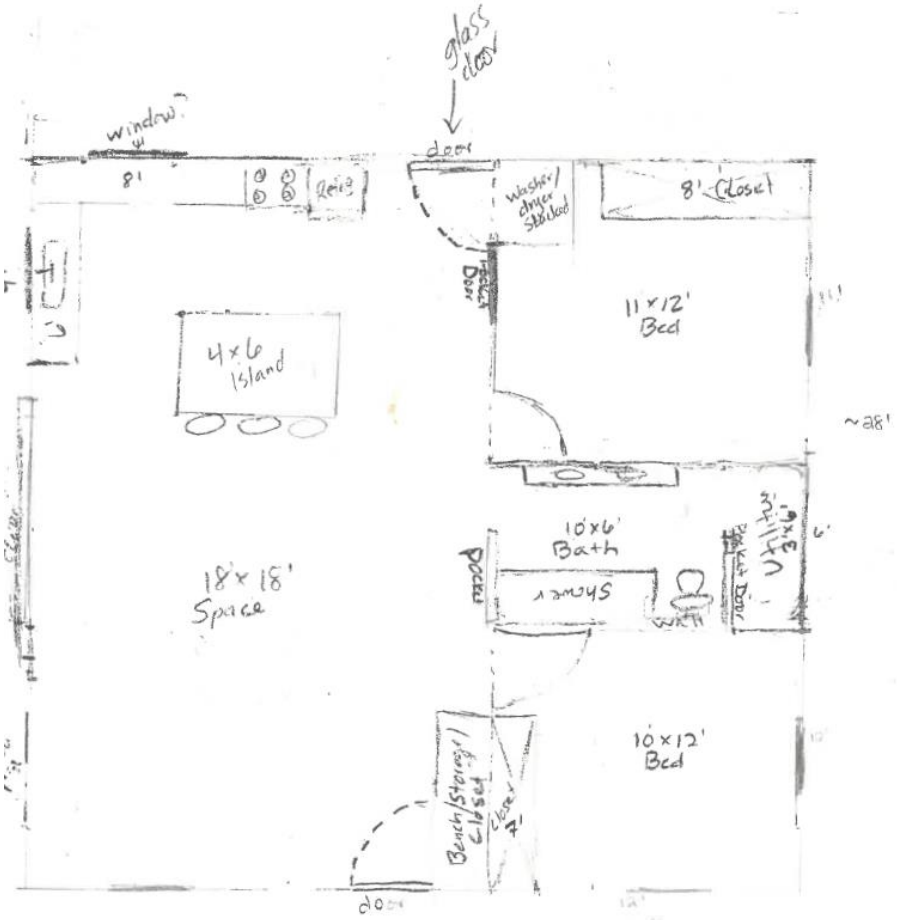

## Background

*Overview:* The applicant is requesting to convert an existing detached garage into an accessory dwelling unit. As shown within the agenda packet, the existing detached garage is located on a separate parcel immediately to the west of the principal structure that it is servicing (i.e., 148 Fourth Avenue). According to the applicant, the size of the detached garage (672 square feet) is not proposed to change to accommodate a proposed accessory dwelling unit. Inside the structure, two bedrooms and one full bathroom is proposed. Associated living room and kitchen space is proposed within this one-story building. The proposed use of this accessory dwelling unit is to house in-laws of the applicant.

As the Commission may recall, extensive conversations took place in 2021 and 2022 pertaining to the allowance of accessory dwelling units in the city. Prior to an accessory dwelling unit ordinance being adopted in 2022, accessory dwelling units were prohibited. One element of the accessory dwelling unit ordinance is that the construction of any accessory dwelling units would require a conditional use permit – the basis for this request.

For reference, included within this agenda packet is the accessory dwelling unit ordinance in its entirety. As this is the first accessory dwelling unit request being brought before the City Plan Commission for review, it is appropriate to address a few of the ordinance requirements:

- Parcel combination: An accessory dwelling unit is required to be located on the same parcel where the principal structure is located. As a condition of approval, the applicant would be required to combine the subject parcel with the parcel serving the applicant's primary residence (148 Fourth Avenue). Please note that the cumulative lot size of both parcels (20,908 square feet) exceeds the 10,000 sq ft lot size requirement for the "R-3" Single- and Two-Family Residence District. It is also important to note that the current use of the subject property is non-conforming to current Zoning Code requirements as detached garages are required to be located either on the same lot as the principal structure that it is servicing, or directly across the street from it. If this conditional use permit request is approved, it would eliminate one non-conforming use situation in the city.
- Separate utility connections: A requirement of the accessory dwelling unit ordinance is that the accessory dwelling unit must have separate utility connections and would not be permitted to tie into the principal structure. The applicant is coordinating with the City's Public Utilities staff on determining the best location to tie into existing utility infrastructure within the Fourth Avenue Right-of-Way.
- Restrictive Agreement: The property owner of an accessory dwelling unit is required to occupy the principal structure for a period of at least ten months within a calendar year. To properly enforce this requirement, the adopted ordinance requires the property owner and City to execute a restrictive agreement outlining the aforementioned terms. As a condition of approval, a restrictive agreement would need to be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit.




***Proposed Floorplan***

The proposed accessory dwelling unit has been reviewed subject to the City's fourteen standards for conditional use permit requests. An analysis of each review standard is outlined below.

## Standards of Review – Conditional Use Permit

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

   **Analysis:** The proposed use is consistent the City's Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. Single-family residential uses to the east and south of the subject property, while park land (i.e., Bukolt Park) it situated to the north and west of the subject property. The location of the proposed accessory dwelling unit is completely surrounded by park use, the Wisconsin River and the applicant's primary residence, it is not anticipated to have any negative impacts on surrounding property owners.

   **Findings:** Accessory dwelling units are a conditional use within the "R-3" Single- and Two-Family Residence District. No major improvements are proposed to the exterior of the building, and no improvements are proposed to the site to service the proposed use (outside of underground utility infrastructure). Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

   **Analysis:** Accessory dwelling units are a conditional use within the "R-3" Single-and Two-Family Residence District.

   **Findings:** Single-family uses surround the subject property on lots that are zoned "R-3" Single- and Two-Family Residential. Staff believes that this proposal would not pose a detriment to the existing residential neighborhood nearby. Additionally, the size of the combined parcels (20,908 square feet) is over double the amount of lot size that is required to accommodate an accessory dwelling unit. This increased lot size should act as an additional safeguard to neighboring properties.

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

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

   **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:** Minor exterior improvements are proposed to accommodate the proposed accessory dwelling unit. The primary improvement includes the removal of the overhead garage door and the installation of a new

entrance door. Additional siding will be installed in the area where the overhead door is located. Any additional siding that is installed will match the existing exterior appearance of the structure.

**Findings:** Staff believes that the proposed improvements will make the exterior appearance of the structure similar to that of accessory dwelling units permitted in neighboring communities. The proposed accessory dwelling unit will have a complementary appearance to that of neighboring residences.

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

**Analysis:** Utilities do not currently service the detached garage.

**Findings:** As a requirement to construct an accessory dwelling unit, the accessory dwelling unit must have separate utility connections from that of the principal structure. Utility infrastructure exists within the Fourth Avenue Right-of-Way and Lee Street Right-of-Way. The applicant has been in discussions with Public Utilities Department staff as to ways to connect the proposed accessory dwelling unit to public infrastructure.

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

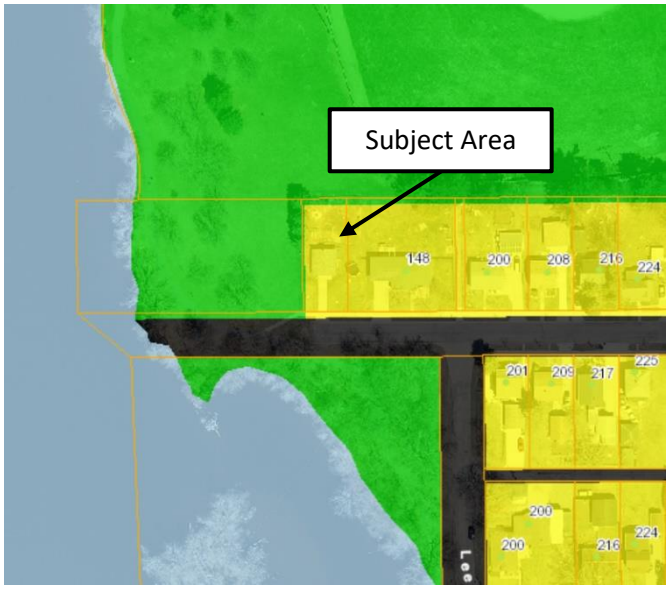
**Analysis:** The proposed use will be serviced by an existing driveway off of Fourth Avenue. As the proposed accessory dwelling unit is set back 40 feet from the Fourth Avenue Right-of-Way, a sufficient length of driveway exists to meet parking requirements as identified within the City's Zoning Code (i.e., one parking space).

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

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

**Analysis:** The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for residential use. Please note that this residential designation encompasses both single-family and two-family residential uses. The subject property is zoned "R-3" Single- and Two-Family Residential. According to the City's Zoning Code, the "R-3" District is established "to provide for both single family residences and two family residences

intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1" and "R-2" districts and higher intensity districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required."




**Findings:** Staff believes that the proposed use meets the intent of the "R-3" District. The intent of the "R-3" District is to allow for two-family residential development. While two one-unit residences would be located on the combined parcel, staff believes that this occurrence would complement this intent statement. Additionally, having a smaller one-unit residence arguably acts as an appropriate buffer between larger single-family residences to the east and parkland to the north and west.

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

   **Analysis:** The conditional use request is seeking to convert an existing detached garage into an accessory dwelling unit. Accessory dwelling units are a conditional use within the "R-3" District.

   **Findings:** The regulations of the City's Accessory Dwelling Unit Ordinance are met provided that the above permit conditions are fulfilled.

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

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

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

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

**Analysis:** N/A

**Findings:** N/A

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

    **Analysis:** Vehicular and pedestrian access to the subject property is off of Fourth Avenue.

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

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

    1. **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 Fourth Avenue Right-of-Way. As stated earlier, the accessory dwelling unit is required to have separate utility connections from the primary residence.

       Findings: The footprint of the garage is not proposed to change as part of this accessory dwelling unit request. As such, access and stormwater controls are sufficient for the proposed use.

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

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

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

       **Findings:** This standard is met.

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

       **Analysis:** No additional lighting is proposed.

       **Findings:** Lighting would be provided by the building.

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

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

       **Findings:** The use should not create excessive noise.

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

**Analysis:** N/A

**Findings:** N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

## Site Photos

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

# APPLICATION FOR A 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** | Susan & Alvin Schuller | **Contact Name** | |
| **Address** | 148 4th Ave. | **Address** | |
| **City, State, Zip** | Stevens Point, WI 54481 | **City, State, Zip** | |
| **Telephone** | 715-340-4877 | **Telephone** | |
| **Fax** | | **Fax** | |
| **Email** | SusanSchuller6@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 |
|---|---|---|
| 2408.30.4009.09 | | |

**Legal Description of Subject Property**

Lot 3 BLK 2 VETTERS ADD BNG PRT SW SE S30 T 24 R8 800750

| Designated Future Land Use Category | Current Use of Property |
|---|---|
| | Private owner with garage |

**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)**

We wish to convert our spare garage (appox 750 sq ft) into a 2 bedroom, 1 bath dwelling unit. This will be used for family and friends from out of town. We do not have any relatives living in Wisconsin. Our parents are aging and this provides an option for longer-term stay in a more comfortable setting for them to visit longer periods of time, as long as they wish. We are also considering short-term rental space for graduate students, if family are not occupying the space.

We expect this conversion to take 12-18 months to complete, starting this summer if approved.

**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) |
|---|
| The actual building would be significantly separated from any other neighbors. We own the home on the property and can address any issues that may arise. The primary use will be family and friends who we know. If we rent to others, we can include as statement of expectations that states that this unit is in a neighborhood and backs up to a public park and decent behaviors are expected from all guests.<br><br>This dwelling will be small and will not accommodate large groups. We don't expect a rowdy and ruthless crowd staying on the property.<br><br>This renovation will not disrupt the character of teh neighborhood. We are using the existing footprint for renovations. |

| Current Zoning Surrounding Subject Property | | | |
|---|---|---|---|
| **North:** | | **South:** | |
| **East:** | | **West:** | |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | City Park (Bukolt) | **South:** | Road and City Park (Bukolt) |
| **East:** | Sidewalk and Neighbor | **West:** | City Park (Bukolt) |

**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 |
|---|---|---|---|
| Susan Schuller | 2/7/23 | | |

Upcycle Cabinets
Vanity
Tub?

N

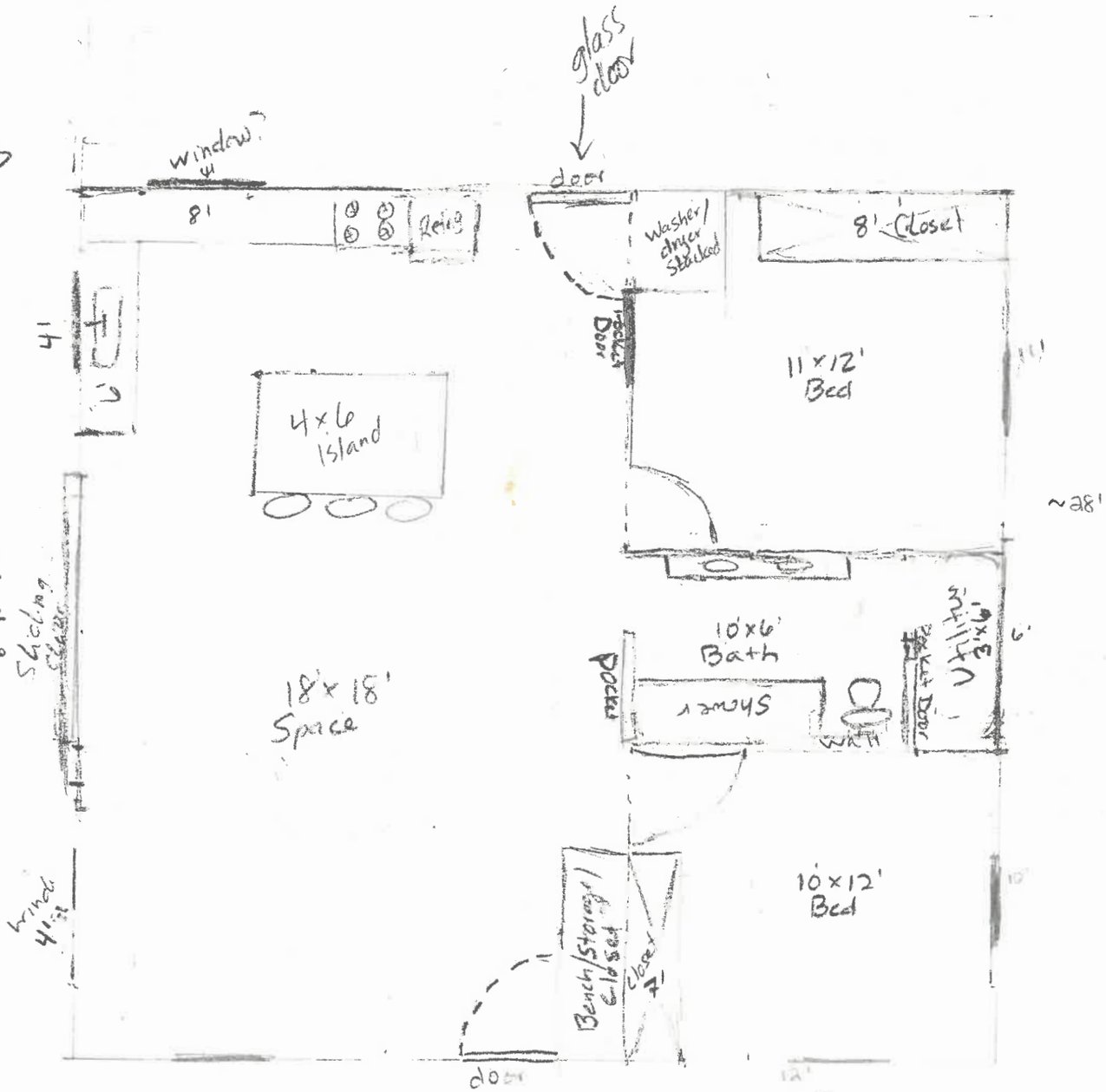
In floor
Heat panel floors
b/c/ uninsulated
Concrete floor

2" foam
+ Δ Siding

Hot Roof
12" over
the roofline

Flooring??

Blow Insulation
if not using




- Energy Efficient

Do we designate
152-150 for
yard/garden supply storage?
Bike storage?
4'-6' x 28' gallery storage east side

Loft area? - storage? Desk/office/sleeping area

esl 750-900 sq ft.

Insulation

2x6 walls for insulation
or 2' foam + 2x4'

Access to back
+ west river side

If a garage was
added to west?
how would it
change plans?

# Administrative Staff Report

## Construction of a Hotel

**Unaddressed Parcel off of John Joanis Drive**
**March 6, 2023**

**Department of Community Development**

**Applicant(s):**

- Dave Wogernese, representing Growth Hotels LLC

**Staff:**

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

**Parcel Number(s):**

- 281230802400412

**Zone(s):**

- "M-1" Light Industrial District

**Master Plan:**

- Business Park

**Council District:**

- District 6 | Ald. Plaisance

**Lot Information:**

- Frontage: 1,330 ft.
- Depth: 415 ft.
- Lot Size: 213,319 sq. ft. (4.893 ac.)

**Current Use:**

- Undeveloped

**Applicable Regulations:**

- 23.02(2)(c)(3)(i)

**Request**

1. Public Hearing and action on a request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i).

**Attachment(s)**

1. Application
2. Plans

**Findings of Fact**

1. The applicant is requesting to construct a four-story hotel that has approximately 15,540 square feet of building footprint.
2. Site amenities will also include a drive-thru drop-off area and associated parking areas.
3. The proposed hotel will utilize only the northern half of the subject property. The subject property is proposed to be split to provide development opportunities for the southern half of the subject property.
4. The proposed development would be located in the Portage County Business Park. Deed restrictions and protective covenants exist for development within the Business Park.
5. The subject property is zoned "M-1" Light Industrial. Hotels are a conditional use within the "M-1" District.
6. The Plan Commission and Common Council may attach additional conditions onto this request as necessary.

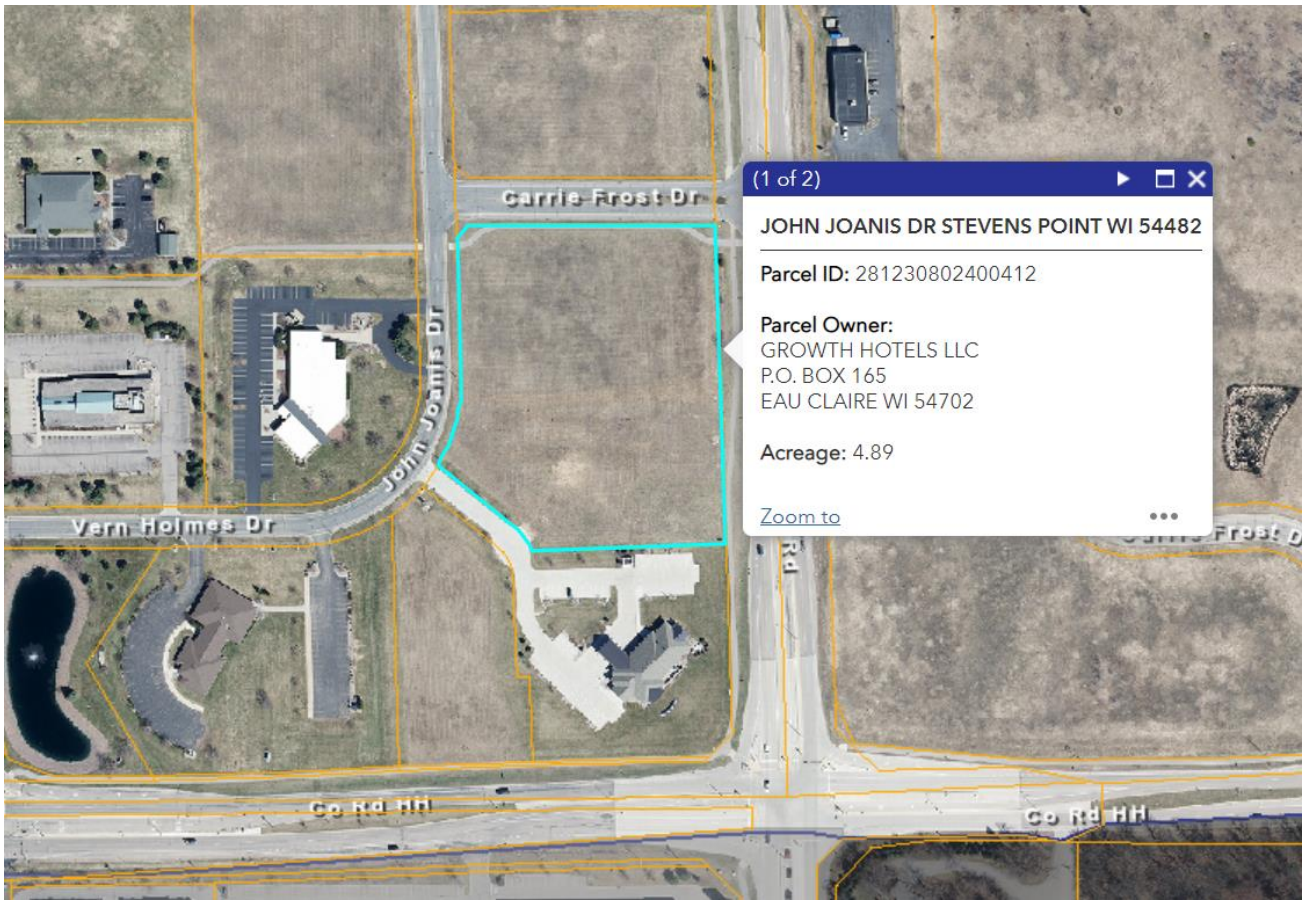
**Staff Recommendation**

Approve the conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), subject to the following conditions:

1. The applicant shall meet DNR NOI requirements.
2. A sprinkler plan shall be submitted, subject to the review and approval of the City Fire Marshal.
3. An additional fire hydrant shall be installed on the property, subject to the review and approval of the City Fire Marshal.
4. The applicant shall increase the thickness of proposed parking lot surfacing to be suitable for fire truck apparatus.

| | |
|---|---|
| | 5. The proposed development shall adhere to applicable provisions of the Portage County Business Park's Deed Restrictions and Protective Covenants.<br>6. Additional details as to the size of sewer and water mains shall be submitted to Public Utilities staff for review and approval.<br>7. A certified survey map shall be produced for the proposed lot split, subject to the review and approval of City staff.<br>8. The applicant shall provide additional details as to the floor area of conference rooms, banquet halls and restaurant space within the hotel. If additional parking stalls are required to comply with parking ratio requirements, these additional parking stalls shall adhere to applicable provisions of the City's Zoning Code.<br>9. A sign package shall be submitted for proposed freestanding and wall signage, subject to the review and approval of the Zoning Administrator.<br>10. Internal sidewalks shall be installed on the subject property to connect the parking lot with sidewalk infrastructure within the Carrie Frost Drive Right-of-Way.<br>11. Installation of eight (8) level 2 electric vehicle charging stations shall be installed consistent with the development agreement.<br>12. Bicycle parking shall be provided, subject to the review and approval of the Zoning Administrator.<br>13. Staff shall have the ability to approve minor amendments to the site plan. |

## Vicinity Map




## Background

*Overview:* The applicant is requesting a conditional use permit to construct a four-story hotel on an undeveloped parcel located off of John Joanis Drive and Carrie Frost Drive. The proposed building will be approximately 15,540 square feet in building footprint and include 91 guest rooms. Associated conference room and dining space will be located within the hotel. Other site improvements include a drive-thru drop-off location to the north of the proposed building, along with 92 parking spaces surrounding the proposed building.

Located within the Portage County Business Park, the proposed development is subject to a review for both adherence to City Zoning Code requirements and to the Business Park's Deed Restrictions and Protective Covenants. Please note that the Portage County Planning and Zoning Department administers the Business Park's Deed Restrictions and Protective Covenants. The PCPZ has been involved in reviewing this development request.

According to the City's Zoning Code, the construction of a hotel is a conditional use within the "M-1" Light Industrial District – the zoning designation of the subject property.

*Ch. 23.02(2)(c) "B-3" Central Business District*

*(3) Conditional Uses*

*(i) Hotel and motel facilities including other directly related facilities*

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

1. **Setbacks.**

The following are the setback requirements of the "M-1" Light Industrial District – 30' of street setback, 10' of side yard setback on each side and a rear yard setback of 20 feet. According to the submitted site plan, 111.42 feet of setback is provided off of Brilowski Road, 115.92 feet of setback off of Carrie Frost Drive and 105.5 feet of setback off of John Joanis Drive. 44 feet of setback is proposed off of the proposed south lot line. As referenced above, the subject property is proposed to be split into two lots to accommodate future development opportunities for the southern half of the subject property. Based on the setbacks provided, it meets minimum requirements for the "M-1" District.

| ***Lot Line*** | **M-1 District Minimum Setback Requirements** | **Proposed Setbacks (Findings)** |
|---|---|---|
| *Street* | 30 ft | 111.42' off of Brilowski Road<br>115.92' off of Carrie Frost Drive<br>105.5 feet off of John Joanis Drive |
| *Side* | 10 ft | 115.92' off of Carrie Frost Drive<br>44' off of the proposed south lot line |
| *Rear* | 20 ft | 111.42' off of Brilowski Road |

2. **Density.**

Within the "M-1" District, permitted land uses are required to be located on a lot of at least 8,000 square feet in size. As the proposed created lot accommodating this hotel will be 2.5 acres in size, it exceeds minimum lot size requirements.

3. **Parking and Traffic Flow.**

The City's Zoning Code requires one parking stall to be provided per guest room offered within a hotel. In addition, one parking stall is required per 100 square feet of conference room, banquet hall and restaurant floor area.

92 parking stalls are proposed on the property. While this would satisfy the 'one stall per guest room' requirement, information as to the floor area of conference room, banquet hall and restaurant space is not provided. As a condition of approval, the applicant will need to provide the floor area of these types of uses. Should additional parking stalls be required, the applicant will be required to work with City staff to provide these additional stalls in accordance with Zoning Code requirements.

One access point is proposed for the property, located off of John Joanis Drive, and a width of 24 feet. Given the expected traffic demand, along with difficulties of creating access points off of Brilowski Road and Carrie Frost Drive, staff believes that the quantity and location of access points into and out of the property is sufficient.

4. **Utilities.**

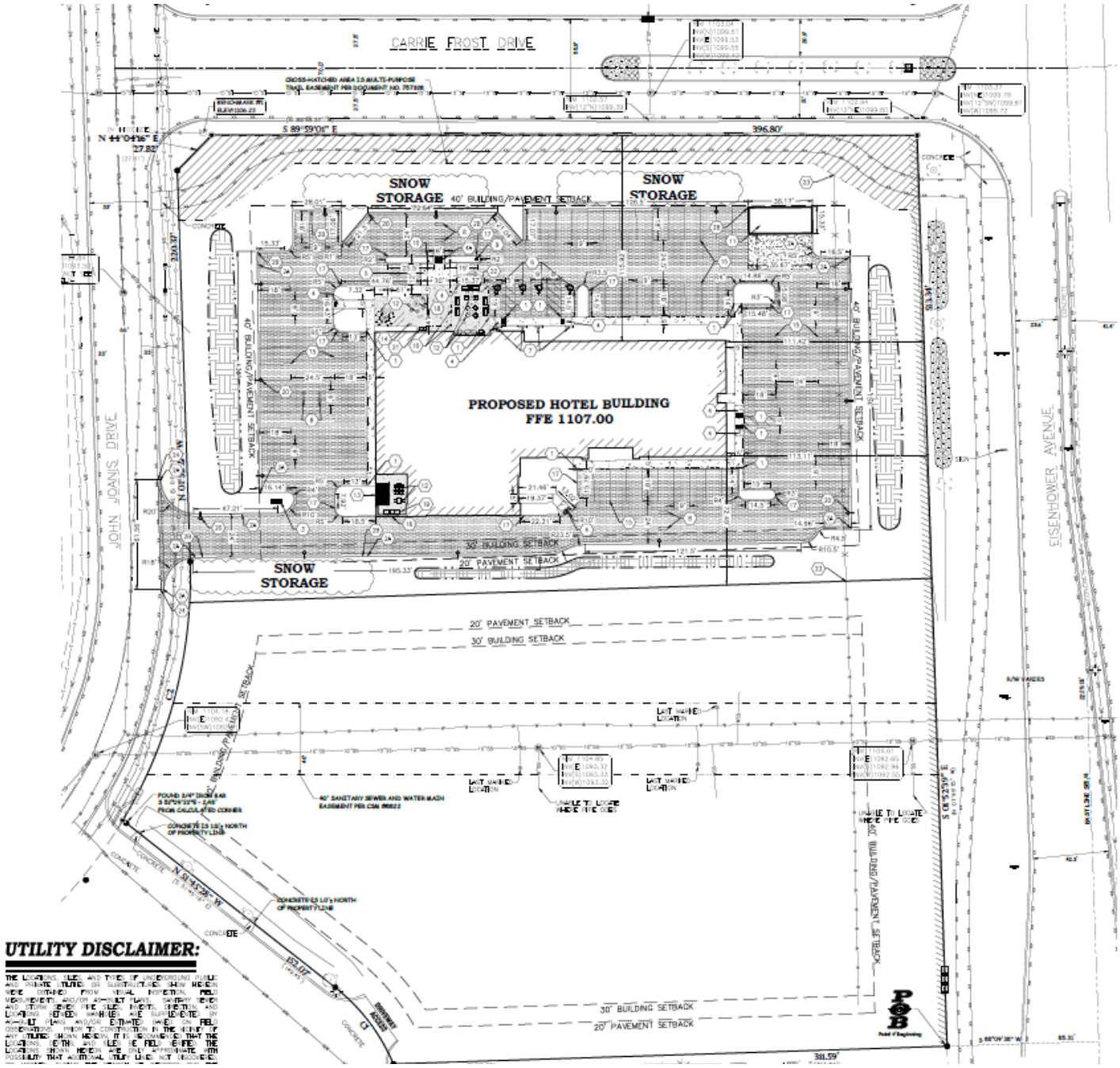
Utility infrastructure exists within the adjacent street right-of-way to accommodate the proposed development. Infiltration basins are proposed along the east, south and west lot lines. As stormwater controls are also under the purview of the Business Park's Deed Restrictions and Protective Covenants, City Public Utilities Staff and Portage County Planning and Zoning Department staff have reviewed the proposed improvements and do not see any issues.

5. **Landscaping.**

A landscaping plan has been submitted that proposes for perimeter landscaping along the eastern and western extent of the parking lot, along with scrubs proposed within terminal islands. Street trees are proposed to line the north and east of the parking lot. Based on the landscaping plan submitted, City staff believes that it meets minimum landscaping requirements as outlined within the Zoning Code.

6. **Compatibility with the Comprehensive Plan.**

The subject property is identified as 'Business Park' within the City's Comprehensive Plan. The 'Business Park' designation is defined as an area that "provides for industrial, commercial and residential development in a "campus" like setting." The proposed development, offering short-term lodging opportunities, aligns with the intent of business park development as outlined within the Comprehensive Plan.




***Proposed Site Plan***

## Standards of Review – Conditional Use Permit

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

   **Analysis:** The proposed use is consistent with the City's Comprehensive Plan as the proposed use satisfies the 'residential development' component of a campus-like setting that is preferred for the Portage County Business Park. The uses surrounding the subject property, a range of commercial and office uses, compliment one another due to the commercial nature of short-term lodging.

**Findings:** The "M-1" District allows for hotels by way of a conditional use permit. Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

   **Analysis:** A four-story hotel is proposed on the subject property.

   **Findings:** Staff believes that short-term lodging is of a use that complements adjoining commercial uses, such as First State Bank, the R Store and Crossroads Commons.

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.**

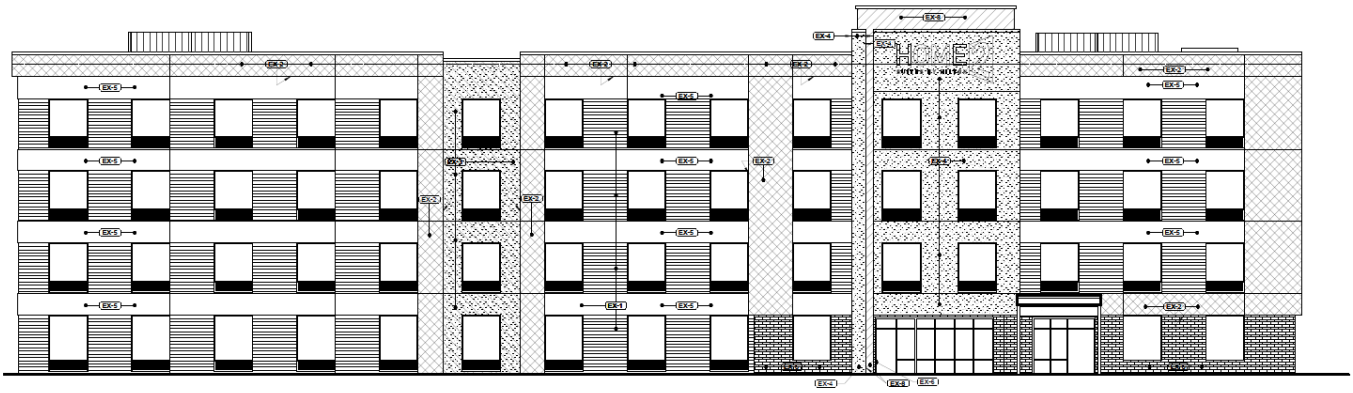
   **Analysis:** The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area for business park development that serves a range of residential, commercial and industrial land uses.

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

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

   **Analysis:** The first floor of the hotel is proposed to have a decorative brick façade, while the remaining floors will provide varying designs etched within an EFIS background. The primary color pattern will be that of brown and cream that not only complements one another but complements the architectural appeal of neighboring uses. Each guest room will have their own exterior window to prevent the appearance of a solid, blank wall along any building elevation.

   **Findings:** Staff believes that the proposed architectural appearance of the building is of a quality design to compliment existing development within the Portage County Business Park.



2 NORTH ELEVATION
1/8" = 1'-0"

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

**Analysis:** Utilities exist within the adjacent street right-of-way to support the proposed development. Infiltration basins are proposed along the east, south and west lot lines. As stormwater controls are also under the purview of the Business Park's Deed Restrictions and Protective Covenants, City Public Utilities Staff and Portage County Planning and Zoning Department staff have reviewed the proposed improvements and do not see any issues. One vehicular access point is proposed off of John Joanis Drive. The proposed building is situated in the interior of the created parcel to allow for traffic to flow around the building and drop-off location.

**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.**

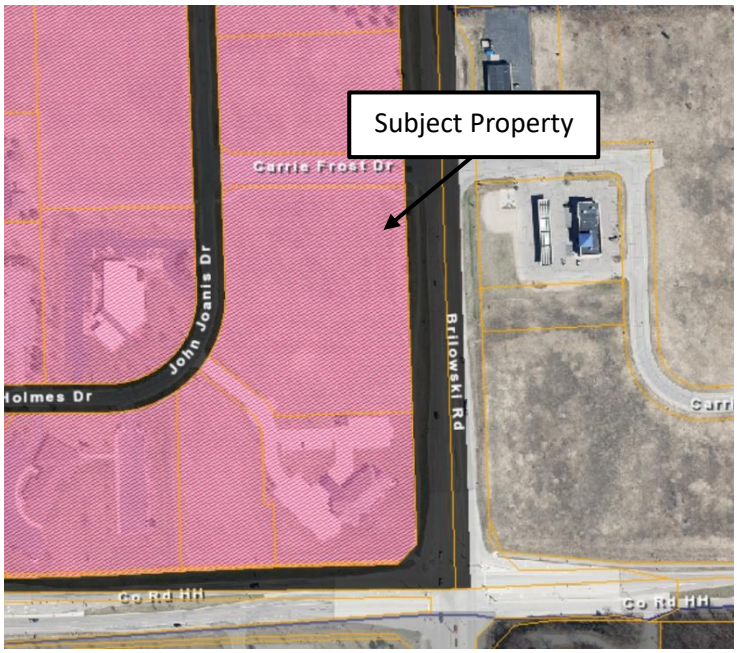
**Analysis:** One vehicular access point is proposed for the property, which is off of John Joanis Drive, at a width of 24 feet. Given the expected traffic demand, along with difficulties of creating access points off of Brilowski Road and Carrie Frost Drive, staff believes that the quantity and location of access points into and out of the property are sufficient. Additionally, the location of the hotel and drop-off area is satisfactory to accommodate internal traffic flow during peak travel times (i.e., during check-in and check-out hours).

**Findings:** Staff believes that the site is designed in a way to provide safe traffic flow to and within the property.

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

**Analysis:** The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for business park purposes. As addressed earlier, the intent of this future land use designation is to "provide for industrial, commercial and residential development in a "campus" like setting." The subject property is zoned "M-1" Light Industrial. According to the City's Zoning Code, the "M-1" District is established "to provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District. It is intended that the "M-1" district be located as a buffer between heavy manufacturing uses and commercial or high density

residential uses or at other locations all consistent with the use planning principles, industrial location standards, and the City Comprehensive Plan and policies."




**Findings:** The proposed development is consistent that of a campus-like development that is sought within the Business Park. Additionally, hotels are likely to have a lower likelihood of nuisance affects when compared to other uses that are allowed within the City's industrial zoning districts. As such, staff believes that the proposed use is appropriate for this area.

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

   **Analysis:** The conditional use permit application is seeking to construct a hotel on the subject property.

   **Findings:** The regulations of the district are met for this proposal provided that the conditions tied to this request are fulfilled.

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

   **Analysis:** 91 guest rooms are proposed within this hotel.

   **Findings:** As these proposed rooms will provide for short-term stays, the proposed use will not pose a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective services systems of the community.

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 comes off of John Joanis Drive. Sidewalks currently exist along Brilowski Road and Carrie Frost Drive. As a condition to this request, staff is requesting that the applicant construct internal sidewalks to connect these public sidewalks to the hotel's parking lot.

    **Findings:** Staff believes that access is adequate.

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

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

       **Analysis:** The property has water and sewer connections within the adjacent street right-of-ways to accommodate the proposed development. The thickness of asphalt proposed for the parking lot is not sufficient for the weight of fire truck apparatus. As such, staff is requesting that the thickness of the asphalt parking lot is increased to provide safe migration of fire trucks within the property in the event of a fire/EMS emergency.

       **Findings:** This standard is met.

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

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

       **Analysis:** Refuse storage is proposed near the northeast corner of the subject property.

       **Findings:** Landscaping is proposed around the trash enclosure to screen its view from Brilowski Road and Carrie Frost Drive.

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

       **Analysis:** Lighting is proposed to come off of the building and the parking lot.

       **Findings:** A photometric plan has been submitted. Based on this plan, up to 0.1 footcandles are proposed to be emitted into the public right-of-way and the south lot line. This low light intensity is satisfactory and would not be intrusive to neighboring locations.

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

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

**Findings:** The use should not create excessive noise.

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

    **Analysis:** N/A

    **Findings:** N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

## Site Photos

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

# APPLICATION FOR A 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** | Growth Hotels LLC - Dave Wogernese | **Contact Name** | |
| **Address** | PO Box 165 | **Address** | |
| **City, State, Zip** | Eau Claire, WI 54702 | **City, State, Zip** | |
| **Telephone** | (715) 831-6486 | **Telephone** | |
| **Fax** | | **Fax** | |
| **Email** | dgwogern@gmail.com | **Email** | |

## OWNERSHIP INFORMATION

| **PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)** | | **PROPERTY OWNER 2 INFORMATION (If Needed)** | |
|---|---|---|---|
| **Owner's Name** | Growth Hotels LLC - Dave Wogernese | **Owner's Name** | |
| **Address** | PO Box 165 | **Address** | |
| **City, State, Zip** | Eau Claire, WI 54702 | **City, State, Zip** | |
| **Telephone** | (715) 831-6486 | **Telephone** | |
| **Fax** | | **Fax** | |
| **Email** | dgwogern@gmail.com | **Email** | |

## PROJECT SUMMARY

**Subject Property Location [Please Include Address and Assessor's Identification Number(s)]**

| **Parcel 1** | **Parcel 2** | **Parcel 3** |
|---|---|---|
| 281230802400412 | | |

**Legal Description of Subject Property**

THAT PART OF LOT THREE (3) OF CERTIFIED SURVEY MAP NO. 8822-36-52 RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR PORTAGE COUNTY, WISCONSIN, IN VOLUME 36 OF CERTIFIED SURVEY MAPS ON PAGE 52, AS DOCUMENT NO. 672590, LYING NORTH OF CERTIFIED SURVEY MAP NO. 10657-48-87 RECORDED IN SAID REGISTER'S OFFICE IN VOLUME 48 OF CERTIFIED SURVEY MAPS ON PAGE 87, AS DOCUMENT NO. 806366, LOCATED IN THE SOUTHEAST QUARTER (SE 1/4) OF THE SOUTHEAST QUARTER (SE 1/4) OF SECTION TWO (2), TOWNSHIP TWENTY-THREE (23) NORTH, RANGE EIGHT (8) EAST, IN THE CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN; SUBJECT TO EASEMENTS OF RECORD.

| **Designated Future Land Use Category** | **Current Use of Property** |
|---|---|
| | Vacant Lot |

**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)**

Growth Hotels LLC is looking to construct a new hotel facility. Construction is tentatively targeted to begin in Summer 2023.

**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) |
|---|
| A stormwater design and plan will be incorporated into the design that will collect, detain, and infiltrate storm events for all impermeable surfaces. Also, silt fence, erosion control blankets, and other erosion control measures will be put into place reduce negative impacts on adjacent properties during construction. |

| Current Zoning Surrounding Subject Property | | | |
|---|---|---|---|
| **North:** | M1 - Light Industrial | **South:** | M1 - Light Industrial |
| **East:** | B4 - Commercial | **West:** | M1 - Light Industrial |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | First State Bank | **South:** | Investors Community Bank |
| **East:** | The Store Gas Station | **West:** | Wisconsin Interscholastic Athletic Association |

## EXHIBITS

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

## 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 |
|---|---|---|---|
| W. H. Yogerst | 02/01/23 | Growth Hotels LLC By: W. H. Yogerst, Member | 02/01/23 |

Point of Beginning

4941 Kirschling Court, Stevens Point, WI 54481
1497 6th Street - Suite C, Green Bay, WI 54304
1261 W Main Street - Suite 102, Sun Prairie, WI 53590

February 6, 2023

City of Stevens Point
Attn: Alderman David Plaisance
1515 Strongs Avenue
Stevens Point, WI 54481

RE: Hilton Home 2 Suites Hotel - Project Notice

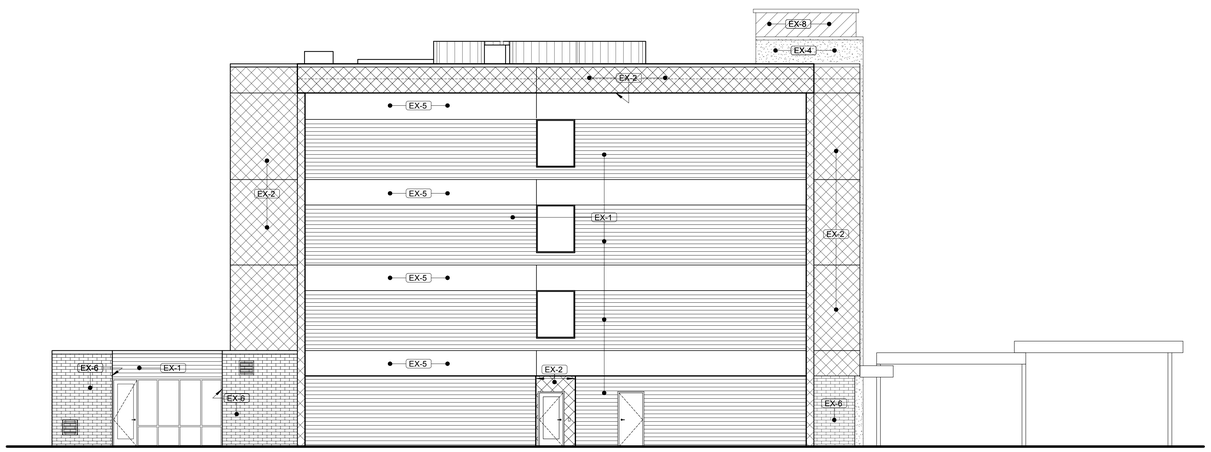
Mr. Plaisance,

Growth Hotels LLC, is proposing to construct a hotel located at the SE quadrant of the intersection of John Joanis Drive and Carrie Frost Drive. The proposed development consists of a 15,450 square foot building footprint, with four stories, associated parking lot and drive thru drop-off area.

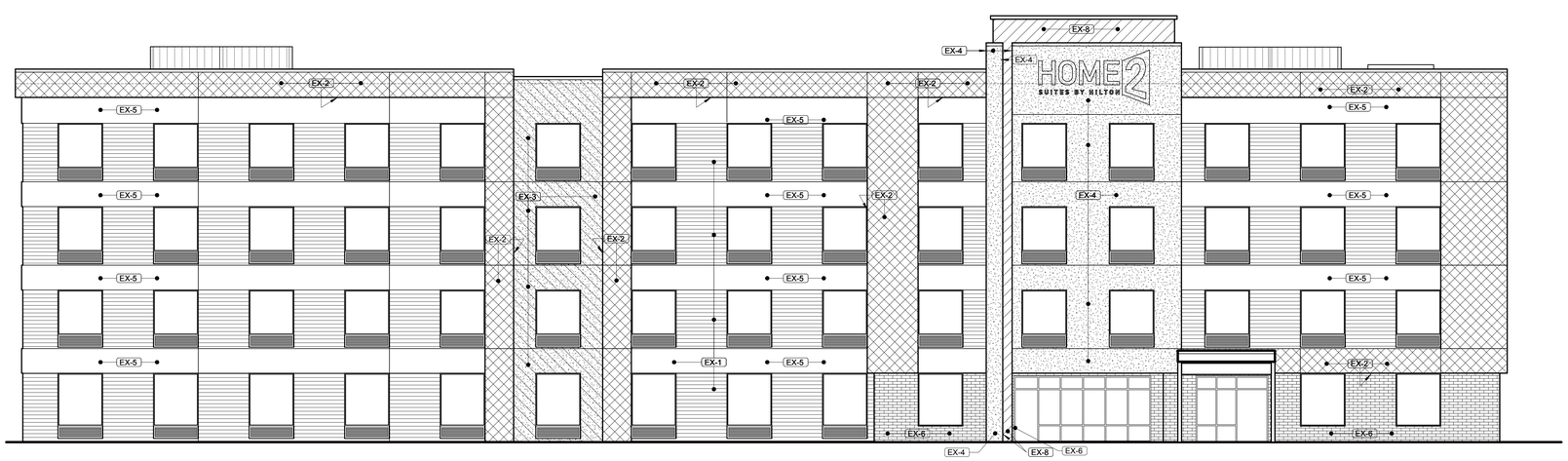
If you have any questions, please feel free to contact me.

Sincerely,

James Lundberg, P.E.
Director of Engineering
Point of Beginning, Inc.




1 EAST ELEVATION
1/8" = 1'-0"




2 NORTH ELEVATION
1/8" = 1'-0"

## KEYED NOTES

| | |
|---|---|
| 1 | APPROXIMATE LINE OF GRADE |
| 2 | ABOVE GRADE EXPOSED FOUNDATION WALL |
| 4 | PAINTED TUBE STEEL CANOPY WITH WOOD FINISHED SOFFIT |
| 5 | MODIFIED WOOD CANOPY WITH STEEL SUPPORT |
| 6 | MECHANICAL EQUIPMENT SCREEN - REVIEW ALL VIEWS AROUND PROPERTY BEFORE LOCATING ALL ROOF TOP MECHANICAL UNITS. VERIFY ALL EQUIPMENT IS ADEQUATELY SCREENED |
| 8 | ALUMINUM FIXED WINDOW WITH THERMAL BROKEN FRAME, INSULATED GLAZING WITH INTEGRAL ALUMINUM LOUVER AT PTAC UNITS - SEE SHEET A-601 FOR SIZES. |
| 9 | ALUMINUM STOREFRONT SYSTEM WITH THERMAL BROKEN FRAME AND INSULATED GLAZING |
| 10 | ALUMINUM FIXED WINDOW WITH THERMAL BROKEN FRAME AND INSULATED GLAZING |
| 11 | ELEVATOR OVERRUN |
| 13 | LAUNDRY CHUTE OVERRUN |
| 18 | FINISH CONTROL JOINT |
| 19 | OVERFLOW SCUPPER - BASIS OF DESIGN NESCO MFG INC. - MODEL # SCT914R - REFER ALSO TO DETAIL 7/A-303 |
| 20 | TAMPER RESISTANT, RECESSED HOSE BIBB - MOUNT TOP AT +12" A.F.F |
| 23 | SIGNAGE - REFER TO EXTERIOR SIGNAGE SPECIFICATIONS |
| 24 | KYNAR FINISH ALUMINUM COPING SYSTEM –COLOR TO MATCH ADJACENT MATERIAL |
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| 38 | POOL PERIMETER FENCE AS REQUIRED BY CODE WITH 3'-0" GATE |
| 39 | PRECAST COPING |

## GENERAL NOTES - EXTERIOR ELEVATION

A. REFER TO HOME 2 SUITES BY HILTON STANDARDS MANUAL GUIDE FOR ADDITIONAL INFORMATION REGARDING EXTERIOR MATERIALS, CONSTRUCTION REQUIREMENTS AND SIGNAGE REQUIREMENTS.

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## ARCHITECTURAL ELEMENTS

**EX-1** CORE: BODY
MATERIAL : EIFS W/ 'V' GROOVE REVEALS
TEXTURE : MEDIUM TO COARSE
COLOR : LIGHT TO MEDIUM BROWN.

**EX-2** WRAP: UNIFIED ELEMENT SET PROUD (12" MIN) FROM THE CORE
MATERIAL : EIFS W/ 'V' GROOVE REVEALS
TEXTURE : SMOOTH TO FINE
COLOR : LIGHT CREAM

**EX-3** LINK: CONNECTION PIECE TO BREAK UP LARGE SEGMENTS OF THE WRAP
MATERIAL : EIFS W/ 'V' GROOVE REVEALS
TEXTURE :SMOOTH TO COARSE
COLOR : MEDIUM BROWN

**EX-4** KEEP: FOREGROUND ELEMENT OF BEACON STANDS MOST PROUD OF ALL BUILDING SURFACES. PLACED ON PRIMARY BUILDING ENTRY ELEVATION IN CONJUECTION WITH THE PORTE COCHERE AND WITH CLEAR VISIBILITY FROM THE FRONTAGE ROAD. EXTENDS UP BEYOND THE WRAP. BACKGROUND FOR PRIMARY BUILDING SIGN.
MATERIAL : EIFS W/ 'V' GROOVE REVEALS
TEXTURE : SMOOTH TO COARSE
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**EX-5** ACCENT BAND: ARTICULATION HORIZONTAL 5D BAND PROUD OF CORE. SUFFICIENT DEPTH (2" MIN.) TO CREATE DISTINCT SHADOW LINE. NO VISIBLE JOINTS
MATERIAL : EIFS W/ 'V' GROOVE REVEALS
TEXTURE : SMOOTH TO FINE
COLOR : LIGHT TO MEDIUM BEIGE

**EX-6** SUPPORT: BASE
MATERIAL : BRICK, UTILITY
COLOR : BROWN TO BEIGE MIX.

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REVEAL: VERTICAL ELEMENT EXTENDING THROUGH THE KEEP. HIGHEST ABOVE ALL.
MATERIAL : TBD
TEXTURE : TBD
COLOR : LIGHT TO MEDIUM GREEN

BEAM: VERTICAL RECESS FROM THE GROUND TO THE REVEAL
MATERIAL : TBD
TEXTURE : TBD
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## PROTOTYPICAL MATERIALS

**SUPPORT**
Materiality: Building material authentic and substantial material with clean crisp lines such as tile, cut stone, cast stone, decorative masonry units (cmu) or brick
Color: Light to Medium value,natural inherent in the material
Texture: Sandstone-like, ground face, bush hammered or smooth
Contrast: High textural contrast to WRAP and ACCENT BAND. Medium color contrast to all other elements. High material contrast to all other elements.

**CORE**
Materiality: Building material with strong directionality and high relief to create shade and shadow such as textured EIFS, stucco, brick wood Siding, cement fiber board or corrugated metal
Color: Medium value, 40-60% value, earth toned,painted or natural depending on material
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Materiality: Building material with a strong horizontal direction and high relief to create shade and shadow. Smooth finish material: EIFS and stucco. Strong horizontal materials: brick, wood cement fiber board or metal
Color: Medium to Dark value, painted or natural depending on material
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**PORTE COCHERE**
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KEYPLAN

EXTERIOR ELEVATIONS

EXCEL
Always a Better Plan
100 Camelot Drive
Fond du Lac, WI 54935
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JOB NUMBER
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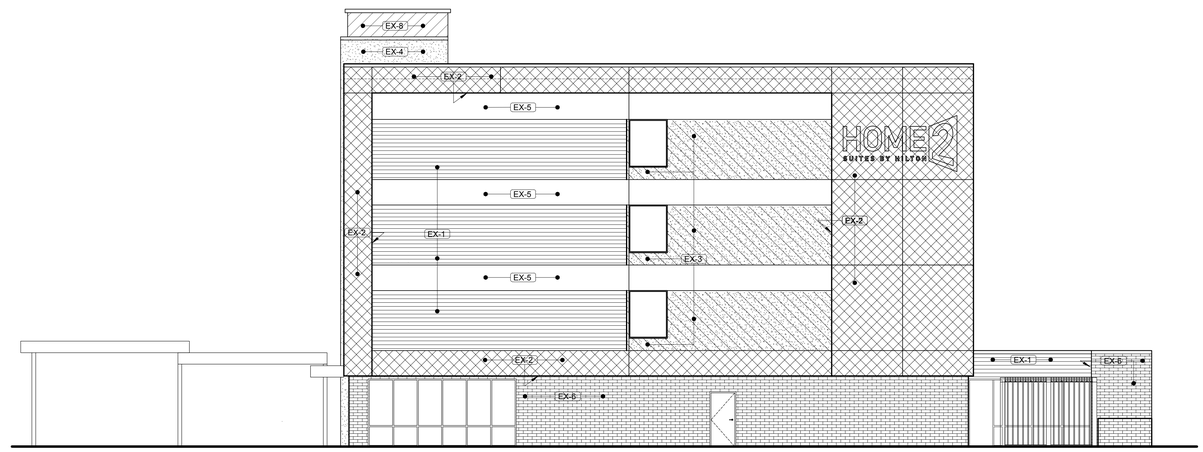
2022 © EXCEL ENGINEERING, INC.

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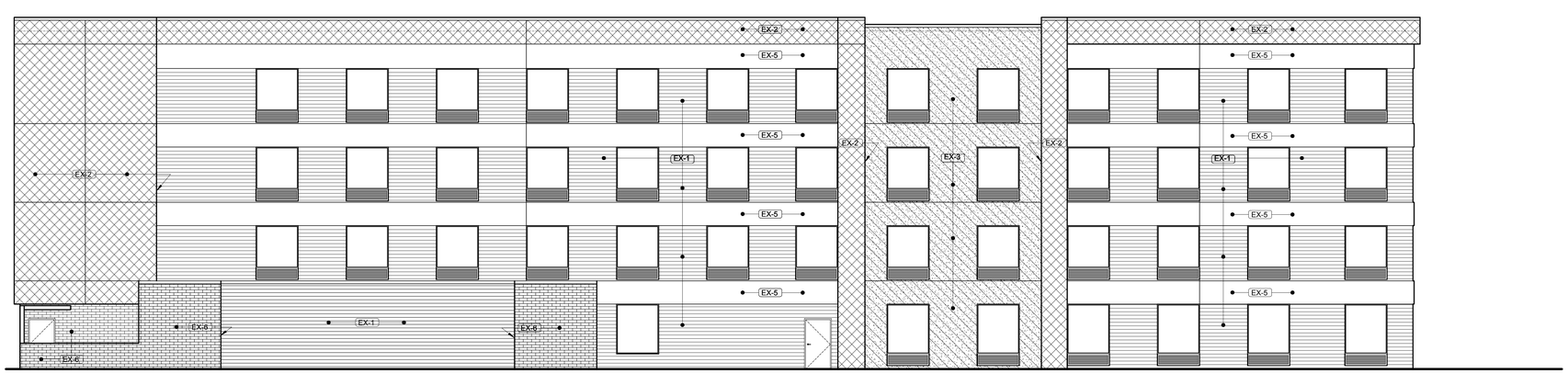


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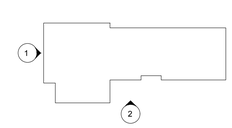


KEYPLAN

EXTERIOR ELEVATIONS

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PROFESSIONAL SEAL

PRELIMINARY DATES
JAN. 09, 2023
NOT FOR CONSTRUCTION

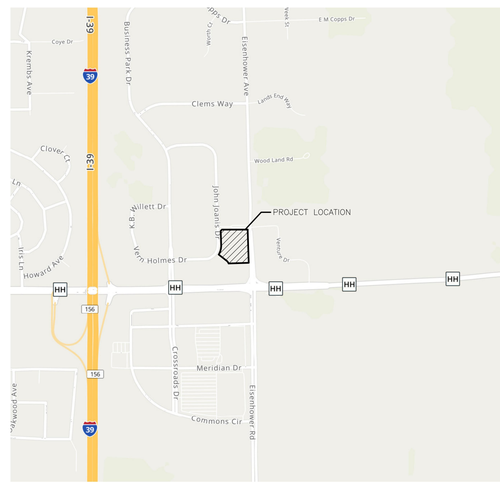
JOB NUMBER
2211420

SHEET NUMBER
**A2.02**

2022 © EXCEL ENGINEERING, INC.

# HOTEL DEVELOPMENT

## PARCEL NO. 281230802400412
## CITY OF STEVENS POINT
## PORTAGE COUNTY, WISCONSIN




***STEVENS POINT, WISCONSIN***

NO SCALE

N

### *OWNER INFORMATION*

GROWTH HOTELS LLC
PO BOX 165
EAU CLAIRE, WI 54702

### *CIVIL SHEET INDEX:*


*T1.0 - TITLE SHEET*
*C1.0 - LAYOUT PLAN*
*C2.0 - GRADING PLAN*
*C3.0 - EROSION CONTROL PLAN*
*C4.0 - UTILITY PLAN (STORM AND SANITARY)*
*C5.0 - DETAILS*
*C5.1 - DETAILS*
*L1.0 - LANDSCAPE PLAN*



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REVISIONS

| | |
|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

**TITLE SHEET**

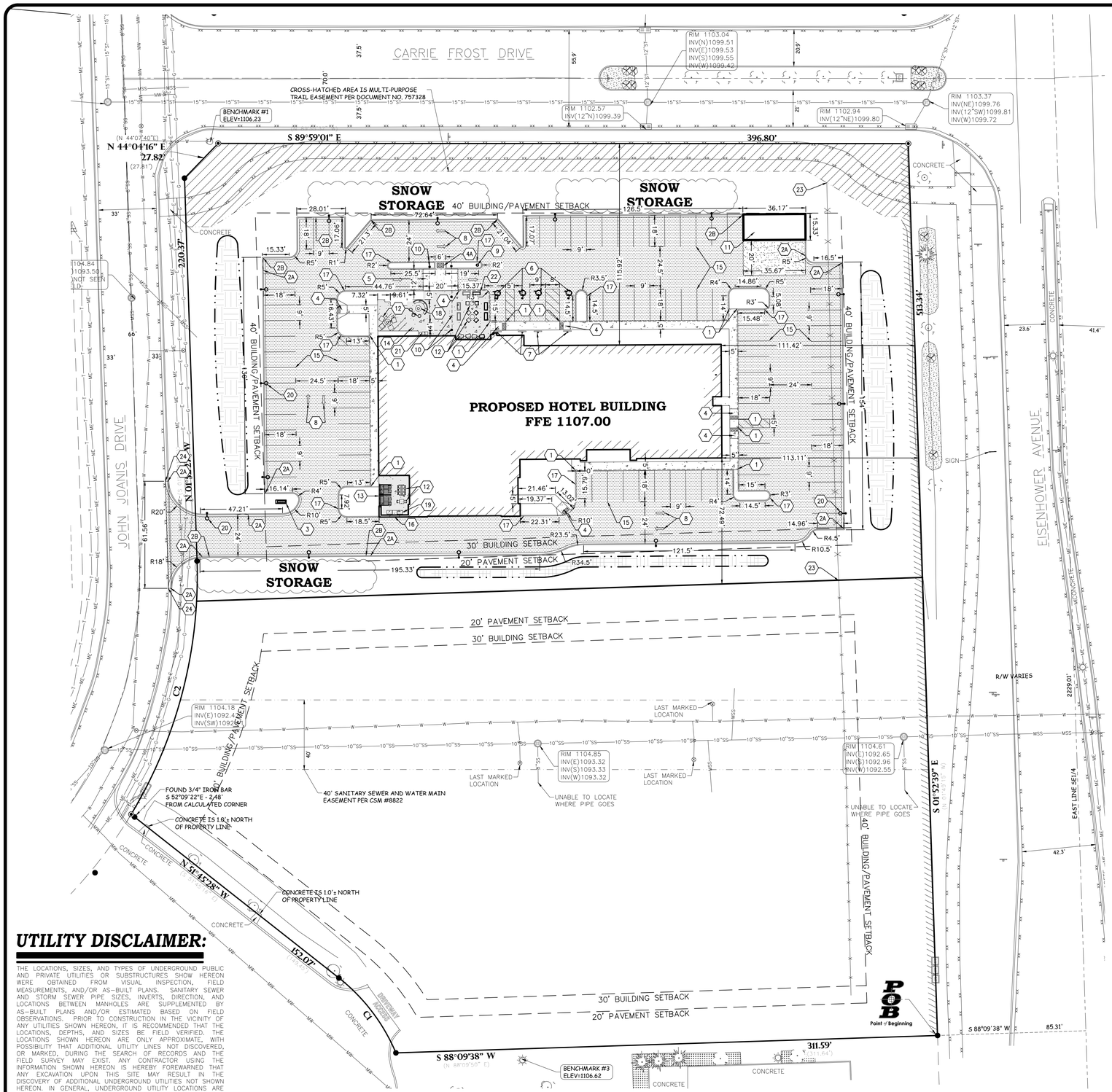
**GROWTH HOTELS, LLC**
**HOME 2 HOTEL**
**CITY OF STEVENS POINT**
**PORTAGE CO, WISCONSIN**


Civil Engineering
Land Surveying
Landscape Arcitecture

4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

Point of Beginning


SHEET **T1.0**




## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. SIDEWALK JOINTS SHALL BE INSTALLED AS INDICATED OR AS APPROVED BY THE CONSTRUCTION MANAGER.
12. ALL CONCRETE SAWCUTS SHALL BE AT AN EXISTING JOINT.
13. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED, FERTILIZED, AND CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

## PAVEMENT HATCH PATTERNS:

PROPOSED ASPHALT PAVEMENT — 1 / C5.0

PROPOSED STANDARD CONCRETE PAVEMENT — 2 / C5.0

PROPOSED REINFORCED CONCRETE PAVING — 3 / C5.0

PAVING TYPE 1: NON-SLIP CONCRETE PAVING
COLOR: PER OWNER
FINISH: PER OWNER — 3 / C5.0

PAVING TYPE 2: NON-SLIP COLORED CONCRETE PAVING
COLOR: PER OWNER
FINISH: EXPOSED AGGREGATE OR SAND FINISH PER OWNER — 3 / C5.0

## KEYNOTES:

1. THICKENED EDGE WALK — 4 / C5.0
2A. 18" CURB AND GUTTER
2B. ROLLOVER CURB — 5 / C5.0
3. MONUMENT SIGN LOCATION SEE ARCHITECTURAL PLANS
4. CURB RAMP W/ DETECTABLE WARNING SURFACE — 6 / C5.0
4A. DETECTABLE WARNING SURFACE
5. ACCESSIBLE PASSENGER DROP OFF AREA W/ CLEAR ACCESS AISLE. DRIVE AISLE SHALL RAMP UP TO LEVEL OF WALK AT DROP-OFF AREA. REFER TO MATERIAL LEGEND FOR SPECIFIC PAVING OF THIS AREA. REFER TO HADG FOR MORE INFORMATION REGARDING ACCESSIBLE PASSENGER LOADING ZONES.
6. HANDICAP PARKING STALL — 7 / C5.0
7. HANDICAP PARKING SIGN — 8 / C5.0
8. DIRECTIONAL ARROW — 9 / C5.0
9. OPTIONAL FLAGPOLE UPLIGHT SEE ARCHITECTURAL PLANS
10. LINE OF CANOPY ROOF ABOVE W/ COLUMNS. SEE ARCHITECTURAL PLANS
11. STORAGE AND TRASH ENCLOSURE SEE ARCHITECTURAL PLANS FOR DETAILS
12. OUTDOOR LOUNGE FURNISHINGS– REFER TO FF&E SPEC'S FOR LOOSE FURNISHINGS
13. TRELLIS ABOVE. SEE ARCHITECTURAL PLANS FOR DETAILS
14. ACCESSIBLE ROUTE FROM ACCESSIBLE PARKING TO BUILDING ENTRANCE. REFER TO HADG FOR FURTHER INFORMATION.
15. PARKING LOT STRIPING (WHITE) — 7 / C5.0
16. PARTIAL WALL HEIGHT. SEE ARCHITECTURAL PLANS
17. CONTINUOUS CONCRETE CURB, TYP. — 5 / C5.0
18. EXTERIOR FIRE PIT. SEE ARCHITECTURAL PLANS
19. EXTERIOR GAS GRILL. SEE ARCHITECTURAL PLANS
20. PARKING LOT LIGHTING SHOWN FOR DESIGN INTENT, TYP. SEE ARCHITECTURAL PLANS
21. TRASH, RECYCLING AND ASH BIN. SEE ARCHITECTURAL PLANS
22. 24" X 54" FRC PLANTERS, TYP. SEE ARCHITECTURAL PLANS
23. REMOVE SNOW FENCE AS REQUIRED FOR SITE LAYOUT
24. SAWCUT EXISTING CURB AND GUTTER AS REQUIRED FOR NEW DRIVEWAY INSTALLATION

## SITE PLAN PARKING SPACES

| | |
|---|---|
| STEVENS POINT PARKING ZONING REQUIREMENT FOR HOTELS | 1 SPACE PER GUESTROOM |
| 91 GUESTROOMS | |
| NUMBER OF SPACES REQUIRED | 91 |
| TOTAL PARKING SPACES | 92 |

## SITE PLAN RATIOS

| | PROPOSED | |
|---|---|---|
| | TOTAL AREA | % OF LOT AREA |
| TOTAL AREA OF BUILDING | 15,450 SQ. FT. | 14.6% |
| TOTAL AREA OF ASPHALT/ CONCRETE | 45,555 SQ. FT. | 42.6% |
| TOTAL AREA OF GREEN SPACE | 45,695 SQ. FT. | 42.8% |
| TOTAL AREA OF DISTURBANCE | 74,715 SQ. FT. | 1.715 acres |

## BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

**BENCHMARK #1**
FLAG BOLT ON HYDRANT,
LOCATED ON THE SOUTHEAST CORNER OF THE INTERSECTION OF JOHN JOANIS DRIVE AND CARRIE FROST DRIVE.
ELEVATION = 1106.23

**BENCHMARK #2**
BURY BOLT ON HYDRANT,
LOCATED AT THE NORTHEAST QUADRANT OF THE INTERSECTION OF CARRIE FROST DRIVE AND BRILOWSKI ROAD.
ELEVATION = 1104.23

**BENCHMARK #3**
CHISELED SQUARE ON NORTH SIDE OF LIGHT POLE BASE,
LOCATED SOUTH OF THE SOUTH LINE OF THE SUBJECT PROPERTY, APPROXIMATELY 325 FEET WEST OF THE CENTER OF BRILOWSKI ROAD.
ELEVATION = 1106.62

## UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.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REVISIONS

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|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

# LAYOUT PLAN

**GROWTH HOTELS, LLC**
**HOME 2 HOTEL**
**CITY OF STEVENS POINT**
**PORTAGE CO, WISCONSIN**


Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirschling Court
Stevens Point, WI 54481
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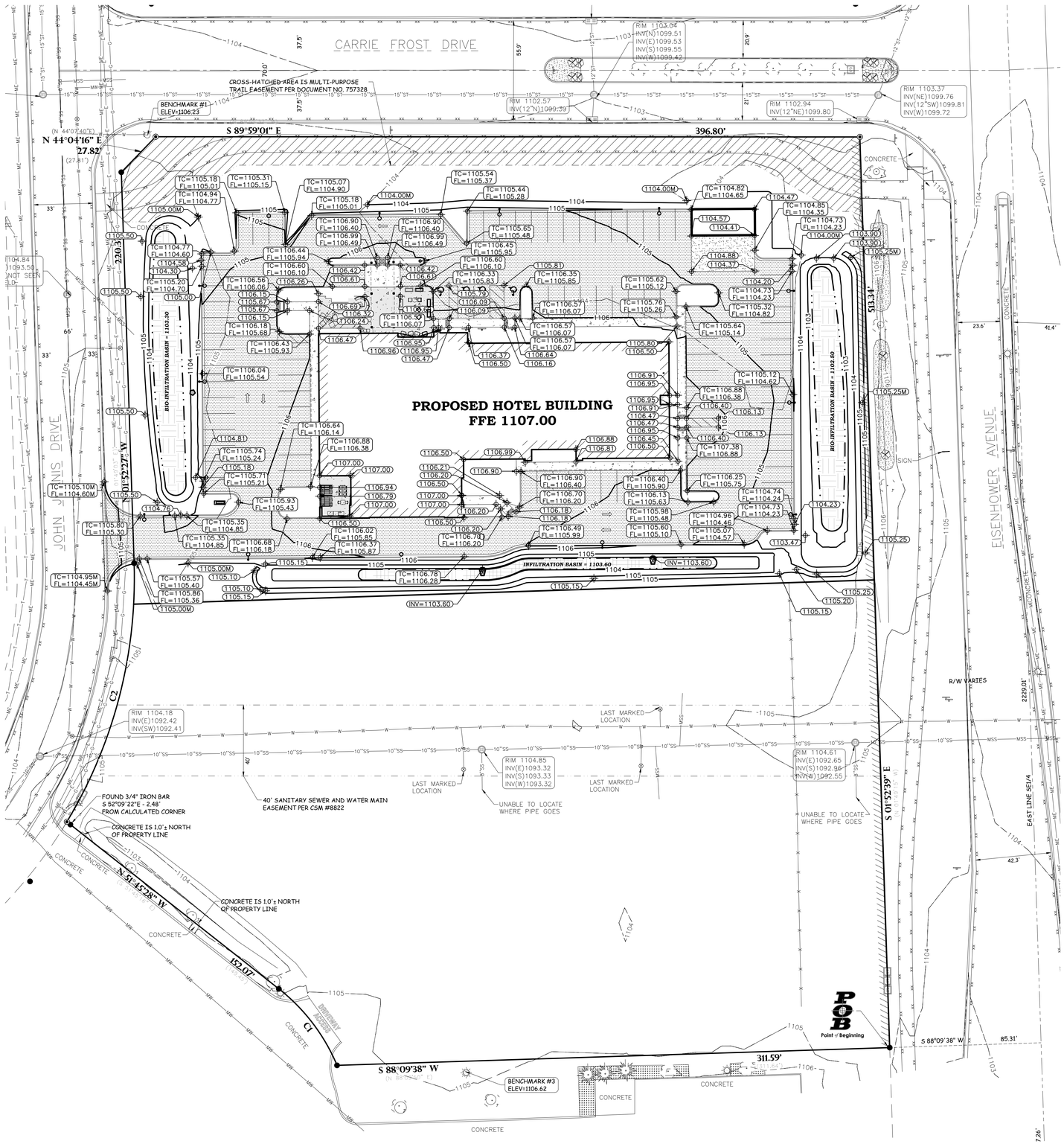


## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. THE PROPOSED SITE PLAN FINISH FLOOR ELEVATION OF 1109.50 EQUALS THE PROPOSED BUILDING ARCHITECTURAL FINISH FLOOR ELEVATION OF 100.00'.
3. GRADE, LINE, AND LEVEL SHALL BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
4. INSTALL AND MAINTAIN ALL REQUIRED EROSION CONTROL MEASURES IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
5. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LAWN AREAS AND 12" SHALL BE PROVIDED IN ALL PLANTING BED AREAS.
6. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
7. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
8. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
9. PROVIDE RIP RAP AT ALL CULVERT OUTFLOW ENDWALL STRUCTURES TO PREVENT WASHOUT AND EROSION.
10. INSTALL WisDOT TYPE HR FILTER FABRIC BENEATH ALL RIP RAP.
11. EXCESS TOPSOIL SHALL BE REMOVED FROM SITE, UNLESS OTHERWISE DIRECTED BY THE OWNER. COORDINATE WITH OWNER FOR LOCATION OF STOCKPILE IF THE OWNER CHOOSES TO SALVAGE EXCESS TOPSOIL FOR FUTURE USE. SILT FENCE SHALL BE PLACED AROUND STOCKPILE.
12. THE ENGINEERED SOIL SHALL NOT BE PLACED IN THE BIORETENTION AREAS UNTIL THE SURROUNDING DRAINAGE AREA HAS BEEN FULLY STABILIZED. ALL CONSTRUCTION SITE SEDIMENT SHALL BE REMOVED FROM THE SUBGRADE OF THE BIORETENTION AREA PRIOR TO PLACEMENT OF THE ENGINEERED SOIL.
13. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
14. THE LOCAL MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY.
15. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING.
16. THE LOCAL MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES IF NEEDED.
17. GRADES AT BUILDING EDGE SHALL BE 6" BELOW FINISHED FLOOR ELEVATION EXCEPT AT DOOR WAY ENTRANCES OR UNLESS OTHERWISE NOTED.

## GRADING LEGEND:

| | |
|---|---|
| EXISTING CONTOUR | 712 |
| PROPOSED CONTOUR | 712 |
| PROPOSED SPOT ELEVATION | 892.26 |
| PROPOSED ENDWALL INVERT ELEVATION | INV=892.05 |
| PROPOSED RIM ELEVATION | RIM=893.56 |
| PROPOSED TOP OF CURB ELEVATION | TC=893.56 |
| PROPOSED FLOW LINE ELEVATION | FL=893.56 |
| PROPOSED MATCH ELEVATION (CONTRACTOR TO VERIFY) | 892.05M |
| PROPOSED ENDWALL STRUCTURE WITH RIP RAP | 2 C5.1 |
| PROPOSED SANITARY SEWER CLEANOUT | 5 C5.1 |
| PROPOSED BIO-INFILTRATION BASIN | 11 C5.0 |
| PROPOSED INFILTRATION BASIN | 12 C5.0 |

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ELEVATION = 1106.62

0' 30' 60'
1" = 30'

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REVISIONS

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| PROJECT NO. | 22.024 |

# GRADING PLAN

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HOME 2 HOTEL
CITY OF STEVENS POINT
PORTAGE CO, WISCONSIN

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Land Surveying
Landscape Arcitecture
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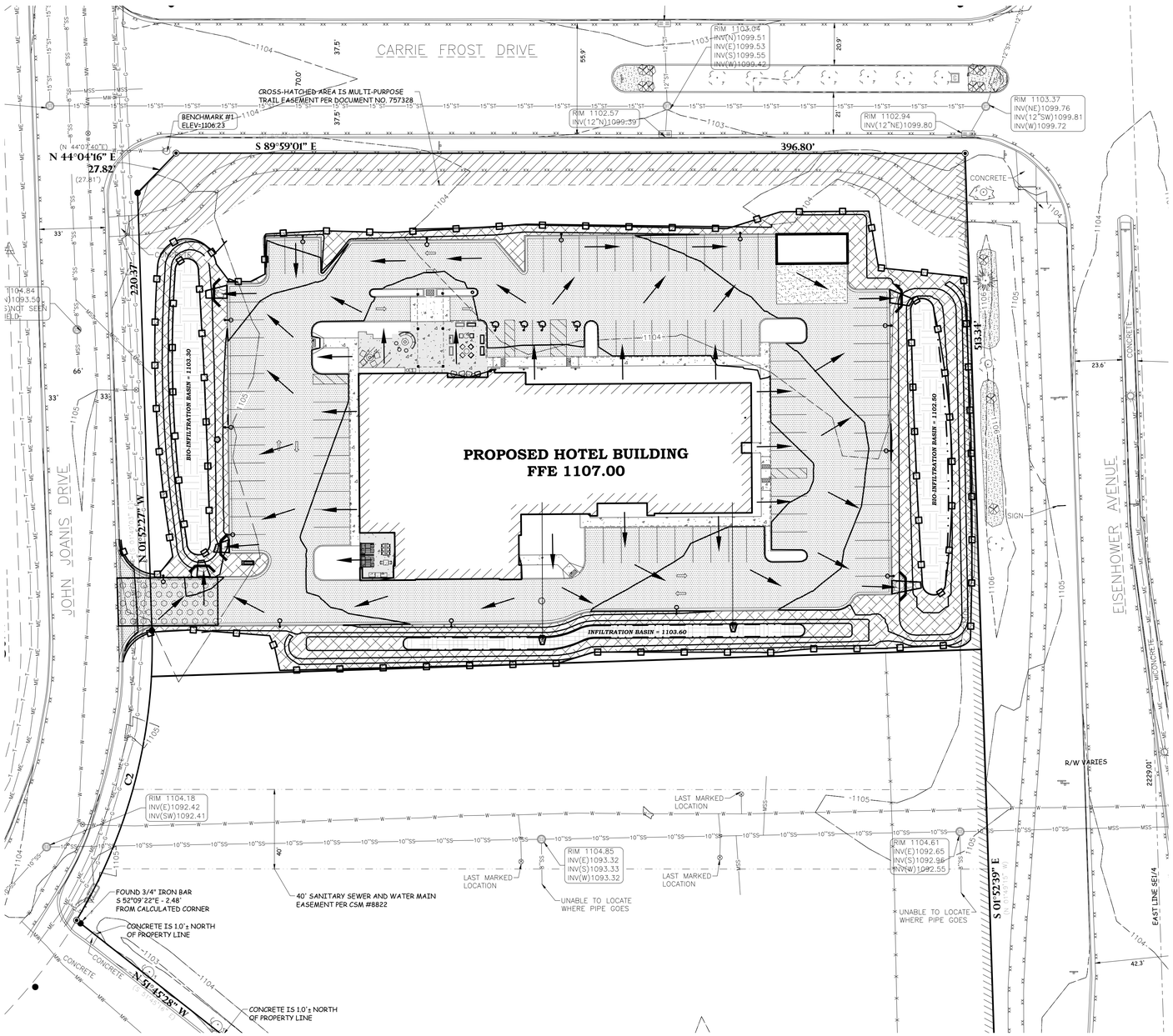


## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. NOTIFY THE LOCAL MUNICIPALITY AT LEAST 2 WORKING DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
3. INSTALL ALL TEMPORARY EROSION CONTROL ELEMENTS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
4. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
5. CRUSHED ROCK DRIVES FOR SEDIMENT TRACKING UTILIZING 3" CRUSHED ROCK SHALL BE MAINTAINED AT ALL CONSTRUCTION ENTRANCES TO THE SITE. THE ROCK DRIVE SHALL BE A MINIMUM OF 12" THICK AND BE A MINIMUM OF 50 FEET IN LENGTH BY THE WIDTH OF THE DRIVEWAY.
6. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
7. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
8. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
9. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
10. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES AS PER THE REQUIREMENTS OF THE NOTICE OF INTENT SUBMITTED BY THE PROJECT CIVIL ENGINEER.
11. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IS ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
12. IF SEDIMENT LADEN WATER NEEDS TO BE REMOVED FROM THE SITE, FILTER BAGS OR SCREENING SHALL BE USED IN ACCORDANCE WITH WI DNR TECHNICAL STANDARD 1061 TO PREVENT SEDIMENT DISCHARGE TO THE MAXIMUM EXTENT PRACTICABLE.
13. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
14. PROVIDE RIP RAP AT ALL CULVERT OUTFLOW ENDWALL STRUCTURES TO PREVENT WASHOUT AND EROSION.
15. INSTALL WisDOT TYPE HR FILTER FABRIC BENEATH ALL RIP RAP.
16. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOWFALL OR GROUND FREEZE.
17. SILT FENCE SHALL BE INSTALLED AROUND THE TOPSOIL STOCKPILE.
18. SILT FENCE SHALL BE INSTALLED AROUND THE BIO–RETENTION AREA IMMEDIATELY FOLLOWING INSTALLATION OF THE ENGINEERED SOIL TO PROTECT IT FROM SILT CONTAMINATION.
19. THE ENGINEERED SOIL SHALL NOT BE PLACED IN THE BIO–RETENTION AREAS UNTIL THE SURROUNDING DRAINAGE AREA HAS BEEN FULLY STABILIZED. ALL CONSTRUCTION SITE SEDIMENT SHALL BE REMOVED FROM THE SUBGRADE OF THE BIO–RETENTION AREA PRIOR TO PLACEMENT OF THE ENGINEERED SOIL.
20. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE WI DNR "CONSTRUCTION SITE INSPECTION REPORT" FORM 3400–187. THIS FORM CAN BE FOUND IN THE CONSTRUCTION SPECIFICATIONS.

## EROSION CONTROL LEGEND:

| | | |
|---|---|---|
| EXISTING CONTOUR | 888 | |
| PROPOSED CONTOUR | 888 | |
| PROPOSED SILT FENCE | | 1 / C5.1 |
| ROCK CONSTRUCTION ENTRANCE | | 10 / C5.0 |
| EROSION CONTROL BLANKET | | 4 / C5.1 |
| TEMPORARY DITCH CHECK | | 3 / C5.1 |
| RIP RAP | | |
| STORM WATER OVERLAND FLOW DIRECTION | | |

## EROSION CONTROL SEQUENCING:

1. INSTALL PERIMETER EROSION CONTROL
2. EXCAVATE A TEMPORARY SEDIMENT TRAP AT THE PROPOSED BIO–RETENTION AREA IN ACCORDANCE WITH DNR TECHNICAL STANDARD 1063
   - 2.1. SEDIMENT TRAP BASIN BOTTOM ELEVATION SHALL BE CONSISTENT WITH THE BOTTOM DESIGN ELEVATION OF THE BIO–RETENTION BASIN. SEE DETAIL.
   - 2.2. INSTALL STONE OUTLET/OVERFLOW WEIR WHEREVER INDICATED ON PLANS
   - 2.3. EXCAVATE TEMPORARY SWALES AWAY FROM THE BASIN TO DIRECT AND MAXIMIZE STORMWATER RUNOFF TO THIS BASIN DURING CONSTRUCTION.
3. BEGIN DEMOLITION
4. BEGIN ROUGH GRADING AND UTILITY INSTALLATION
5. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
6. TEMPORARY STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING CONSTRUCTION ACTIVITIES HAVE TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
7. FINAL STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING ACTIVITIES CEASE AND FINAL GRADE HAS BEEN REACHED ON ANY PORTION OF THE SITE.
8. PER GENERAL NOTE #19, THE SEDIMENT TRAP SHALL BE RECONSTRUCTED INTO THE PROPOSED BIO–RETENTION AREA AFTER THE SURROUNDING AREA HAS BEEN FULLY STABILIZED.
   - 8.1. ANY CONSTRUCTION SITE SEDIMENT BUILD UP SHALL BE REMOVED FROM THE PROPOSED BIO–RETENTION BASIN BEFORE EXCAVATION TO THE FINAL DEPTH AND INSTALLATION OF THE ENGINEERED SOIL
9. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

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**BENCHMARK #3**
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LOCATED SOUTH OF THE SOUTH LINE OF THE SUBJECT PROPERTY, APPROXIMATELY 325 FEET WEST OF THE CENTER OF BRILOWSKI ROAD.
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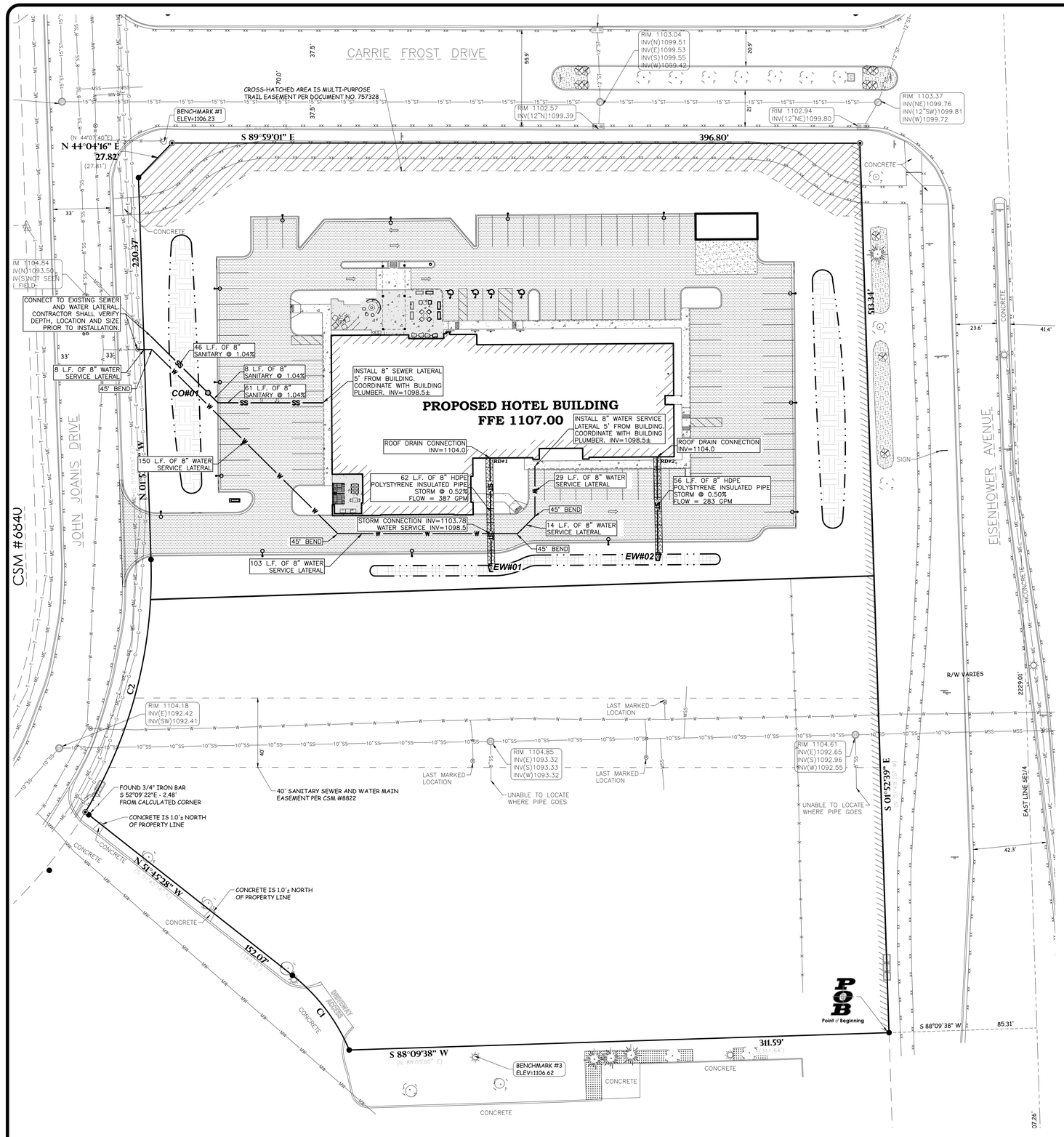
Point of Beginning

SHEET C3.0




## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. GRADE, LINE, AND LEVEL SHALL BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
4. REFER TO THE PROPOSED BUILDING MECHANICAL/PLUMBING PLANS TO VERIFY EXACT CONNECTION LOCATIONS AND SIZES OF PROPOSED SANITARY SEWER AND WATER LATERALS.
5. COORDINATE ALL UTILITY WORK WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
6. COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAY WITH THE LOCAL MUNICIPALITY.
7. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
8. THE PROPOSED WATER MAIN SHALL HAVE A MINIMUM COVER OF 7'-6" TO THE TOP OF PIPE FROM PROPOSED FINISHED GRADE. SEE SHEET C2.0 FOR PROPOSED FINISHED GRADE.
9. THE MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY, AND PRIOR TO CONNECTING SANITARY SEWER AND WATER LATERALS TO THE PUBLIC MAINS.
10. THE CONTRACTOR SHALL HAVE A TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING.
11. THE MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES, IF NEEDED.
12. THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN, INSTALLATION, AND PERMITTING OF THE WELL.
13. FIELD VERIFY INVERT ELEVATION OF THE SANITARY SEWER AND WATER PUBLIC MAIN, AT THE LOCATION OF THE SERVICE LATERAL CONNECTIONS, PRIOR TO CONNECTING THE LATERALS TO THE PUBLIC MAIN.
14. PROVIDE RIP RAP AT ALL STORM ENDWALLS TO PREVENT WASHOUT AND EROSION.
15. INSTALL WisDOT TYPE HR FILTER FABRIC BENEATH PROPOSED RIP RAP.

## UTILITY LEGEND:

| | | | |
|---|---|---|---|
| PROPOSED STORM SEWER | ST | PROPOSED RIP RAP AREA | |
| PROPOSED SANITARY SEWER | SS | PROPOSED BIO-RETENTION BASIN | 11 / C5.0 |
| PROPOSED WATER MAIN | W | | |
| PROPOSED ENDWALL STRUCTURE WITH RIP RAP | 2 / C5.1 | | |
| PROPOSED SANITARY CLEANOUT | 5 / C5.1 | | |

## CLEAN OUT SCHEDULE:

| STRUCTURE # | STRUCTURE DETAILS |
|---|---|
| CO#01 | RIM = 1104.16<br>INV (SE) = 1097.79<br>INV (NW) = 1097.79<br>DEPTH = 6.37'<br>SAN CLEANOUT |

## UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

## BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

**BENCHMARK #1**
FLAG BOLT ON HYDRANT,
LOCATED ON THE SOUTHEAST CORNER OF THE INTERSECTION OF JOHN JOANIS DRIVE AND CARRIE FROST DRIVE.
ELEVATION = 1106.23

**BENCHMARK #2**
BURY BOLT ON HYDRANT,
LOCATED AT THE NORTHEAST QUADRANT OF THE INTERSECTION OF CARRIE FROST DRIVE AND BRILOWSKI ROAD.
ELEVATION = 1104.23

**BENCHMARK #3**
CHISELED SQUARE ON NORTH SIDE OF LIGHT POLE BASE,
LOCATED SOUTH OF THE SOUTH LINE OF THE SUBJECT PROPERTY, APPROXIMATELY 325 FEET WEST OF THE CENTER OF BRILOWSKI ROAD.
ELEVATION = 1106.62

0' 30' 60'
1" = 30'

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REVISIONS

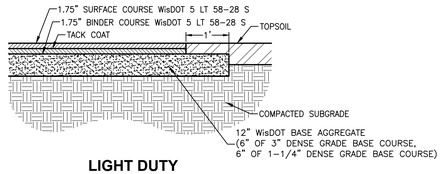
| | |
|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

# UTILITY PLAN

**GROWTH HOTELS, LLC**
**HOME 2 HOTEL**
**CITY OF STEVENS POINT**
**PORTAGE CO, WISCONSIN**

Civil Engineering
Land Surveying
Landscape Arcitecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)
Point of Beginning

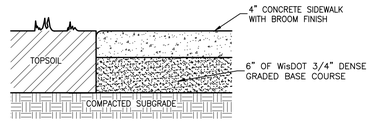
SHEET C4.0




LIGHT DUTY

## ASPHALT PAVEMENT

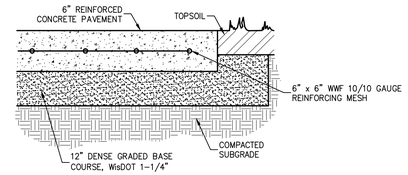
1 / C5.0




STANDARD

## CONCRETE PAVEMENT

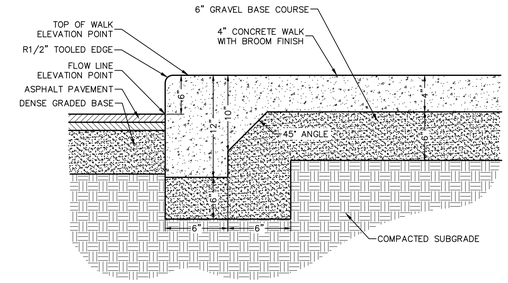
2 / C5.0




REINFORCED CONCRETE

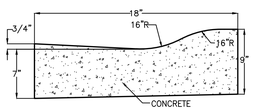
## CONCRETE PAVEMENT

3 / C5.0

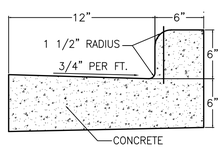



## THICKEN EDGE WALK

4 / C5.0



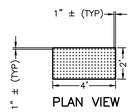

ROLLOVER CURB




STANDARD CURB

## CURB AND GUTTER

5 / C5.0

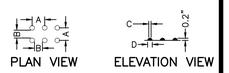



PLAN VIEW

DETECTABLE WARNING
FIELD (TYPICAL)

| | MIN. | MAX. |
|---|---|---|
| A | 1.5" | 2.4" |
| B | 0.65" | 1.5" |
| C | * | * |
| D | 0.9" | 1.4" |

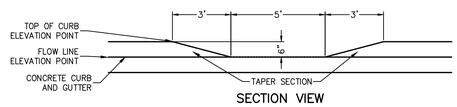
* THE C DIMENSION IS 50% TO
65% OF THE D DIMENSION



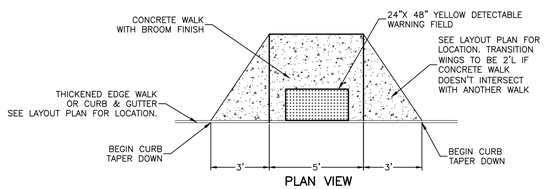

PLAN VIEW ELEVATION VIEW

TRUNCATED DOMES

DETECTABLE WARNING
PATTERN DETAIL



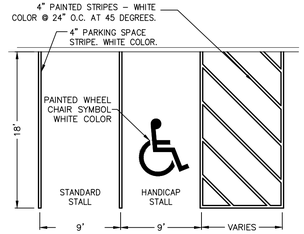

SECTION VIEW




PLAN VIEW

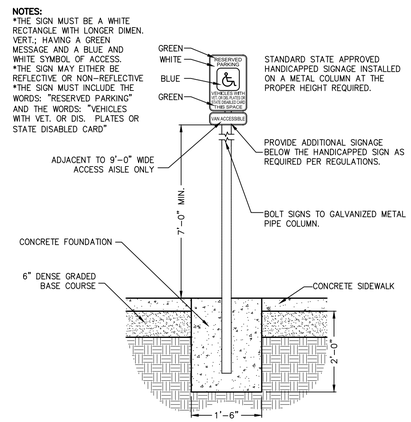
## CURB RAMP & ADA DETECTABLE WARNING SURFACE

6 / C5.0



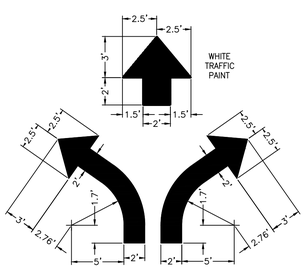

## PARKING LOT STRIPING

7 / C5.0



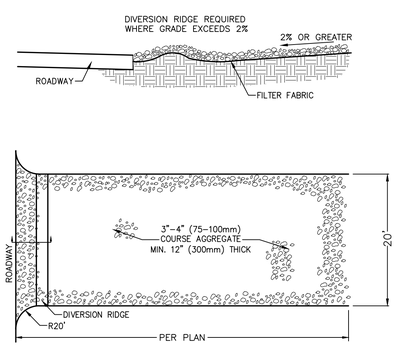

## HANDICAP PARKING SIGN

8 / C5.0




## DIRECTIONAL ARROW

9 / C5.0

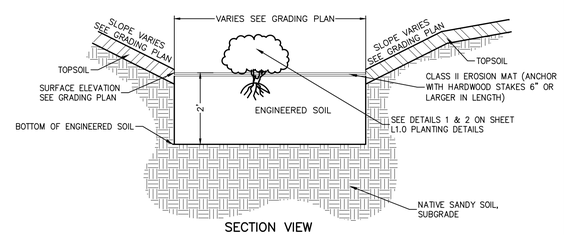



NOTES:

1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING. REPAIR AND/OR CLEANOUT ANY MEASURES USED TO TRAP SEDIMENT.
2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.

## ROCK CONSTRUCTION ENTRANCE

10 / C5.0



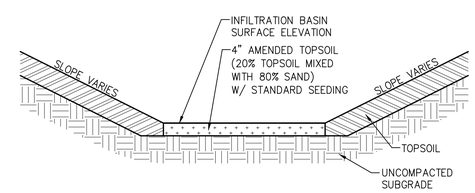

SECTION VIEW

NOTES:

1. INSTALL ENGINEERED MEDIA ONLY AFTER SITE PAVING HAS OCCURRED AND TURF AREAS HAVE BEEN ESTABLISHED WITH VEGETATION.
2. NO MECHANICAL COMPACTION SHALL BE USED DURING ENGINEERED MEDIA INSTALLATION (INCLUDING EQUIPMENT TRACKING).
3. ENGINEERED MEDIA SHALL BE INSTALLED IN 6" LIFTS AND SPRINKLER WATERED (TO SIMULATE RAINFALL) AT EACH LIFT TO ACHIEVE SETTLEMENT. ALTERNATIVELY, ENGINEERED MEDIA MAY BE PLACED IN 6 INCH LIFTS WITHOUT WATERING AND FINISHED GRADE PLACED 3 INCHES ABOVE THE PLAN ELEVATION TO ACCOUNT FOR EXPECTED SETTLEMENT DURING INITIAL RAINFALLS.
4. ENGINEERED MEDIA COMPOSITION-THE SOIL SHALL BE ENGINEERED TO THE FOLLOWING SPECIFICATIONS:
   - 4.A. THE PLANTING MIXTURE SHALL CONSIST OF A MIXTURE OF 70 TO 85% SAND AND 15 TO 30% COMPOST BY VOLUME. SPECIAL ATTENTION SHOULD BE GIVEN TO PLANT SELECTION WHEN THE PERCENTAGE OF SAND EXCEEDS 75%.
     NOTE: THIS MIXTURE MEETS THE EQUIVALENT LEVEL OF PROTECTION AS DETERMINED BY DNR.
   - 4.B. THE SAND SHALL MEET ONE OF THE FOLLOWING GRADATION REQUIREMENTS:
     -USDA COARSE SAND (.02 – .04 INCHES)
     -ASTM C33 (FINE AGGREGATE CONCRETE SAND)
     -WISCONSIN STANDARDS AND SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, SECTION 501.2.5.3.4. (FINE AGGREGATE CONCRETE SAND) 2005 EDITION, OR AN EQUIVALENT AS APPROVED BY THE ADMINISTERING AUTHORITY. THE PREFERRED SAND COMPONENT CONSISTS OF MOSTLY SIO2, BUT SAND CONSISTING OF DOLOMITE OR CALCIUM CARBONATE MAY ALSO BE USED. MANUFACTURED SAND OR STONE DUST IS NOT ALLOWED. THE SAND SHALL BE WASHED AND DRAINED TO REMOVE CLAY AND SILT PARTICLES PRIOR TO MIXING.
   - 4.C. THE COMPOST COMPONENT SHALL MEET THE REQUIREMENTS OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES SPECIFICATION S100, COMPOST.
   - 4.D. THE ENGINEERED SOIL MIX SHALL BE FREE OF ROCKS, STUMPS, ROOTS, BRUSH OR OTHER MATERIAL OVER 1 INCH IN DIAMETER. NO OTHER MATERIALS SHALL BE MIXED WITH THE PLANTING SOIL THAT MAY BE HARMFUL TO PLANT GROWTH OR PROVE A HINDRANCE TO PLANTING OR MAINTENANCE.
   - 4.E. THE ENGINEERED SOIL MIX SHALL HAVE A PH BETWEEN 5.5 AND 6.5.
   - 4.F. THE ENGINEERED SOIL MIX SHALL HAVE ADEQUATE NUTRIENT CONTENT TO MEET PLANT GROWTH REQUIREMENTS.

## BIO-INFILTRATION BASIN

11 / C5.0




NOTES:

1. DO NOT COMPACT SOILS WITHIN THE INFILTRATION BASIN, AS THIS MAY REDUCE SOIL INFILTRATION PERFORMANCE.
   IF COMPACTION DOES OCCUR, DISK THE TOP 6 INCHES OF SOIL.
2. UPON COMPLETION OF GRADING THE INFILTRATION BASINS, A CONSTRUCTION FENCE SHALL BE PLACED AROUND THE PERIMETER TO PREVENT CONSTRUCTION TRAFFIC.

## INFILTRATION BASIN

12 / C5.0

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REVISIONS

| | |
|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

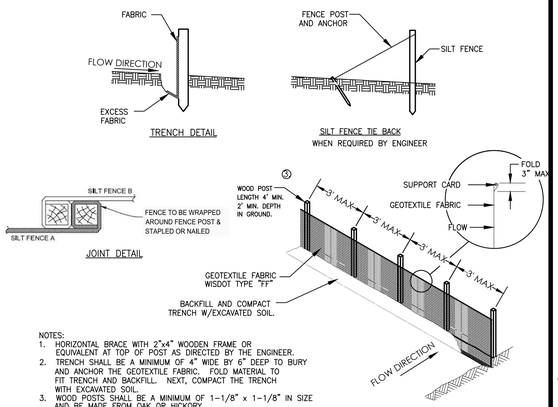
# CONSTRUCTION DETAILS

GROWTH HOTELS, LLC
HOME 2 HOTEL
CITY OF STEVENS POINT
PORTAGE CO, WISCONSIN

Civil Engineering
Land Surveying
Landscape Arcitecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

Point of Beginning

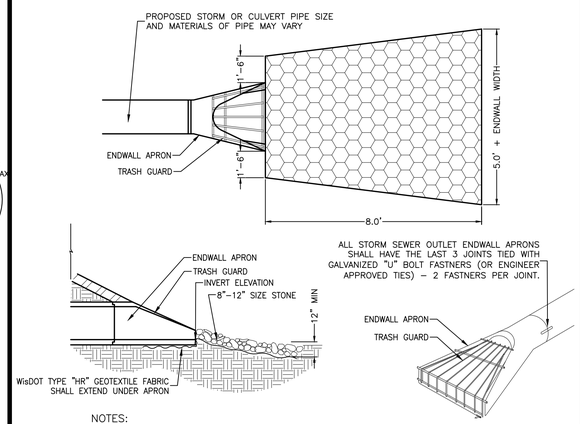
SHEET C5.0




NOTES:
1. HORIZONTAL BRACE WITH 2"x4" WOODEN FRAME OR EQUIVALENT AT TOP OF POST AS DIRECTED BY THE ENGINEER.
2. TRENCH SHALL BE A MINIMUM OF 4" WIDE BY 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL. NEXT, COMPACT THE TRENCH WITH EXCAVATED SOIL.
3. WOOD POSTS SHALL BE A MINIMUM OF 1-1/8" x 1-1/8" IN SIZE AND BE MADE FROM OAK OR HICKORY.
4. ATTACH THE FABRIC TO THE POST WITH WIRE STAPLES OR WOODEN LATH AND NAILS.
5. WOOD POSTS SHALL MAINTAIN A 3' MAXIMUM SPACING WHEN USING STANDARD GEOTEXTILE FABRIC. WHEN WOVEN GEOTEXTILE FABRIC IS USED, THE WOOD POSTS MAY BE SPACED UP TO 8' APART.

## SILT FENCE

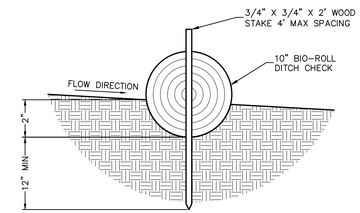
1 / C5.1




NOTES:
1. ENDWALL APRON SHALL BE PLACED LEVEL WITH THE TOP OF THE STONE.
2. PLACE FILTER FABRIC BENEATH THE PROPOSED STONE.
3. ALL ENDWALLS SHALL HAVE A TRASH GUARD

## ENDWALL STRUCTURE

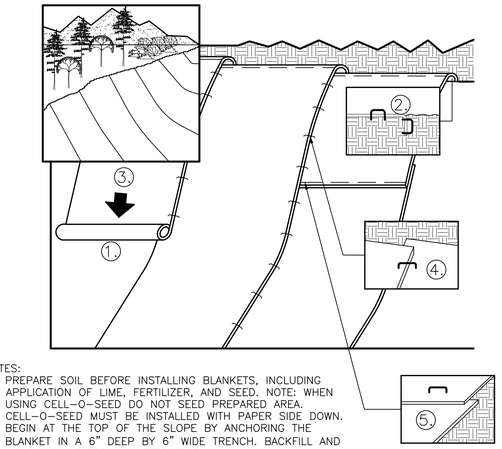
2 / C5.1




NOTES:
1. USE ONLY DITCH CHECKS FOUND ON THE WISCONSIN DEPARTMENT OF TRANSPORTATION PRODUCT ACCEPTABILITY LIST (PAL).
2. INSPECT DITCH CHECK FOR DEFICIENCIES PRIOR TO FORECASTED RAIN EVENTS, DAILY DURING EXTENDED RAIN EVENTS, AFTER RAIN EVENTS, AND AT 2-WEEK INTERVALS.
3. TURN ENDS OF DITCH CHECK UPSLOPE TO PREVENT WATER FROM FLOWING AROUND END.
4. REMOVE SEDIMENT BEHIND DITCH CHECK BEFORE SEDIMENT LEVEL REACHES THE HALFWAY POINT BETWEEN THE GROUND SURFACE AND TOP OF THE DITCH CHECK.

## TEMPORARY DITCH CHECK

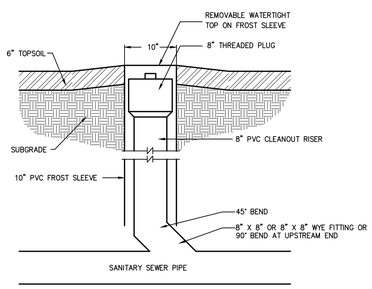
3 / C5.1




NOTES:
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF LIME, FERTILIZER, AND SEED. NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP BY 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS DOWN THE SLOPE IN THE DIRECTION OF THE WATER FLOW.

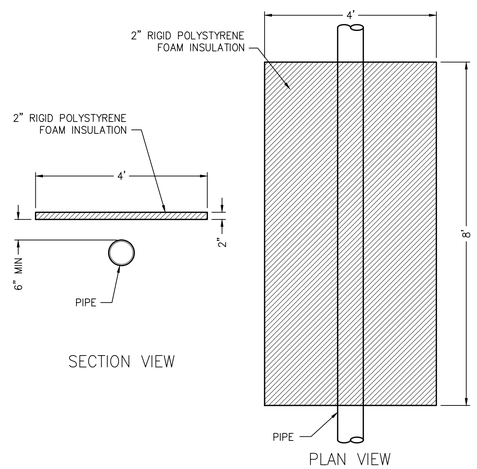
## EROSION CONTROL BLANKET

4 / C5.1




## SANITARY SEWER CLEANOUT

5 / C5.1




## PIPE INSULATION

6 / C5.1

REVISIONS

| | |
|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

# CONSTRUCTION DETAILS

GROWTH HOTELS, LLC
HOME 2 HOTEL
CITY OF STEVENS POINT
PORTAGE CO, WISCONSIN

Civil Engineering
Land Surveying
Landscape Arcitecture
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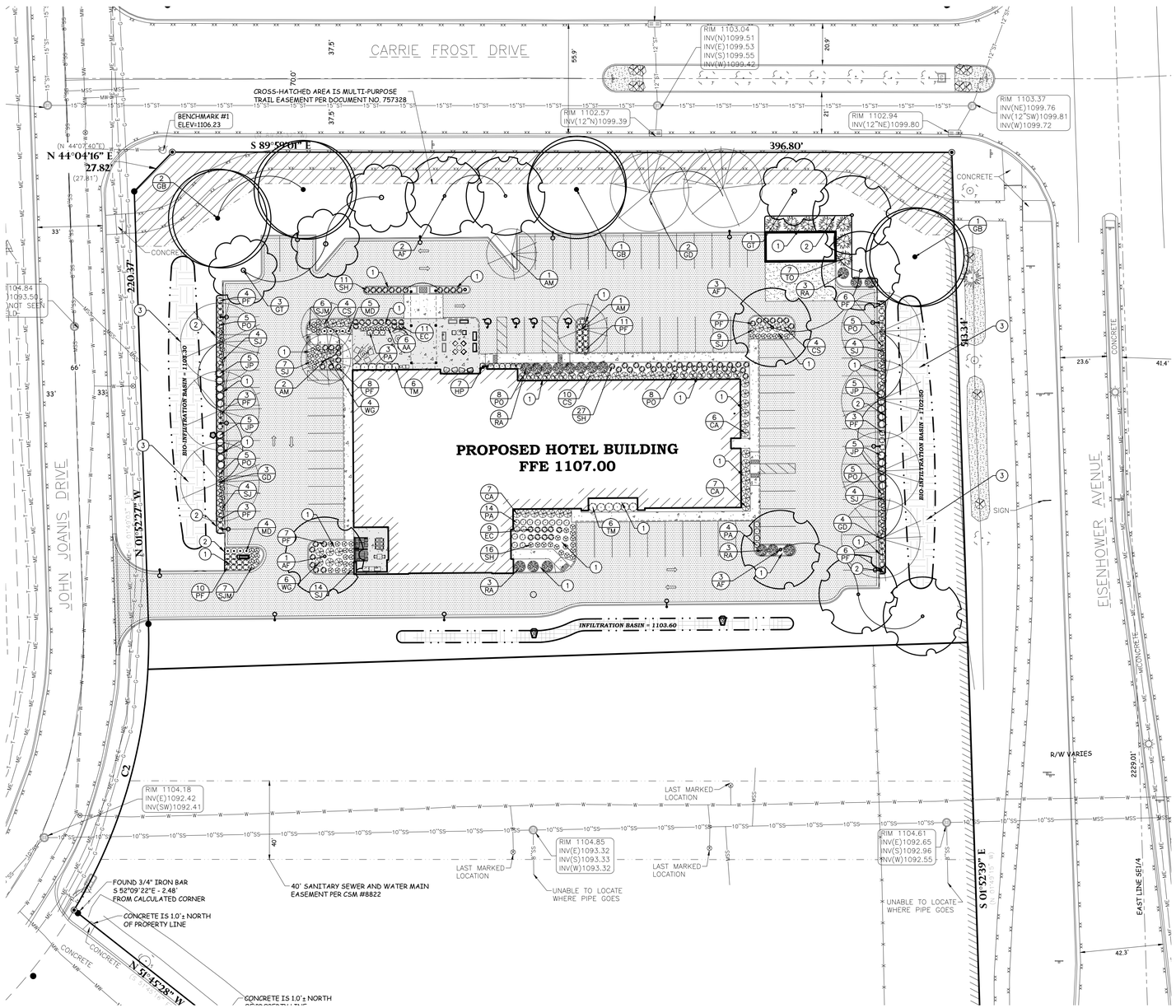



## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
3. SEED/FERTILIZE/CRIMP HAY MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION.
4. ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
5. ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
6. ALL TREES IN THE TURF AREA SHALL HAVE A 3' DIAMETER CIRCLE OF 4" DEPTH SHREDDED HARDWOOD BARK MULCH.
7. 3" DEPTH OF 1-1/2" DIAMETER STONE MULCH SHALL BE PLACED IN ALL SHRUB PLANTING BEDS. STONE FOR LANDSCAPE BEDS TO BE NATURALLY ROUNDED AND WASHED, GRADUATION FROM 1" TO 1-1/2" MAXIMUM, RIVER ROCK, OR APPROVED EQUAL.
8. CURV-RITE LANDSCAPE EDGING (SERIES 3000, 3/16" X 4", W/MILL FINISH) OR APPROVED EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
9. DEWITT WEED BARRIER-20 YEAR SHALL BE PLACED BENEATH ALL LANDSCAPE STONE IN PLANTING AREAS.
10. PRE-EMERGENT HERBICIDE SHALL BE PLACED BENEATH ALL LANDSCAPE STONE.
11. IN-GROUND AUTOMATED IRRIGATION SHALL BE INSTALLED IN ALL PROPOSED GENERAL LANDSCAPE AREAS. COORDINATE ALL PLANT INSTALLATION WITH THE IRRIGATION CONTRACTOR.
12. COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.
13. ALL LAWN AREAS WITHIN THE PARCEL SHALL BE MOWED AND MAINTAINED ON A REGULAR BASIS PER THE PORTAGE COUNTY BUSINESS PARK COVENANTS.

## PLANTING SCHEDULE:

| TALL TREES SYMBOLS | BOTANICAL NAME | COMMON NAME | CONT | INSTALLATION SIZE CAL. | SIZE AT MATURITY | QUANTITY |
|---|---|---|---|---|---|---|
| AF | ACER X FREEMANII 'JEFFERSRED' | AUTUMN BLAZE MAPLE | B&B | 2.5" CAL. | 40-60'T & W | 9 |
| AM | AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE' | AUTUMN BRILLIANCE SERVICEBERRY | B&B (SINGLE TRUNK) | 2.5" CAL. | 25'T X 25'W | 4 |
| GB | GINKGO BILOBA 'AUTUMN GOLD' | AUTUMN GOLD MAIDENHAIR TREE | B&B | 2.5" CAL. | 35-50'T X W | 4 |
| GD | GYMNOCLADUS DIOICUS 'STATELY MANOR' | STATELY MANOR KENTUCKY COFFEE TREE | B&B | 2.5" CAL. | 60-75'T X 40-50'W | 9 |
| GT | GLEDITSIA TRIACANTHOS INERMIS 'SKYCOLE' | SKYLINE THORNLESS HONEYLOCUST | B&B | 2.5" CAL. | 35-45'T X 25-35'W | 4 |
| | | | | | | 30 |

| LOW DECIDUOUS SHRUBS SYMBOLS | BOTANICAL NAME | COMMON NAME | SIZE | INSTALLATION SIZE MIN. HEIGHT | SIZE AT MATURITY | QUANTITY |
|---|---|---|---|---|---|---|
| CS | CORNUS STOLONIFERA 'FARROW' | ARCTIC FIRE RED TWIG DOGWOOD | CONT. | 24" | 3-4'T X W | 18 |
| HP | HYDRANGEA PANICULATA 'BOBO' | BOBO PANICLE HYDRANGEA | CONT. | 24" | 2.5-3'T X 3-4'W | 7 |
| JP | JUNIPERUS X PFITZERIANA 'KALLAY'S' | KALLAY'S COMPACT PFITZER JUNIPER | CONT. | 24" | 2-3'T X 4-6'W | 20 |
| MD | MICROBIOTA DECUSSATA 'CONDREW' | DREW'S BLUE SIBERIAN CARPET CYPRESS | CONT. | 24" | 1-2'T X 2-3'W | 9 |
| PF | POTENTILLA FRUTICOSA 'GOLD STAR' | GOLD STAR POTENTILLA | CONT. | 24" | 2'T X 3'W | 68 |
| PO | PHYSOCARPUS OPULIFOLIUS 'SMPOTW' | TINY WINE NINEBARK | CONT. | 24" | 3-4'T X W | 36 |
| RA | RHUS AROMATICA 'GRO-LOW' | GRO-LOW FRAGRANT SUMAC | CONT. | 24" | 2-3'T X 6'W | 17 |
| SJ | SPIRAEA JAPONICA 'SMNSJMFR' | DOUBLE PLAY RED SPIREA | CONT. | 24" | 2-3'T X W | 46 |
| SJM | SPIRAEA JAPONICA 'WALBUMA' | MAGIC CARPET SPIREA | CONT. | 24" | 18-24"T X 24"W | 13 |
| TM | TAXUS X MEDIA 'DENSIFORMIS' | DENSE SPREADING YEW | CONT. | 24" | 3-4'T X 4-6'W | 12 |
| TO | THUJA OCCIDENTALIS 'TECHNY' | TECHNY ARBORVITAE | B&B | MIN. 3' HT. | 10-15'T X 6-10'W | 7 |
| WG | WEIGELA FLORIDA 'WINE & ROSES' | WINE & ROSES WEIGELA | CONT. | 24" | 4-5'T X 4-5'W | 10 |
| | | | | | | 263 |

| GRASSES SYMBOLS | BOTANICAL NAME | COMMON NAME | INSTALLATION SIZE | SIZE AT MATURITY | QUANTITY |
|---|---|---|---|---|---|
| CA | CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER' | FOERSTER'S FEATHER REED GRASS | #2 POT | 4-6'T X 2'W | 20 |
| SH | SPOROBOLUS HETEROLEPIS | PRAIRIE DROPSEED | #2 POT | 4-6'T X 2-3'W | 54 |
| | | | | | 74 |

| FLOWERING PLANTS SYMBOLS | BOTANICAL NAME | COMMON NAME | INSTALLATION SIZE | SIZE AT MATURITY | QUANTITY |
|---|---|---|---|---|---|
| AA | ASTER X ALPELLUS 'TRIUMPH' | TRIUMPH ASTER | #2 POT | 12"T X 1.5'W | 6 |
| EC | ECHINACEA SP. 'NOW CHEESIER' | NOW CHEESIER CONEFLOWER | #2 POT | 2'T X 2'W | 20 |
| PA | PEROVSKIA ATRIPLICIFOLIA | RUSSIAN SAGE | 24" | 3-4'T X 3-4'W | 21 |
| | | | | | 47 |

## LANDSCAPE REQUIREMENTS- PORTAGE COUNTY:

REQUIREMENT: 1 TREE SHALL BE PLANTED PER EVERY 40 LINEAL FEET OF STREET FRONTAGE
915 L.F. OF STREET FRONTAGE/40 = 23 TREES REQUIRED
PROPOSED: 23 TREES

REQUIREMENT: MINIMUM OF 1 FOUNDATION PLANT FOR EVERY 3'-0" OF BUILDING FACADE FACING THE STREET SHALL BE PLACED AROUND THE FOUNDATION OF THE BUILDING.
370 L.F. OF BUILDING FACADE/3' = 124 FOUNDATION PLANTS REQUIRED.
PROPOSED: 129 FOUNDATION PLANTS

## LANDSCAPE REQUIREMENTS- CITY OF STEVENS POINT:

REQUIREMENT: ADD TREES AT MINIMUM RATE 1 CANOPY TREE PER 50 LINEAL FEET PARKING LOT PERIMETER.
350 L.F. OF PARKING PERIMETER/50 = 7 REQUIRED
PROPOSED: 7 TREES

PARKING LOT PERIMETER LANDSCAPING REQUIREMENT: ADD SHRUBS AT A RATE OF 1 FOR EVERY 15' S.F. OF LANDSCAPED AREA.
2,530 S.F. LANDSCAPED AREA/15 = 169 SHRUBS REQUIRED
PROPOSED: 189 SHRUBS

## KEYNOTES:

1. LANDSCAPE STONE-SEE GENERAL NOTES #7, 9, & 10
2. LANDSCAPE EDGING, TYP.- SEE GENERAL NOTE #8
3. BIO-INFILTRATION AREA- TO BE PLANTED W/PLANT PLUGS CONTAINING NATIVE PLANT SPECIES AT RATE OF 1 PER EVERY 1 SQUARE FOOT. SEE DETAIL 1/L1.0.

## UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

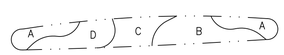
## BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

**BENCHMARK #1**
FLAG BOLT ON HYDRANT,
LOCATED ON THE SOUTHEAST CORNER OF THE INTERSECTION OF JOHN JOANIS DRIVE AND CARRIE FROST DRIVE.
ELEVATION = 1106.23

**BENCHMARK #2**
BURY BOLT ON HYDRANT,
LOCATED AT THE NORTHEAST QUADRANT OF THE INTERSECTION OF CARRIE FROST DRIVE AND BRILOWSKI ROAD.
ELEVATION = 1104.23

**BENCHMARK #3**
CHISELED SQUARE ON NORTH SIDE OF LIGHT POLE BASE.
LOCATED SOUTH OF THE SOUTH LINE OF THE SUBJECT PROPERTY, APPROXIMATELY 325 FEET WEST OF THE CENTER OF BRILOWSKI ROAD.
ELEVATION = 1106.62




PLAN VIEW

| PLANT CLUSTER | SIZE | TOTAL PLUGS |
|---|---|---|
| A | PLUG | 280 |
| B | PLUG | 330 |
| C | PLUG | 210 |
| D | PLUG | 240 |

| BOTANICAL NAME | COMMON NAME |
|---|---|
| A-LIATRIS PYCNOSTACHYA | PRAIRIE BLAZINGSTAR |
| B-RUDBECKIA SUBTOMENTOSA | SWEET BROWN-EYED SUSAN |
| C-ASTER NOVAE-ANGLIAE | NEW ENGLAND ASTER |
| D-BAPTISIA ALBA | WHITE FALSE INDIGO |

**1 PLUG FOR EVERY 2 SQUARE FEET

# EAST & WEST BIO-INFILTRATION BASIN PLANTING PLAN

1 / L1.0

0' 30' 60'
1" = 30'

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REVISIONS

| | |
|---|---|
| CHECKED: | JL |
| DRAWN: | AS |
| DATE | 02/6/2023 |
| PROJECT NO. | 22.024 |

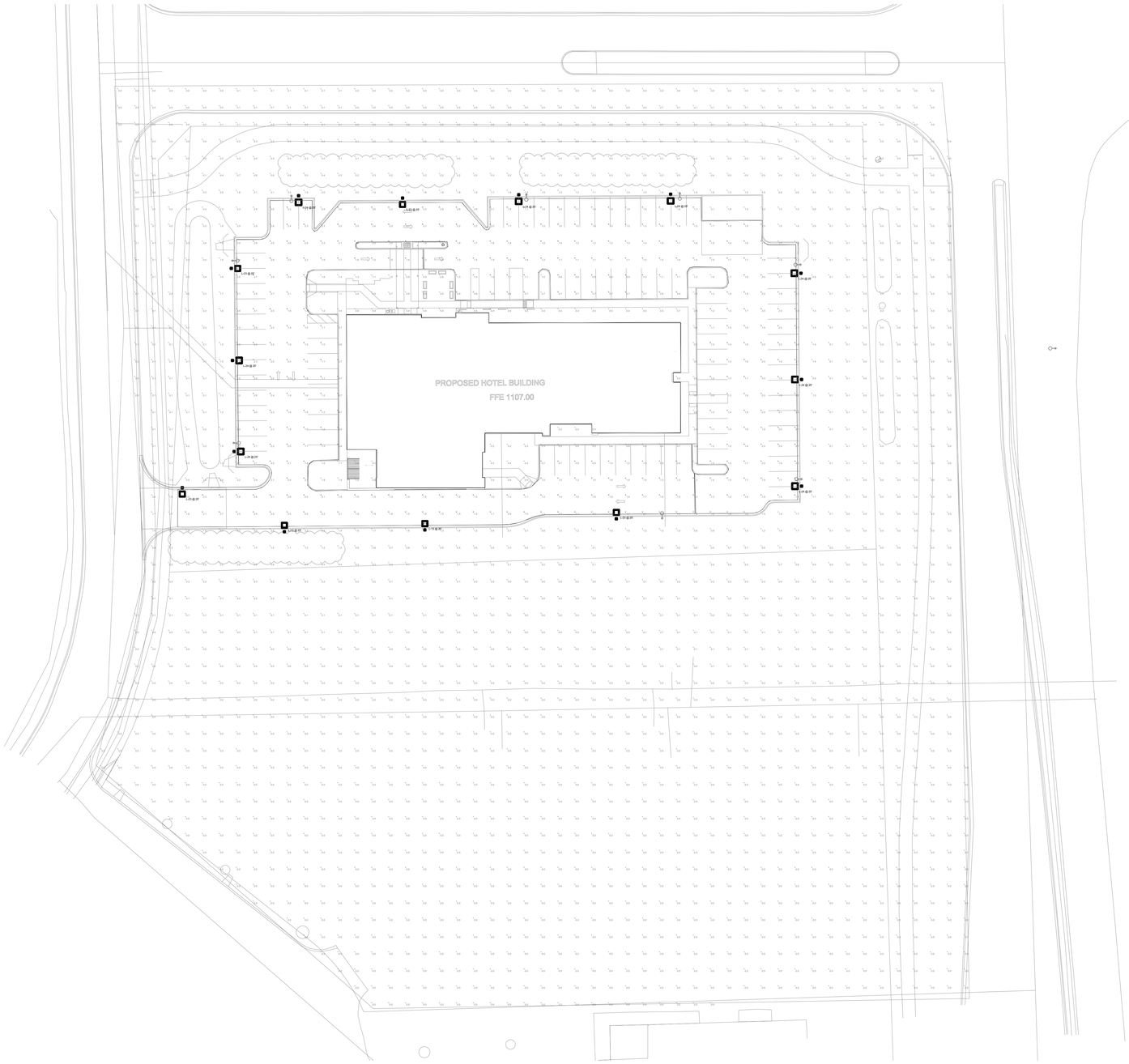
# LANDSCAPE PLAN

**GROWTH HOTELS, LLC**
**HOME 2 HOTEL**
**CITY OF STEVENS POINT**
**PORTAGE CO, WISCONSIN**

Civil Engineering
Land Surveying
Landscape Arcitecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

Point of Beginning

SHEET L1.0




| SCHEDULE | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Symbol | Label | Quantity | Manufacturer | Catalog Number | Description | Number Lamps | Lumens Per Lamp | Light Loss Factor | Wattage |
| | L-13 | 4 | LITHONIA LIGHTING (EXTERIOR LIGHTING COURTESY) | DSX1 LED P1 40K T3M MVOLT SPA | DSX1 LED P1 40K T3M MVOLT SPA DSX1 LED AREA LUMINAIRE, 1 PATTERN, 40K CRI, TYPE 3 MEDIUM, MOUNTING OPTIONS SHOULD ORDER WITH FINISH OPTIONS | 1 | 4768 | 1.0 | 47 |
| | L-23 | 2 | LITHONIA LIGHTING (EXTERIOR LIGHTING COURTESY) | DSX1 LED P1 40K T3M MVOLT SPA | DSX1 LED P1 40K T3M MVOLT SPA DSX1 LED AREA LUMINAIRE, 1 PATTERN, 40K CRI, TYPE 3 MEDIUM, MOUNTING OPTIONS SHOULD ORDER WITH FINISH OPTIONS | 1 | 4768 | 1.0 | 47 |
| | L-24 | 4 | LITHONIA LIGHTING (EXTERIOR LIGHTING COURTESY) | DSX1 LED P1 40K T3M MVOLT SPA | DSX1 LED P1 40K T3M MVOLT SPA DSX1 LED AREA LUMINAIRE, 1 PATTERN, 40K CRI, TYPE 3 MEDIUM, MOUNTING OPTIONS SHOULD ORDER WITH FINISH OPTIONS | 1 | 4768 | 1.0 | 47 |

| Statistics | | | | | | |
|---|---|---|---|---|---|---|
| Description | Symbol | Avg | Max | Min | Max/Min | Avg/Min |
| Site | | 0.1 fc | 1.0 fc | 0.0 fc | N/A | N/A |
| Offsite | | 0 fc | 0.1 fc | 0.0 fc | N/A | N/A |

NORTH

## SITE - PHOTOMETRICS

SCALE: 1" = 30'-0"

30' 0' 30' 60'

ELECTRICAL SITE PLAN - PHOTOMETRICS

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
Always a **Better Plan**
100 Camelot Drive
Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

**PROJECT INFORMATION**

PROPOSED HOTEL FOR:
**HOME 2 HOTEL**
JOHN JOANIS DRIVE & CARRIE FROST DRIVE • STEVENS POINT, WI 54423

**PROFESSIONAL SEAL**

**PRELIMINARY DATES**
FEB. 3, 2023

***NOT FOR CONSTRUCTION***

**JOB NUMBER**
2211420

**SHEET NUMBER**
**E1.1**

2021 © EXCEL ENGINEERING, INC.

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# Administrative Staff Report

## Construct Multiple Duplexes on the Same Lot

**2501 Minnesota Avenue & 2833 Patch Street**
**March 6, 2023**

**Department of Community Development**

**Applicant(s):**

- Tyler Ignatowski

**Staff:**

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

**Parcel Number(s):**

- 281230804100203
- 281230804100204

**Zone(s):**

- "R-5" Multiple Family II Residential

**Master Plan:**

- Residential

**Council District:**

- District 7 | Ald. Kneebone

**Lot Information:**

- Frontage: 580 ft.
- Depth: 275 ft.
- Lot Size: 99,050 sq. ft. (2.274 ac.)

**Current Use:**

- Single-Family Residential

**Applicable Regulations:**

- 23.01(13)(f)

**Request**

1. Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch. 23.01(13)(f).

**Attachment(s)**

1. Application
2. Plans

**Findings of Fact**

1. The applicant is requesting to construct ten duplexes among the two subject parcels. The two subject parcels are intended to be combined prior to the start of construction.
2. Nine of the proposed duplexes will have two bedrooms. The proposed duplex off of Minnesota Avenue will have three bedrooms.
3. The subject properties are zoned "R-5" Multiple Family II Residential. Two-family residential uses are a permitted use within the "R-5" District.
4. A shared driveway off of Patch Street is proposed for the nine duplexes on the property located at 2833 Patch Street.
5. No more than one main building can be situated on one zoning lot, except for when the Plan Commission approves the measure through a conditional use permit.
6. The Plan Commission and Common Council may attach additional conditions onto this request as necessary.

**Staff Recommendation**

Approve the conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), subject to the following conditions:

1. Garbage collection shall be handled commercially.
2. The proposed trash enclosure shall have appropriate screening to screen its view from surrounding properties, subject to the review and approval of the Zoning Administrator.
3. A grading plan shall be provided and approved by Public Utilities Department staff.

| | |
|---|---|
| | 4. The applicant shall meet DNR NOI requirements.<br>5. Separate water and sewer service shall be installed for each unit.<br>6. A utility easement and shared access agreement shall be recorded prior to the issuance of occupancy.<br>7. The two subject parcels shall be combined prior to the start of construction.<br>8. The proposed gravel turnaround shall be set back at least five feet from the south lot line.<br>9. Appropriate edging shall be installed along the southern extent of this gravel turnaround, subject to the review and approval of the Zoning Administrator.<br>10. A landscaping plan shall be submitted, subject to the review and approval of the Zoning Administrator.<br>11. A sidewalk shall be installed along the north lot line of the combined parcels, subject to the review and approval of the Zoning Administrator.<br>12. The proposed stone façade on the front elevation on each duplex shall also be located on all elevations that abut a public right-of-way.<br>13. Staff shall have the ability to review and approve minor amendments to the proposed plan. |

## Vicinity Map

## Background

*Overview:* The applicant is requesting a conditional use permit to construct ten duplexes across two parcels (one of which is developed) at the southeast corner of Patch Street and Minnesota Avenue. Prior to the start of construction, the applicant is intending to combine the two subject parcels into one to coincide with the proposed development. One of the duplexes would have three bedrooms totaling 1,386 sq ft in building footprint per unit, while the other nine duplexes would have two bedrooms totaling 1,067 sq ft in building footprint per unit. Each unit will also provide 484 sq ft in attached garage space. A concrete patio, situated at grade, is proposed to be located in the rear of each housing unit.

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

*Ch. 23.01(13)*

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

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

1. **Setbacks.**

   The following are the setback requirements of the "R-5" Multiple Family II Residence District – 25' of street setback, 10' of side yard setback on each side and a rear yard setback of 20 feet. According to the submitted site plan, 28 feet of setback is provided off of Minnesota Avenue and Patch Street. Ten feet of side yard setback is provided from the west lot line and eleven feet from the east lot line. 30 feet of rear yard setback is provided off of the south lot line.

| ***Lot Line*** | **R-5 District Minimum Setback Requirements** | **Proposed Setbacks (Findings)** |
|---|---|---|
| *Street* | 25 ft | 28 feet off of Minnesota Avenue and Patch Street |
| *Side* | 10 ft | 10 ft off of the west lot line<br>11 ft off of the east lot line |
| *Rear* | 20 ft | 30 ft |

2. **Density.**

   Within the "R-5" District, each duplex requires a lot size of 8,000 sq ft. As ten duplexes are proposed on a lot that is 99,050 sq ft in combined size, the proposed development meets density requirements.

3. **Parking and Traffic Flow.**

   A shared driveway approximately 20 feet in width exists to provide access to nine of the duplexes. The western most duplex will have direct access off of Minnesota Avenue. As the development is not considered an apartment or mixed-use facility, it is not subject to vehicular and bicycle parking requirements as outlined in the City's Zoning Code.

**4. Utilities.**

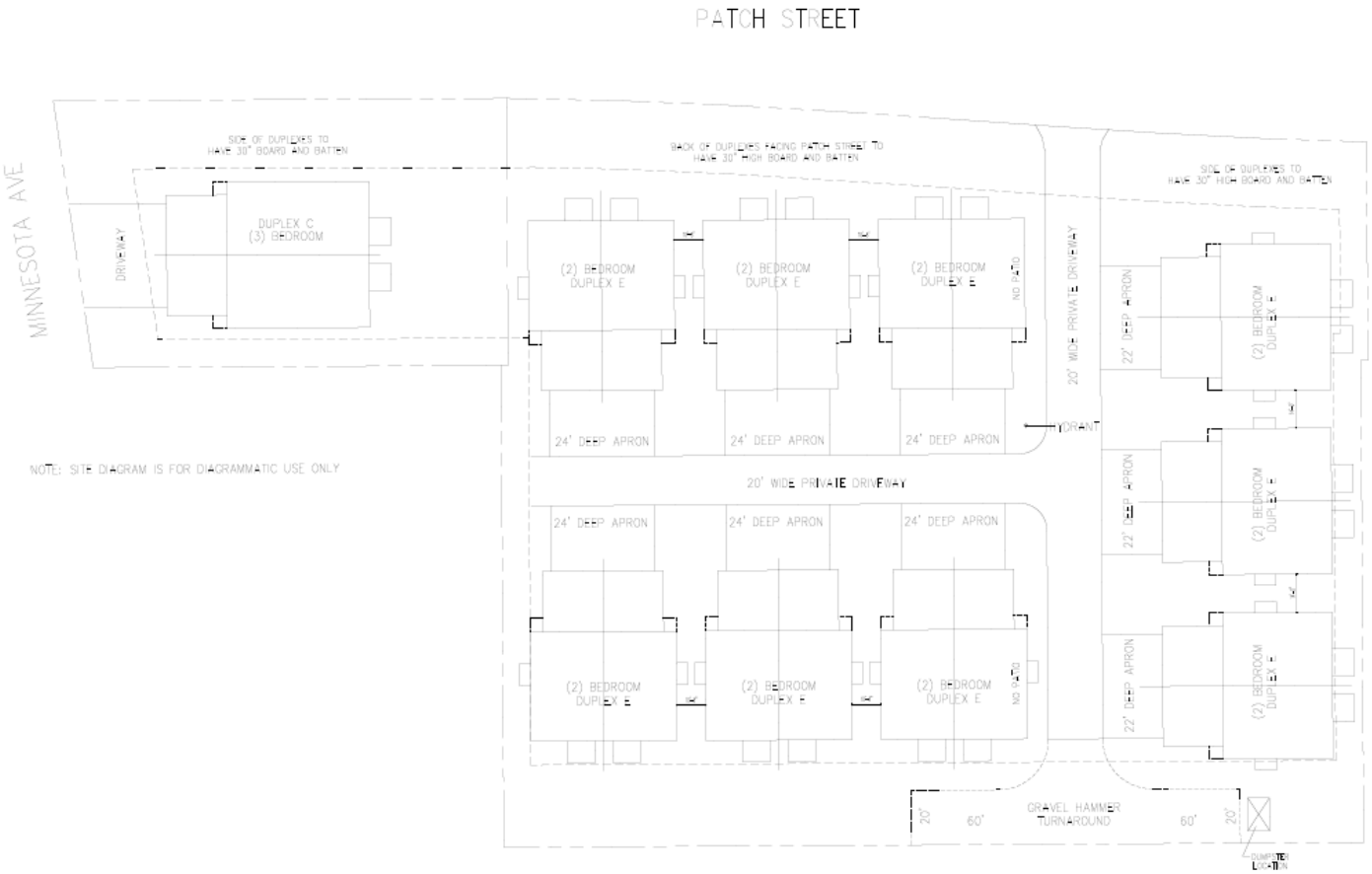
Similar to other duplex developments that were approved by the Commission over the last few years, two water lines and two sewer lines per duplex (one for each unit) is required. Utility connections exist off of both Patch Street and Minnesota Avenue that can service the proposed development.

**5. Landscaping.**

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

**6. Compatibility with the Comprehensive Plan.**

The subject parcels are in an area that provides a mix a residential land use intensity. The City's Future Land Use Map identifies the subject properties for residential use, which is consistent with residential uses to the south, east and west. Please note that a residential designation includes both single-family and two-family residential uses




***Proposed Site Plan***

## Standards of Review – Conditional Use Permit

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

   **Analysis:** The proposed use is consistent with the City's comprehensive plan and the existing surrounding uses are unlikely to be negatively impacted by the proposed development. A range of single- and two-family residential uses line Minnesota Avenue and Bush Street. To the east of the subject area is St. Paul's Lutheran Cemetery. Providing higher density residential uses within the subject area arguably provides a buffer between the cemetery use to the east and the single-family uses within the vicinity. Adequate utility and road networks exist to compliment the planned future development of the subject area.

   **Findings:** The "R-5" Multiple Family II Residence District allows for two-family dwellings as a permitted use. Whereas this request seeks to allow more than one duplex on the parcel, constructing two-family duplexes are consistent with the land uses of neighboring parcels. Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

   **Analysis:** A two-family dwelling is a permitted use on a lot zoned "R-5" Multiple Family II Residential.

   **Findings:** The reason for this conditional use request is not for the use allowances within the "R-5" District, but rather having more than one principal building on the same lot. Staff does not believe that this use is injurious to the use for the uses already permitted.

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

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

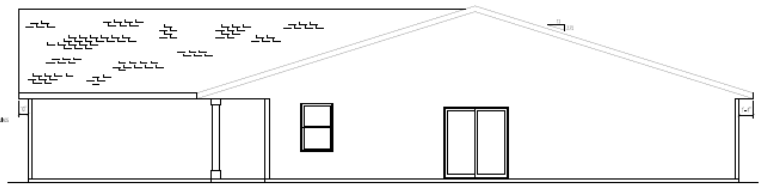
   **Findings:** See standards one and two above. The applicant's proposal will not impede on the normal and orderly development and improvement of the surrounding area.

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

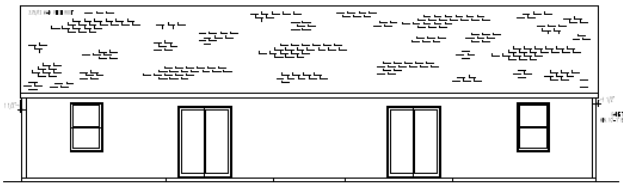
   **Analysis:** The proposed duplexes are of a design compatible with other higher-density residential development in the city. A decorative stone façade is planned along the front door to provide aesthetic variation with siding enclosing the overhead doors. As a condition of approval, City staff is requesting that the same stone base is replicated along elevations that are visible from a public right-of-way. The differences in roof pitch also creates a more uniform building height and better compliments similar residential development nearby.

**Findings:** This standard is met.

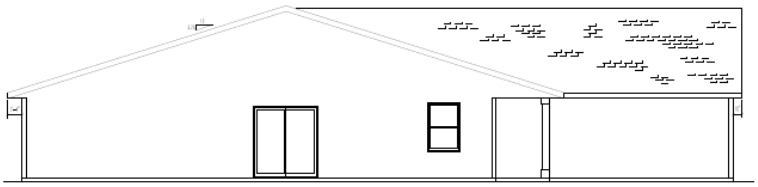
FRONT ELEVATION (3) BEDROOM DUPLEX



RIGHT ELEVATION (3) BEDROOM DUPLEX



BACK ELEVATION (3) BEDROOM DUPLEX



LEFT ELEVATION (3) BEDROOM DUPLEX

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

   **Analysis:** A private driveway exists off of Patch Street that will provide access to nine of the ten duplexes. The remaining duplex will have direct access off of Minnesota Avenue. Utilities exist within the Patch Street and Minnesota Avenue Right-of-Ways that can service the proposed development. The rear of the subject area is identified for drainage and stormwater controls.

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

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

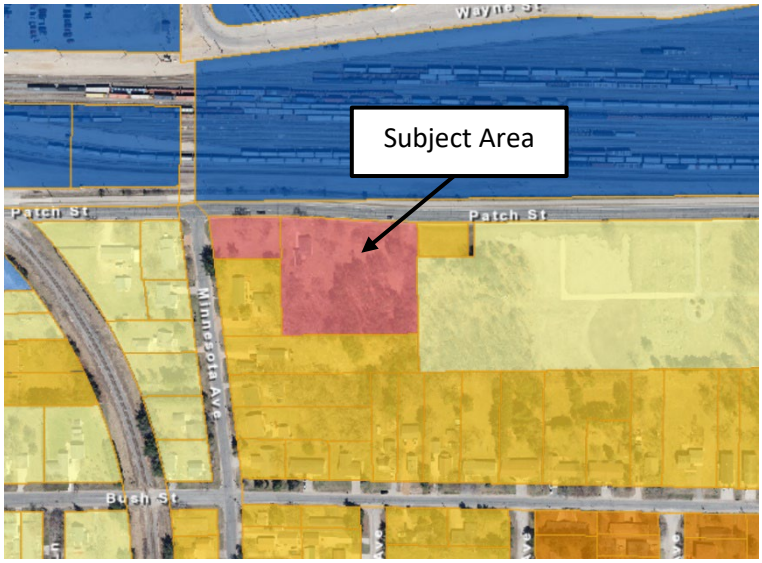
   **Analysis:** The development will be serviced by a private driveway off of Patch Street. The private driveway will not cause any alignment issues with adjacent properties, nor will it cause significant issues with ingress and egress. Additionally , a sidewalk is required to be constructed along the north lot line to direct any pedestrian traffic to the intersection of Patch Street and Minnesota Avenue. The construction of curb ramps and crosswalk striping will be fulfilled by the Public Works Department to improve pedestrian safety within this area.

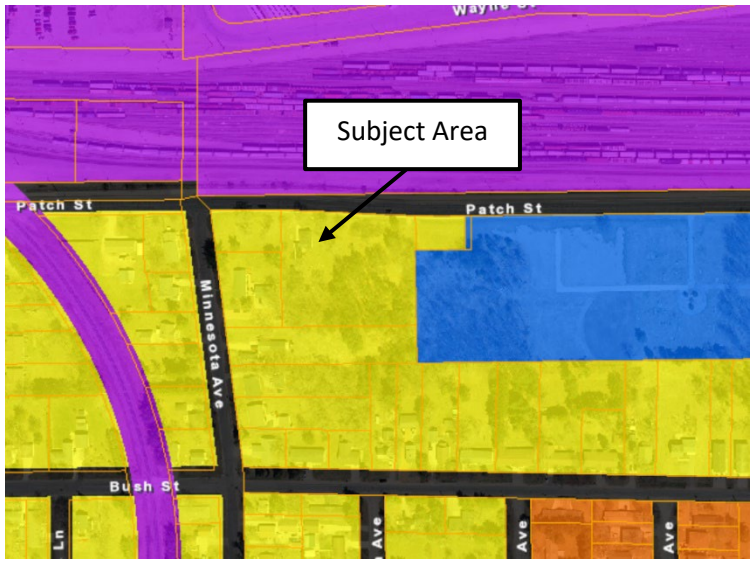
   **Findings:** Based on the configuration of the proposed driveway, along with the low intensity of traffic expected, staff believes that this standard is met.

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

   **Analysis:** The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for single-family and two-family residential uses. . The subject parcels are also zoned "R-5" Multiple-Family II Residential. According to the City's Zoning Code, the "R-5" District is established "to provide a mixed-use district of high

density living that permits hi-rise housing and also allows a variety of non-residential office-type or professional service uses. It is intended that this district will generally be acceptable as a buffer use between lower density residential uses and commercial industrial uses, and in areas capable of handling higher traffic volumes and areas subject to higher land values than in lower density residential zones with such districts located consistent with the City's Comprehensive Plan."






**Findings:** The proposed development is consistent with providing a higher-intensity residential land use and provides an adequate transition between the non-residential uses to the east (i.e., St. Paul's Lutheran Cemetery) and the single- and two-family residential uses to the south and west.

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

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

**Findings:** The regulations of the district are met for this proposal provided that the conditions tied to this request are fulfilled.

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

   **Analysis:** Approximately twenty housing units will be created under this proposal. The proposed use is less dense than other residential uses within the near vicinity (e.g., 3300 block of Bush Street).

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

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

    **Analysis:** Ten two-unit residential buildings are planned to be constructed on the lot. While the proposed use is not considered multi-family residential use, the view from Patch Street will be the side and rear elevations of some of the proposed duplexes. Please note that trees along the north lot line and fencing in front of each patio is proposed to present a more residential feel when driving and walking along this portion of Patch Street.

    **Findings:** This standard is met.

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

    **Analysis:** Vehicular access comes off of Minnesota Avenue for one duplex. Vehicular access comes from a private driveway coming off of Patch Street to service nine of the proposed duplexes. Sidewalk will be installed near the north lot line.

    **Findings:** Staff believes that access is adequate.

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

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

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

       **Findings:** This standard is met.

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

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

   **Analysis:** Refuse storage is proposed near the southeast corner of the subject area.

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

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

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

   **Findings:** Lighting would be provided by the building.

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

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

   **Findings:** The use should not create excessive noise.

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

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

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

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

## Site Photos

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

# APPLICATION FOR A 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 | Tyler Ignatowski | Contact Name | |
| Address | 7027 OAK RD | Address | |
| City, State, Zip | Vesper, WI 54489 | City, State, Zip | |
| Telephone | 262 320 7233 | Telephone | |
| Fax | | Fax | |
| Email | ignacorp@gmail.com | Email | |

## OWNERSHIP INFORMATION

| PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒) | | 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 |
|---|---|---|
| 2501 Minnesota And 2833 Patch | | |

**Legal Description of Subject Property**

Combine 2501 Minnesota And 2833 Patch.
2501 Minnesota PARCEL ID is 281-23-0804100204
2833 Patch PARCEL ID is 281-23-0804100203

| Designated Future Land Use Category | Current Use of Property |
|---|---|
| Multi Family | Vacant Property |

**Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)**

The Proposed Development is Ten Duplexes.
The Development will Begin Construction in MAY of 2023
And Be Completed in JANUARY of 2024.

**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)**

The proposed development will incorporate Retention/infiltration areas to capture storm water Runoff Reducing the Negative impacts on Adjacent properties.

| **Current Zoning Surrounding Subject Property** | | | |
|---|---|---|---|
| **North:** | Patch St | **South:** | Residential |
| **East:** | Vacant / Cemetary | **West:** | Residential |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | Patch St | **South:** | Residential |
| **East:** | Vacant / Cemetary | **West:** | Residential |

## 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 |
|---|---|---|---|
| | 2/7/23 | | |

February 7, 2023

Alderperson Mary Kneebone
District 7
5718 Sandpiper Drive
Stevens Point, WI 54482
District7@KneeboneStevensPoint.com
Dear Mary Kneebone

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

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

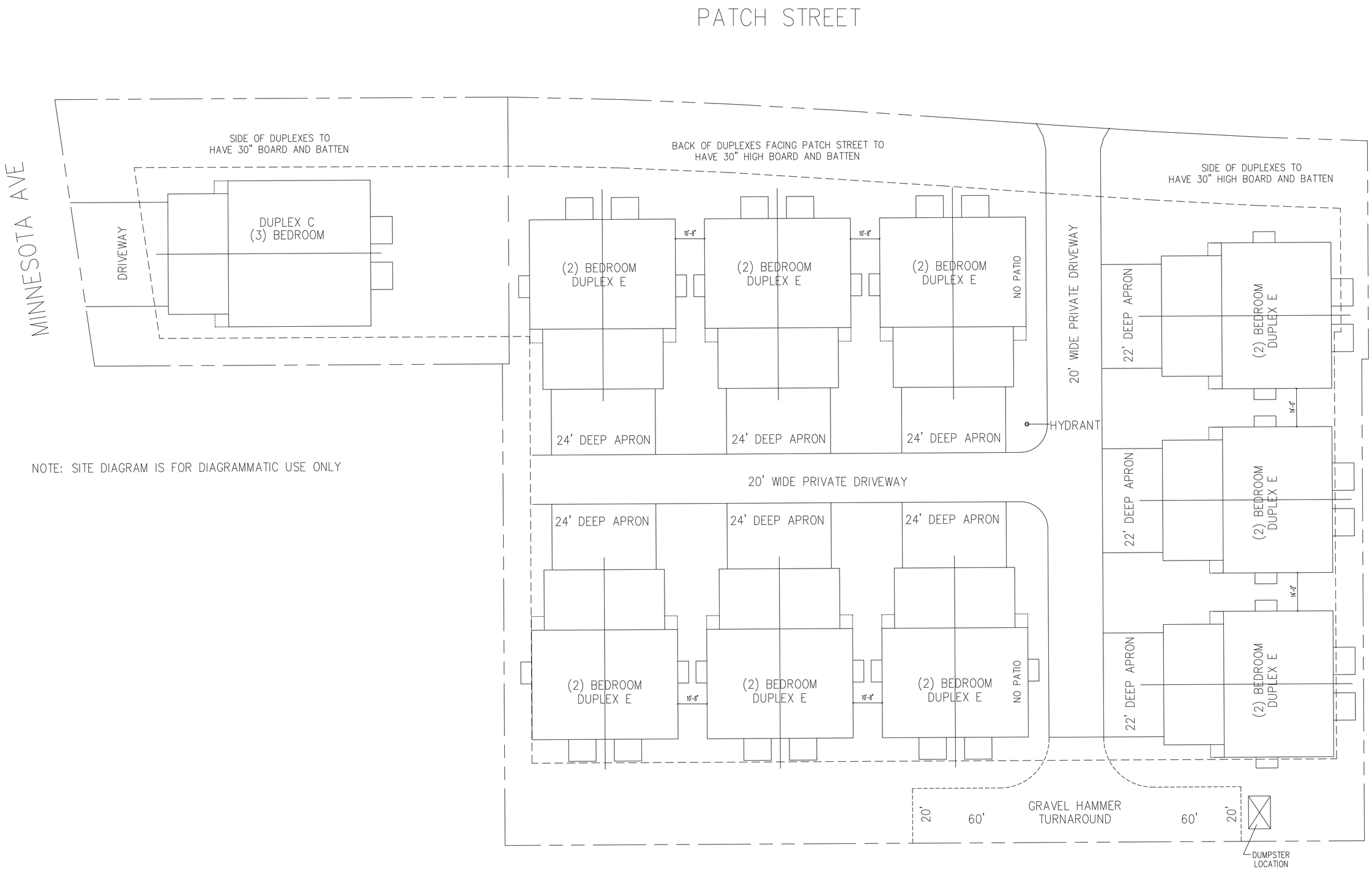
I have recently come into contact with several older couples who are having some difficulty finding adequate housing free from HOA's, and I would like to provide a beautiful, comfortable, affordable residence option for them, as well as for young families, and/or people coming into Stevens Point on a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

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

The tentative schedule for the project is to begin this spring/summer and complete some of the duplexes in 2023 and finish the remaining duplexes in 2024.

Sincerely,

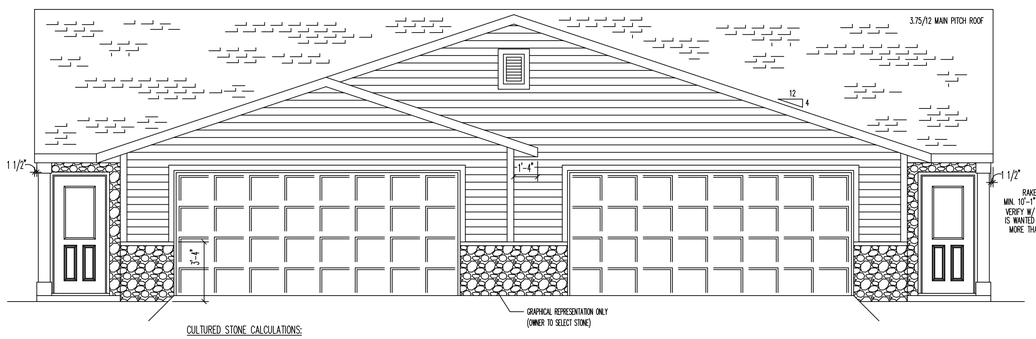
Tyler Ignatowski
General Contractor
Igna Real Estate & Investments
7027 Oak Road
Vesper, WI 54489
(262) 320-7233 (c)




2320 IGNATOWSKI NORTHPOINT DUPLEXES

SITE DIAGRAM

SCALE 1/16" = 1'-0"

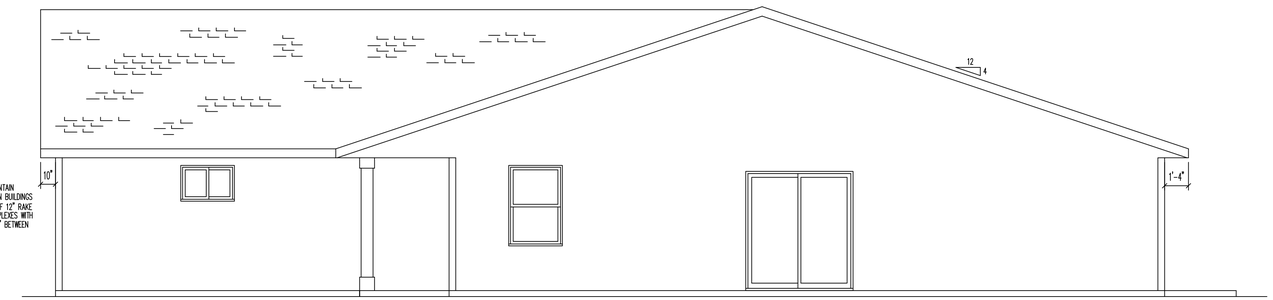



CULTURED STONE CALCULATIONS:

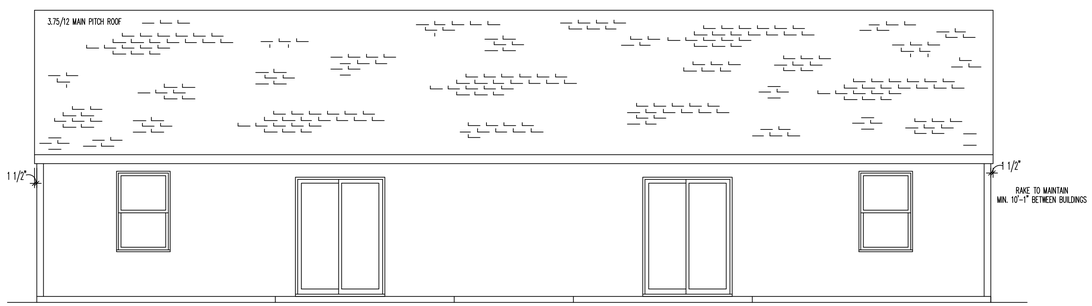
576 S.F. AT FRONT ELEVATION
MINUS 270 S.F. OF EXTERIOR DOORS
306 x .2 = 61.2 S.F. OF REQUIRED STONE

64.6 S.F. OF STONE PROVIDED

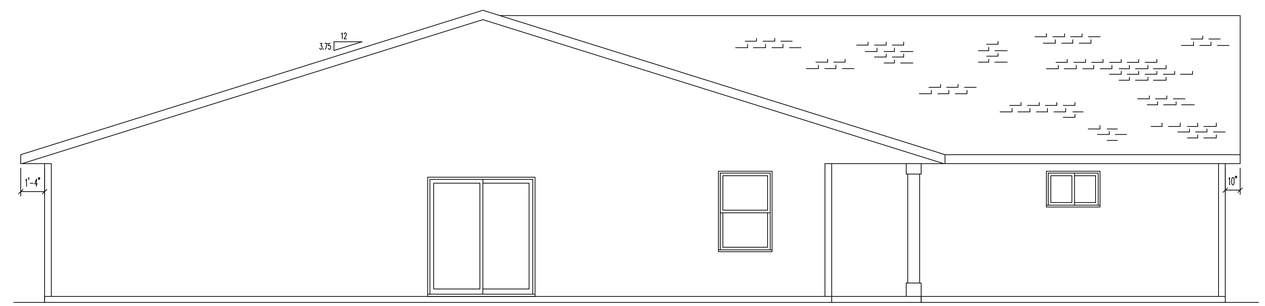
FRONT ELEVATION




RIGHT ELEVATION




BACK ELEVATION




LEFT ELEVATION

NOTE:
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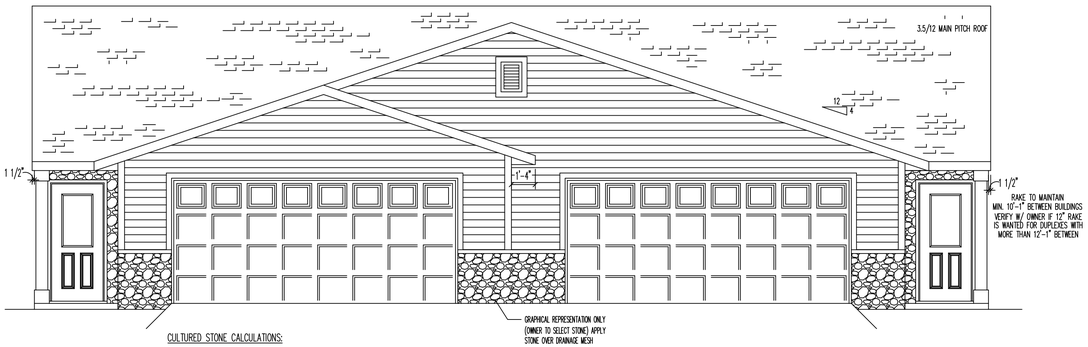
2330 IGNATOWSKI DUPLEXES PATCH STREET

# A1.0 EXTERIOR ELEVATIONS

## (2) BEDROOM DUPLEX

SCALE 1/4" = 1'-0"

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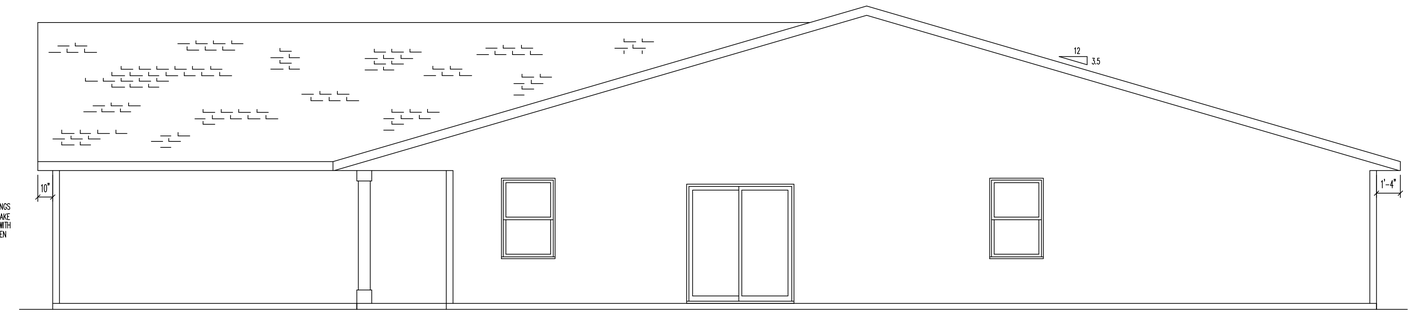
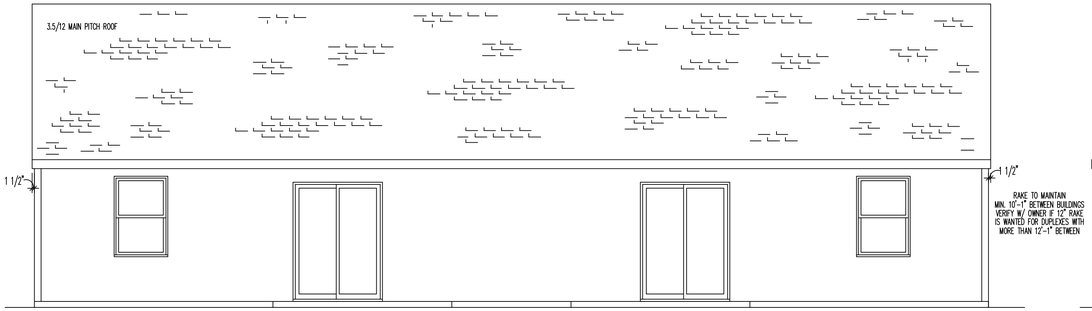
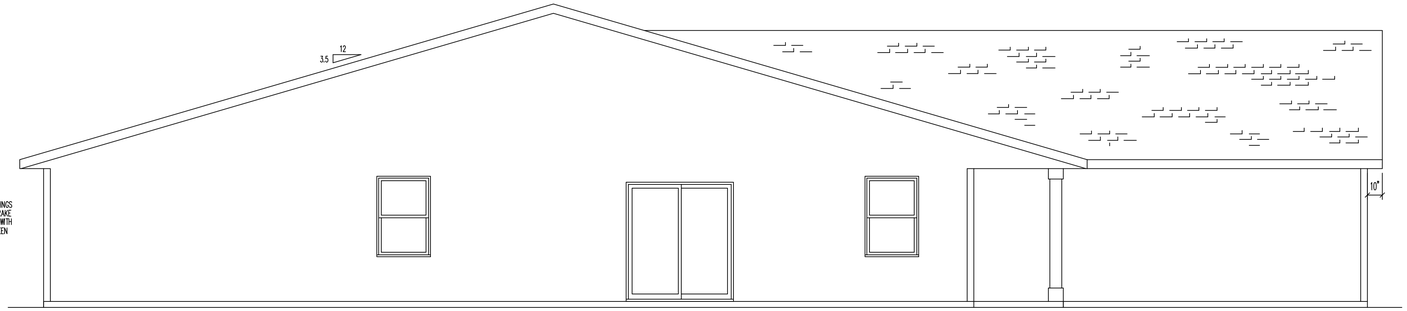
FRONT ELEVATION




RIGHT ELEVATION




BACK ELEVATION




LEFT ELEVATION

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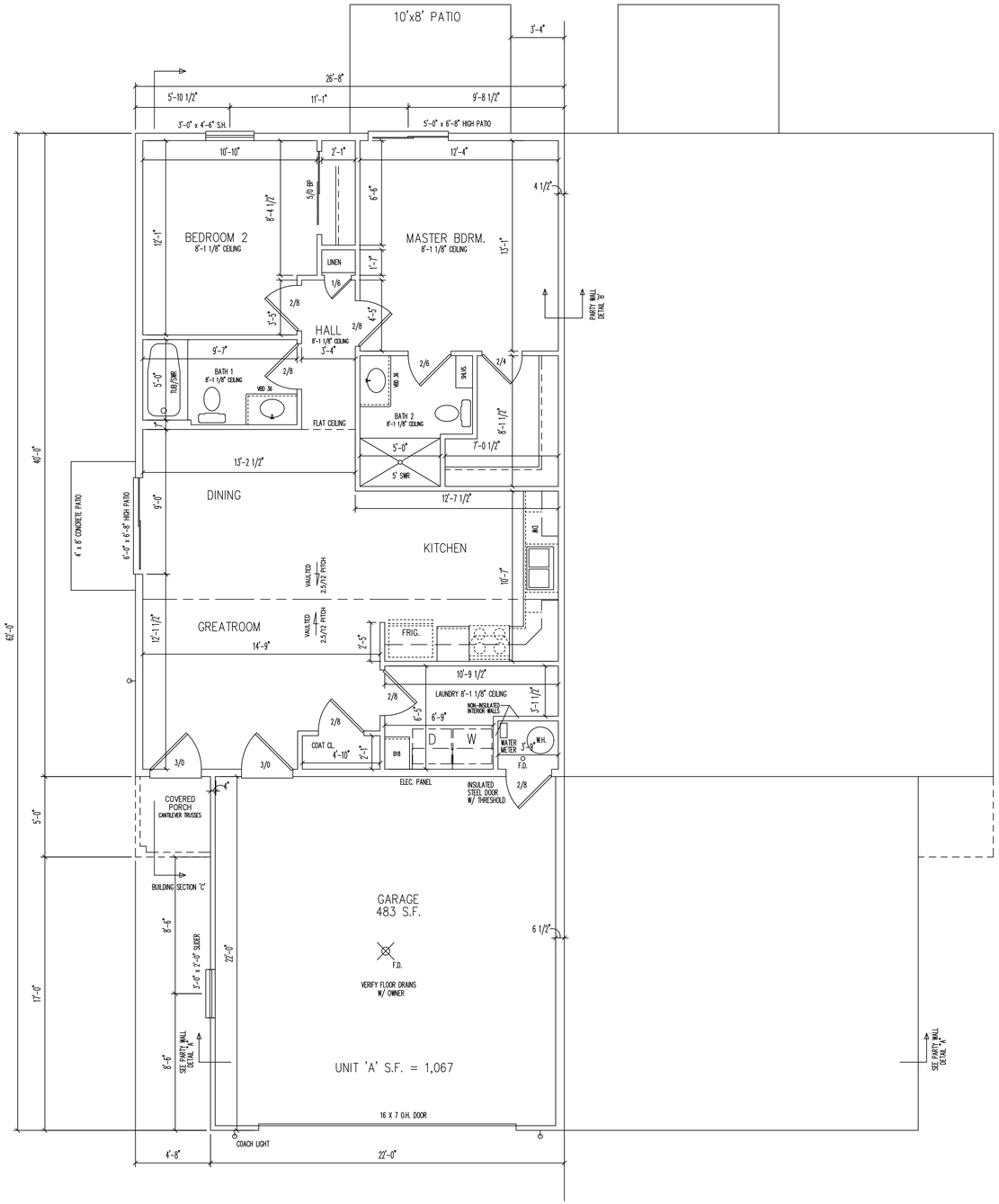
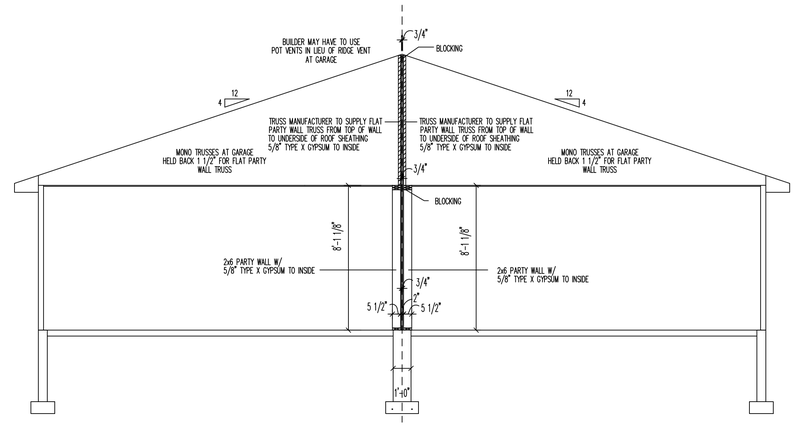
2330 IGNATOWSKI DUPLEXES PATCH STREET

# A1.0 EXTERIOR ELEVATIONS

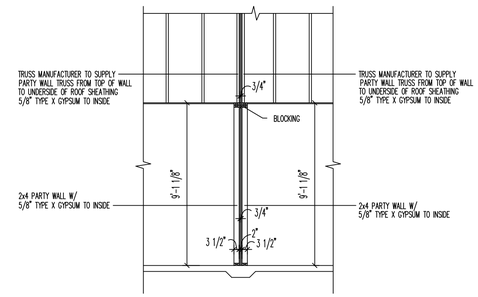
## (3) BEDROOM DUPLEX C

SCALE 1/4" = 1'-0"

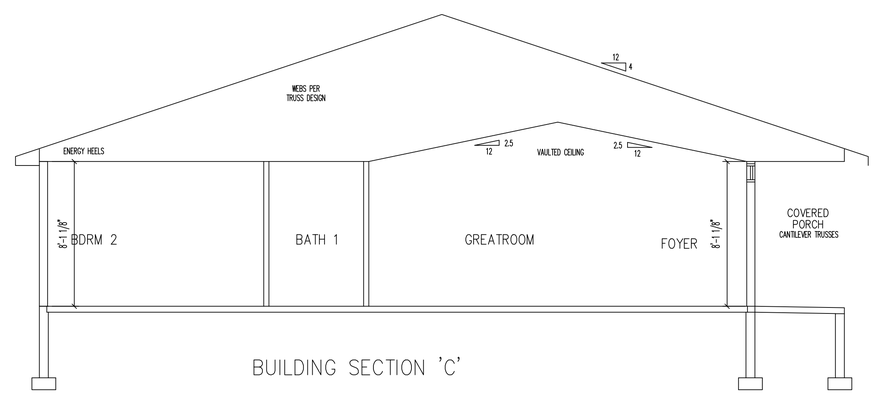



PARTY WALL DETAIL "A"




PARTY WALL DETAIL 'B'




BUILDING SECTION 'C'

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

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

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

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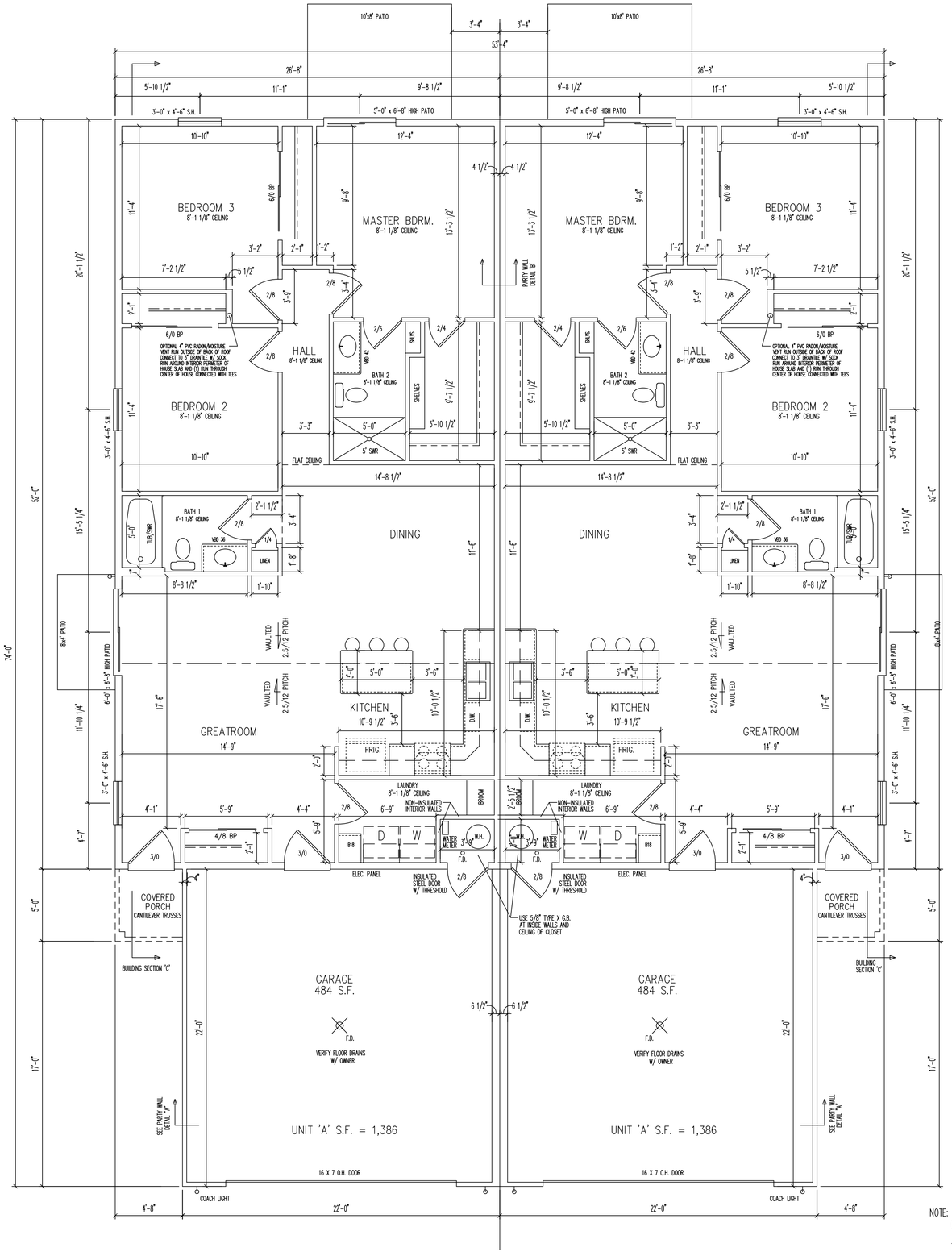
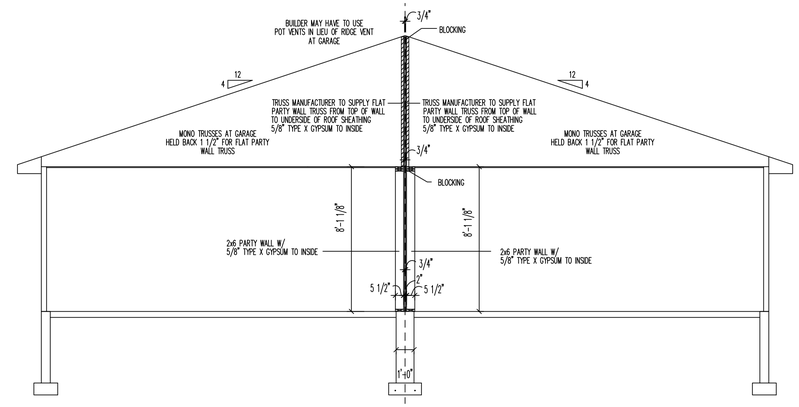
2330 IGNATOWSKI DUPLEXES PATCH STREET

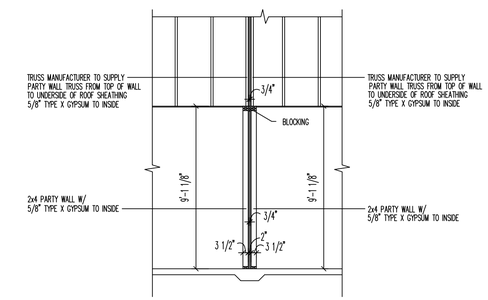
# FLOOR PLAN/BUILDING SECTIONS
# 2 BEDROOM DUPLEX E

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

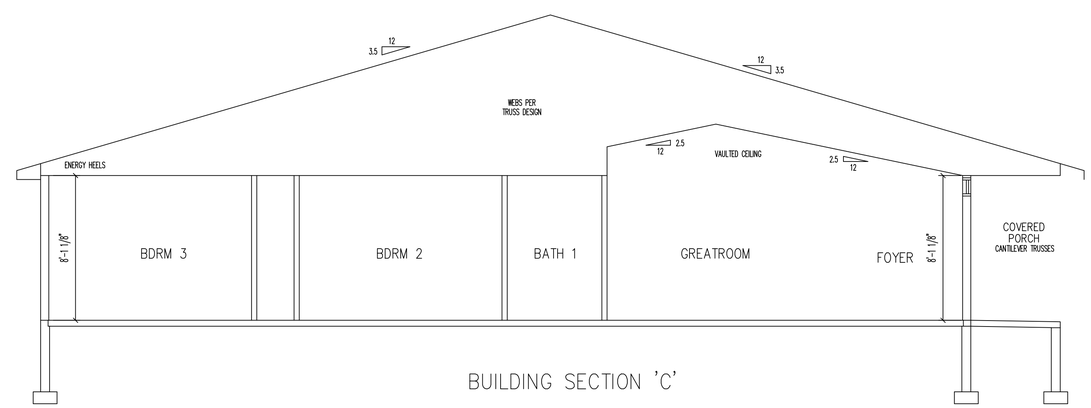



PARTY WALL DETAIL "A"




PARTY WALL DETAIL 'B'




BUILDING SECTION 'C'

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2330 IGNATOWSKI DUPLEXES PATCH STREET

# A3.0 FLOOR PLAN/BUILDING SECTIONS

## (3) BEDROOM DUPLEX C

SCALE 1/4" = 1'-0"

# Administrative Staff Report

## Construct a Building Addition
## St. Paul's Lutheran Church
**1919 Wyatt Avenue**
**March 6, 2023**

**Department of Community Development**

**Applicant(s):**

- Butch Weege, representing St. Paul's Lutheran Church

**Staff:**

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

**Parcel Number(s):**

- 281240832404806
- 281240832404808

**Zone(s):**

- "R-3" Single- and Two-Family Residential

**Master Plan:**

- Institutional / Government

**Council District:**

- District 5 | Ald. Johnson

**Lot Information:**

- Frontage: 685 ft.
- Depth: 195 ft.
- Lot Size: 55,757 sq. ft. (1.280 ac.)

**Current Use:**

- School and Church

**Applicable Regulations:**

- 23.02(1)(e)(3)(a)
- 23.02(1)(d)(4)

**Request**

1. Public Hearing and action on a request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4).

**Attachment(s)**

1. Application
2. Plans

**Findings of Fact**

1. The applicant is requesting to construct a 2,722 sq ft addition onto St. Paul's Lutheran Church.
2. The proposed addition is intended to provide two additional classrooms for the parochial school that exists on the property.
3. The building will be located to the north of the school and church, and will utilize a portion of the existing playground and parking lot.
4. Parochial schools are a conditional use within the "R-3" District. Any addition onto a parochial school would require a conditional use permit.
5. Within the "R-3" District, buildings must be set back 25 feet from street right-of-ways. The applicant is requesting ten-foot setback from the Wyatt Avenue right-of-way.
6. For churches and schools within the "R-3" District, the City's Zoning Code permits lesser street setback requirements through Plan Commission and Common Council authorization. Requested street setback modifications must be no less than ten feet consistent with Ch. 2302(1)(d)(4) of the Revised Municipal Code.
7. The Plan Commission and Common Council may include additional conditions onto this request.

**Staff Recommendation**

Approve the conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808), subject to the following conditions:

| | |
|---|---|
| | 1. The width of the eave along the west elevation of the building addition must not exceed two feet.<br>2. The two subject parcels must be combined prior to the start of construction.<br>3. The applicant shall permanently close the existing access point into the property off of Wyatt Avenue, subject to the review and approval of the Zoning Administrator.<br>4. Staff shall have the ability to approve minor amendments to the approved site plan. |

## Vicinity Map

## Background

*Overview:* The applicant is requesting a conditional use permit to construct a building addition onto St. Paul's Lutheran Church and School. The proposed addition will be 2,722 sq ft in size and will accommodate two classrooms and a mechanical room. According to the applicant, school enrollment has increased significantly over the last ten years. As a result, the current number of classrooms that are provided are not sufficient for a safe and productive school environment.

The proposed addition will be located to the north of the building adjacent to existing bathrooms and classrooms. The proposed addition is currently parking lot and playground space. As part of the project the existing playground equipment will be relocated. Please note that St. Paul's Lutheran Church and School provides a sufficient number of on-street and off-street parking spaces. The removal of eleven parking spaces will not result in the number of parking spaces provided to be under the minimum amount required in the Zoning Code.

The reason for this conditional use request is twofold. First, public and parochial schools are a conditional use within the "R-3" Single- and Two-Family Residence District. Any addition onto an existing school located within the "R-3" District would require a conditional use permit.

*Ch. 23.02(1)(b) "R-LD" Low Density Residence District*

*(3) Conditional Uses*

*(f) Public and parochial elementary schools*

According to the submitted site plan, ten feet of setback is provided off of the Wyatt Avenue Right-of-Way. Within the "R-3" District, structures are required to be set back a minimum of 25 from all street right-of-ways. However, for school and church land uses, the City's Zoning Code authorizes the Plan Commission and Common Council to approve modified street setbacks for these types of uses. An approved street setback modification must be no less than ten feet.

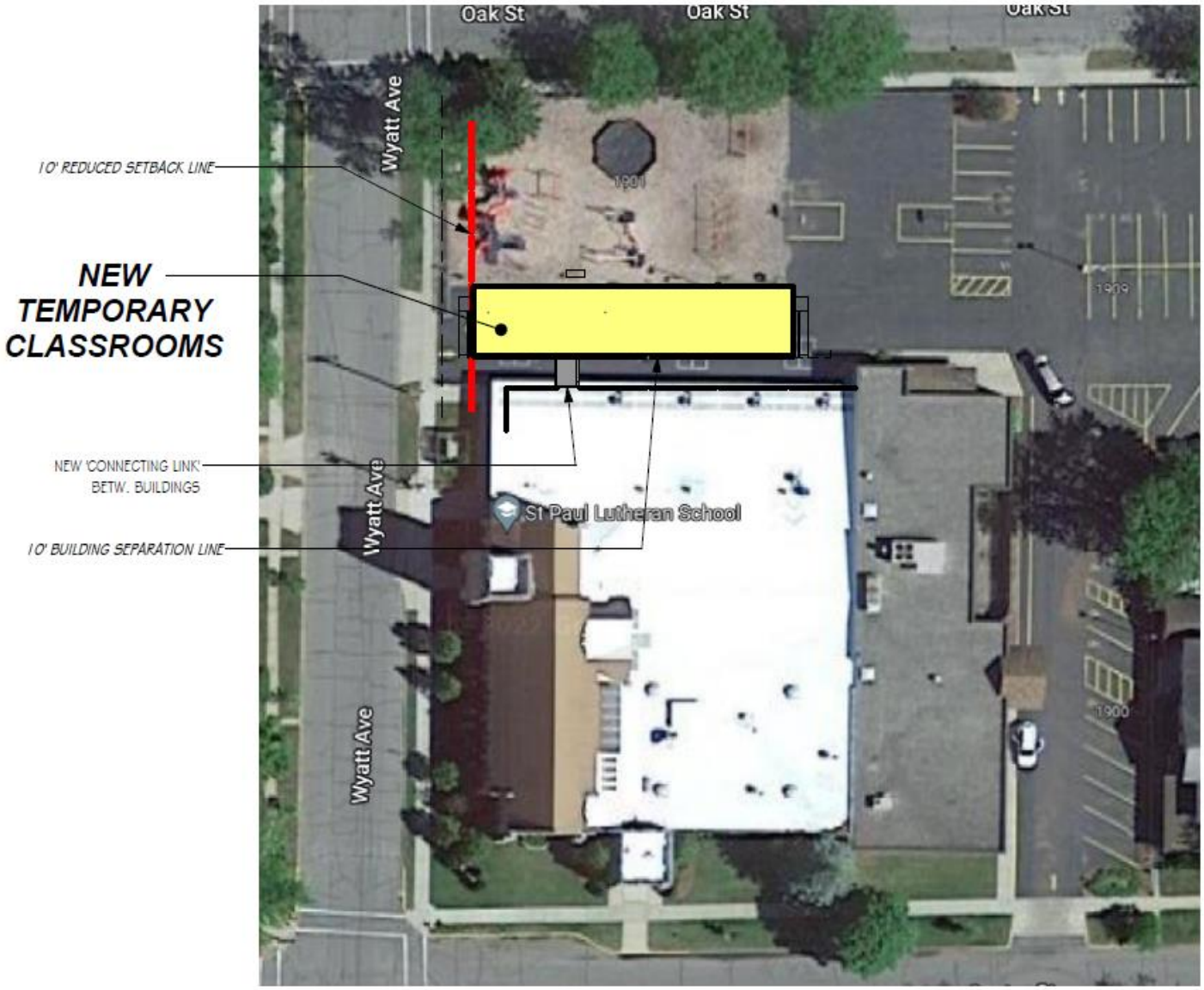
*Ch. 23.03(1)(d) "R-2" Single-Family Residence District*

*(4) Minimum Performance Standards for the "R-2" Single Family District.*

*Side Yard, Street Setback, Rear Yard On lots 55 ft. wide or less, 8 ft. minimum side yard for each side of buildings not over 2 ½ stories.*

*The Common Council may establish setback requirements for schools or churches or Community or Senior Centers, less than the overlying district requirement but not less than 10 feet street setback. The Common Council may establish the setback based upon functional design of the proposed building setback of neighboring properties, impact on neighborhood open space, future road requirements, alternative structural designs, building facade, public input, as well as other factors. The school and church setback is carried forward to higher zoning districts.*

The proposed addition has been reviewed subject to the City's fourteen standards for conditional use permit requests. An analysis of each review standard is outlined below.




***Proposed Building Addition***

## Standards of Review – Conditional Use Permit

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

   **Analysis:** The proposed use is consistent the City's Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. The area around the subject properties have been historically used for institutional purposes (e.g., St. Joseph's Catholic Church and Jefferson Elementary School). Providing an addition onto St. Paul's Lutheran Church for school-related purposes is compatible with the adjacent land uses and is unlikely to impact the single-family residential uses that exist to the east, south and west. Please note that

St. Paul's Lutheran Church owns several parcels within this city block besides the two parcels subject to this conditional use permit request.

**Findings:** Church and school uses have historically been located along the Wyatt Avenue corridor. Staff does not believe the proposed conditional use permit, with the conditions outlined above, would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

   **Analysis:** Parochial schools are a conditional use within the "R-3" Single- and Two-Family Residence District. This conditional use request also seeks to use modified street setbacks off of Wyatt Avenue.

   **Findings:** Staff believes that this proposal would not pose a detriment to the existing residential and institutional character of the neighborhood. The size of these institutional parcels, coupled with the additional parking that such a use requires, acts as a natural buffer with surrounding residential uses.

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.**

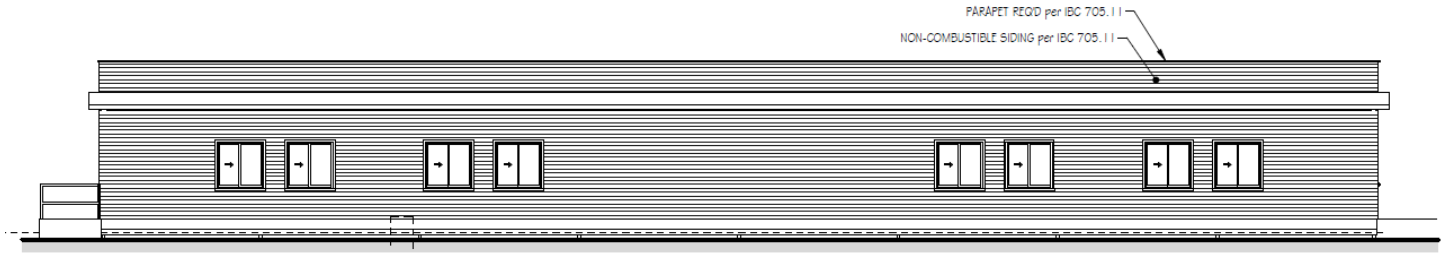
   **Analysis:** The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area for governmental and institutional uses.

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

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

   **Analysis:** The exterior appearance of the addition will consist of both vinyl and metal siding. Doors and windows are proposed to be included to reduce the appearance of a blank wall. The color of the vinyl and metal siding will match the crème color of the existing building.

   **Findings:** While the proposed siding material is different than the existing building, the color does match to reduce such a discrepancy. It should be noted that the proposed addition is intended to be temporary. As additional funds are obtained by St. Paul's Lutheran Church, along with property acquisition of neighboring parcel, it is their intention to building a more permanent addition within other locations of the property.




4 NORTH ELEVATION
1/8" = 1'-0"

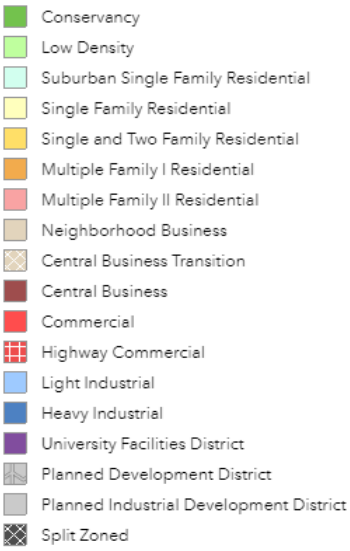
5. **Adequate utilities, access roads, drainage and/or facilities have been, or are being, provided.**

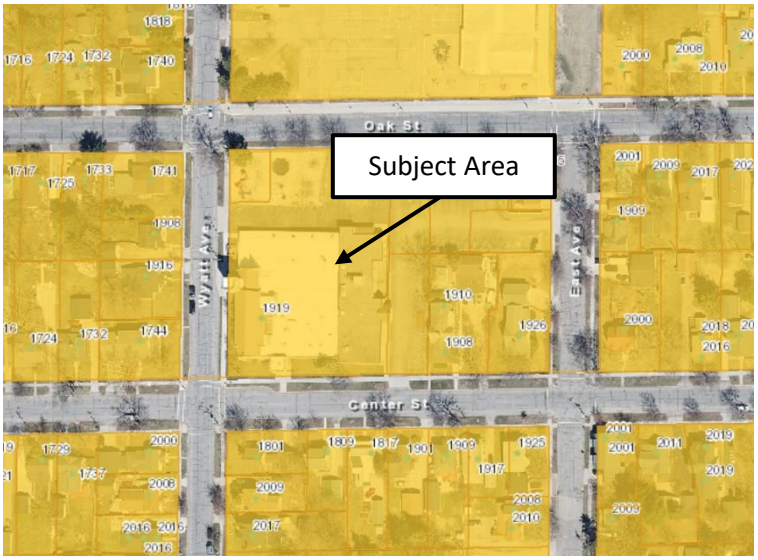
**Analysis:** Utilities needed to service the proposed building addition will be from utility extensions off of the existing building. Several access points exist off of Oak Street, Center Street and East Avenue to provide access into the property. As a condition, the applicant would be required to permanently close off the access point along Wyatt Avenue where the addition will be located. Additional impervious surfacing is not planned, so additional drainage concerns are not necessary.

**Findings:** This standard is met.

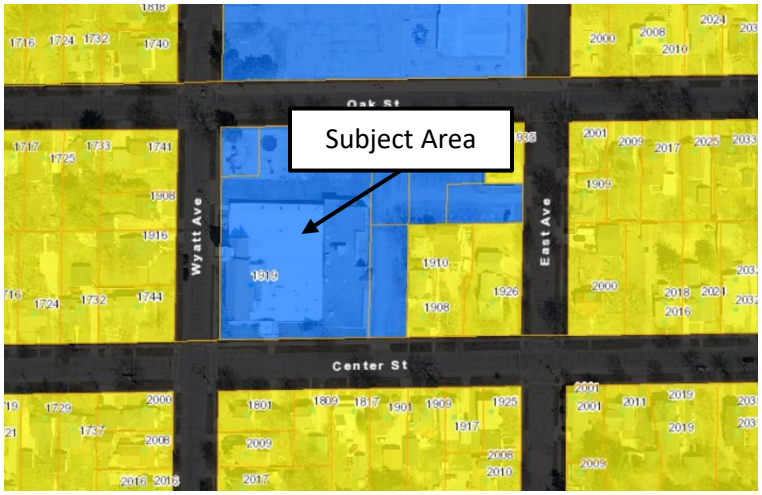
6. **Adequate measures have been, or will be taken, to provide ingress and egress so designed to minimize traffic congestion in the public streets.**

**Analysis:** Several access points exist off of Oak Street, Center Street and East Avenue to provide access into the property. Providing two additional classrooms is unlikely to result in a significant increase in traffic in the area.




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




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

**Analysis:** The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for institutional and government uses. The subject property is zoned "R-3" Single- and Two-Family Residential. According to the City's Zoning Code, the "R-3" District is established "to provide for both single family residences

and two-family residences intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1" and "R-2" districts and higher intensity districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required."

**Findings:** Staff believes that the proposed use meets the intent of the "R-3" District. It is commonplace in the city for all schools and churches to be located on a lot zoned "R-3" Single- and Two-Family Residential. In the context of schools, it is intended for schools to be located within a defined neighborhood where such residents can go to a school in close proximity. Particularly for St. Paul's Lutheran Church and Jefferson Elementary School, having it be located each within one city block ensures that appropriate buffering occurs between these uses and adjacent single- and two-family residential uses.

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

   **Analysis:** The conditional use request is seeking to allow for a school addition using modified street setbacks.

   **Findings:** The regulations of the Zoning Code are met provided that the above permit conditions are fulfilled.

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

   **Analysis:** 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 and pedestrian access to the subject property is off of Wyatt Avenue, Oak Street, Center Street and East Avenue.

    **Findings:** Based on the size of the school addition, staff believes that appropriate access exists into the property.

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

    a. **The Public Works Director, Police Chief and Fire Chief shall determine whether there is adequate sanitary sewer, 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 extensions from the existing building is planned to accommodate the proposed addition. The City Fire Department has been in discussions with the applicant over several months regarding fire access into the site and building, and appropriate revisions have been incorporated into the plan set. As no additional impervious surfacing is proposed, drainage considerations are not necessary.

       **Findings:** Staff believes that 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:** Additional mechanical equipment is not proposed as part of this building addition.

       **Findings:** This standard is met.

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

       **Analysis:** Additional lighting is proposed on the exterior of the building addition.

       **Findings:** Lighting will not extend into the public right-of-way.

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

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

**Findings:** The use should not create excessive noise.

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

    **Findings:** N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

## Site Photos

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

# APPLICATION FOR A 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** | St. Paul's Lutheran Church and School | **Contact Name** | Butch Weege |
| **Address** | 1919 Wyatt Avenue | **Address** | |
| **City, State, Zip** | Stevens Point, WI 54481 | **City, State, Zip** | |
| **Telephone** | 715-344-5660 | **Telephone** | 715-572-6474 |
| **Fax** | | **Fax** | |
| **Email** | | **Email** | butchweege@gmail.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** |
|---|---|---|
| 281240832404806 | 281240832404808 | |

**Legal Description of Subject Property**

LOTS 5-7, 9-12, S67' LOT8 BLK 5 SMITH'S ADD S32 T24 R8 195/536 210/374 307/274.
N 65' LOT 8 BLK 5 SMITH ADD S32 T24 R8 571287.

| **Designated Future Land Use Category** | **Current Use of Property** |
|---|---|
| Church and School | Church and School |

**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)**

Request to expand the school. Construction summer 2023 and start using the new classrooms fall 2023.

**How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)**

The current and proposed uses are the same, so adjacent properties will experience the same activities, noise levels, traffic, etc. on this property.

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

The current and proposed uses are the same, so adjacent properties will experience the same activities, noise levels, traffic, etc. on this property.

| **Current Zoning Surrounding Subject Property** | | | |
|---|---|---|---|
| **North:** | R3 | **South:** | R3 |
| **East:** | R3 | **West:** | R3 |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | School | **South:** | Residential |
| **East:** | Residential | **West:** | Residential |

## EXHIBITS

| | | |
|---|---|---|
| **Owner Information Sheet** | ☒ | **Additional Exhibits If Any:** |
| **Letter to District Alderperson** | ☐ | 3D images of the proposed addition. |
| **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** |
|---|---|---|---|
| Glen D. Chiu | 2-6-23 | [illegible] | 2/4/23 |

ARCHITECT, ELLIS CONSTRUCTION

## EXTERIOR MATERIALS

**EXTERIOR SIDING - VINYL**
PREFINISHED HORZ. VINYL SIDING, "DOUBLE 4", with VINYL CORNER TRIM, STARTER STRIPS, J-CHANNELS, ETC.

**EXTERIOR SIDING - METAL**
PREFINISHED HORZ. ALUM. or STEEL SIDING, "DOUBLE 4", with CORNER TRIM, STARTER STRIPS, J-CHANNELS, ETC.

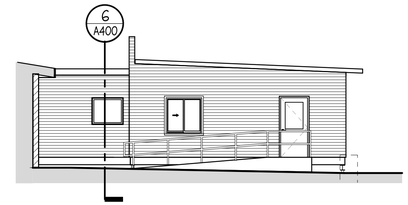
**ROOFING**
ADHERED, SINGLE PLY MEMBRANE, DIRECT-GLUED to ROOF SHEATHING.
T.P.O. or WHITE E.P.D.M.

**METAL COPING, FASCIA, SOFFIT, DRIP, ETC.**
24ga. PREFINISHED STEEL.

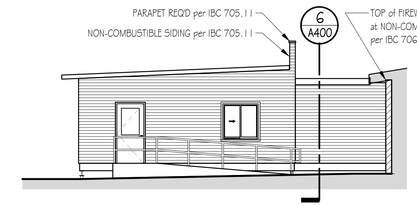
**DOORS**
PRIMED, PRE-HUNG, INSULATED METAL DOOR in PRIMED WOOD FRAME with EXTERIOR BRICK MOULD, THRESHOLD, WEATHERSTRIPPING, ETC.
(NOTE: THRESHOLDS to be FLAT, ACCESSIBLE STYLE)

**WINDOWS**
VINYL SLIDER STYLE with LOW-E, INSULATING GLAZING

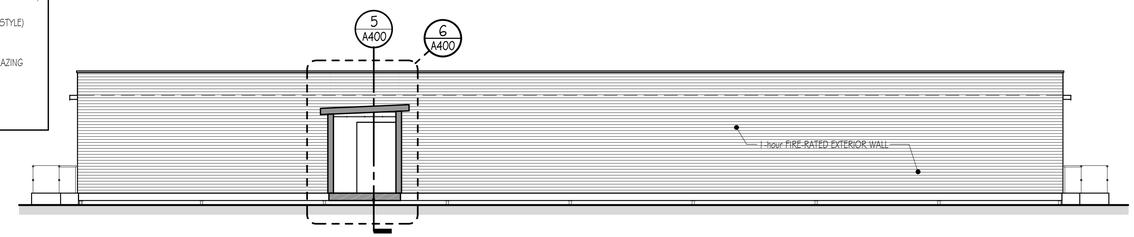
**EXTERIOR RAMPS**
MODULAR, PRE-ENGINEERED RAMP SYSTEM.
"PATHWAY H.D." by EZ-ACCESS or EQUAL.



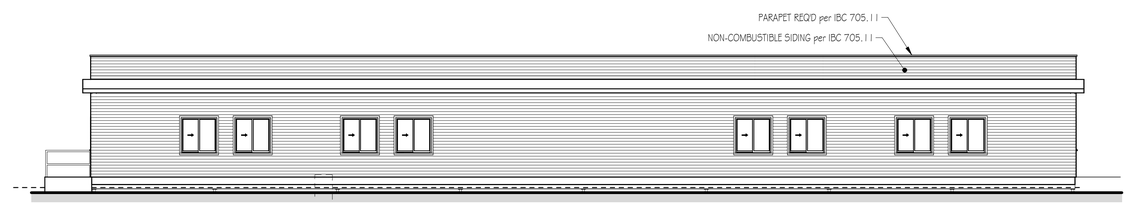

2 EAST ELEVATION
1/8" = 1'-0"




1 WEST ELEVATION
1/8" = 1'-0"




3 SOUTH ELEVATION
1/8" = 1'-0"




4 NORTH ELEVATION
1/8" = 1'-0"

***3D IMAGES***

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# ST. PAUL'S LUTHERAN SCHOOL
## TEMPORARY CLASSROOMS
1919 WYATT AVENUE
STEVENS POINT, WI 54481

| REVISIONS # | DATE | DESCRIPTION |
|---|---|---|

EXTERIOR ELEVATIONS
CROSS SECTIONS
DETAILS

CITY - ZONING APPROVALS

DRAWN BY: SDC
CHECKED BY: --
DATE: 2-6-2023
PROJECT NO. 21008

A400

PLOT DATE AND TIME: 2/6/2023 3:04:21 PM FILE LOCATION: W:\A_REVIT\21008 - St Pauls Lutheran classroom\21008 - St Pauls Lutheran classroom.rvt

# ST. PAUL'S LUTHERAN SCHOOL
## TEMPORARY CLASSROOMS
### 1919 WYATT AVENUE
### STEVENS POINT, WI 54481

## PROJECT INFORMATION

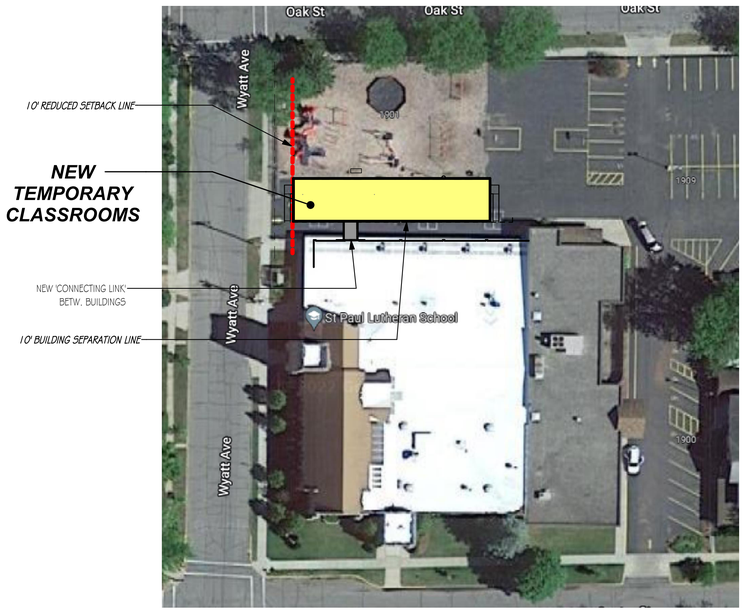
BUILDING INFORMATION
Temporary Classroom Building + 'Connecting Link' = 2,640 s.f. + 82 s.f. = 2,722 s.f.
Existing Building - first floor = 27,933 s.f.
FIRE WALL REQUIRED to SEPARATE NEW BUILDING from EXISTING.

Building volume: 31,700 c.f. (new firewall and new construction beyond only, not exist'g bldg.)

OCCUPANCY INFORMATION
"E" - Education = 1 person per 20 s.f. (net) x 2,252 net s.f. = 113 occupants **
** NOTE: EACH CLASSROOM will have MAX. 30 OCCUPANTS (STUDENTS + STAFF) **

EXISTING BUILDING
APPLICABLE BUILDING CODE INTERNATIONAL EXISTING BUILDING CODE (I.E.B.C.) 2015
NOTE: EXIST'G CLOSETS REMOVED TO CONTINUE ONE (1) HALLWAY INTO NEW "CONNECTING LINK"

NEW CONSTRUCTION - CLASSROOMS
APPLICABLE BUILDING CODE INTERNATIONAL BUILDING CODE (I.B.C.) 2015




1 SITE LOCATION PLAN
1" = 40'-0"

NORTH

## BUILDING CODE INFORMATION

Chapter 3 - Use and Occupancy Classification
- 302 - Classification E EDUCATION
  NOTE: ALTHOUGH AFFILIATED with a PLACE of WORSHIP, THE PRIMARY USE of the BUILDING DURING the WEEK is EDUCATION

Chapter 5 - General Building Heights & Areas
- Table 504.3 + 504.4:
  Allowable Height: 1 story, 40' tall
- 506.2.1 - Allowable Area Determination.
  - Table 506.2: Allowable Area: 9,500 s.f.
  - 506.2.1 - Single Occupancy, One Story
    Allowable = NOT NECY
- 506.3 - Area modifications due to Frontage? NOT NECY
- 507 - Unlimited area building? No
- 508.2 - Accessory Occupancies: No
- 508.3 - Non-Separated Occupancies? No
- 508.4 - Separated Occupancies? No
  - Table 508.4: Required Separation(s) -
- 509 - Incidental Uses? No
  - Table 509: Required Separation / Protection -
- 510 - Special Provisions? No

Chapter 6 - Types of Construction
- 602 - Construction Classification Type VB Wood-Framed, not protected
  - Table 601: Fire Resistance Rating Requirements for Building Elements
    - Primary structural frame: 0 hour
    - Bearing walls, exterior: 0 hour (exc. south wall per 602)
    - Bearing walls, interior: 0 hour
    - Nonbearing walls and partitions, exterior: 0 hour
    - Nonbearing walls and partitions, interior: 0 hour
    - Floor construction and secondary members: 0 hour
    - Roof construction and secondary members: 0 hour
- Table 602:

| | North | East | South | West |
|---|---|---|---|---|
| Fire Separation Distance Provided: | +60 ft. | +60 ft. | 10.5 ft. | R.O.W. |
| Exterior Wall Fire Rating Required: | 0 hour | 0 hour | 1 hour | 0 hour |

Chapter 15 - Roof Assemblies and Rooftop Structures
- Table 1505.1: Minimum Roof Covering Classification: Class C (see below)
- NOTE: IBC 706.6, exc. 3 requires Class B

Chapter 7 - Fire-Resistance-Rated Construction
- 705 - Exterior Walls South wall requires 1-hour fire-rating (IBC 602), including:
  - 705.2 - no overhang or projections,
  - 705.6 - fire-rating of bracing determined by table 601 - roof = 0,
  - 705.8 - allowable openings - see table below,
  - 705.11 - parapet required - height to be 30" above roof with non-combustible facing on north side of wall above roof level
- Table 705.8:

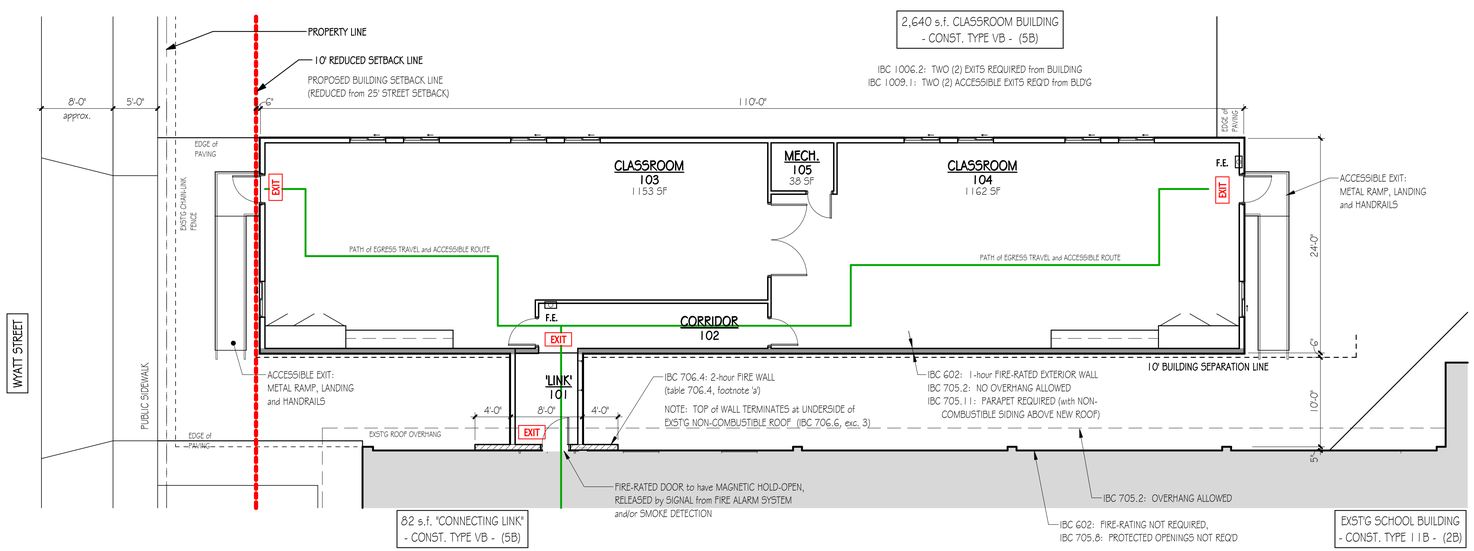
| | North | East | South | West |
|---|---|---|---|---|
| Fire Separation Distance Provided: | +60 ft. | +60 ft. | 0.5 ft. | R.O.W. |
| Unprotected Openings Allowed: | No Limit | No Limit | NONE | No Limit |
| Protected Openings Allowed: | No Limit | No Limit | NONE | No Limit |

- 706 - Fire Walls provided? YES 2-hour per table 706.4, footnote 'a'
- 707 - Fire Barriers provided? No
- 708 - Fire Partitions provided? No Rated corridor not required, see 1020
- 709 - Smoke Barriers provided? No
- 710 - Smoke Partitions provided? No
- 711 - Horizontal Assemblies provided? No
- 712 - Vertical Openings provided? No
- 713 - Shaft Enclosures provided? No

Chapter 8 - Interior Finishes
- Table 803.11: Interior Wall and Ceiling Finish Requirements by Occupancy
  - Exit enclosures and exit passageways: A (NOT APPLICABLE)
  - Corridors: B
  - Rooms and enclosed spaces: C
- 804 - Fibrous flooring materials to meet Class II and DOC FF-1 "pill test" or ASTM D2859.

Chapter 9 - Fire Protection Systems
- 903 - Automatic sprinklers required? No
- 903.2.11 - Specific Areas or Hazards? No
- 905 - Standpipe system required? No
- 907 - Fire Alarm Required? Yes Existing system extended into addition

Chapter 10 - Means of Egress
- 1004 - Occupant Load (total building) Total = 60 occupants
- 1005 - Egress Width required: 32" clear at all exit doors IBC 10101.1.1
- 1006 - Minimum number of exits required: 2 Provided: 2
- 1009 - Number of accessible exits required: 2 Provided: 2
- 1017 - Maximum exit access travel distance: 200' Provided: ~60'
- 1020 - Corridors provided? Yes fire-rating NOT required:
  - table 1020.1 - 30 or less people,
  - exc. 1 - direct exit out of classrooms




2 LIFE SAFETY PLAN
1/8" = 1'-0"

NORTH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ST. PAUL'S LUTHERAN SCHOOL
TEMPORARY CLASSROOMS
1919 WYATT AVENUE
STEVENS POINT, WI 54481

REVISIONS

| # | DATE | DESCRIPTION |
|---|---|---|

PROJECT INFORMATION
DRAWING INDEX
CODE INFORMATION
LIFE SAFETY PLAN

CITY -ZONING APPROVALS

DRAWN BY: SDC
CHECKED BY: --
DATE: 2-6-2023
PROJECT NO. 21008

G100

PLOT DATE AND TIME: 2/6/2023 3:03:54 PM FILE LOCATION: W:\A_REVIT\21008 - St Pauls Lutheran Classroom\21008 - St Pauls Lutheran Classroom.rvt

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

**Department of Community Development**
**Adam Kuhn**
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 6, 2023

**RE: Amendments to the Sign Code and Zoning Code Pertaining to Athletic Field Signage**

---

**Background:** Over the last year, there have been several sign variance requests brought before the Plan Commission pertaining to signage at athletic fields (i.e., Cub Mancheski Field, Community Stadium, etc.). The reason for these sign variance requests is due to the fact that the City's Sign Code does not address signage at athletic fields. Therefore, any wall signage requested at athletic fields are required to meet the wall sign size restrictions for their respective zoning district. Athletic fields are typically located on a lot that is zoned "R-2" Single Family Residential or "R-3" Single- and Two-Family Residential. As such, the cumulative size of signage at athletic fields is limited to 20 square feet.

As you all have observed, signage displayed at athletic fields pertain primarily to ad revenue through sponsorship deals. This is in contrast to wall signage at other locations that are intended to identify, display or attract attention to an organization, business or service offered on the property where such sign is located.

Due to the rise in sign variance requests for signage at athletic fields, it has resulted in a bit of self-reflection as to what, if any, revisions should occur. To fulfill one purpose of land use regulation – the long-term rise in uses and developments that are conforming with code requirements – it is my belief that amending the Sign Code to address athletic field signage is appropriate.

**Proposed Revisions:** Several revisions to the Sign Code and Zoning Code are proposed to account for athletic field signage and are identified below. Please note that these



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revisions were made, in part, by reviewing sign ordinances of neighboring jurisdictions to ensure uniform signage regulations within the broader Stevens Point area. The proposed revisions are as follows:

- Including a definition of athletic field signs. This definition acknowledges that athletic field signage would be exempt from meeting wall sign size restrictions for the property.
- Modifying the off-premises sign definition. A sign is considered off-premises if the sign is located off site from the establishment, merchandise, service or entertainment for which they are advertising. Off-premises signage is unique in that it is regulated by both the Sign Code and Zoning Code. The Sign Code would regulate items such as sign height, setback, illumination and vision clearance. The Zoning Code, conversely, regulates sign size and the proximity that said sign has to be located to the business or service that it advertises (1,320 feet). As the intent of athletic field signage is for sponsorships, staff believes that it is appropriate to exempt such signage from meeting this 1,320-foot proximity requirements. Like the above definition, the proposed exception for off-premises signs is consistent with signage regulations in order communities.
- Permitting requirements. A sign permit would not be required to erect an athletic field sign.

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

**[Chapter 25 of the Revised Municipal Code – Uniform Sign Ordinance – Athletic Field Signage]**

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

**SECTION I:** That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.03 Definitions

**ATHLETIC FIELD SIGN: A wall sign or banner that is designed for view from spectator areas and are displayed on walls, fences or other structures located within an athletic field that is owned by a school or government entity. Advertising associated with these signs is to be incidental to the sign and not a primary function thereof. Athletic field signage shall be exempt from meeting wall sign size restrictions as outlined within Section 25.04 of this Ordinance.**

OFF-PREMISE SIGN: 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. **Athletic field signs shall not be considered off-premises signs.**

**SECTION II:** That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.06 Signs Not Requiring Permits

The following types of signs are exempt from permit requirements, but must be in conformance with all other requirements of this Ordinance:

1. Constructions signs
2. Directional/Informational signs
3. Holiday decorations or non-commercial special events
4. Incidental signs
5. Nameplates
6. Public signs or notices, or any sign relating to an emergency
7. Political signs
8. Real estate signs
9. Temporary signs that are used for business openings, grand openings or special commercial events
10. Window signs
11. **Athletic field signs**

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

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

**[Chapter 23 of the Revised Municipal Code – Zoning Code – Athletic Field Signage]**

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

**SECTION I:** That Section 23.04(2) of the Zoning Code of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 23.04 Definitions and Rules

2) Definitions.

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. **Athletic field signs shall not be considered off-premises signs.**

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

Approved: _____
Mike Wiza, Mayor

Attest: _____

Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

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

**Department of Community Development**
**Adam Kuhn**
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 6, 2023

**RE: Amendments to the Zoning Code & Sign Code Pertaining to Addressing**

---

**Background:** In the City, like other jurisdictions, an addressing system is established to allow for a uniform system in identifying the location of sites, buildings and tenant spaces. Addressing is a concept that is universally used by folks on a day-to-day basis, but there generally is not much thought as to why a building is assigned the address it has. Having a uniform addressing system allows for the save navigation of guests to a person's home, consumers to a given commercial establishment, and police, fire and EMS officials to a given site in the event of an emergency.

Currently, the City's Building Code has language pertaining to a uniform addressing system. This request before you aims to transfer such ordinance provisions from the Building Code to the Zoning Code, plus add additional language pertaining to enforcement and freestanding addressing signs. Upon internal conversations with the City's Fire Marshal, Building Inspection Superintendent and myself, we believe that transferring the City's addressing ordinance to the Zoning Code is appropriate given the following reasons:

1. For years, it has been the City's Zoning Administrator who assigns addresses by way of an address notification letter. It is my belief that the Zoning Administrator is the most appropriate official to assign addresses, in part, because of their role in the development review process. New developments are reviewed at the start, in part, by the Zoning Administrator to determine compliance with applicable Zoning Code, Sign Code and Subdivision Ordinance requirements. As addresses need to be assigned early in the development review process for permitting,



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financing, etc., it makes sense to include these addressing provisions within the Zoning Code.

2. Consistent with enforcing the City's Zoning Code, there are instances where a loss of a legal non-conforming use designation would also necessitate the release of an address letter. For example, when a notification letter is sent to a property owner acknowledging their loss of a legal non-conforming duplex status, an address letter is subsequently released removing the impacted address.

The proposed ordinance amendments to the Zoning Code include the following:

1. Transferring Section 30.08(1)-(5) from the Building Code to the Zoning Code.
2. Stating the addresses for new and existing buildings shall be assigned by the Zoning Administrator.
3. If additional address identification is required for fire, police or EMS purposes, the City's Fire Marshal is given the ability to require a freestanding address sign be installed on the property. Any requirement for a freestanding address sign would need to meet applicable provisions of the City's Sign Code (e.g., height, setbacks, etc.).
4. Language on enforcement actions should an unassigned address be used by a property owner.

Lastly, one ordinance amendment is proposed for the City's Sign Code. Signage for the purpose of displaying an address is identified in the Sign Code as an identification sign. One pitfall of the Sign Code is that identification signage is counted towards the maximum allowed wall signage size that is permitted on a building or tenant space. Over the years, I have witnessed conversations that a property owner had with Fire Department staff pertaining to required identification signs. On one hand, a property owner would like to have a larger identification sign so that it is more visible from the street for Fire/EMS staff. On the other hand, a property owner may wish to reduce the size of this identification sign to the least amount possible in order to maximize the allowed square footage for their business sign. In my opinion, this is a dilemma that a business owner should not have to face. As such, this amendment to the Sign Code seeks to exempt identification signs from wall sign size restrictions.

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

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

**[Chapter 23 of the Revised Municipal Code – Zoning Code – Uniform Addressing System]**

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

**SECTION I:** That Section 23.01(12) of the Zoning Code of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 23.01 General Provisions

12) Building and Site Numbering

a) Uniform numbering system. There is established a uniform system of numbering houses and buildings fronting on all streets, avenues, and public ways in the City of Stevens Point, and all houses and buildings shall be numbered in accordance with the provisions of this Section.

b) 'North' and 'South' street numbering. A line running east and west and along the south line of Maria Drive and any extension thereof shall constitute the base line for numbering along all streets running north and south; the baseline for numbering along streets lying east of the Wisconsin River and running east and west shall be a line running north and south parallel to and 6,300 feet west of Division Street and the base line for numbering along all streets being west of the Wisconsin River and running easterly and westerly shall be the Wisconsin River. The numbering of houses and buildings shall begin as follows:

1) The numbering of houses and buildings north of Maria Drive shall begin with "100 north".
2) The numbering of houses and buildings south of Maria Drive shall begin with "100".

3) The numbering of houses and buildings east of the base line for streets being east of the Wisconsin River shall begin with "100".
4) The numbering of houses and buildings west of the Wisconsin River shall begin with "100 West".
5) All houses and buildings on diagonal streets shall be numbered the same as north and south streets if the diagonal runs more from the north to the south, and the same on east and west streets if the diagonal runs more from the east to the west.

c) Origin and blocks. The numbering of each street shall begin at the base line. The numbers in each succeeding block shall increase from the baseline in units of 100, namely, the first block shall be "100" to "199", the second block shall be "200" to "299", the third block shall be "300" to "399", etc. Where blocks of different lengths occur on opposite sides of a street, the numbers of both sides shall be assigned on the basis of the shorter block, unless the Zoning Administrator shall otherwise determine.
d) Even and odd numbers. All houses and buildings on the north and west sides of all streets shall be numbered with even last digit numbers, each commencing with the "100" assigned to the block, and ending with the last digits as assigned by the Zoning Administrator.
e) Streets not meeting the base line. All streets not extending through to the base line shall be assigned to the same relative numbers as if the said street had extended to the said base line.
f) Address identification. New and existing buildings shall be provided with approved addresses identification as assigned by the Zoning Administrator. The placement of address identification signage on buildings shall adhere to Section 505 of the 2015 International Fire Code and Chapter 30, Building Code of the Revised Municipal Code of the City of Stevens Point.

   Where required by the City Fire Marshal, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Such sign shall adhere to applicable provisions of Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Address identification shall be maintained.
g) Enforcement. If the owner, occupant, or agent of any house or building assigns an address to said house or building without it being assigned by the Zoning Administrator, the Zoning

Administrator shall serve notice to the property owner requiring him or her to cease using the unassigned address within ten days after the serving of said notice. If the property owner neglects to do so, they shall be deemed to have violated this ordinance.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

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

**[Chapter 25 of the Revised Municipal Code – Uniform Sign Ordinance – Uniform Addressing System]**

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

**SECTION I:** That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.03 Definitions

IDENTIFICATION SIGN: A sign whose copy is limited to the name and address of a building, institution or person and/or to the activity or occupation being identified. **Identification signs shall be exempt from meeting the wall sign size restrictions as outlined within Section 25.04 of this Ordinance.**

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

# Administrative Staff Report

## Sign Variance
## AMETA Center
### 5000 Coye Drive
### March 6, 2023

**Department of Community Development**

**Applicant(s):**

- Matt Schneider, representing Mid-State Technical College

**Staff:**

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

**Parcel Number(s):**

- 281230802200043

**Zone(s):**

- "M-2" Heavy Industrial

**Master Plan:**

- Business Park

**Council District:**

- District 6 | Ald. Plaisance

**Lot Information:**

- Frontage: 792 ft.
- Depth: 480 ft.
- Lot Size: 380,160 sq. ft. (8.727 ac.)

**Current Use:**

- Undeveloped

**Applicable Regulations:**

- 25.14

**Request**

1. A request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14.

**Attachment(s)**

1. Application
2. Plans

**Findings of Fact**

1. The subject property is zoned "M-2" Heavy Industrial.
2. Last year, the Common Council approved a conditional use permit to construct a manufacturing, engineering, technology and apprenticeship center that will be operated by Mid-State Technical College.
3. The applicant is proposing to install two freestanding signs.
4. The first freestanding sign, a monument sign, is proposed at the southwest corner of the subject property. This sign is approximately 175 square feet in size and will stand 9' 4'' in height.
5. The second freestanding sign is proposed to be installed near the main entrance door into the building. This sign is approximately 39 square feet in size and will stand four feet in height.
6. Within the "M-2" District, one freestanding sign is permitted along each street frontage provided that 200 feet of separation existing between any two signs. The subject property abuts one street – Coye Drive.
7. A variance is required to allow for the installation of a second freestanding sign on the property.
8. The Plan Commission and Common Council may provide additional requirements to the proposal as presented.

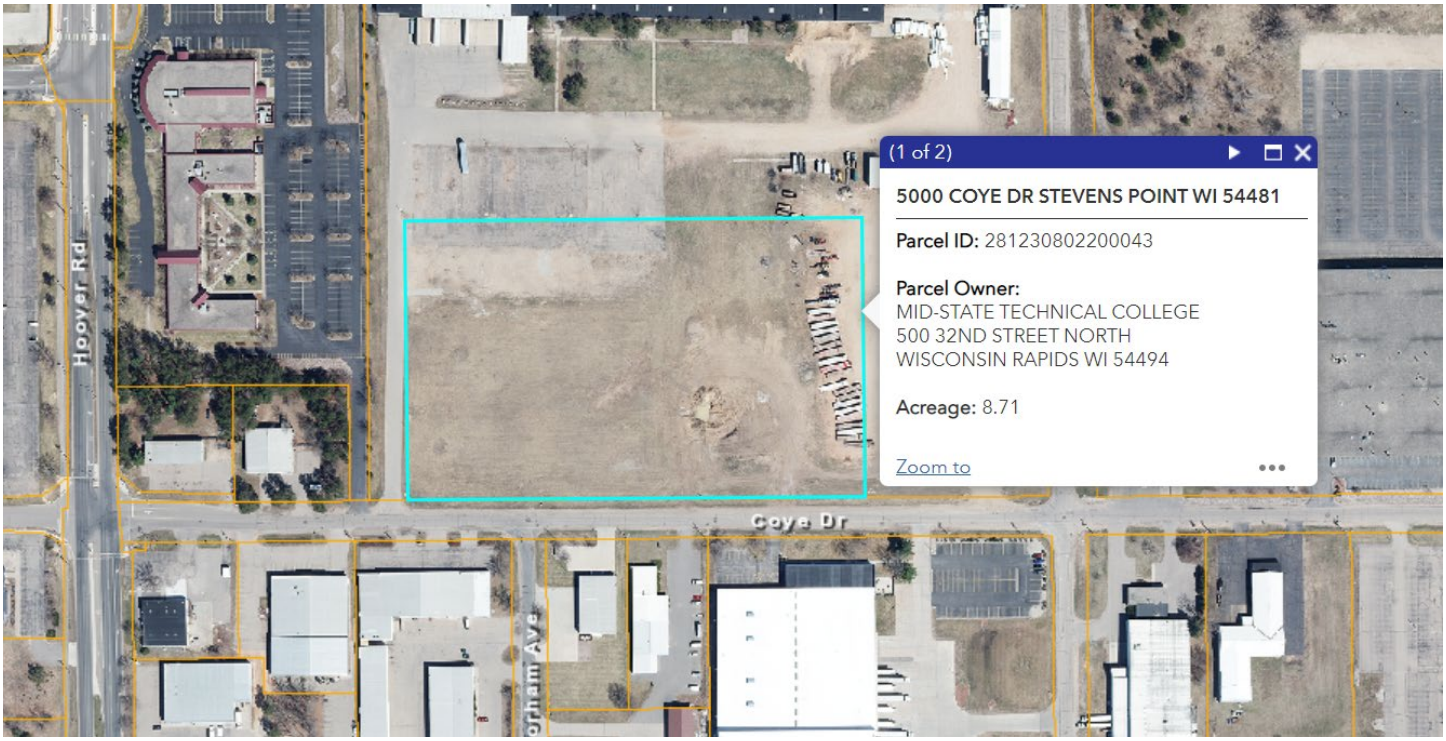
**Staff Recommendation**

Approve the sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), subject to the following conditions:

1. The monument sign at the southwest corner of the subject property shall be set back a minimum of five feet from all lot lines and be

| | |
|---|---|
| | located outside of the required vision triangle as outlined in Ch. 23.01(16)(b)(3).<br>2. A building permit shall be obtained prior to the start of construction.<br>3. Staff shall have the ability to approve minor amendments to the project plan. |

## Vicinity Map




## Background

*Overview:* Last year, the Common Council approved a conditional use permit request to construct an advanced manufacturing, engineering technology and apprenticeship center ("AMETA Center") on the subject property. The purpose of this academic facility is to provide courses and programs for students pursuing a career in industry and technology fields. Within the approved structure will be four classrooms, four computer and science labs, a welding and metal fabricating lab, a materials lab and associated lounge space.

To coincide with the eventual build-out of the AMETA Center, Mid-State Technical College is requesting a sign variance to install two freestanding signs on the property. The first freestanding sign, a monument sign, is proposed at the southwest corner of the subject property. This sign is approximately 175 square feet in size and will stand 9' 4'' in height. The intent of this sign is to better identify the location of the AMETA Center for motorists heading eastbound on Coye Drive. The second freestanding sign is proposed to be installed near the main entrance door into the building. This sign is approximately 39 square feet in size and will stand four feet in height. The intent of this second freestanding sign is to assist in directing students, faculty and visitors to the primary entrance into the AMETA Center.

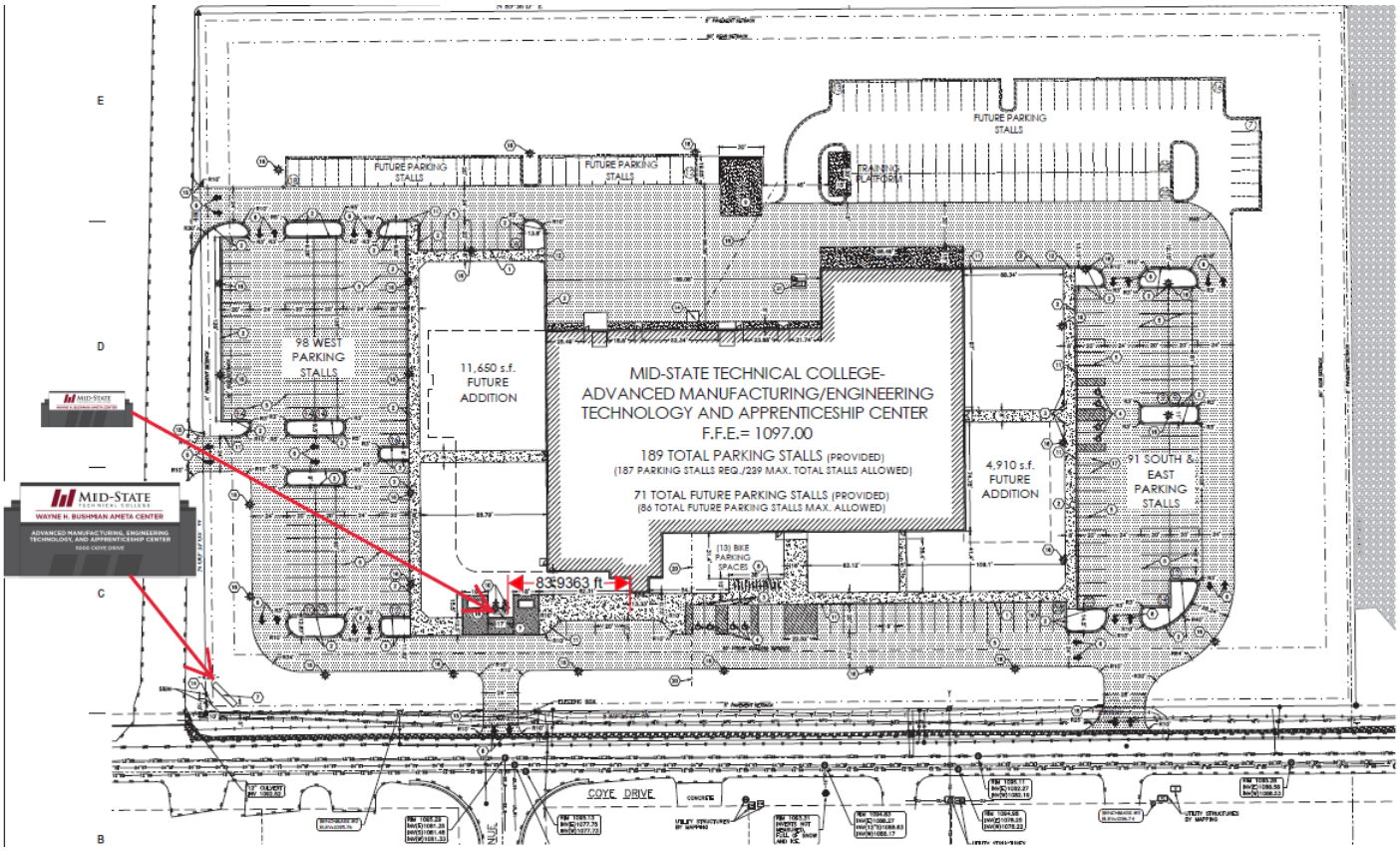
The subject property is zoned "M-2" Heavy Industrial. The City's Sign Code allows a maximum of one freestanding sign to be located along each street frontage provided that there is at least 200 feet of separation between any two signs. As shown above, the subject property abuts one street – Coye Drive – and would thereby be permitted a maximum of one freestanding sign. Since more than one freestanding sign is being requested, a sign variance would be required.

## (7) SIGN REGULATIONS FOR THE "B-1", "B-2", "B-4" AND "B-5" COMMERCIAL AND "M-1" AND "M-2" INDUSTRIAL ZONING DISTRICTS

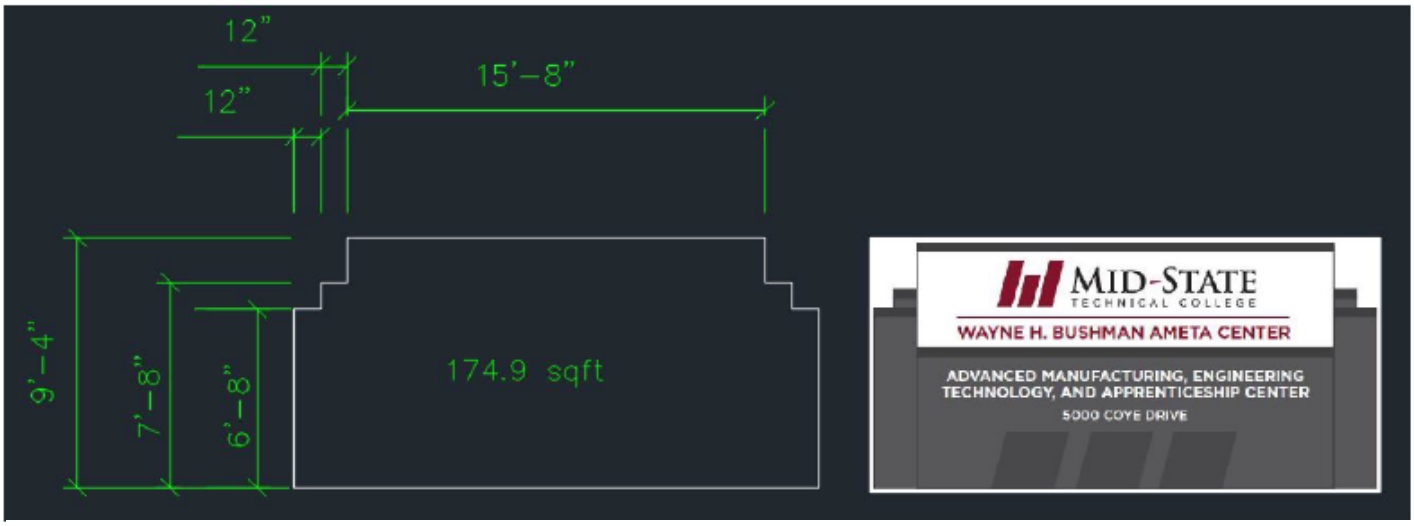
### D. AREA REQUIREMENTS FOR FREESTANDING SIGNS

The table below shall be used to determine the maximum square footage allowed per freestanding sign.

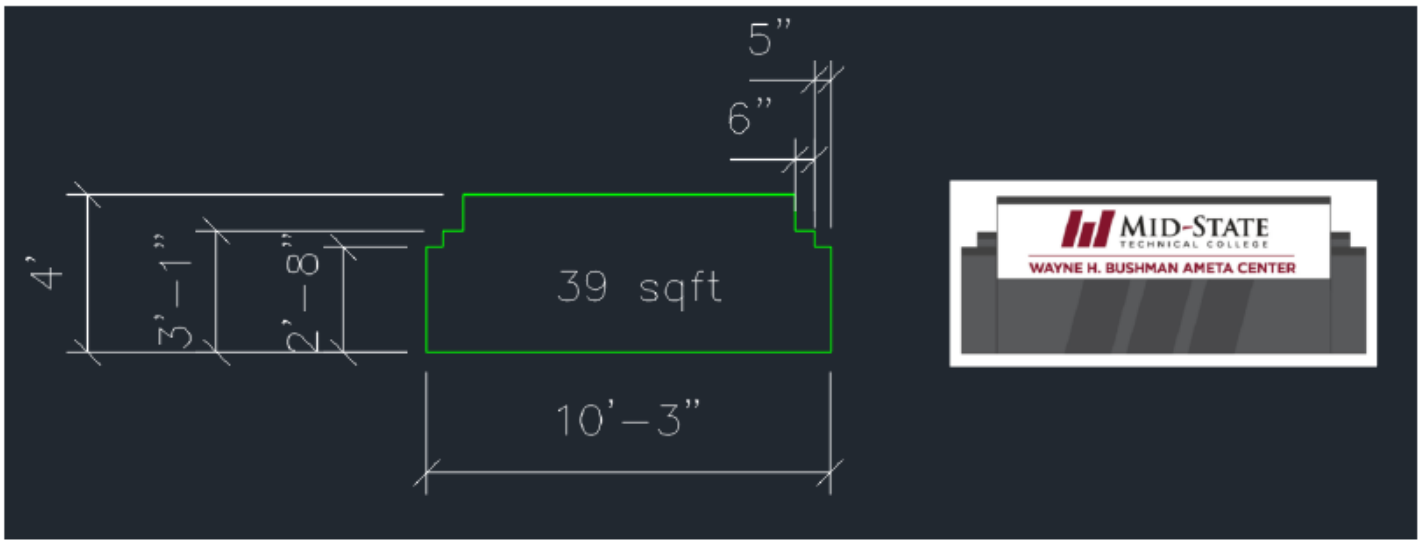
| ZONING DISTRICT | STREET FRONTAGE | MAXIMUM SQUARE FOOTAGE ALLOWED* |
|---|---|---|
| B-1 | N.A. | 50 square feet |
| B-2 | N.A. | 100 square feet |
| B-4, B-5, M-1, M-2 | 0 - 200 feet | 100 square feet |
| B-4, B-5, M-1, M-2 | 201 feet or greater | 150 square feet |
| B-4, B-5 | >300 feet (1 street) or >500 feet combined corner lot | - 2 free standing signs not greater than 16' in height each sign 100 sq. ft. |




*Proposed Freestanding Signs within the Approved Site Development*




***Proposed Freestanding Sign – Along Coye Drive***




***Proposed Freestanding Sign – Near Main Entrance Door***

## Standards of Review – Sign Variance

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

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

   **Analysis:** The intent of the two freestanding signs are to better identify the access points within the property and the designated entrance location within the building. Typical for college campuses, traffic is anticipated to

increase at key times of the day. This, coupled with the fact that an increased level of traffic exists along Coye Drive during the work shift hours of adjacent businesses, necessities the need to safely direct students, faculty and visitors to the AMETA Center. For the approved building housing the AMETA Center, four access doors are planned. With that said, some of these doors are either designated 'exist only' doors or are doors that restrict public access. Given the security and safety considerations that are necessary for educational uses, having a second freestanding sign is requested to better identify the entrance area for visitors.

**Findings:** The Sign Code would permit a second freestanding sign for lots zoned "M-2" Heavy Industrial if it abuts two streets. Although the subject property abuts only one street, spanning 792 feet along Coye Drive, an existing private driveway exists to the west of the AMETA Center that will provide two access points into the property. Given the need to properly display an identification sign to drivers, bicyclists and pedestrians, staff feels that allowing the freestanding sign would meet this standard. The conditions applied to this request would also provide protections to the City and surrounding neighborhood.

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

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

   **Findings:** The proposed signs are 175 square feet and 39 square feet in size. For all freestanding signs in the "M-2" District, a minimum five-foot setback is required from all property lines. This setback requirement will ensure that this request is unlikely to be detrimental to adjoining industrial uses. Although the sign will be illuminated, the illumination is not anticipated to be blinding to commuters heading east or west along Coye Drive.

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

   **Analysis:** Although the subject property has a significant number of street frontage (792 feet), it only abuts one street and would be restricted to one freestanding sign on the property. While the private driveway to the west of the subject property serves as another access point into the academic complex, it is not a public right-of-way and would not be classified as a 'street.'

   **Findings:** Property size is generally not a hindrance in allowing for creative sign designs that meets Sign Code requirements. However, given that access to the AMETA Center is off of both Coye Drive and a private driveway serving Gamber Johnson and Mid-State Technical College, signage needs to alert commuters of its location and where to enter the property and building. As a significant amount of traffic may occur along Coye Drive during specific time internals (i.e., shift change of adjacent industrial uses), improving the navigability of this corridor is important to ensure the health and safety of motorists attending the AMETA Center.

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

   **Analysis:** The purpose of these sign regulations are to: encourage the effective use of signs as a means of communication in the City of Stevens Point; to maintain and enhance the beauty and unique character and enhance the aesthetic environment of the city by eliminating visual blight; to enhance the city's ability to attract sources of economic development and growth; to protect pedestrians and motorists of the city from damage or injury caused or partially attributable to the distractions and obstructions which are hereby declared to be caused by improperly sized or situated signs; to minimize the possible adverse effect of signs on nearby public

and private property; to promote the public safety, welfare and convenience, and enjoyment of travel and the free flow of traffic within the city; and to provide a uniform sign ordinance between the City of Stevens Point, Village of Plover and Portage County.

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

## Site Photos

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

# APPLICATION FOR A SIGN VARIANCE

**(Pre-Application Conference Required)**

## ADMINISTRATIVE SUMMARY (Staff Use Only)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Application #** | | **Date Submitted** | | **Fee Required** | | **Fee Paid** | |
| **Associated Applications if Any** | | | | **Assigned Case Manager** | | | |
| **Pre-Application Conference Date** | | | | **Sign Variance (check all that apply)** | **Height** ☐ **Size** ☐ **Quantity** ☐ **Other** ☐ | | |

## 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 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** |
| | | |
| **Legal Description of Subject Property** | | |
| | | |
| **Current Use of Property** | **Current Zoning of Property** | |
| | | |
| **Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)** | | |
| | | |

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

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

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

| Current Zoning Surrounding Subject Property | | | |
|---|---|---|---|
| **North:** | | **South:** | |
| **East:** | | **West:** | |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | | **South:** | |
| **East:** | | **West:** | |

## EXHIBITS

| | | |
|---|---|---|
| **Letter to District Alderperson** | ☐ | **Additional Exhibits If Any:** |
| **Map / Site Plan (designating location of the sign(s))** | ☐ | |
| **Sign Rendering(s) (includes sign dimensions, size & graphics)** | ☐ | |

## 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 |
|---|---|---|---|
| Matthew Schneider | | Matthew Schneider<br>as representative for Mid-State Technical College | |

Point of Beginning

4941 Kirschling Court, Stevens Point, WI 54481
1497 6th Street - Suite C, Green Bay, WI 54304
1261 W Main Street - Suite 102, Sun Prairie, WI 53590

2/3/2023

David Plaisance
6th District Alderperson
Stevens Point, WI 54481

Dear Alderperson Plaisance,

We are the civil engineering company hired by Mid-State Technical College to complete civil engineering and storm water management documents for the proposed AMETA (Advanced Manufacturing, Engineering Technology and Apprencieships Programs) Center at 5000 Coye Drive. The purpose of this letter is to notify you that we will be submitting to the City of Stevens Point for an application for a sign variance for the proposed signage for this new academic facility. This project is located at 5000 Coye Drive in a M2 Heavy Industrial which will require the Plan Commission's review and consideration.

MSTC would like to construct a sign at the corner of Coye and the existing north-south access road on the west side of the property. They would also like to include another freestanding sign near the main entrance which will act as a guide to students and the public looking to enter the building. There are also three exterior wall signs being proposed. These signs have a total combined area of 357.6 square feet and will be used to guide students and the public from roadways located further away from the site.

MSTC would like to request a variance from the sign ordinace for the corner sign, to allow a larger sign (174.9 sf) and allow a second freestanding sign (25.6 sf) to be constructed near main building entrance.

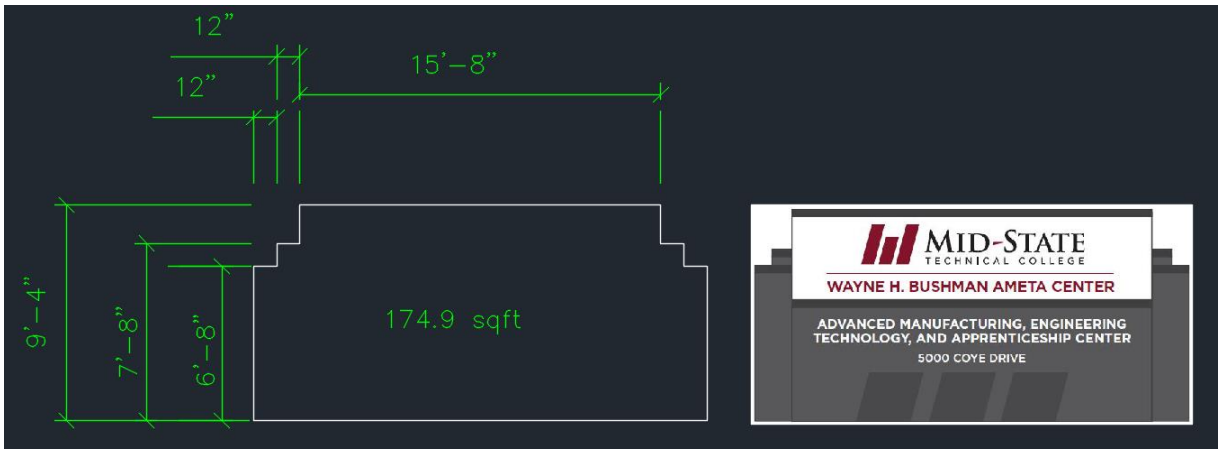
Please feel free to reach out with any questions.

Thank you,

Melissa Kluck, PLA
Point of Beginning, Inc.
715-344-9999

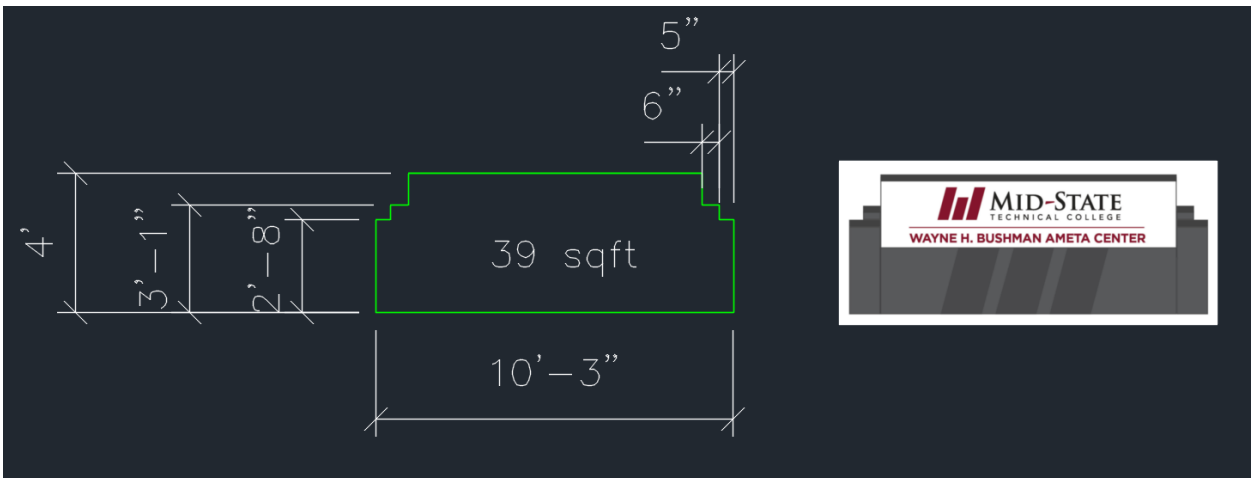
**AMETA Center corner monument sign**

The sign below is shown as 175 sqft and would be mounted at an angle at the corner of Coye and the N-S access road on the west side of the property as shown on the attached drawing C101. The sign would be two sided, with the same images and messaging on each side. The sign would be internally lit, shining through the white surfaces and letters on both sides of the sign.




**AMETA Center main entrance sign**

The sign below is 39 sqft and would be mounted directly in front of the driveway to the main entrance to the building as shown on the attached drawing C101. The sign would be one sided with the message portion facing south. It is set back roughly 84’ from Coye drive with the intent of guiding students and the public to the main entrance. The sign would be internally lit through the white portion of the sign shown below.



## Exterior Wall Signs

There are three exterior wall signs on the building. The attached drawing (A200) shows each of these signs to scale on the building elevations. All these signs would be internally lit with the image illuminated through the face of the sign. Each element of the sign is individually mounted on standoff posts so that the internal illumination also splashes onto the wall behind the sign creating a “halo” effect. An example of this sign’s illumination is shown below from the actual sign at our Wisconsin Rapids campus.

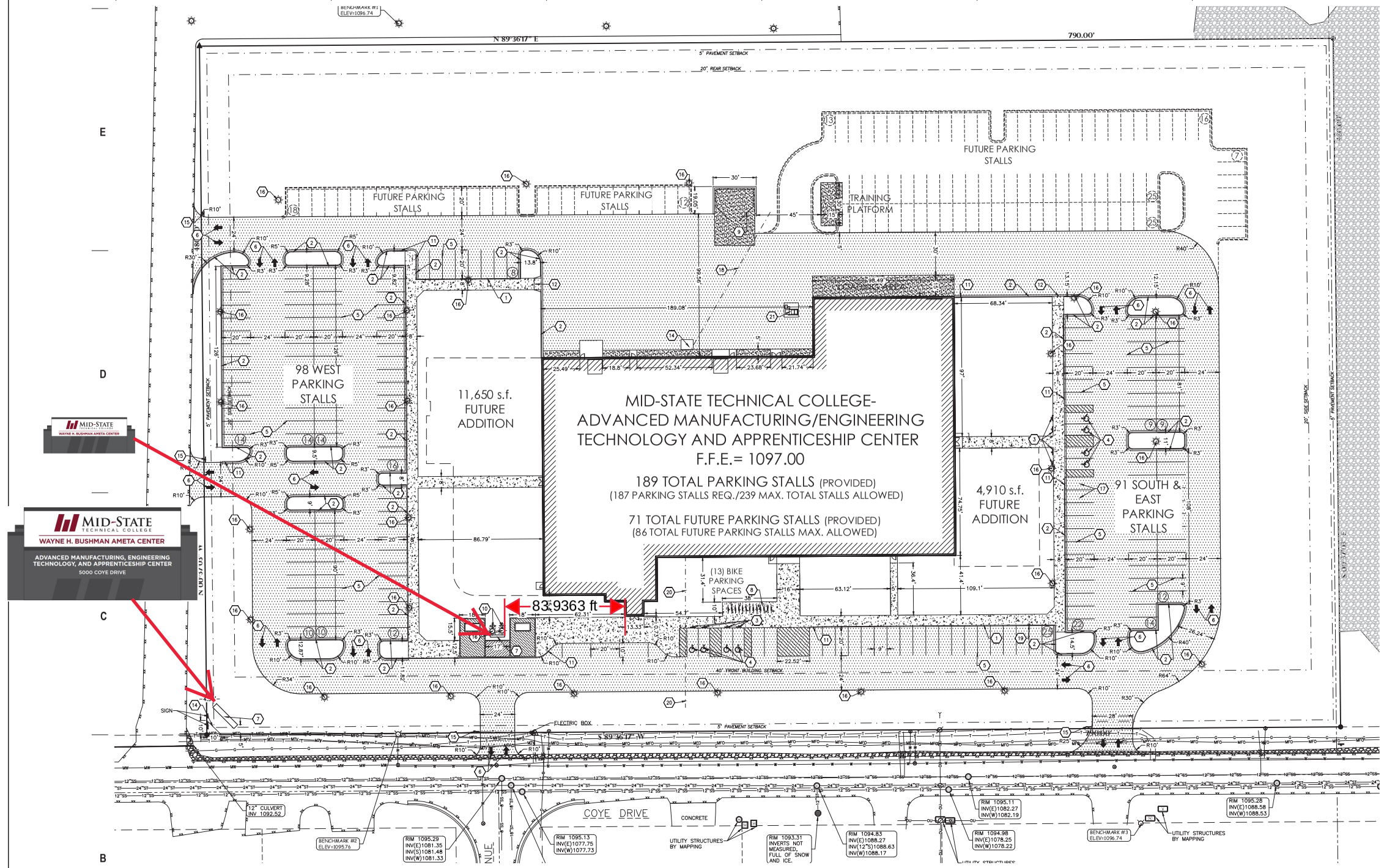
The east elevation would have a 309 sqft sign near the roof line. A larger version is shown here.

East Exterior Building Sign

The north and south (main entrance) elevations would have the same sign type in different sizes with the north elevation being 120 sqft and the south (main entrance) elevation being 71 sqft. These match the sign style as shown in the picture above.

North Exterior Building Sign

The combined area of the exterior wall signs would be 500 sqft.




## UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

## BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
SOUTHWEST BOLT ON LIGHT POLE BASE
LOCATED ON THE SOUTH SIDE OF THE ASPHALT
PARKING LOT ON THE NORTH SIDE OF THE SUBJECT
PROPERTY.
ELEVATION = 1096.74

BENCHMARK #2
BURY BOLT ON HYDRANT
LOCATED ON THE NORTH SIDE OF COYE DRIVE,
APPROXIMATELY 70 FEET WEST OF THE INTERSECTION OF
COYE DRIVE AND BORHAM AVENUE.
ELEVATION = 1095.76

BENCHMARK #3
FLAG BOLT ON HYDRANT
LOCATED ON THE SOUTH SIDE OF COYE DRIVE,
APPROXIMATELY 450 FEET EAST OF THE INTERSECTION
OF COYE DRIVE AND BORHAM AVENUE.
ELEVATION = 1096.74

## GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. SIDEWALK JOINTS SHALL BE INSTALLED AS INDICATED OR AS APPROVED BY THE CONSTRUCTION MANAGER.
12. ALL CONCRETE SAWCUTS SHALL BE AT AN EXISTING JOINT.
13. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED, FERTILIZED, AND CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

## KEYNOTES:

1. THICKENED EDGE WALK — 5 / C105
2. 18" CONCRETE CURB & GUTTER — 6 / C105
3. ADA PARKING SIGN — 9 / C105
4. ADA PARKING STALL — 10 / C105
5. PARKING LOT STRIPING — 10 / C105
6. DIRECTIONAL ARROW — 11 / C105
7. MONUMENT SIGN– SEE ARCHITECTURAL PLANS
8. BIKE RACK TYP.– BY OWNER
9. TRASH ENCLOSURE (SEE ARCHITECTURAL PLANS)
10. 25' FLAG POLE — 8 / C105
11. 6" CURB HEAD TAPER SECTION — 12 / C105
12. ADA RAMP — 7 / C105
13. 10' VISION TRIANGLE
14. TRANSFORMER PAD – SHOWN FOR REFERENCE ONLY. SEE ELECTRICAL PLANS.
15. STOP SIGN
16. LIGHT POLE– SHOWN FOR REFERENCE ONLY. SEE ELECTRICAL PLANS.
17. ELECTRIC CAR CHARGING STATION, SEE ARCHITECTURAL PLANS FOR DETAILS – ALTERNATE, SEE BID FORM
18. (1) 2" & (1) 1" EMPTY SCHEDULE 40 PVC CONDUIT–CAP END WEATHER TIGHT. SEE ELECTRICAL PLANS.
19. ELECTRIC VEHICLE CHARGING STATION (SEE ELECTRICAL PLANS)
20. (1) 2" EMPTY SCHEDULE 40 PVC CONDUIT–CAP END WEATHER TIGHT. SEE ELECTRICAL PLANS.
21. DUST COLLECTOR– SHOWN FOR REFERENCE ONLY. SEE HVAC PLANS

## PAVEMENT HATCH PATTERNS:

| | |
|---|---|
| PROPOSED STANDARD ASPHALT PAVEMENT | 1 / C105 |
| PROPOSED STANDARD CONCRETE PAVEMENT | 2 / C105 |
| PROPOSED REINFORCED CONCRETE PAVEMENT | 3 / C105 |
| PROPOSED PLAZA PAVEMENT FINISH: (45 DEGREE) MEDIUM BROOM FINISH SEE PLAN FOR PATTERN | 3 / C105 |
| PROPOSED 18" DEPTH OF WISDOT MEDIUM RIP RAP W/TYPE HR FILTER FABRIC PLACE BENEATH | 4 / C105, 1 / C106 |

0' 30' 60'
1" = 30'

eua
milwaukee | madison | green bay | denver | atlanta

PROJECT INFORMATION

NEW AMETA CENTER MID-STATE TECHNICAL COLLEGE

5000 COYE DRIVE, STEVENS POINT, WI 54481

ISSUANCE AND REVISIONS

| DATE | DESCRIPTION |
|---|---|
| 9/29/2022 | CONSTRUCTION DOCUMENTS |
| 11/29/2022 | BID SET |

KEY PLAN

SHEET INFORMATION

PROJECT MANAGER PAUL JANSSEN
PROJECT NUMBER 22002

LAYOUT PLAN

C101

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## EXTERIOR BUILDING MATERIAL LEGEND

- FB-1 (FACE BRICK)
- ST-1 (STONE VENEER)
- CMU-1 (CONCRETE MASONRY UNIT)
- CMU-2 (CONCRETE MASONRY UNIT VENEER)

**MCMP (METAL COMPOSITE MATERIAL PANEL)**

- MCMP-1

**(MP) METAL PANEL**

- MP-1

**(MP) INSULATED METAL PANEL**

- IMP-1
- IMP-2

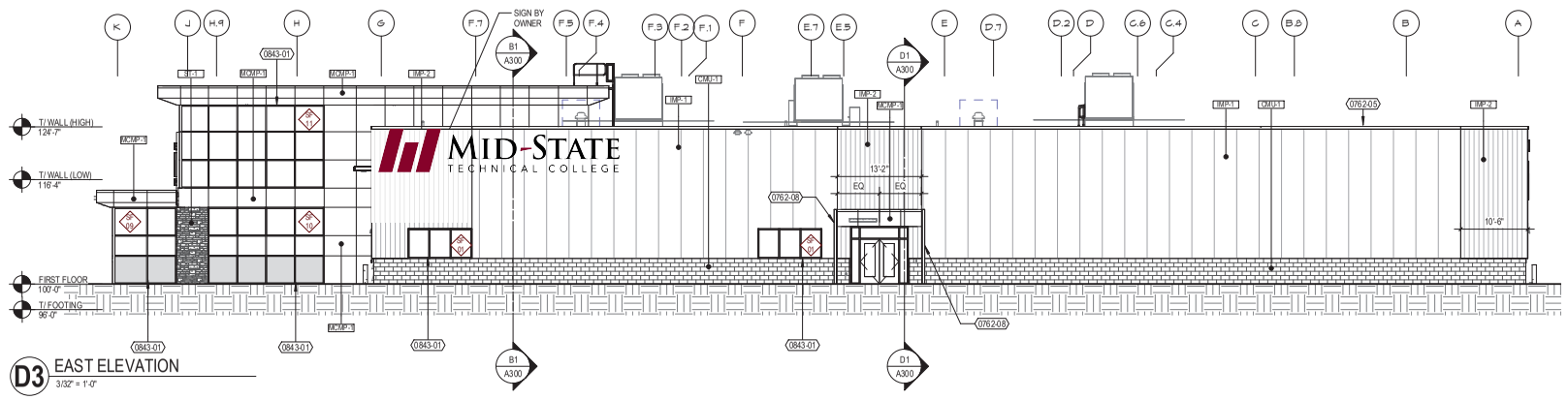
MJ = MOVEMENT JOINT

## SHEET NOTES - EXTERIOR ELEVATIONS

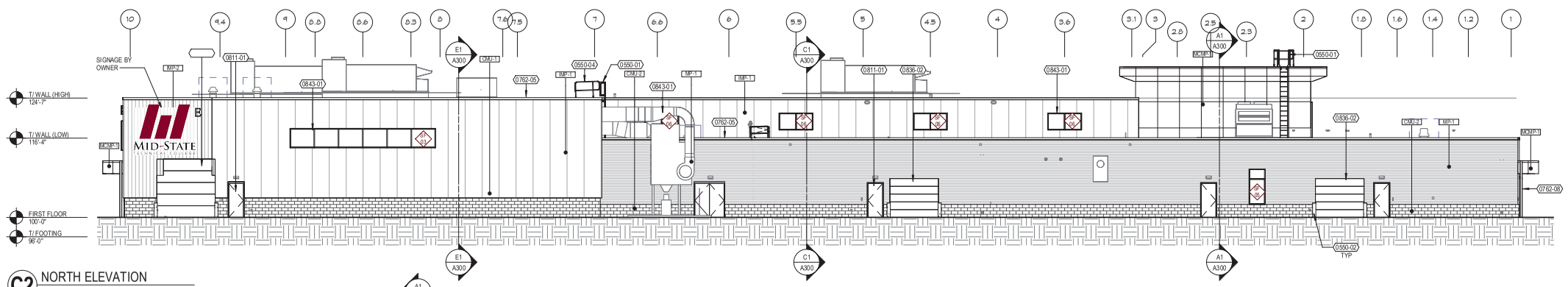
1. SEE SHEET A220 FOR EXTERIOR FRAME TYPES AND DIMENSIONS.
2. FOR MOVEMENT JOINTS IN CMU REFERENCE STRUCTURAL DRAWINGS.
3. PAINT ALL EXPOSED STEEL LINTELS.
4. EXTERIOR SIGNAGE ON BUILDING TO BE COORDINATED AND VERIFIED WITH OWNER AND SIGNAGE VENDOR.
5. ALL VERTICAL INSIDE CORNERS TO HAVE 1/2" MOVEMENT JOINT.

## KEYNOTES PER SHEET

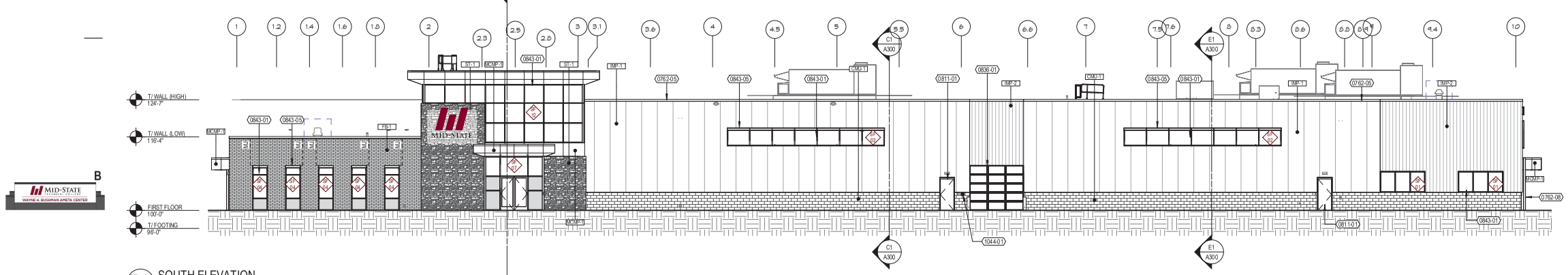
| | |
|---|---|
| 0550-01 | OSHA COMPLIANT ROOF ACCESS LADDER |
| 0550-02 | 6" PAINTED CONCRETE FILLED BOLLARD |
| 0550-04 | OSHA COMPLIANT GUARDRAIL AND SELF-CLOSING GATE SYSTEM |
| 0762-05 | PREFINISHED METAL ROOF EDGE |
| 0762-08 | PREFINISHED METAL DOWNSPOUT WITH THROUGH ROOF EDGE SCUPPER & COLLECTOR |
| 0811-01 | HOLLOW METAL DOOR & FRAME |
| 0836-01 | GLASS OVERHEAD DOOR |
| 0836-02 | SECTIONAL OVERHEAD DOOR |
| 0843-01 | ALUMINUM FRAMED STOREFRONT |
| 0843-05 | ALUMINUM LOUVERED SUNSHADE |
| 1044-01 | FIRE DEPARTMENT ACCESS CABINET - KNOXBOX 3200, RECESSED MOUNT, DARK BRONZE, CONFIRM FINAL MODEL & LOCATION WITH FIRE DEPARTMENT |



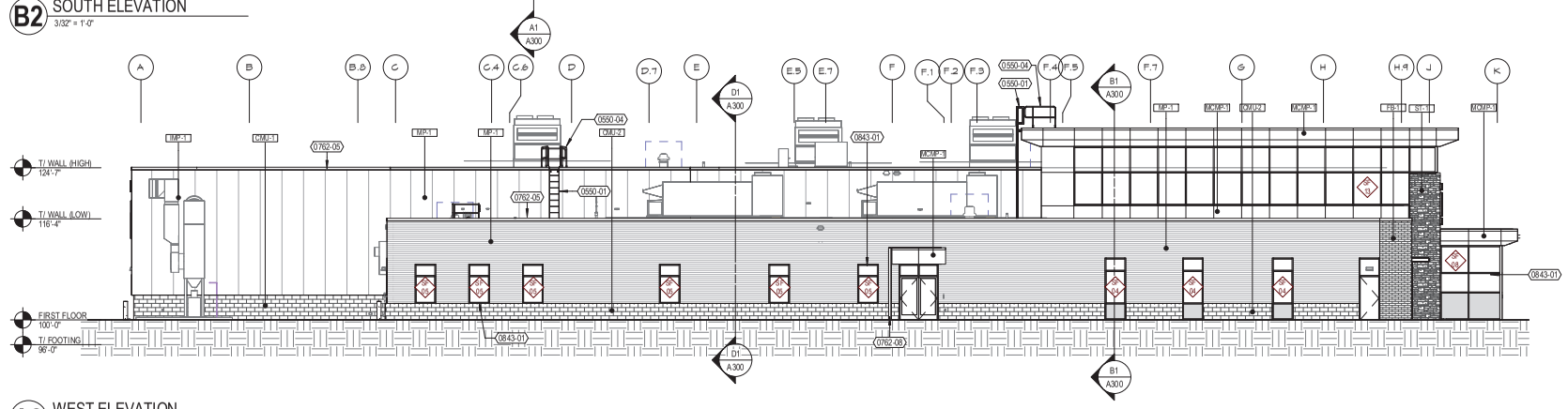

D3 EAST ELEVATION
3/32" = 1'-0"




C2 NORTH ELEVATION
3/32" = 1'-0"




B2 SOUTH ELEVATION
3/32" = 1'-0"




A3 WEST ELEVATION
3/32" = 1'-0"

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PROJECT INFORMATION

NEW AMETA CENTER MID-STATE TECHNICAL COLLEGE

5000 COYE DRIVE, STEVENS POINT, WI 54481

ISSUANCE AND REVISIONS

| DATE | DESCRIPTION |
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KEY PLAN

SHEET INFORMATION

PROJECT MANAGER PAUL JANSSEN

PROJECT NUMBER 22002

EXTERIOR ELEVATIONS

# A200

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

**Department of Community Development**
**Redevelopment Authority**
**Ryan J. Kernosky, Director**
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 6, 2023

**RE: Acquisition of Property – Maria Drive (281240829240046, 281240829240047, 281240829240033)**

---

**Summary:** City staff has been working with the Sisters of Saint Joseph, Third Order of Saint Francis ("Sisters") on development of the remaining Convent parcel. From those conversations, the Sisters have offered to sell the remaining three parcels (total acreage of 27.378) to the City for $230,000. The City's Finance Committee has reviewed this request in Closed Session and has given the initial approval to acquire the properties. Consistent with WI Stats. 62.23(5), the matter before the Plan Commission is to review the acquisition of property only.

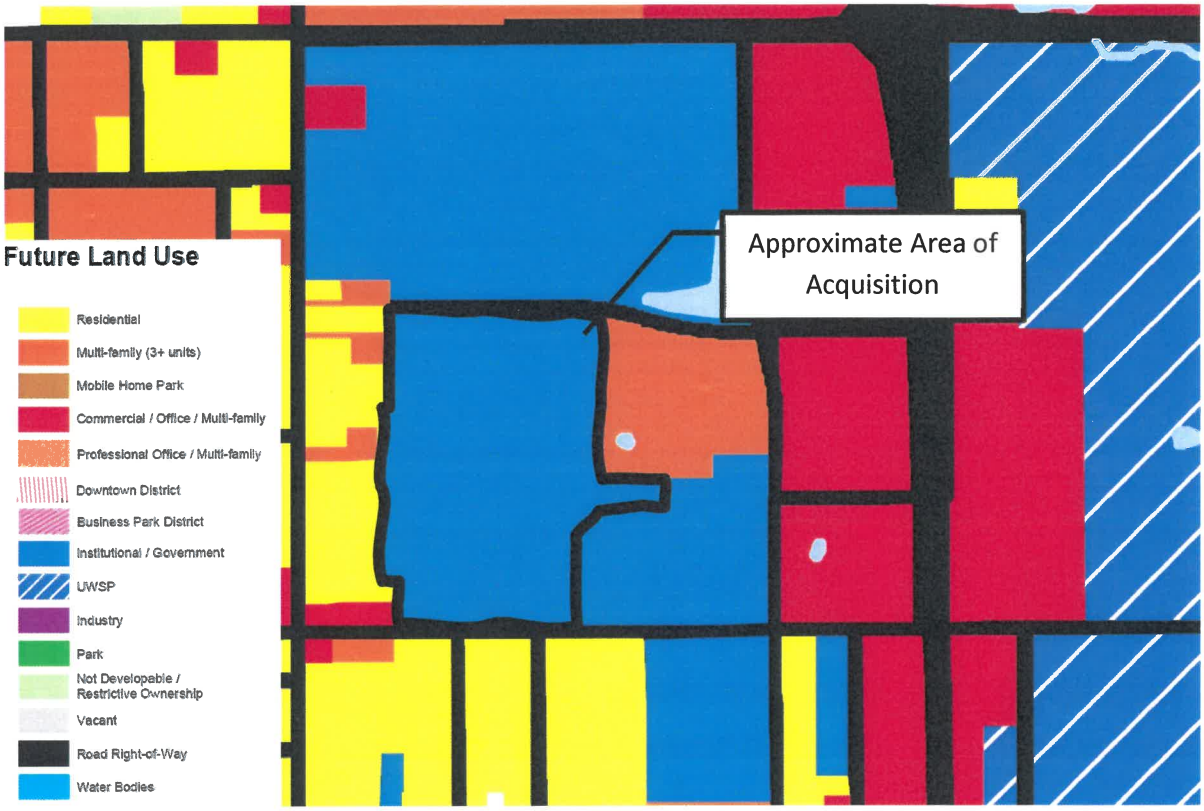
**Staff Recommendation:** Staff recommends **APPROVAL** as presented.

**Additional Background:** Of the 27.378 acres remaining, about 13 acres along Maria Drive is developable, while the remaining acreage north of Union Street is wetland and considered undevelopable. The Sisters have a desire to develop the remaining parcel into owner-occupied housing that includes a mix of incomes and people. This could include extensions of Meadow Street, Third Street, and Academy Avenue to allow for more development, mixed with some mid-density housing as conceptually designed within this memorandum. The undevelopable acreage could become a limited development park utilized for boardwalks, interpretive signage, nature, and bird watching. UW-Stevens Point's astronomy program has expressed interest in utilizing the park space for an outdoor classroom for night-sky viewing, and the Green Circle Trail has expressed interest in additional connections as part of this project.



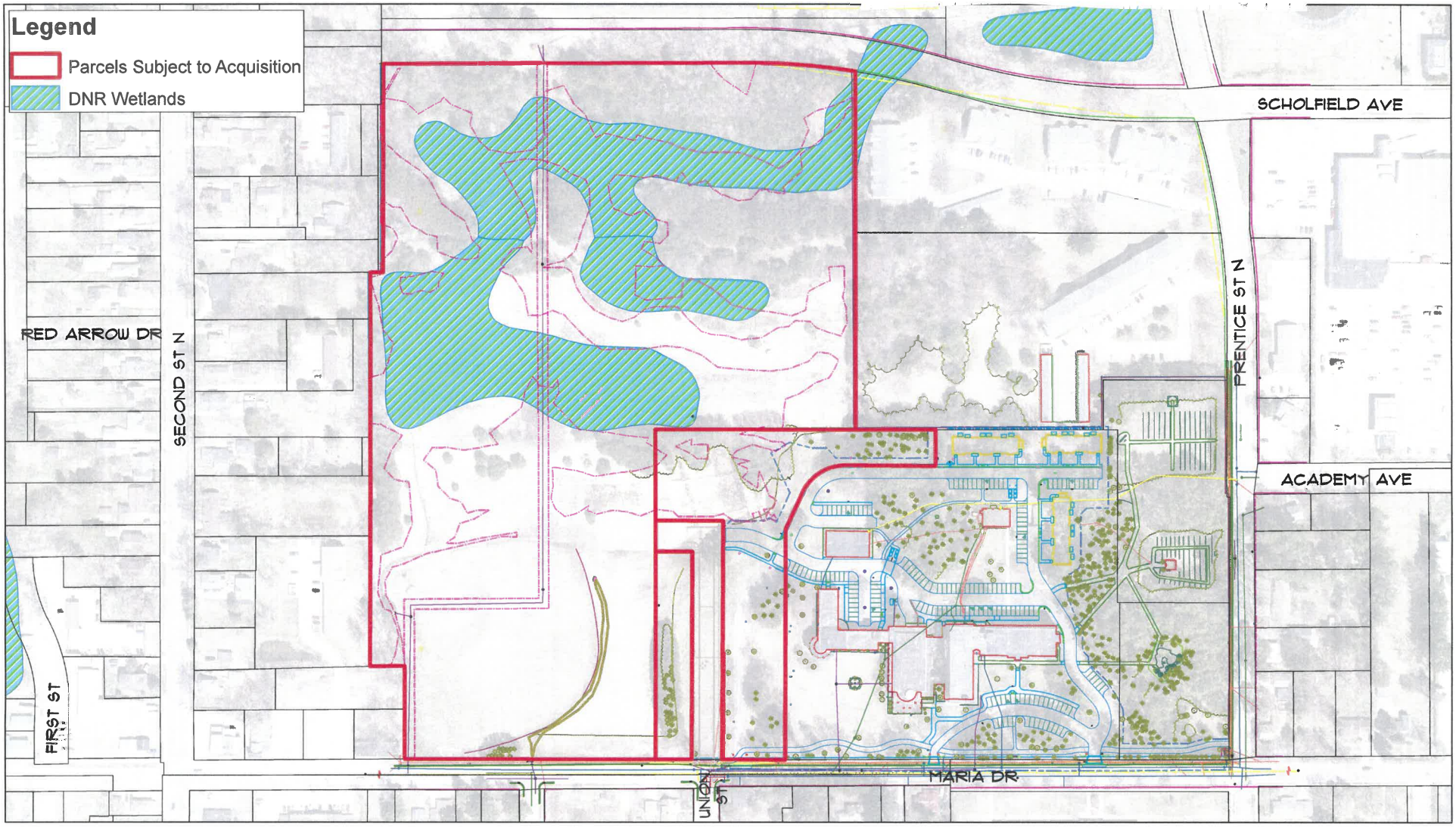
*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication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

**Comprehensive Plan Designation:** From the City's 2005 Comprehensive Plan, the subject parcels were identified for "Institutional/Government" land use designation. The surrounding FLU designations are Residential, Institutional/Government, and Multi-Family. As the City develops this parcel, neighborhood input will be critical to garnering buy-in and smart redevelopment of the parcel. This will include a FLU map amendment to "Park" and "Residential".

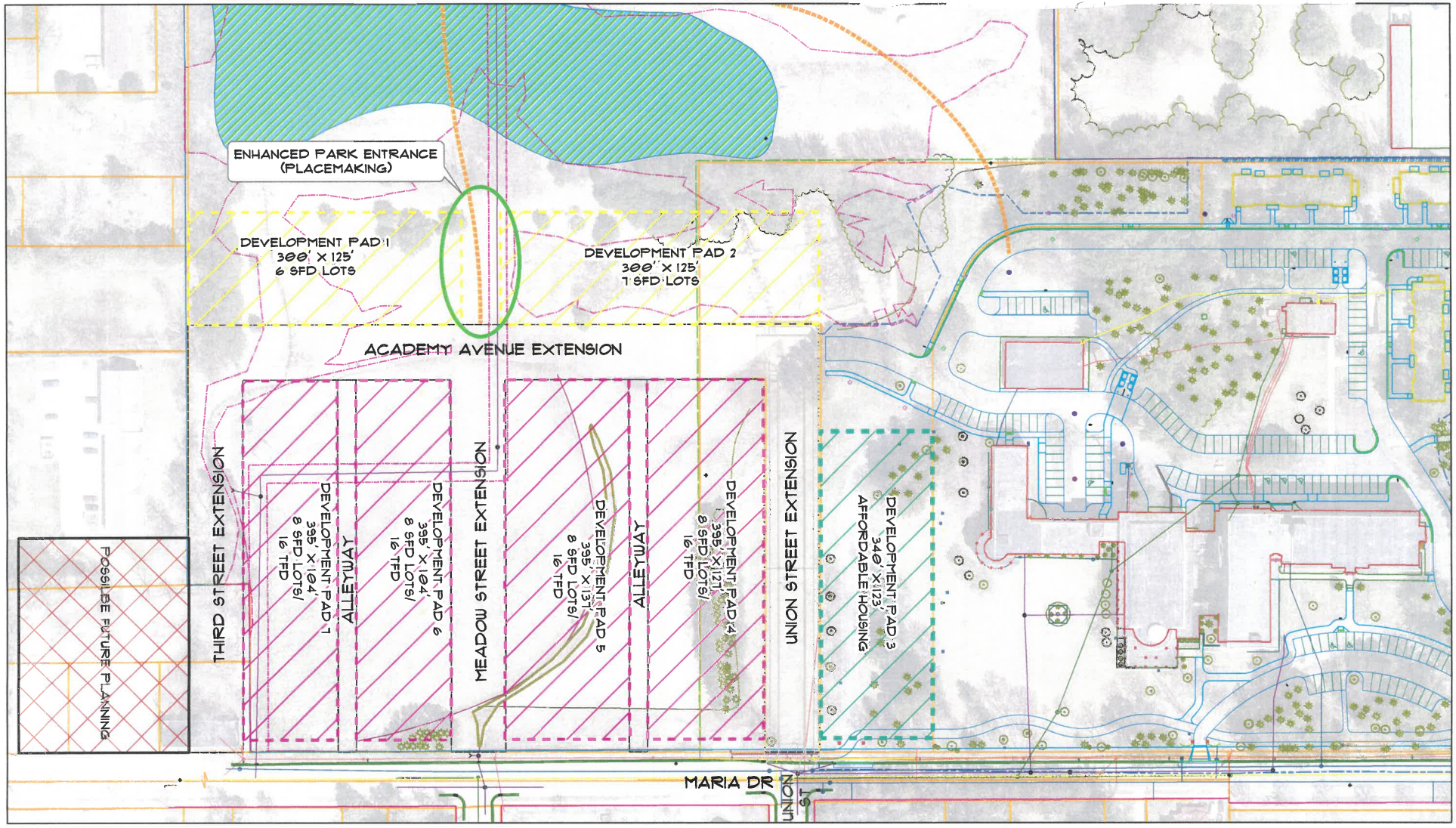



Conceptually, City staff would like to see a mix of buildings, including single-family, townhome, duplex, and cottage court homes as part of this development plan. You can find more information on each of these at https://missingmiddlehousing.com/types.

# CONVENT WEST DEVELOPMENT CONCEPT -



# CONVENT WEST DEVELOPMENT CONCEPT -




1 inch = 100 feet

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

**Department of Community Development**
**Redevelopment Authority**
**Ryan J. Kernosky, Director**
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 6, 2023

**RE: Acquisition of Property – Brilowski Rd & Golla Rd (020240826-13.05, 020240826-14.03)**

---

**Summary:** As you may recall, the City has been working with Anderson Development Company, LLC ("Anderson") for several months on the development of a single-family subdivision on the subject parcels. Due to changing economic conditions, Anderson has decided to not pursue the development and had offered the property to the City at a negotiated price of $450,000. Commissioners will recall that we acquired the property at 5595 Regent Street and two parcels adjacent to the subject parcel to assist with annexation of the proposed subdivision. The City's Finance Committee has reviewed this request in Closed Session and has given the initial approval to acquire the property. Consistent with WI Stats. 62.23(5), the matter before the Plan Commission is to review the acquisition of property only.

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

**Additional Background:** City staff has been working diligently with several parties over the last year to expand our municipal boundaries to allow higher-density residential development along Brilowski Road, while protecting the City's municipal wellheads. As you may recall, the City worked with Anderson to develop the parcel north of Golla Road. Anderson's development included 39 single-family residential lots that would be on City utilities. At the time, City staff and Anderson pursued annexation, but annexation was quickly objected to by the Town of Hull due to the 'continuity rule.[1]' Staff paused the annexation request until such time we could annex without allowing the Town to object. As part of that plan, the City acquired 5595 Regent Street and a portion of the property north of Regent Street to help facilitate annexation without Town of Hull objection.

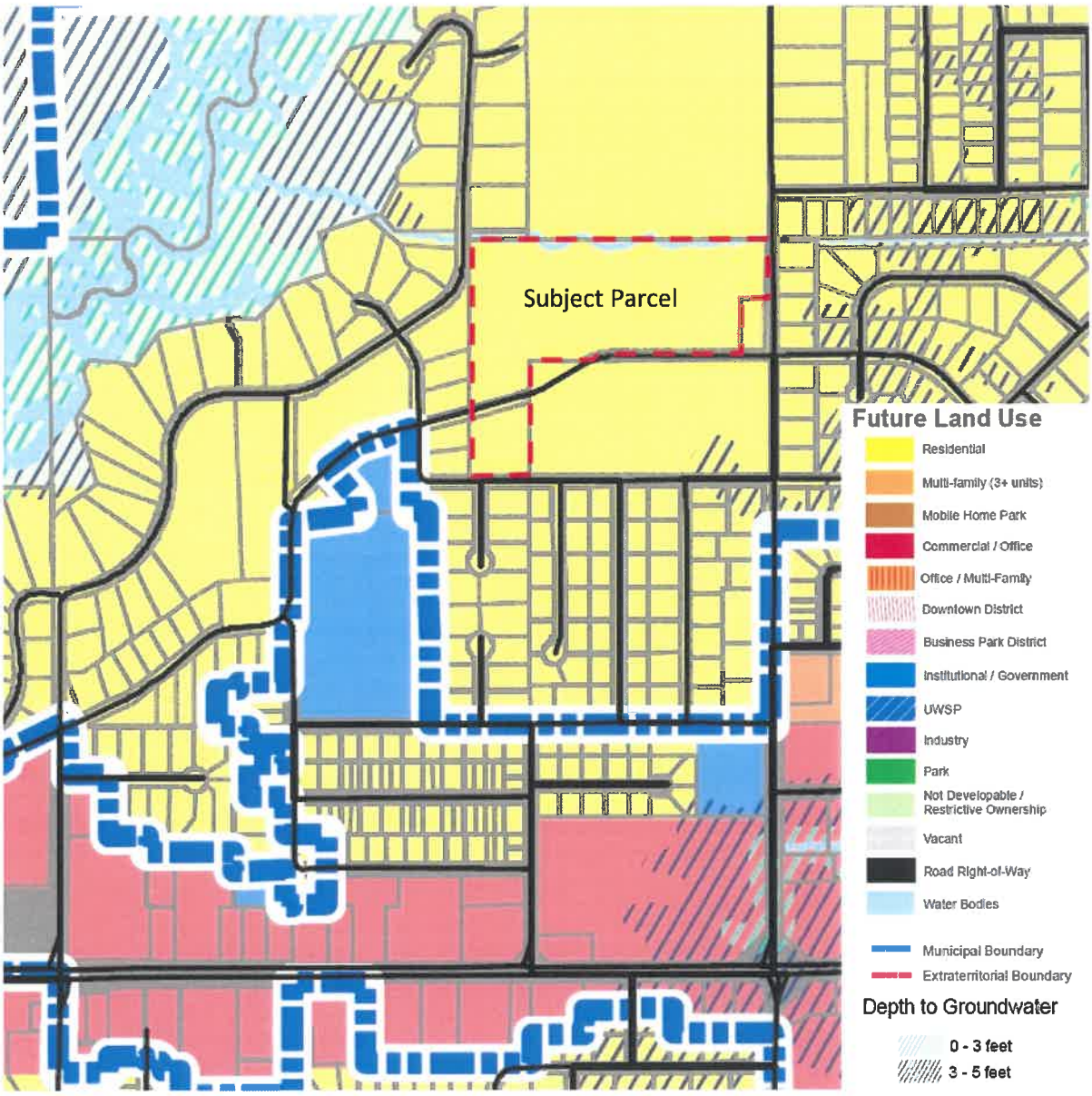
[1] The continuity rule states that in order for a parcel to be annexed into the City from the Township, it must be adjacent to an existing City parcel. Connecting via right of way or railway is not allowed.



*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.*

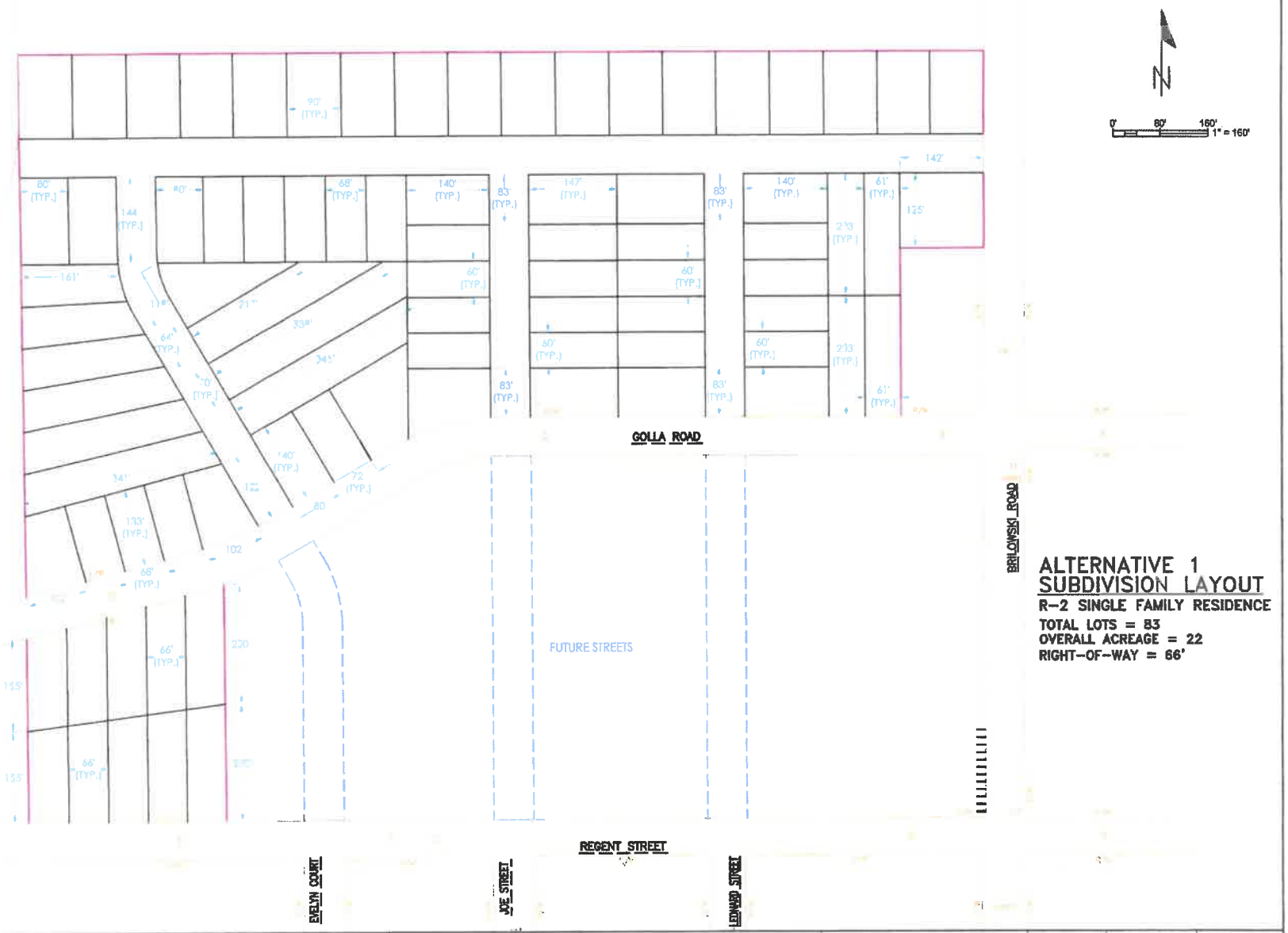
Similar to Whitetail Subdivision, the City would likely be the developer for the parcel and would look at more density for this subdivision as part of being the developer. Additional density would include mixed-housing units like single-family, duplex, and tri-plex development as opposed to a strictly single-family housing development. Such density could range between 63 and 83 additional housing units within this area. Additionally, with the City-owned parcel to the south, more housing units could be added as well. This will fill a critical need for new housing within our community.

**Comprehensive Land Designation:** From the City's 2005 Comprehensive Plan, the subject parcels were identified for "Residential" land use designation. The surrounding FLU designations are Residential and Institutional/Government.




**Conceptual** development ideas are enclosed in this memorandum.

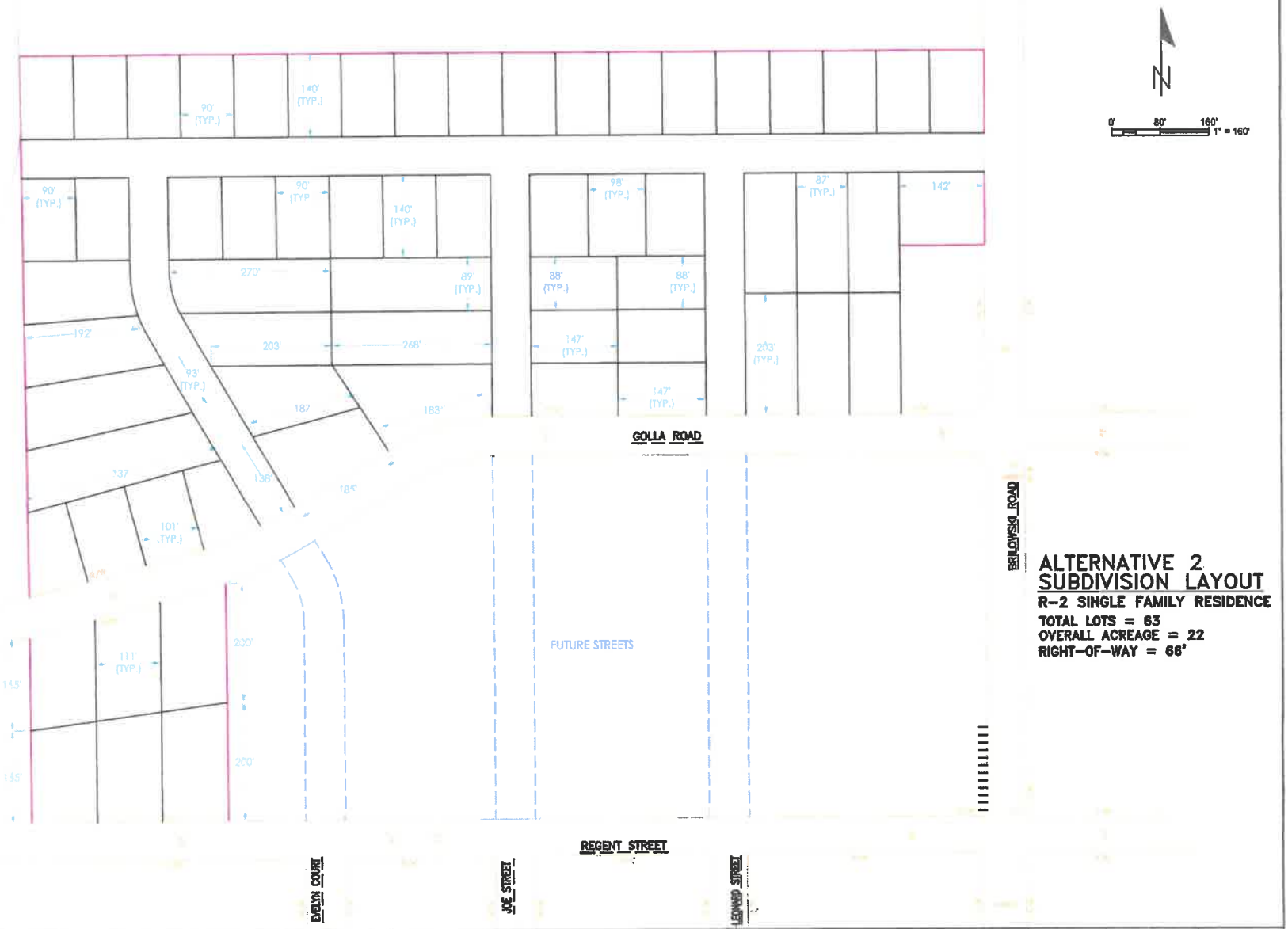
ALT 1 of
ANDERSON
SUBDIVISION




CITY OF STEVENS POINT, WISC.

| | | | | |
|---|---|---|---|---|
| PROJECT: PROP SUBDIVISION LAYOUT ALTERNATIVE 1<br>IN: –<br>FROM: TO: | DESIGNED BY: DATE:<br>DRAWN BY: PJF DATE: 1-23<br>REVISED BY: DATE: | SCALE:<br>HOR. 1"=160'<br>VER. – | PROJECT NO.<br>X | SHEET NO.<br>1 |

ALT 2 OF ANDERSON SUBDIVISION




CITY OF STEVENS POINT, WISC.

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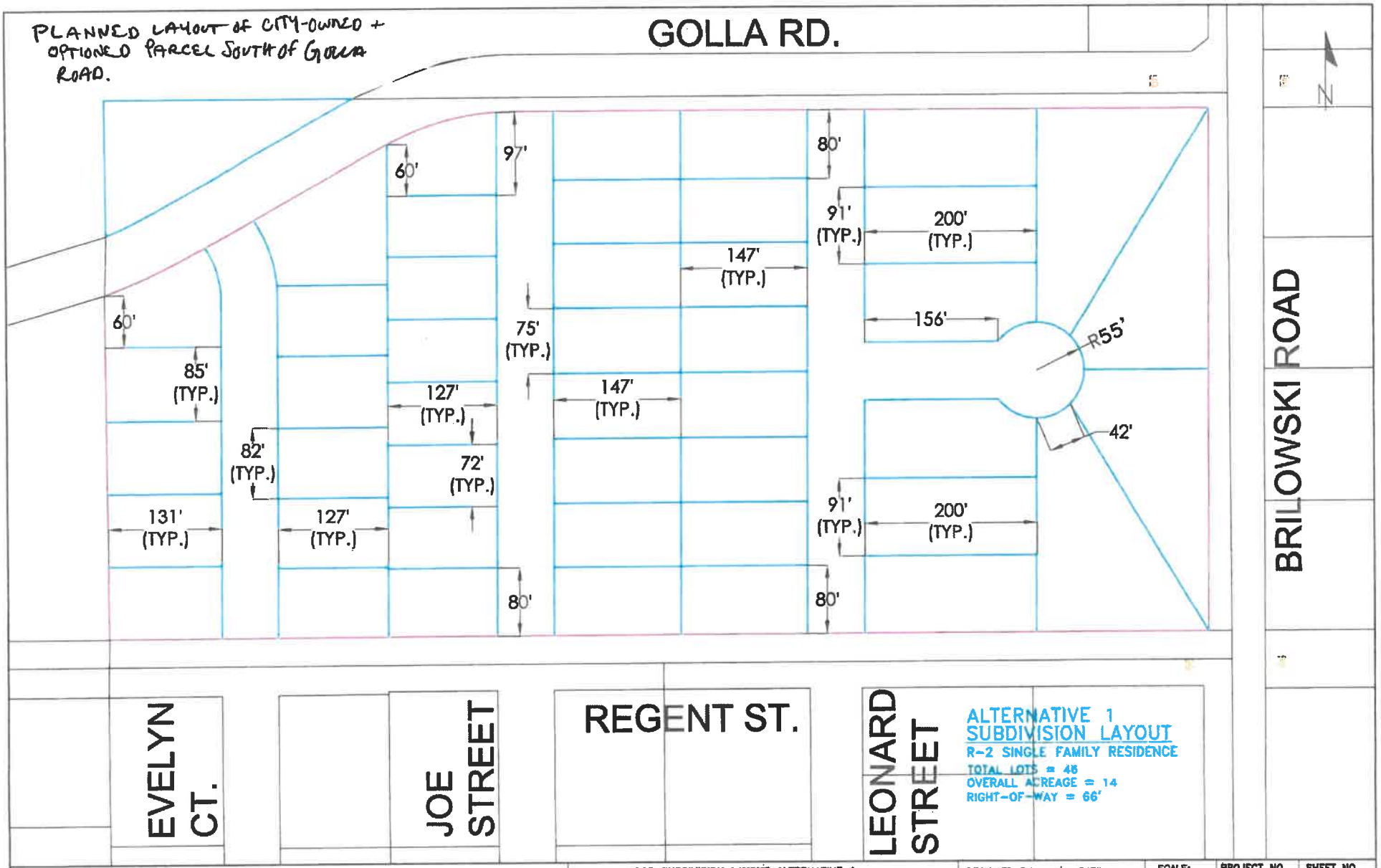
| PROJECT: PROP SUBDIVISION LAYOUT ALTERNATIVE 2<br>IN: –<br>FROM: TO: | DESIGNED BY: DATE:<br>DRAWN BY: PJE DATE: 1-23<br>REVISED BY: DATE: | SCALE:<br>HOR. 1"=160'<br>VER. – | PROJECT NO.<br>X | SHEET NO.<br>1 | |

PLANNED LAYOUT OF CITY-OWNED + OPTIONED PARCEL SOUTH OF GOLLA ROAD.




CITY OF STEVENS POINT, WISC.

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| PROJECT: PROP SUBDIVISION LAYOUT ALTERNATIVE 1<br>IN: –<br>FROM: TO: | DESIGNED BY: DATE:<br>DRAWN BY: PJF DATE: 11-21<br>REVISED BY: DATE: | SCALE:<br>HOR. 1"=100'<br>VER. – | PROJECT NO.<br>X | SHEET NO.<br>1 | |

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

**Department of Community Development**
**Redevelopment Authority**
**Ryan J. Kernosky, Director**
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 6, 2023

**RE: Acquisition of Property – Old Highway 18 & Brilowski Road (020240836-11.01, 020230801-06.01, 020240836-12, 020230801-05.01, 281240836320102)**

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**Summary:** Community Development, Public Works staff, and our consultant, Barrientos, has been reviewing possible locations for a new public works facility (currently located in Bukolt Park). Additionally, Community Development and the Fire Department have been looking at possible locations for a new fire station on the City's east side as we continue to have outward expansion and the need to provide adequate response times to the City's east side. As part of all these discussions, the planning groups have identified the site at the corner of Old Highway 18 and Brilowski Road (39.8 acres) as a suitable location for a new public works facility and fire station. A negotiated price of $1,015,000 was agreed upon by the City and the sellers. These properties are identified in pink in the map below.

Additionally, the broker represents the adjacent property (~44 acres in size). City staff has negotiated a purchase price of $704,000 for this property, outlined in yellow on the map below.

The City's Finance Committee has reviewed the request in Closed Session and has given the initial approval to acquire the properties. Consistent with WI Stats. 62.23(5), the matter before the Plan Commission is to review the acquisition of property only.

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



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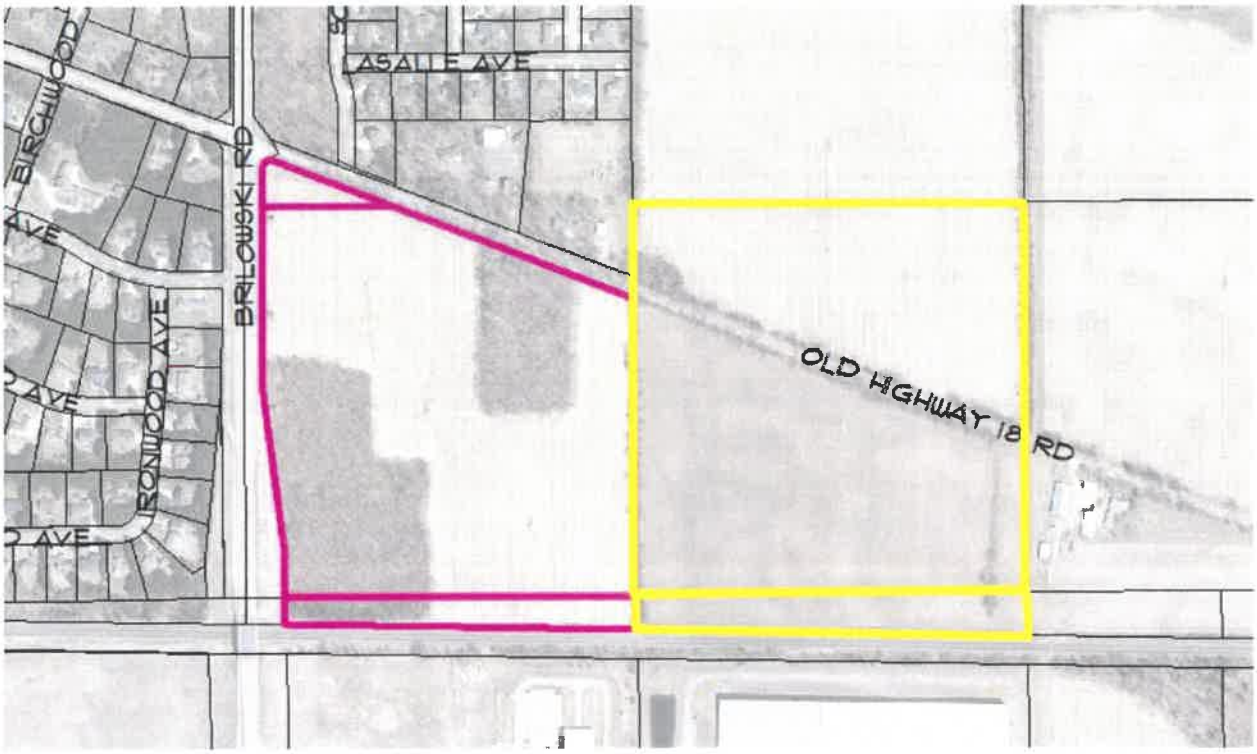


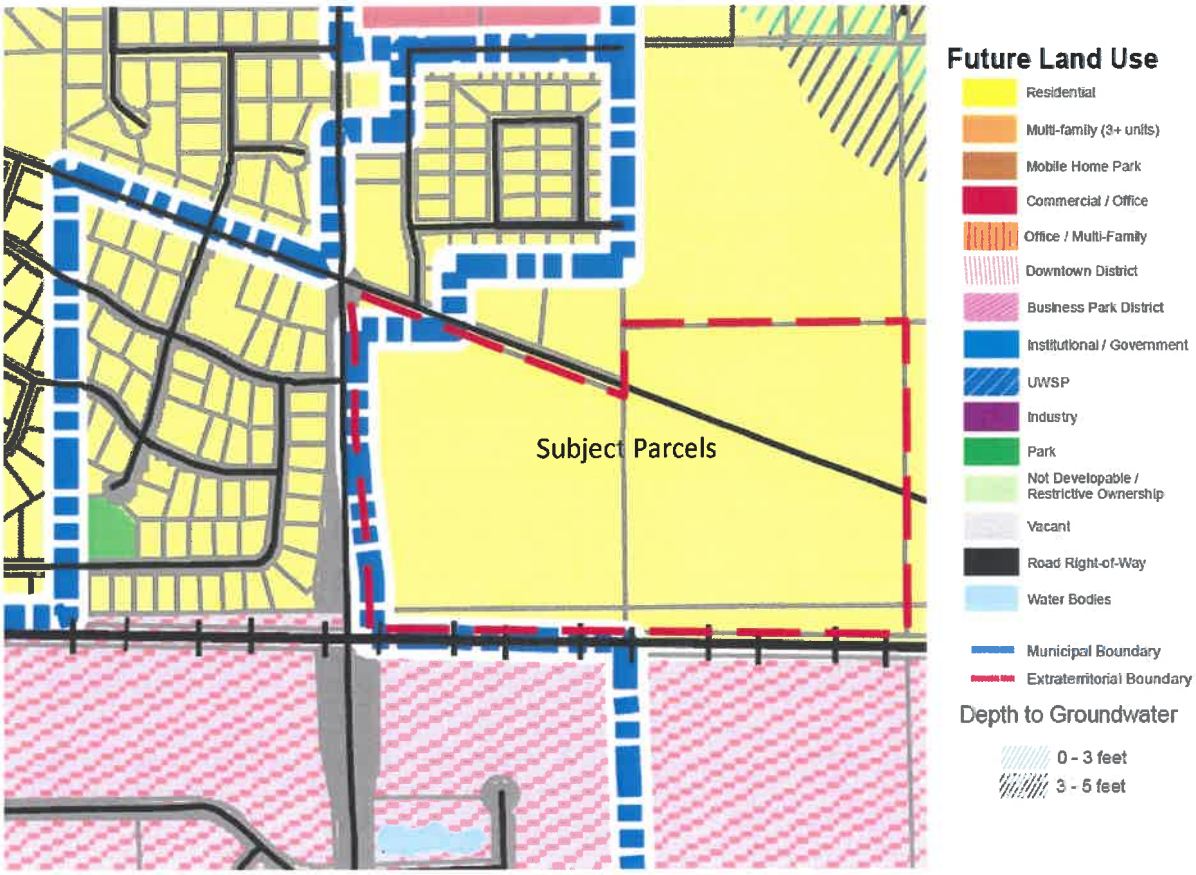

**Additional Background:** The City has been looking at this site for development since 2014 when a development that included multi-family housing was proposed. That project did not come to fruition. At the time, City staff saw the value in create a master development plan for this area and the developable properties further east. A map is included in this memorandum outlining that master development plan.

Community Development and the Fire Department have been working together over the last several months to identify gap areas within the existing response areas. Early on, it became evident that the response times east of Interstate 39 were inadequate to industry standards. As the City continues to have residential and commercial growth only east of Interstate 39, we began looking at potential locations for an east-side fire station. Given the planned residential development directly east of these parcels, continued commercial and manufacturing development in East Park Commerce Center and Portage County Business Park, coupled with easy access to Brilowski Road, US-10, and CTH-HH, this location was the preferred location for City staff for Fire Station #4. A map outlining response times for the proposed Fire Station is included in this memorandum.

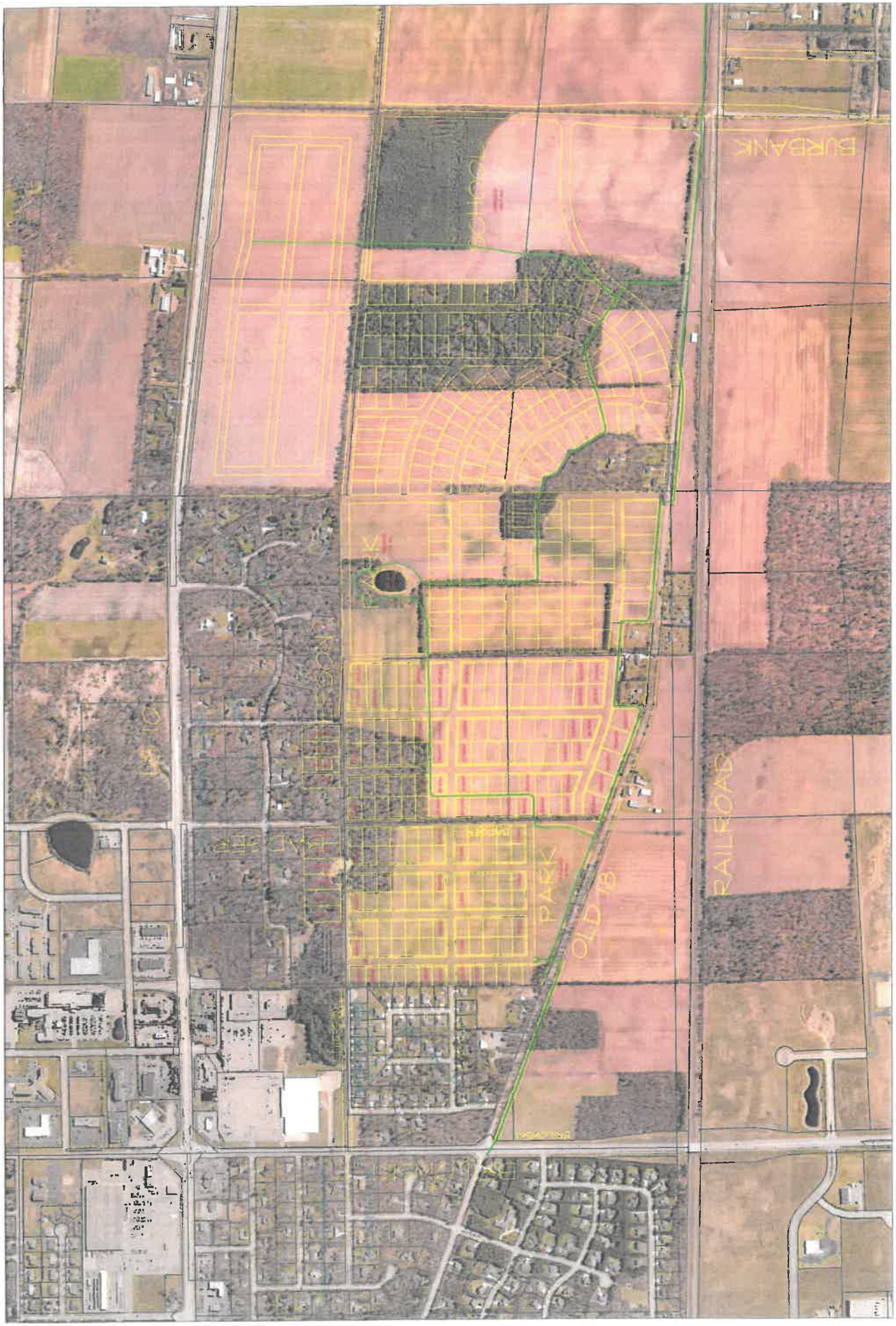
Public Works Department and Barrientos have been looking for appropriate location and acreage for a new public works facility. This included reviewing 8 possible locations with between 20 and 25 acres of land located within or just outside of the City. After much review, Public Works, Barrientos, and Community Development staff have identified the subject parcel as the most advantageous. As some may recall, in July 2021, Barrientos identified a parcel off of East Maria Drive (east of Green Avenue) as the recommended site. Upon further review that site was deemed undevelopable for a public works facility because the parcel is subject to Federal Aviation Administration development standards due to the proximity of runway 3 at the Stevens Point Municipal Airport.

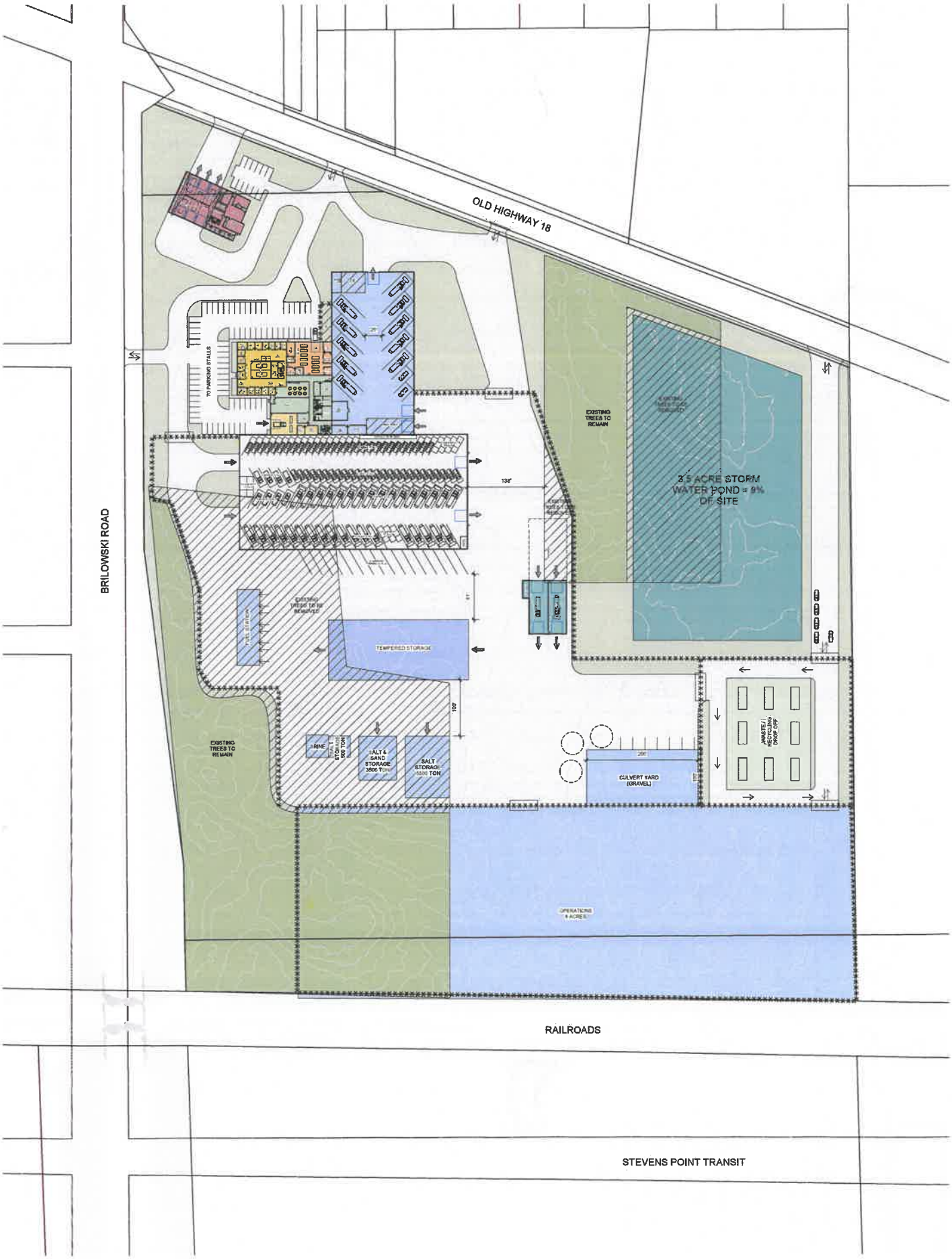
**Comprehensive Plan Designation:** From the City's 2005 Comprehensive Plan, the subject parcels are identified for "Residential" land use designation. The surrounding land use designations are Residential and Business Park District. An amendment to the City's Comprehensive Plan would be required as part of the development from Residential to

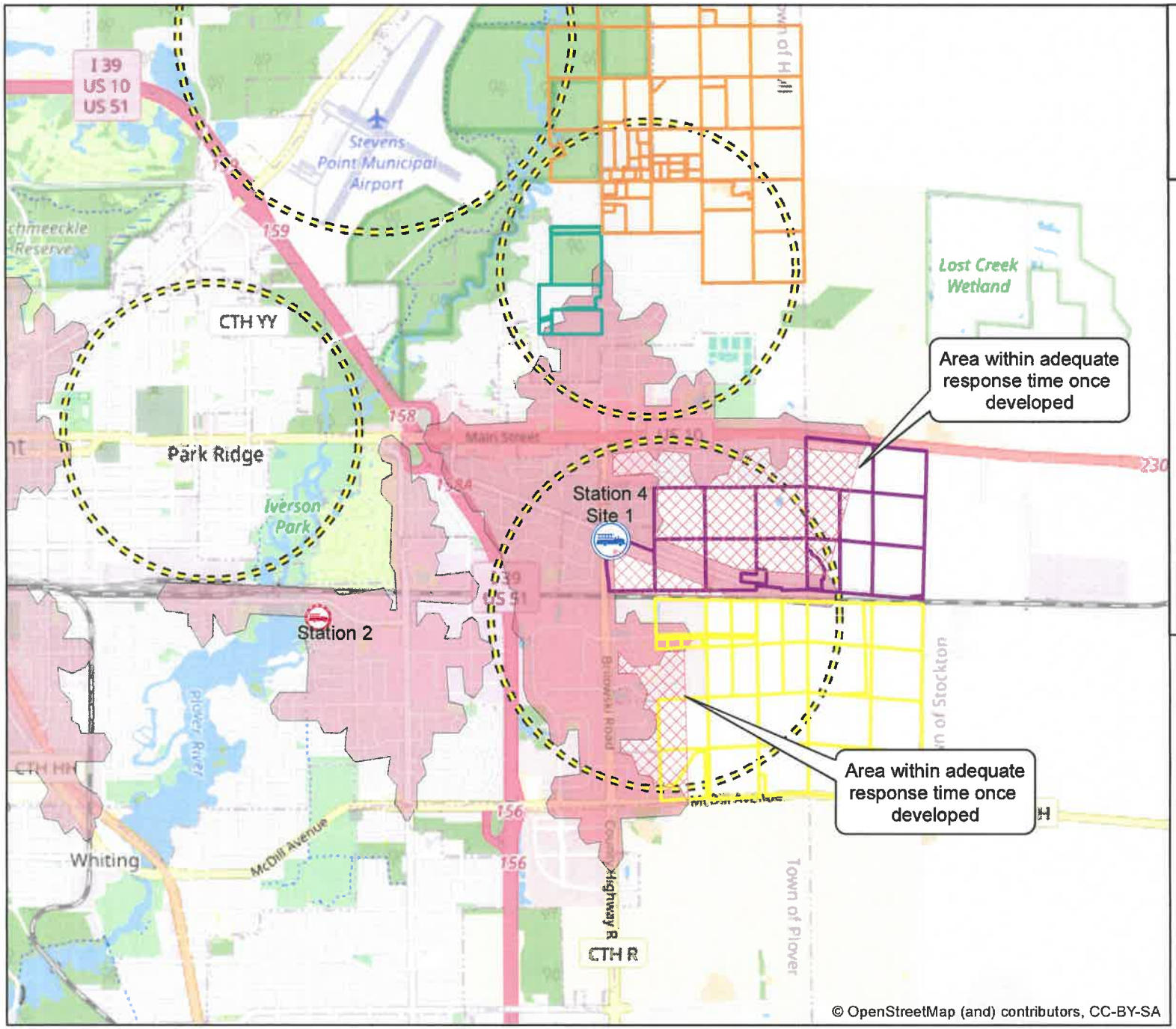
Institutional/Government for the parcel closest to Brilowski Road. That request would come at a later date when the City is ready to develop the property.




The parcels furthest east would remain as part of the City's land stock and could be marketed for residential development consistent with the master planning efforts already done.


BURBANK
RAILROAD
OLD 18
PARK


OLD HIGHWAY 18
BRILOWSKI ROAD
RAILROADS
STEVENS POINT TRANSIT
70 PARKING STALLS
EXISTING TREES TO REMAIN
3.5 ACRE STORM WATER POND = 9% OF SITE
138'
TEMPERED STORAGE
FUEL STATION
BRINE
SALT & SAND STORAGE 3500 TON
SALT STORAGE 3500 TON
CULVERT YARD (GRAVEL)
WASTE / RECYCLING DROP OFF
OPERATIONS 8 ACRES




Map E1

Station 4
Site 1
250 Second
Response Time

N
S

**Legend**

- Gap Area
- Commercial Growth Area
- Residential Growth Area 1
- Residential Growth Area 2
- Residential Growth Area 3

0 0.6 Miles

**Department of Community Development**

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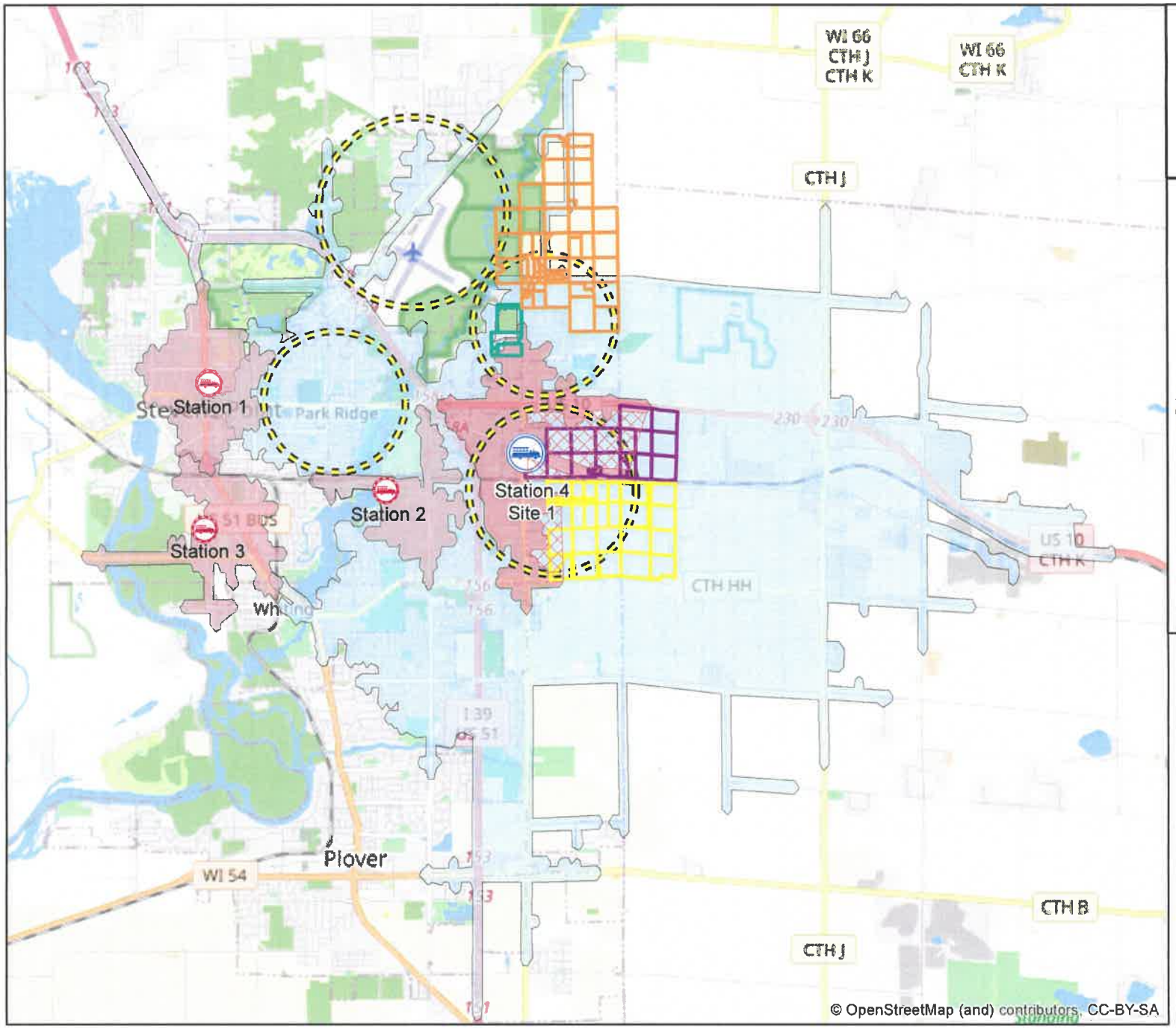


Map E2

Station 4
Site 1
560 Second
Response Time

N
S

**Legend**

- Gap Area
- Commercial Growth Area
- Residential Growth Area 1
- Residential Growth Area 2
- Residential Growth Area 3

0 1.5 Miles

**Department of Community Development**

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Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 6, 2023

**RE: Discussion Only – Updating Definition of Family within Zoning Ordinance**

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**Background:** City staff has been diligently working over the last several weeks to provide a comprehensive approach to updating the City's definition of family within our zoning ordinance. During the December 2022 City Plan Commission, a public hearing on increasing the number of unrelated individuals from two to four was postponed by the Commission until such time as City staff was able to provide a potential change that identified and addressed varied nuances identified by the Commission and the public during the last public hearing.

As you may recall, the current definition of family is defined below:

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

During the public hearing in December 2022, questions and comments were raised by the Commission outlining the desire to see the following within a potential amendment:

- Allow owner-occupied homes to have additional occupants as opposed to non-owner-occupied homes.
- Address dependents of occupants as part of a potential amendment.
- Consider allowing additional occupants based on zoning code.

City staff went to work shortly after the meeting and looked at a variety of options trying to balance the various viewpoints of the community and the commission while ensuring that



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whatever policy would be approved would be simple enough for the public to understand AND be easily enforceable by City staff.

**Ordinance Amendments Options:**

Two possible ordinances are presented for review by the Commission:

First option, the "3/2 Option":

14) Regulation of Household Entity.
    a. Definitions
        1) 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 individual and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity shall not apply to a Tourist Rooming House.

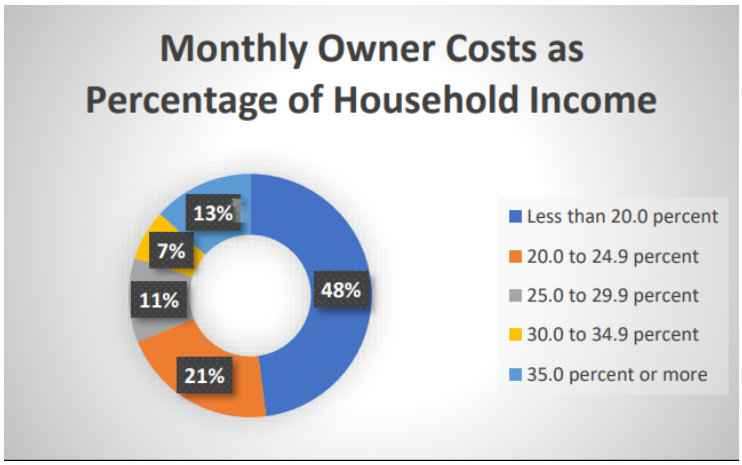
        2) Household Entity Plus – is an individual, or two or more person related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus two individuals and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity Plus shall only apply to Owner-Occupied Dwelling(s). The definition of Household Entity Plus shall not apply to a Tourist Rooming House.

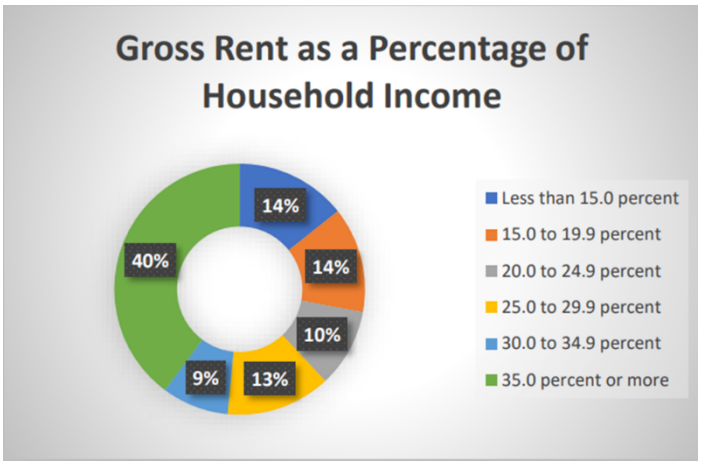
        3) Dependent - an individual related by blood, marriage, adoption, foster child arrangement, or similar legal relationship who relies on support from another individual related by blood, marriage, adoption, foster child arrangement, or similar legal relationship, and usually cannot exist or sustain themselves independently without the aid or support of someone else.

        4) Owner-Occupied Dwelling - shall mean any dwelling unit where an individual or two or more persons who reside in such unit are the owners of either the entire fee simple interest or the entire land contract vendee's interest in said dwelling unit.

As Commissioners may recognize, the above definition allows *dependents* of non-related occupants to reside within the dwelling. This was an identified need as identified by the Commission in previous meetings. Additionally, this option splits the number of unrelated occupants based upon owner-occupied and non-owner-occupied properties. If the property is owner-occupied, you could have up to three unrelated individuals plus their dependents living in the property. If it is non-owner-occupied, you are limited to no more than two individuals and their dependents living on the property.

The challenge with the 3/2 option remains that young professionals, those at risk of homelessness, and others who are more likely to rent are not able to afford to purchase a home do not receive any benefit from the ability to have an additional person to help offset housing costs. We know from American Community Survey (ACS) data for Stevens Point that 80% of those who own their home are considered housing secure (spend less than 30% of their income on housing and housing costs). This is in stark contrast to those who rent, where 49% of those residents pay more than 30 percent of their household income on housing and are subsequently considered housing instable.




Second Option "3 across option":

14) Regulation of Household Entity.
    a. Definitions
        1) 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 two individuals and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity shall not apply to a Tourist Rooming House.

        2) Dependent - an individual related by blood, marriage, adoption, foster child arrangement, or similar legal relationship who relies on support from another individual related by blood, marriage, adoption, foster child arrangement, or similar legal relationship, and usually cannot exist or sustain themselves independently without the aid or support of someone else.

Similar to the 3/2 option, dependents of non-related occupants are included as part of this potential amendment. This amendment increases unrelated individuals from no more than 2 to no more than 3 plus their dependents regardless of whether the home is owner-occupied or non-owner-occupied.

**Staff Recommendation:** Staff sees the advantages and disadvantages of each potential option. The 3/2 option does provide an incremental change, but likely will not impact the folks who are most impacted by the current definition. The 3 across option does allow the most impact and is equitable to owner-occupied and non-owner-occupied housing units. Staff favors the 3 across option over the 3/2 option, however, if the Commission wishes to go with the 3/2 option, it allows some incremental change to the code.

**Plan Commission Charge:** This is a discussion only topic, but the direction from the Plan Commission is important and required for us to move forward with either option. Staff's goal would be to present an amendment at the April meeting for your consideration and for the public hearing portion of code amendments.

Thank you, please let me know if you have any additional questions.

# RAYMOND CAL

1233 Maria Drive ▪ Stevens Point, WI 54481-1140

715-321-0329 raymond.cal@hotmail.com


February 26, 2023

Stevens Point Plan Commission
Mayor Mike Wiza, Chair

RE: Recommendations of the Affordable Housing Taskforce

TO WHOM IT CONCERNS:

1. As written **the recommendation to increase the allowed density of unrelated people in a single household will result in more absentee landlord owned rental houses.** It creates incentives for landlords to buy even more houses in our city and convert them to rental properties. This should not be a goal for the city as about 50% of our households are already rentals. Neighborhood improvement efforts generally view creating more owner-occupied homes as a positive for our community.

2. **Home ownership is one of the most consequential means for people to accumulate wealth and an effective tool for intergenerational transfer of wealth**. The city should be incentivizing owner occupied home ownership, not encouraging more absentee landlord home ownership. Page 19 of the Taskforce Report suggests we should "prioritize homeownership rather than rental property construction." Increasing density for absentee landlord rentals works against this goal.

3. **Increasing density in households should be allowed only where the property is owner-occupied.** Increasing density for owner occupied homes should make it easier for people to buy and own a home because it provides a source of rental income that can help make ownership more affordable (cost of mortgage, utilities, taxes, home improvements, etc.)

4. **Owner-occupied homes are more likely to be well maintained compared to absentee landlord rental houses**. Anyone who knows students from UWSP who have experienced the Stevens Point rental market recognizes that we continue to have a problem with substandard conditions for houses. My own experience with nieces/nephews at UWSP is housing that is often poorly insulated, blankets over windows to keep the cold out, garages converted to bedrooms with no insulation (because the landlord doesn't pay the utility bill), poor plumbing and laundry facilities, poor upkeep and unresponsiveness to tenant concerns.

5. **The Stevens Point Housing Authority should be creating more low-income housing units.** The Housing Authority does a good job maintaining its existing units, by as Ryan Kernosky has shared, the Housing Authority has not added a single additional unit in more than 40 years. There is much competition for HUD dollars but surely Stevens Point should be able to find a way to take advantage of the programs that other cities have been successful in receiving.

6. **The undeveloped land at the former convent of the Sisters of St. Joseph of the Third Order of St. Francis is one of several properties in Stevens Point which should be prioritized for affordable**

Classification: Personal

**housing**. This is where the city has an opportunity to build "Missing Middle Housing" discussed in the Housing Taskforce Report. Other potential properties would be the site of the demolished Edgewater Manor, the Belke Lumber site, the former Shopko site and the former Cooper Motors site.

7. **The Taskforce Report is incorrect in suggesting that problems with housing quality is more a perception than a reality** (page 15 of the report). The report cites Assessor's report ratings, but we should not be using assessor's reports to judge housing quality. Please recognize the limitations of the assessor's inspections. In most cases the assessor never enters a property so they are unable to thoroughly inspect the property. Landlords generally do not want a city inspector snooping around their properties looking for problems. An assessor has no idea of what tenants are paying for their utility bills or the condition of the interiors. An owner-occupied home may have incentives to report problems to the assessor in the hope of keeping their valuation (and thus their taxes) lower. Perhaps this explains why so many poor or very poor houses were reported as owner occupied?

8. **Guard Stevens Point from an undesirable model of absentee landlords**. There are certainly responsible landlords in our community and they should be appreciated. However, there is another model of landlord which we should not be encouraging. Viewing themselves as entrepreneurs they buy up properties with a singular focus on maximizing their cashflow. They charge as much for rent as possible and spend as little on upkeep as necessary to build up cash for the downpayment on the next property to add to their real estate holdings. Allowing them to now rent homes to even more tenants will result in more owner-occupied homes being converted to poorly maintained rentals.

9. **The Taskforce is incorrect to suggest that limits on density are either overtly or subvertly motivated by discrimination, racial or otherwise**. The Kordus memo (page 1) suggests this is the case. I and others are genuinely interested in improving the quality of our neighborhoods and are welcoming to people of all race, ethnic background and gender identity. Please do not use the race card where it does not apply,

10. **Be alert to the unintended consequences of pursuing a solution that has been presented as low cost/no cost**. Increasing density for absentee landlord rentals will change our neighborhoods, and not in a good way! Has landlord/realtor/developer composition on the Housing Taskforce shaped recommended solutions that benefit landlords and developers without recognizing the negative impact of the recommendations? I count 2 realtors/landlords on the committee, a developer and a rental property manager. Who represents the folks who have chosen to live and invest in Stevens Point and have a desire to maintain and improve our neighborhoods?

Sincerely,

Raymond Cal

Classification: Personal