



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:	May 1, 2023 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 872 8221 6297 Passcode: 999166
			<u>By Computer:</u>
			https://us02web.zoom.us/j/87282216297?pwd=Q2NHSC9lcnRuM1UrWkhqaHlm
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the April 3, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from John Knoke for a conditional use permit to construct a second principal structure on the property located at 2001 Patch Street (Parcel ID 281230805100222), consistent with Ch. 23.01(14)(f).
4. Public Hearing and action on a request from Lori Gintner, representing Arthur Greco, to rezone an unaddressed parcel off of Second Street North (Parcel ID 281240820340043) from "B-1" Neighborhood Business to "R-3" Single- and Two-Family Residential.
5. A request from Leah Finucan, representing Associated Bank, for a sign variance to install two freestanding signs on the property located at 1305 Main Street (Parcel ID 281240832100628), consistent with Ch. 25.14.

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

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

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

6. Public Hearing and action on a request from the City 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 purposes of repealing the definition of 'family' in its entirety and adopting the following definitions of the terms 'household entity,' 'household entity plus,' 'dependent,' and 'owner-occupied dwelling.'

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 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.

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 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 Dwellings. The definition of Household Entity Plus shall not apply to a Tourist Rooming House.

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.

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.

7. A request from the City of Stevens Point to enter into an electric underground easement agreement with the Wisconsin Public Service Corporation for the property located at 4401 State Highway 66 (Parcel ID 281240823230001) and two unaddressed parcels off of State Highway 66 (Parcel ID 281240823230002 & 281240823120001).
8. March 2023 Monthly Report.
9. Director's Report.
A verbal report will be provided during the meeting.

Closing Section:

10. Adjourn

REPORT OF CITY PLAN COMMISSION

April 3, 2022 – 6:00 PM

In-Person & Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Planner Klesmith, Technician Mohr, Alderperson Keymer, Alderperson Shuda, Allison Birr, Jim Buchholz, Monica Prendergast, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Report of the March 6, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Jim Buchholz, representing the University of Wisconsin Board of Regents, to rezone three unaddressed parcels off of Vine Street (Parcel ID 281240828100812, 281240828100115 & 281240828100737) from "R-2" Single Family Residential to "C" Conservancy.
4. Discussion and possible acceptance of the 2023 McDill Pond Management Plan.
5. Director's Report. *A verbal report will be provided during the meeting.*

Closing Section:

6. Adjourn.
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Opening Section:

1. Roll call.

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

Excused: Rice

Discussion and possible action on the following:

2. Report of the March 6, 2023 meeting of the City Plan Commission.

Motion by Commissioner Cooper to approve the report of the March 6, 2023 Plan Commission meeting; seconded by Commissioner Ilten.

Motion carried 6-0.

3. Public Hearing and action on a request from Jim Buchholz, representing the University of Wisconsin Board of Regents, to rezone three unaddressed parcels off of Vine Street (Parcel ID 281240828100812, 281240828100115 & 281240828100737) from "R-2" Single Family Residential to "C" Conservancy.

Associate Planner/Zoning Administrator Kuhn summarized the request to rezone three unaddressed parcels from R-2 Single Family Residential to Conservancy. After review, staff held no further concerns and recommended approval as presented.

Mayor Wiza declared the public hearing open.

Jim Buchholz (2419 North Point Dr), Director of Schmeeckle Reserve, provided testimony in support of the request. Their intent was to provide further protections to donated lands, in addition to having the zoning be consistent with the remainder of the reserve.

Mayor Wiza declared the public hearing closed.

Several commissioners commended the applicant's request.

Motion by Alderperson Kneebone to approve the request from Jim Buchholz, representing the University of Wisconsin Board of Regents, to rezone three unaddressed parcels off of Vine Street (Parcel ID 281240828100812, 281240828100115 & 281240828100737) from "R-2" Single Family Residential to "C" Conservancy; seconded by Commissioner Schuler

Motion carried 6-0.

4. Discussion and possible acceptance of the 2023 McDill Pond Management Plan.

Associate Planner/Zoning Administrator Kuhn noted that he had nothing further, but planning committee members for McDill were available for questions.

Mayor Wiza clarified that while the City was an active overall partner for McDill Pond, the City did not have anything to do with drafting the lake district report. Their only task as the commission was to either reject or accept the plan and place it on file.

Mayor Wiza asked for comments from the audience.

Meleesa Johnson (District Five) commended the Lake District for its efforts and reiterated that the management and costs fell onto those residents living along the corridor, of which she was grateful as everyone was able to enjoy their efforts.

Commissioners made the following comments:

- There was a brief back and forth on the lack of involvement the City had in drafting the report.
- Several commissioners commended the present representative in updating the report.

Motion by Alderperson Kneebone to approve the 2023 McDill Pond Management Plan and place it on file; seconded by Commissioner Arntsen.

Motion carried 6-0.

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

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:

13. Adjourn.

Meeting adjourned at 6:13 PM.

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

Attachments relating to agenda item 3: Rezone to Conservancy

[External] Support for rezoning



Stephen Faber <wismoose53@gmail.com>
To Adam Kuhn



3/28/2023

Hi Adam,

Although I'm sure there's no controversy about rezoning the Vine Street parcels to Conservancy, I will simply let you know I support this change. Jackie and I contributed part of this land to the Board of Regents for inclusion in Schmeeckle Reserve and are pleased to see the appropriate zoning change take place.

Steve Faber and Jackie Meyers
3008 Vine Street
Stevens Point WI 54481

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[External] Public hearing



Diana Durall <dmdurall@gmail.com>

To: Adam Kuhn



3/31/2023

 You replied to this message on 4/3/2023 8:46 AM.

Dear Mr. Kuhn,

Thank you for your notice regarding the public hearing that is scheduled for April 3 regarding the proposal to rezone parcels off of Vine Street. We live at 200 Indiana Ave. North and we support the proposal to rezone these from single-family residential to Conservancy. We are unable to attend the hearing, but wanted to voice our support to keep this land undeveloped. Please let us know if there is any more information we need to give in this matter.

Thank you,

Chris and Diana Durall

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Administrative Staff Report

Construct Multiple Buildings on the Same Lot

2001 Patch Street

May 1, 2023

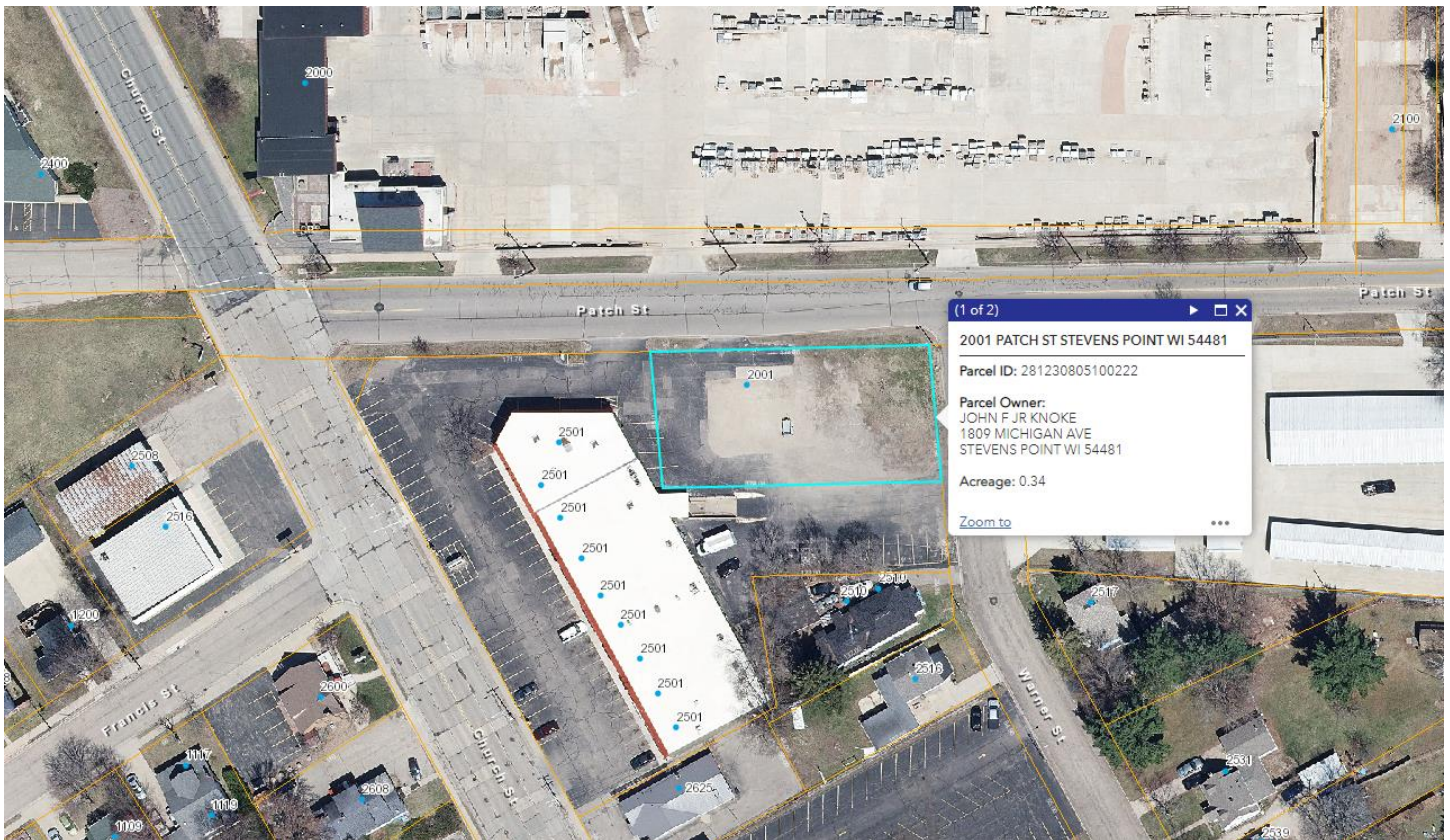


Department of Community
Development

Applicant(s): - John Knoke Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230805100222 Zone(s): "B-4" Commercial Master Plan: - Commercial / Office / Multi-Family Council District: - District 5 Ald. Birr Lot Information: - Frontage: 259 ft. - Depth: 85 ft. - Lot Size: 14,764 sq. ft. (0.339 ac.) Current Use: - Pet Wash Applicable Regulations: 23.01(14)(f)	Request - Public Hearing and action on a request from John Knoke for a conditional use permit to construct a second principal structure on the property located at 2001 Patch Street (Parcel ID 281230805100222), consistent with Ch. 23.01(14)(f). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 1,600 square foot commercial building on the subject property. - The proposed building will be constructed to accommodate for two commercial tenant spaces. - The subject property is zoned "B-4" Commercial. Commercial tenant buildings are a permitted use on the subject property. - A 50 square foot dog wash structure exists on the subject property – immediately to the west of the proposed commercial building. - 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. - 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 second principal structure on the property located at 2001 Patch Street (Parcel ID 281230805100222), subject to the following conditions: - The applicant shall enter into a shared access agreement between the subject property and the property located at 2501 Church Street (Parcel ID 281230805100221). Said agreement shall be recorded with the Portage County Register of Deeds Office prior to occupancy being granted for the proposed building. - The applicant shall provide additional information as to parking accommodation for the proposed development. If additional off-street parking spaces are proposed on the subject property, a parking plan shall be submitted to the Zoning Administrator for review and approval.
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3. A utility plan shall be submitted, subject to the review and approval of Public Utilities staff.
4. The applicant shall ensure that the proposed brick façade on the front elevation shall also extend to the east elevation of the building as it will be visible from Warner Street.
5. A knox box shall be provided on the building, subject to the review and approval of the City Fire Marshal.
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 proposed plan.

Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to construct a 1,600 square foot commercial building on the property located at 2001 Patch Street. The proposed 1,600 square foot building will accommodate two commercial tenant spaces. While the exact land use for each tenant space is not determined at this time, please note that the applicant will be having discussions with City staff when more information is available to ensure that the proposed tenants align with the use requirements of the “B-4” Commercial District – the zoning classification of the subject property.

Last year, a 50 square foot structure was installed on the subject property for the purpose of operating a dog wash facility. The proposed commercial building would be unaffiliated with the existing dog wash facility. 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(14)

- (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 "B-4" Commercial District– 25' of street setback, zero feet of side yard setback and ten feet of rear yard setback. According to the submitted site plan, 28 feet of street setback will be provided off of Patch Street and 25 feet off of Warner Street. 109 feet of setback is provided from the west lot line and 18' 6" of setback is provided from the south lot line.

Lot Line	B-4 District Minimum Setback Requirements	Proposed Setbacks (Findings)
<i>Street</i>	25 ft	28 ft off of Patch Street; 25 ft off of Warner Street
<i>Side</i>	0 ft (5 ft if any setback is provided and 5 ft if the property abuts a residential zoning lot).	109 ft
<i>Rear</i>	10 ft (plus 3ft for every story or fraction above two stories)	18 ft 6 in

2. Density.

Within the "B-4" District, one-story commercial buildings requires a lot size of 7,000 square feet. As the subject property is 14,764 square feet in size, two principal commercial buildings (14,000 square feet required) on the property would meet minimum density requirements.

3. Parking and Traffic Flow.

Two access points exist to service the proposed development – one off of Patch Street and the other off of Warner Street. Although the access point off of Warner Street is located on a separate lot, which is also owned by the applicant, a shared access agreement will be necessary as a condition of approval.

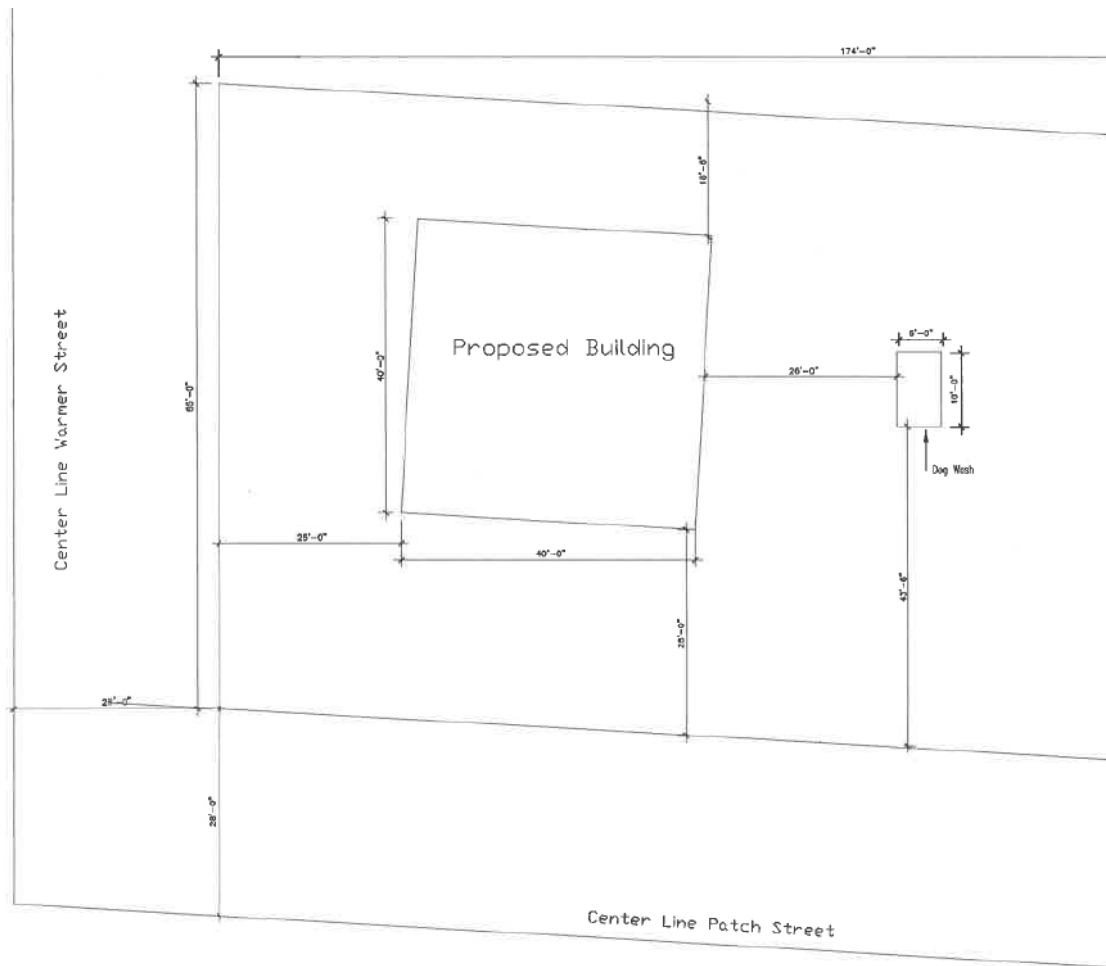
As the proposed building is 1,600 square feet in size, approximately six off-street parking spaces. Off-site parking spaces, located on a lot owned by the applicant, exist and can be utilized to fulfill parking requirements per the off-site parking regulations as found within the City's Zoning Code. Should the applicant choose to construct parking spaces on the subject property, a parking lot plan shall be subject to City staff for review and approval.

4. Utilities.

Utilities exist within the Patch Street and Warner Street Right-of-Ways that can service the proposed development. As a condition of approval, the applicant shall provide a utility plan for review by Public Utilities staff.

5. Compatibility with the Comprehensive Plan.

The subject property is identified for commercial, office and multi-family residential uses. As the proposed development is intended to provide two commercial tenant spaces, staff believes that the intended use of this second principal structure meets the intent of the City's 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 and the existing surrounding uses are unlikely to be negatively impacted by the proposed development. A range of commercial uses line Church Street starting from the railroad tracks immediately to the north of the subject property, through the City's southern municipal boundary. Additionally, a range of commercial and industrial uses line the segment of Patch Street between Church Street and Michigan Avenue. Single-family residential uses exist to the southeast of the subject property. Providing a lesser intensity commercial building on the subject property arguably provides a better transition between the high-intensity commercial shopping center to the west and the single-family residential uses to the east.

Findings: The “B-4” Commercial District allows for the construction of commercial tenant buildings, provided that the intended occupants of said tenant spaces adhere to the use requirements of the “B-4” District. Whereas this request seeks to allow more than one principal structure on the parcel, constructing a commercial building is 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: The construction of a commercial building would be permitted on a lot zoned “B-4” Commercial.

Findings: The reason for this conditional use request is not for the use allowances within the “B-4” 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 commercial, office and multi-family residential uses.

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

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

Analysis: The proposed commercial building is of a design that is compatible with other commercial development along Church Street. A main entrance door and windows are proposed along the primary elevation of the building, facing Parch Street. The primary façade material will be of a dark brown metal siding. Along the base of the building, roughly the first four feet of the building from grade, will include masonry as a façade material to provide variation in exterior building materials. Additionally, a triangular awning is proposed along the front elevation of the building to provide slight variation in building height given the relative small roof pitch that is proposed.



Findings: Staff believes that the architectural appeal of the proposed building is consistent with other commercial buildings that line Church Street. As a condition of approval, the applicant shall ensure that the

proposed brick façade on the front elevation shall also extend to the east elevation of the building as it will be visible from Warner Street.

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

Analysis: Utilities exist within the Patch Street and Warner Street Right-of-Ways that can support the proposed development. Two access points exist to service the proposed development – one off of Patch Street and the other off of Warner Street. Although the access point off of Warner Street is located on a separate lot, which is also owned by the applicant, a shared access agreement will be necessary as a condition of approval.

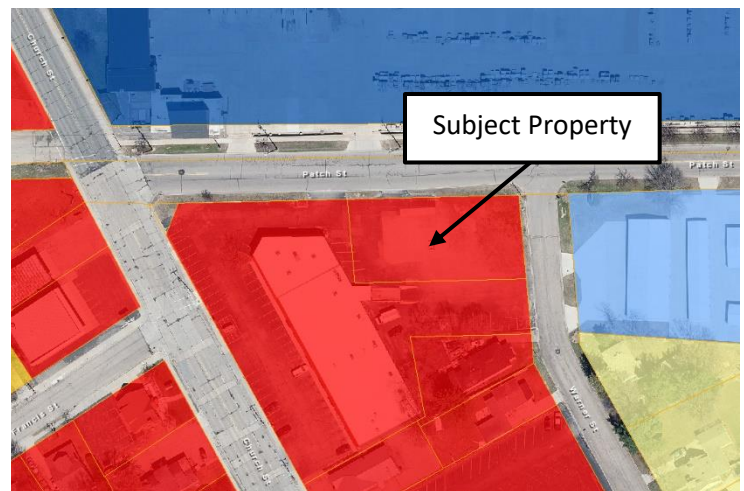
Findings: Staff believes that access into the subject property is sufficient for the proposed development.

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 access points off of Patch Street and Warner Street, with most traffic coming into and out of the property off of Patch Street. The existing driveway off of Patch Street is separated

sufficiently from neighboring access points so as to not cause any issues with ingress and egress for nearby commercial uses.

Findings: Based on the low intensity of traffic expected, staff believes that this standard is met.

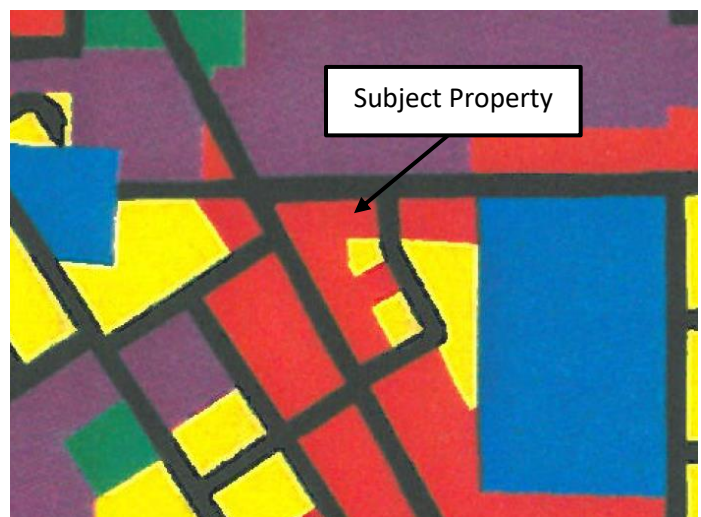


7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point and any of its components.

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for commercial, office and multi-family

residential uses. The subject property is zoned "B-4" Commercial. According to the City's Zoning Code, the "B-4" District is established to "provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access."

Future Land Use



Findings: The proposed development is consistent with providing retail, commercial and office uses within a confined area that has sufficient access to an arterial street (i.e., Church Street). Staff believes that the proposed building meets the intent of the Comprehensive Plan and the “B-4” District.

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

Analysis: 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: N/A

Findings: N/A

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

Analysis: N/A

Findings: N/A

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

Analysis: Vehicular access comes off of Patch Street and Warner Street. Bicycle accommodations also exist off of Patch Street to service the proposed development.

Findings: Based on the land use intensity proposed as part of this second principal building, 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: Utilities exist within the Patch Street and Warner Street Right-of-Ways that can support the proposed development. Appropriate access into the subject property exists off of multiple streets to ensure that emergency response would not be compromised.

Findings: This standard is met.

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

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

Analysis: Refuse storage is not proposed as part of this development.

Findings: This standard is met.

- 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: N/A

Findings: N/A

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

Site Photos





APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	John Knoke	Contact Name	
Address	1809 MILLISAN AV	Address	
City, State, Zip	STEVENS POINT WI	City, State, Zip	
Telephone	715-347-4248	Telephone	
Fax		Fax	
Email	Southpoint@stevenspoint.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
2001 PATCH ST		
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
		empty 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)		
Construct New metal Building 40'x40'		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

Commercial Building

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

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

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

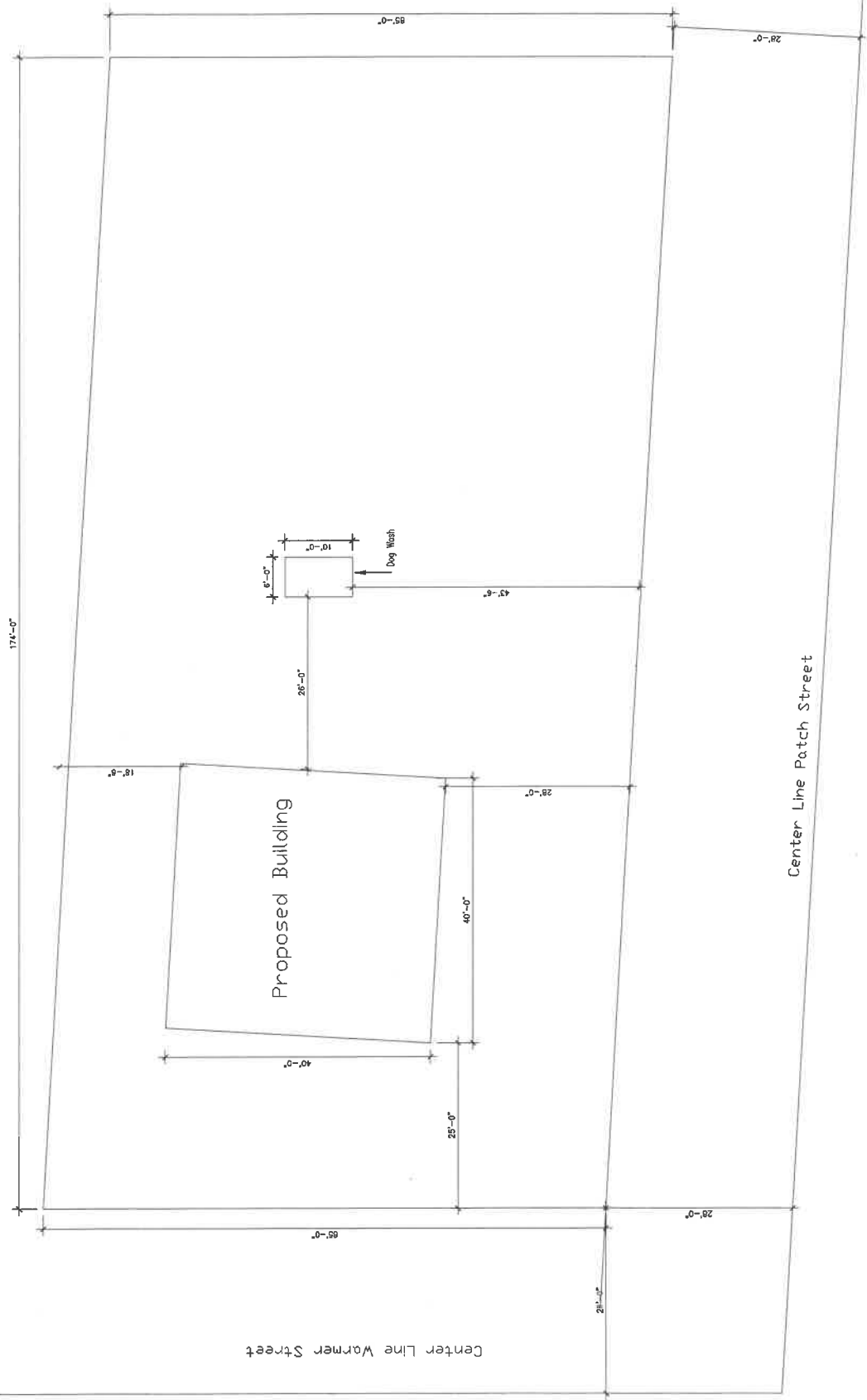
CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
John Knutke	3-31-23	John Knutke	3-31-23

Knoke, John/South Point Plaza Site Plan

REVISIONS	DATE	3/32 = 1'
	DRAWN BY	MJM
	DATE	03/15/2023
	DRAWING NUMBER	T1



Need View from Space Available

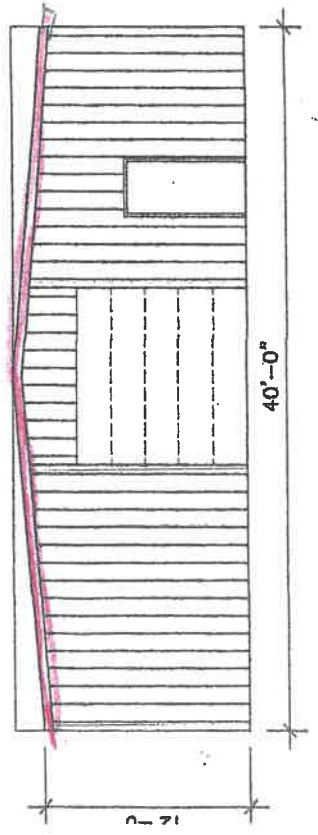


W. MUCH CONSTRUCTION, INC.
 10000 14TH AVE
 SUITE 100
 DENVER, CO 80231
 PHONE: (719) 338-3100
 FAX: (719) 338-3100

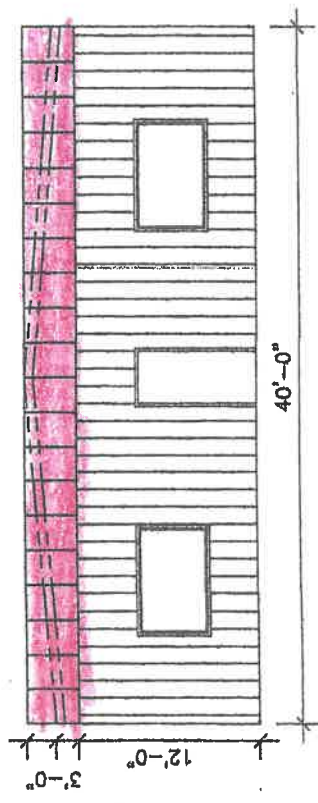
Knoke, James/South Point Plaza
 Elevations

3/16" = 1"
 MJM
 11/30/2022

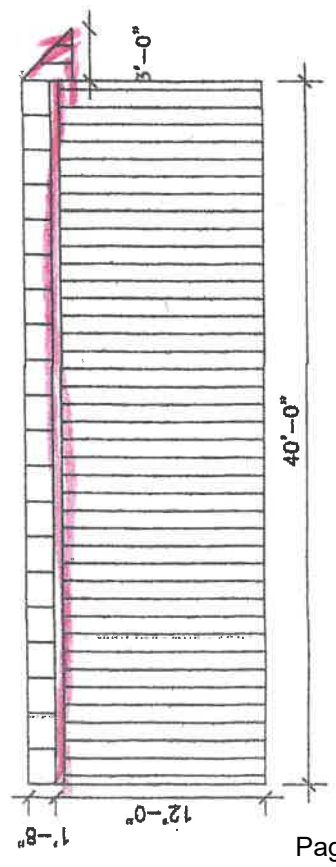
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 Facia
 Soffit



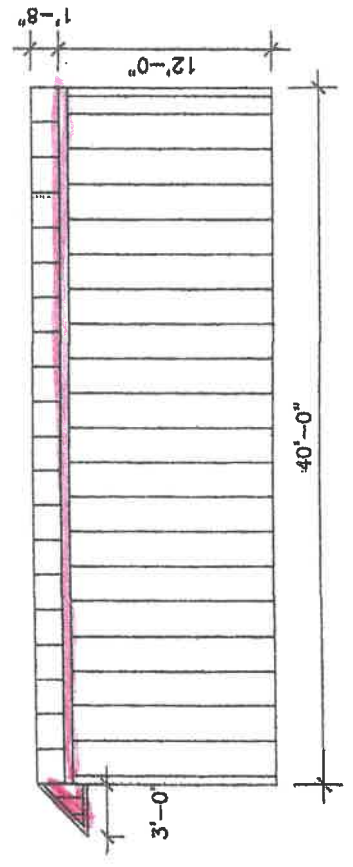
Back Wall



Front Wall



Right Side Wall



Left Side Wall

WAYNE E. MUCH, P.E.
President



W. MUCH CONSTRUCTION, INC.

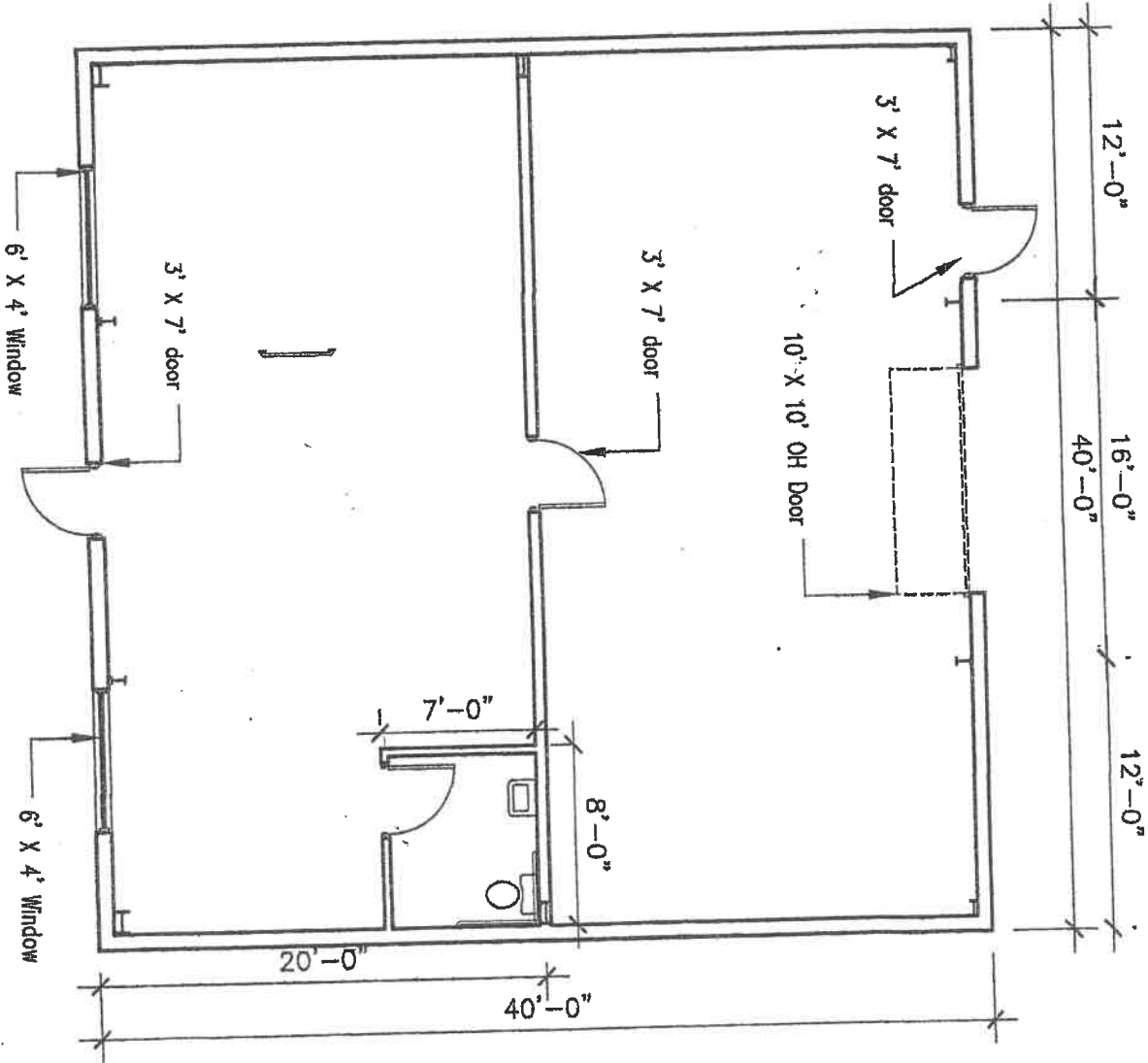
GENERAL CONTRACTOR

Buildings Designed from Concept to Completion

715/258-2341 . Fax 715-258-3128

wmuchconst@sbcglobal.net
N3384 Alm Lane . Waupaca, WI 54981

715-498-8451

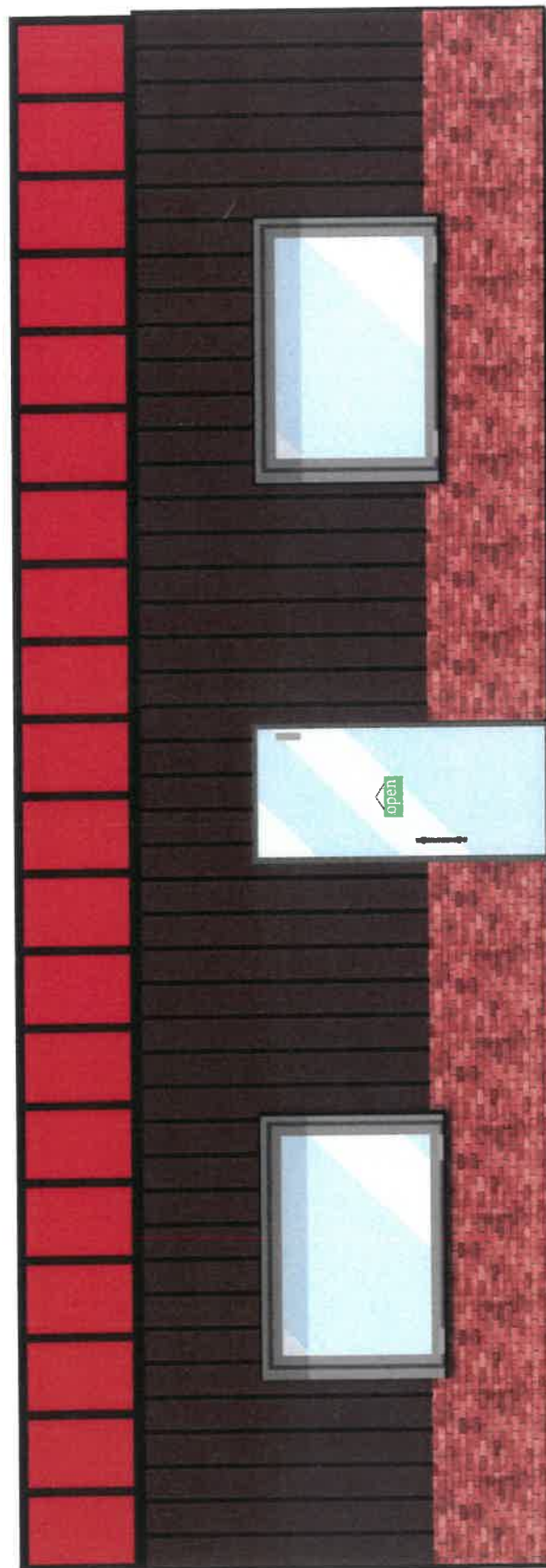


A

SCALE
1/4" = 1'-0"
DATE
11/30/01
DRAWN BY
M.M.I.

Knoke, James/South Point Plaza

W. MUCH CONSTRUCTION, INC.
N3384 ALM LANE
WAUPACA, WI 54981



Administrative Staff Report

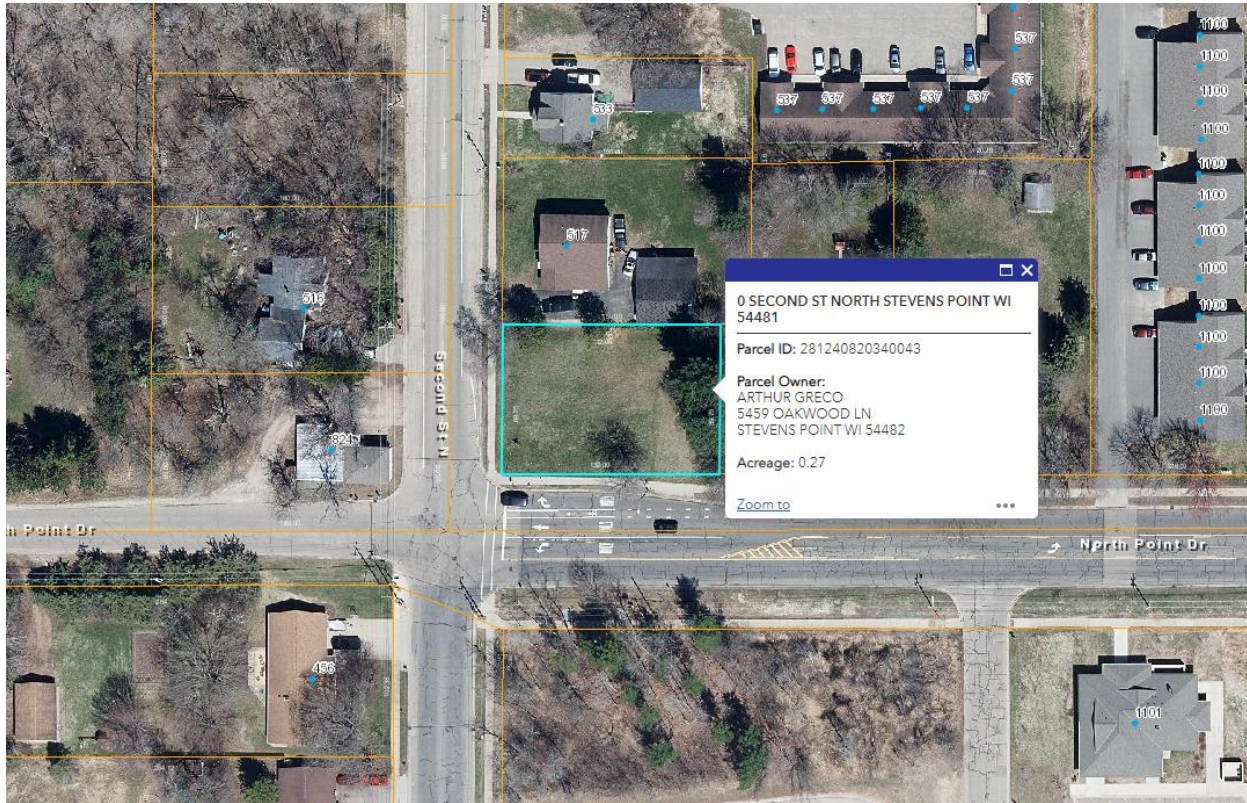
**Rezone Unaddressed Parcel off of Second Street North
to the "R-3" District
May 1, 2023**



**Department of Community
Development**

Applicant(s): - Lori Gintner Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240820340043 Zone(s): "B-1" Neighborhood Business Master Plan: - Multi-Family Residential Council District: - District 11 Ald. Morrow Current Use: - Undeveloped	Request - Public Hearing and action on a request from Lori Gintner, representing Arthur Greco, to rezone an unaddressed parcel off of Second Street North (Parcel ID 281240820340043) from "B-1" Neighborhood Business to "R-3" Single- and Two-Family Residential. Attachment(s) - Application - Plans Findings of Fact - The subject parcel is undeveloped and zoned "B-1" Neighborhood Business. - The applicant is requesting to rezone the property to the "R-3" Single- and Two-Family Residence District for the purpose of building a one-unit or two-unit residence. - The "B-1" District identifies one- and two-unit residences as a conditional use, while the "R-3" Single- and Two-Family Residence District identifies such land uses as a permitted use. - Adjacent parcels to the north, east and west are utilized for single-family residential uses. - The applicant is purchasing the subject property with the intent to construct a one- or two-unit residence. A rezoning of the subject property to the "R-3" Single- and Two-Family Residence would allow for both types of residential uses and better align this zoning designation with the current land use of the area. Staff Recommendation Approve the request from Lori Gintner, representing Arthur Greco, to rezone an unaddressed parcel off of Second Street North (Parcel ID 281240820340043) from "B-1" Neighborhood Business to "R-3" Single- and Two-Family Residential.
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Vicinity Map



Background

Overview: The applicant is requesting to rezone an unaddressed parcel off of Second Street North from “B-1” Neighborhood Business to “R-3” Single- and Two-Family Residential. According to the applicant, the purpose for this rezoning request is to accommodate the planned future development of a single- or two-family residence. Within the City’s Zoning Code, both single- and two-family residential uses are a conditional use. Knowing the requested residential use of the subject property, along with the existing single- and two-family residential uses within the near vicinity of the subject area, the applicant believes that it is better suited to rezone the property for strictly residential uses.

The subject property has been undeveloped and zoned for small-scale commercial uses for several years. Any request to rezone parcels within City limits requires Plan Commission and Common Council approval, subject to the review standards outlined below.

Standards of Review – Rezone

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

Analysis: Performance standards for the “R-3” Single- and Two-Family Residence District are outlined below.

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses	1 family/lot 1 unit/lot, provided lot is 5,000 sq. ft.	45 ft.	Not over 35 ft. Nor over 2 ½ stories	Minimum of 7 ½' on each side for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.	Per 23.01(14)'	900 sq. Ft.	18 ft.
Single Family Dwellings									
Two Family Dwellings	2 attached units per lot								
Zero Lot Line - Common wall	provided lot is 10,000 sq. ft. 1 family/lot 1 unit/lot provided lot is 5,000 sq. ft.								
All other permitted uses	5,000 sq. Ft.		35 ft.	15 ft.		30 ft.		0	
Conditional Uses:									
Single Family Zero Lot Line Dwellings	1 family/lot 1 unit/lot provided lot is 5,000 sq. ft.	45 ft	Not over 35 ft. Nor over 2 ½ stories	Per. 23.02(c)4.a .		Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.			
All other conditional uses	As set by Plan Commission and City Council								

Findings: The subject property is approximately 11,847 square feet in size. As the “R-3” District requires minimum lot sizes of 5,000 square feet for single-family residential uses and 10,000 square feet for two-family residential uses, the lot is of sufficient size for the planned residential development. The applicant has been working with City staff pertaining to the remaining development standards listed above (i.e., setbacks, building height, building size, etc.) for the proposed residential development. While the subject property is a corner lot and subject to slightly more setback restrictions, sufficient buildable area exists for residential development. Therefore, staff believes that a rezoning of the subject property to the “R-3” Single- and Two-Family Residence District would not result in these development standards being in conflict with the planned residential development of the property.

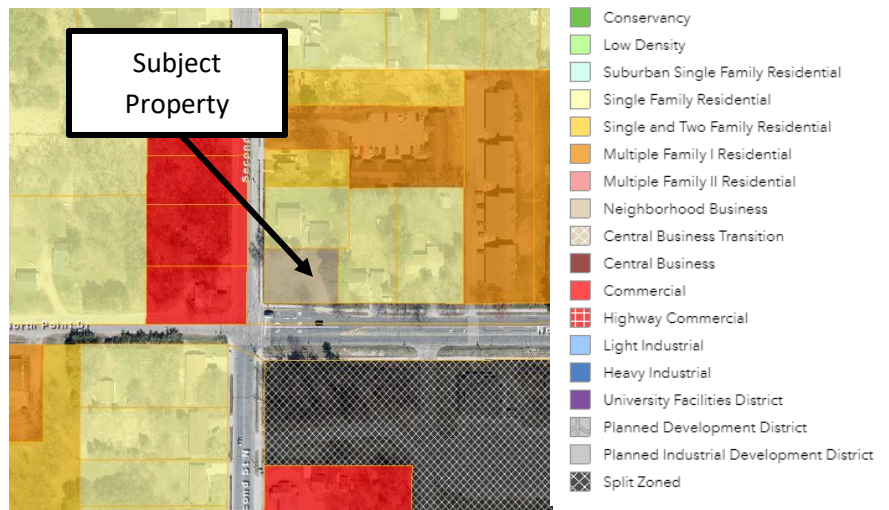
2. The change in zoning is consistent with the City’s Comprehensive Plan.

Analysis: The City’s Future Land Use Map identifies the subject property for multi-family residential uses.

Findings: With the City's Future Land Use Map identifying the subject property for multi-family residential uses, a reasonable follow-up question to pose is why a rezoning to the "R-4" Multiple Family I Residence District is not proposed. While a rezoning to the "R-4" District would allow for multi-family residential development, it is important to acknowledge the size of the subject property being 11,847 square feet. For the "R-4" District, multi-family development (e.g., a three- or four-unit building) would require a lot size of 15,000 to meet minimum density requirements. Given the smaller size of the subject property, multi-family residential development would not be permitted even if its zoning classification would allow for it by way of a conditional use permit.



As shown in the Future Land Use Map, a number of parcels on the north side of North Point Drive are identified for multi-family residential development. Some of these parcels are utilized for multi-family residential uses, while others have single-family uses. Given the need of the City's Comprehensive



Plan to, eventually, have this area be exclusively used for multi-family housing, staff believes that it is appropriate to retain the multi-family future land use designation and not amend the Future Land Use Map. As future development opportunities exist along the northeast corner of Second Street North and North Point Drive, lot line reconfigurations could occur to better fulfill the intended multi-family residential use of this area.

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

Analysis: Properties within the near vicinity of the subject property are located on lots zoned either "R-2" Single-Family Residential, "R-4" Multiple Family I Residential and "B-4" Commercial. The purpose of the aforementioned zoning districts is outlined below.

"R-2" Single-Family Residence District: "This district is established to provide the population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of this district, and this district would accommodate other housing not on City sewer."

“R-4” Multiple Family I Residence District: “This district is established to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City's Comprehensive Plan.”

“B-4” Commercial District: “This district is established to provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access.”

Findings: While several adjacent parcels are zoned “R-4” Multiple Family I Residence District and “B-4” Commercial District, present land uses on those parcels include single-family homes. Given the non-residential uses that exist directly to the south and west of the subject property (e.g., Stevens Point Area Senior High School, Little White Inn, etc.), having single- and two-family residential uses on the subject property provides a gradual transition in land use intensity to the multi-family residential uses that exist to the east (e.g., Evergreen Apartments). Staff believes that the proposed rezoning of the subject property would not interfere with the existing land uses and future land use planning of the area.

Site Photos







APPLICATION FOR A ZONING MAP AMENDMENT - REZONING

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
Pre-Application Conference Date							

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Lori A. Gintner	Contact Name	
Address	106 Maple Street Mosinee	Address	
City, State, Zip	Mosinee WI 54455	City, State, Zip	
Telephone	715-506-1800	Telephone	
Fax		Fax	
Email	lorigintner@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
Legal Description of Subject Property		
Being All of Lot 1 of Portage County Certified Survey Map NO 2009-7-167, Located in Part of the SW 1/4 SW 1/4 of Section 20, Township 24 North, RANGE 8 East, City of Stevens Point, Portage County, WISCONSIN		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
R-3	Vacant Lot	R-3 Zoning Residential Home + in home care + future single rental unit
Current Zone District	Proposed Zone District	
Commercial		

Reason for the zone change request	
Change from Commercial to Residential Use with additional use need of Section of home for future inhome care, tutoring, 1 small portion rental or walk for 2 dogs. See added sheet for purpose of use	
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)	
Possible single story pole barn residential home. No Basement heated slab, 3 garage stalls - one designated for alternate use purpose with concrete/blacktop additional parking in front or side of unit, Separate Kitchen/Bathroom, Livingroom & Bedroom area (Full) smoke detectors & CO2 detectors. Zoned in floor heat, AC, Two exits into & out of unit, Month to Month Tenancy, 2-4 occupancy see attached sheet. for entire property 5 if one is a child.	
Current Zoning Surrounding Subject Property	
North: Residential Home 2 story Cape Cod garage with detached	South: Vacant lot across North Pt Drive
East: Residential 2 story Brick home	West: Heating Cooling Shop
Current Land Use Surrounding Subject Property	
North:	South:
East:	West:
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?	
Yes - It has been resurveyed for the R 3 Designation	

EXHIBITS

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

CERTIFICATION AND SIGNATURE

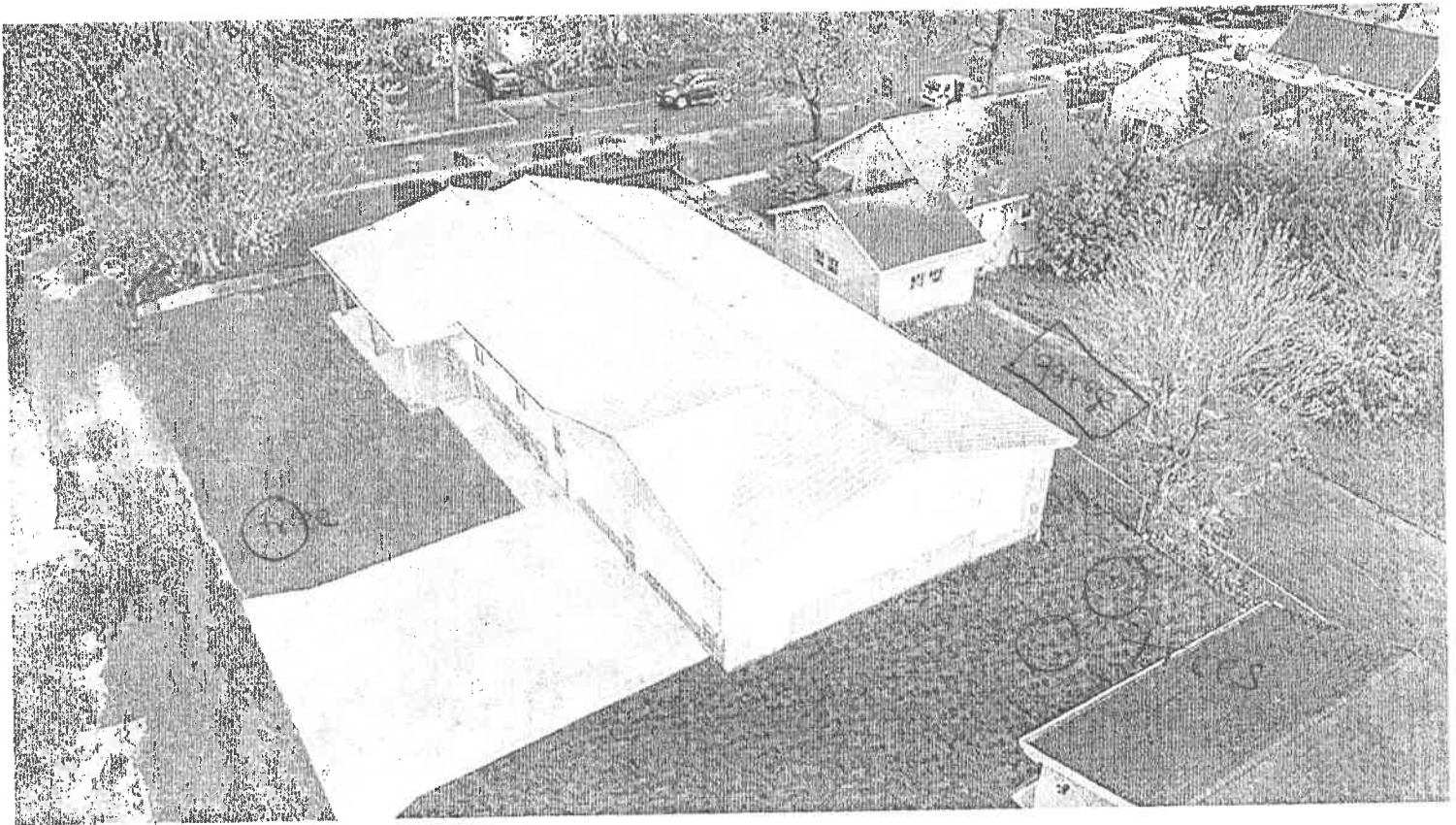
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4/4/2023		

Mr. Shaun Marrow district 11@Stevenspoint.com

Please accept my petition for a change on the property from Commercial Zoning to R3 Residential with one small section designated for extended purposes of small 1-3 person rental unit, ^{home}incare health provider, tutoring, or dog walking/sitting. See attached sheet for further compliances with these designations. I am disabled but have an extra pension from my teaching. I would like to build a residential pole building with nice design and accents to reduce maintenance.

Thank You,
Lori A. Gintner
715-506-1800



Administrative Staff Report

Sign Variance
Associated Bank
1305 Main Street
May 1, 2023



**Department of Community
Development**

Applicant(s): - Leah Finucan, representing Associated Bank Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832100628 Zone(s): "B-3" Central Business Master Plan: - Downtown District Council District: - District 1 Ald. Christianson Current Use: - Financial Institution Applicable Regulations: 25.14	Request - A request from Leah Finucan, representing Associated Bank, for a sign variance to install two freestanding signs on the property located at 1305 Main Street (Parcel ID 281240832100628), consistent with Ch. 25.14. Attachment(s) - Application - Plans Findings of Fact - Associated Bank is looking to install new exterior signage on the property located at 1305 Main Street. Such signs include a new freestanding sign along Main Street and Clark Street, along with directional signs scattered throughout the property - The two proposed freestanding signs are 17 feet in height and has a signable area of 57 square feet. - The subject property is zoned "B-3" Central Business. - Freestanding signage within the "B-3" District are subject to the following regulations: - One freestanding sign is permitted per street frontage. - Freestanding signs are limited to 20 feet in height. When the property is adjacent to residential areas, the maximum height allowed is 12 feet. - Freestanding signs are limited to 32 square feet in size. When the property is adjacent to residential areas, the maximum size allowed is 16 square feet. - The sign base shall be equal in size to the total square footage of the sign face, but must be at least 4 square feet in area. The sign base shall include plant materials and/or other permanent construction materials such as brick, stone, timbers, etc. - The subject property is 3.167 acres in size and abuts single-family homes to the east. As such, any new freestanding sign is subject to the more restrictive height and size requirements as listed above. - A variance is required to deviate from the above height, size and sign base requirements. - The Plan Commission and Common Council may provide additional requirements to the proposal as presented.
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Staff Recommendation

Approve the sign variance to install two freestanding signs on the property located at 1305 Main Street (Parcel ID 281240832100628), subject to the following conditions:

1. Landscaping shall be installed at the base of the two freestanding signs, subject to the review and approval of the Zoning Administrator.
2. The applicant shall obtain a design review certificate prior to signage installation, subject to the review and approval of the Zoning Administrator in conformance with the Historic Preservation / Design Review Commission's Design Guidelines.
3. The proposed signs shall meet clearview requirements as outlined in Section 23.01(17)(3) of the City's Zoning Code.
4. A sign permit shall be obtained prior to sign installation.
5. Staff shall have the ability to approve minor amendments to the sign package.

Vicinity Map



Background

Overview: The applicant is requesting to install new freestanding and directional signage at Associated Bank, located at 1305 Main Street. While the proposed directional signage can be approved administratively, the applicant is requesting to deviate from Sign Code requirements for two proposed freestanding signs. The two proposed freestanding signs,

located off of Clark Street and Main Street, are proposed to be 17 feet in height and have a signable area of 57 square feet. Both signs would be located along the primary entrance locations off of Clark Street and Main Street.

The subject property is zoned "B-3" Central Business. The City's Sign Code places the following regulations for freestanding signs on a property zoned "B-3" Central Business.

- One freestanding sign is permitted per street frontage.
- Freestanding signs are limited to 20 feet in height. When the property is adjacent to residential areas, the maximum height allowed is 12 feet.
- Freestanding signs are limited to 32 square feet in size. When the property is adjacent to residential areas, the maximum size allowed is 16 square feet.
- The sign base shall be equal in size to the total square footage of the sign face, but must be at least 4 square feet in area. The sign base shall include plant materials and/or other permanent construction materials such as brick, stone, timbers, etc.

While the subject property is over three acres in size, it does abut single-family residential uses to its east. Therefore, any proposed freestanding signs are required to use the more restrictive size and height requirements as outlined above. In order to deviate from these requirements, a sign variance would be required. Applicable signage details are outlined below.

Freestanding signs shall meet the following requirements:

1. Freestanding signs shall be limited to 20 feet in height, or 12 feet in height when adjacent to residential areas.
2. Freestanding signs shall not exceed 32 square feet in sign area, or 16 square feet in sign area when adjacent to, or across the street from, residential zones.
3. The sign base shall be equal in size to the total square footage of the sign face, but must be at least 4 square feet in area. The sign base shall include plant materials and/or other permanent construction materials such as brick, stone, timbers, etc.



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. Given that one-way nature of Clark Street, along with the increased traffic along Main Street due to its proximity to Main Street, preserving visibility to ensure that visitors into the building and drive-thru lanes know the appropriate access point to enter into the property.

Findings: The reason for this sign variance request is due to the subject property abutting residential uses to the east. While such a regulation is justified, it is important to acknowledge the size of the property (3.176 acres) and the distance that the proposed signs will be from the east lot line (190 feet). With the two proposed signs being set back that far from any adjoining residential uses, staff believes that a hardship would exist if the applicant would still need to meet the above signage regulations. As a parking lot separates the Associated Bank building from these residential uses, staff believes that the parking lot by itself serves as an appropriate buffer between these two different land use intensities.

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 commercial uses to the north, south and west. Single-family residential uses exist to the east.

Findings: The proposed signs are 17 feet in height and has a signable area of 57 square feet. The City's Sign Code has other regulations – regulations that would apply for this sign – that provides safeguards to neighboring properties. Such regulations include a minimum five-foot setback from all lot lines, the need for signage to meet vision clearance requirements, landscaping requirements and the need for any new freestanding signage to be aesthetically pleasing by meeting the Historic Preservation / Design Review Commission's Design Guidelines. Based on these safeguards already in place, staff believes that the requested variance will not negatively impact surrounding property owners.

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: Within the Downtown area, the portion of the City where "B-3" District signage regulations apply, it is rare for a property to be over one acre in size. The subject property, over three acres in size, is unique when compared to other "B-3"-zoned properties. As stated below, staff still believes the intent and need to have more restrictive freestanding sign regulations for signage that abuts residential uses. With that said, the size of the lot and the distance that these two freestanding signs will be from any residential uses addresses the purpose of these requirements.

Findings: Based on the size of the lot when compared to other "B-3"-zoned parcels, staff believes that this variance request, if approved, would not spur a precedent for other variance requests in the Downtown. If this variance request is approved, staff would also recommend that the sign base shall not be equal in size to the total square footage of the sign face. If this Sign Code requirement would be met, staff believes that it would be less aesthetically pleasing and would be more difficult to meet design requirements for signage within City historic districts.

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 Associated Bank. Furthermore, the allowance of the requested freestanding signs would likely not detract from the property or neighborhood, primarily due to how far the proposed signs will be from neighboring residential uses 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





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	Graphic House	Contact Name	Leah Finucan
Address	8101 International Dr	Address	" "
City, State, Zip	Wausau, WI 54401	City, State, Zip	" "
Telephone	715-842-0402	Telephone	" "
Fax		Fax	
Email	leahf@graphichouseinc.com	Email	leahf@graphichouseinc.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Associated Bank	Owner's Name	
Address	1305 Main St	Address	
City, State, Zip	Stevens Point WI 54401	City, State, Zip	
Telephone	715-842-0402	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
281-24-0832100628		
Legal Description of Subject Property		
Current Use of Property		Current Zoning of Property
Bank		Commercial
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)		
We would like to keep the pylon signs the same height they currently are (17'). It will not make an impact on the property, as we are just replacing the signage to reflect new branding. We will be keeping the same support pole in the center and replacing the cladding surrounding it, as well as installing a new cabinet that is the same square footage of the existing cabinet.		

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)

It will be no different than it currently is, as the new sign is not any taller or brighter than the existing sign.

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)

No, we do not believe that it does.

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)

We are updating the facade of the sign to make it look new again. It will not have a negative impact on the residents in the area.

Current Zoning Surrounding Subject Property

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

Current Land Use Surrounding Subject Property

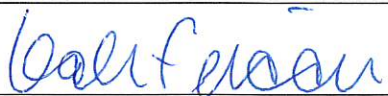
North:	Church	South:	Church
East:	Housing	West:	Office Building

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
	3/24/23		







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

[Chapter 23 of the Revised Municipal Code – Zoning Code – Occupancy Regulations]

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

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

~~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.~~

SECTION II: That the following within Section 23.04(2) of the Zoning Code of the Revised Municipal Code of the City of Stevens Point shall be included as follows:

Household Entity – is an individual, or two or more person related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus one individual 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.

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 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 Dwellings. The definition of Household Entity Plus shall not apply to a Tourist Rooming House.

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.

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.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: May 1, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk



HUNGER AND POVERTY PREVENTION PARTNERSHIP OF PORTAGE COUNTY
PO BOX 570
STEVENS POINT WI 54481-0570

RECEIVED
APR 03 2023
CITY CLERKS
OFFICE

The Hunger and Poverty Prevention Partnership of Portage County is a coalition of non-profit organizations and community volunteers dedicated to addressing the issues of hunger, homelessness, and poverty in our communities. We also advocate for solutions to these issues.

One such issue is homelessness and housing insecurity. As you are aware, these are substantial issues in Stevens Point. One solution to reduce homelessness and housing insecurity has been brought to the the City Council. This solution is to amend the definition of "family" to include up to 4 non-related individuals living in the same household. Alternately, the City could remove the definition of "family" from the Stevens Point zoning code and regulate the number of residents by square footage requirements. This proposal is part of the Housing Task Force recommendations.

According to the presentation on February 20, 2023 for the second public hearing on the DCBG-SP Program, 49% of renter-occupied households pay more than 30% of the household monthly income on housing. The HUD definition of Housing Affordability states that no more than 30% of monthly income go toward housing.

Approval of this change to the zoning code could have an immediate and substantial impact on the housing availability and affordability in Stevens Point. Approval of this change would increase housing options with existing stock by allowing non-related individuals to share the cost of renting housing without increasing the existing number of rental units in Stevens Point. This would make rental costs more affordable per individual, which could reduce the number of evictions for non-payment of rent.

We, the members of the Hunger and Poverty Prevention Partnership of Portage County, urge the Stevens Point City Council to amend the definition of "family" to include up to 4 non-related individuals living in the same housing unit or to remove the definition of "family and regulate the number of residents in a housing unit by square footage requirements.

Thank you for your consideration.

Members of the Hunger and Poverty Prevention Partnership of Portage County

<i>Inclusa</i>	<i>Refuge Church</i>	<i>Salvation Army</i>	<i>TRACK Food Pantry</i>
<i>ST Paul Lutheran Church</i>	<i>St Bronislava Parish</i>	<i>Central Rivers Farmshed</i>	<i>CAP Services</i>
<i>Boys & Girls Club Portage Co</i>	<i>Children's Service Society</i>	<i>Good Shepherd Lutheran</i>	<i>St Stanislaus Church</i>
<i>Beloved Community Church</i>	<i>Evergreen Comm Initiatives</i>	<i>Interfaith Food Pantry</i>	<i>United Healthcare</i>
<i>Point Nutrition LLC</i>	<i>Frame Memorial Church</i>	<i>Trinity Lutheran Church</i>	<i>Community Thrift Store</i>

www.emptybowlsportageco.org

www.hppp-pc.com

emptybowlspec@gmail.com

HPPP-PC is a 501(C)3, 81-4774210, whose mission is to proactively identify issues of hunger and poverty and to advocate short- and long-term solutions to those issues.



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 1, 2023

RE: **Electric Underground Easement – PID 281240823230001, 281240823230002
& 281240823120001**

Background: The Wisconsin Public Service (WPS) Corporation is requesting a 12-foot-wide electric underground easement to provide underground infrastructure from State Highway 66 to Well #10. In order to provide underground infrastructure to Well #10, WPS will need to utilize land within and around the Stevens Point Municipal Airport.

This easement is before the City Plan Commission because the City is the owner of the three parcels in question. Because of that, any granting of easements must be reviewed by the Plan Commission with a recommendation made to the Common Council. Director Lemke and his staff have reviewed the requested easement and do not have any concerns. Therefore, staff recommends approval of the proposed easement agreement.

www.stevenspoint.com

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

ELECTRIC UNDERGROUND EASEMENT

THIS INDENTURE is made this _____ day of _____, by and between **City of Stevens Point, a Wisconsin municipal corporation**, ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of Lots 1 and 2 of Certified Survey Map No. 10340, Recorded in the Lincoln County Register of Deeds Volume 46 of Certified Survey Maps on Page 70 as Document 781619; being part of the Southeast Quarter of the Southwest Quarter (SE1/4-SW1/4) and the Southwest Quarter of the Southeast Quarter (SW1/4-SE1/4) of Section 14; and also the Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4), the Northwest Quarter of the Northeast Quarter (NW1/4-NE1/4), the Southeast Quarter of the Northwest Quarter (SE1/4-NW1/4), the Southwest Quarter of the Northwest Quarter (SW1/4-NW1/4), the Northwest Quarter of the Southwest Quarter (NW1/4-SW1/4), the Southwest Quarter of the Southwest Quarter (SW1/4-WW1/4), and the Southeast Quarter of the Southwest Quarter (SE1/4-SW1/4) of Section 23; all in Township 24 North, Range 8 East, **City of Stevens Point, County of Lincoln, State of Wisconsin**, as shown on the attached Exhibit "A".

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)
281-24-0823120001
281-24-0823130001
281-24-0823130002

1. **Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities. For areas inside the fenced area, GRANTEE shall not bring any vehicle or other equipment into, nor conduct repairs, maintenance or other operations within the boundaries of Airport property, except at such times as may be designated for such purposes by an authorized representative of GRANTOR. No such authorized representative of GRANTOR shall unreasonably refuse to designate such times, and such times so designated shall be those reasonably related to the unobstructed taking off, landing and flight of aircraft. Notwithstanding any other provision in this paragraph, however, GRANTEE may upon notification to an authorized representative of GRANTOR, enter, bring any vehicle and equipment into and conduct repair, maintenance and other operations within the Easement Area, in the event of a break, leak or

other serious condition in the Facilities constructed in the Easement Area, or in the event of any other emergency situation arising with respect to such Facilities. GRANTEE shall have the right to go upon GRANTOR's property outside the Easement Area for the purpose of gaining access to the Easement Area in the event direct access to the Easement Area is not possible in accordance with the provisions of this paragraph.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written.

City of Stevens Point
Corporate Name

Sign Name
Print name & title

Sign Name
Print name & title

STATE OF _____)
COUNTY OF _____)SS

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____ **City of Stevens Point, a Wisconsin municipal corporation**, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name _____
Print Name _____

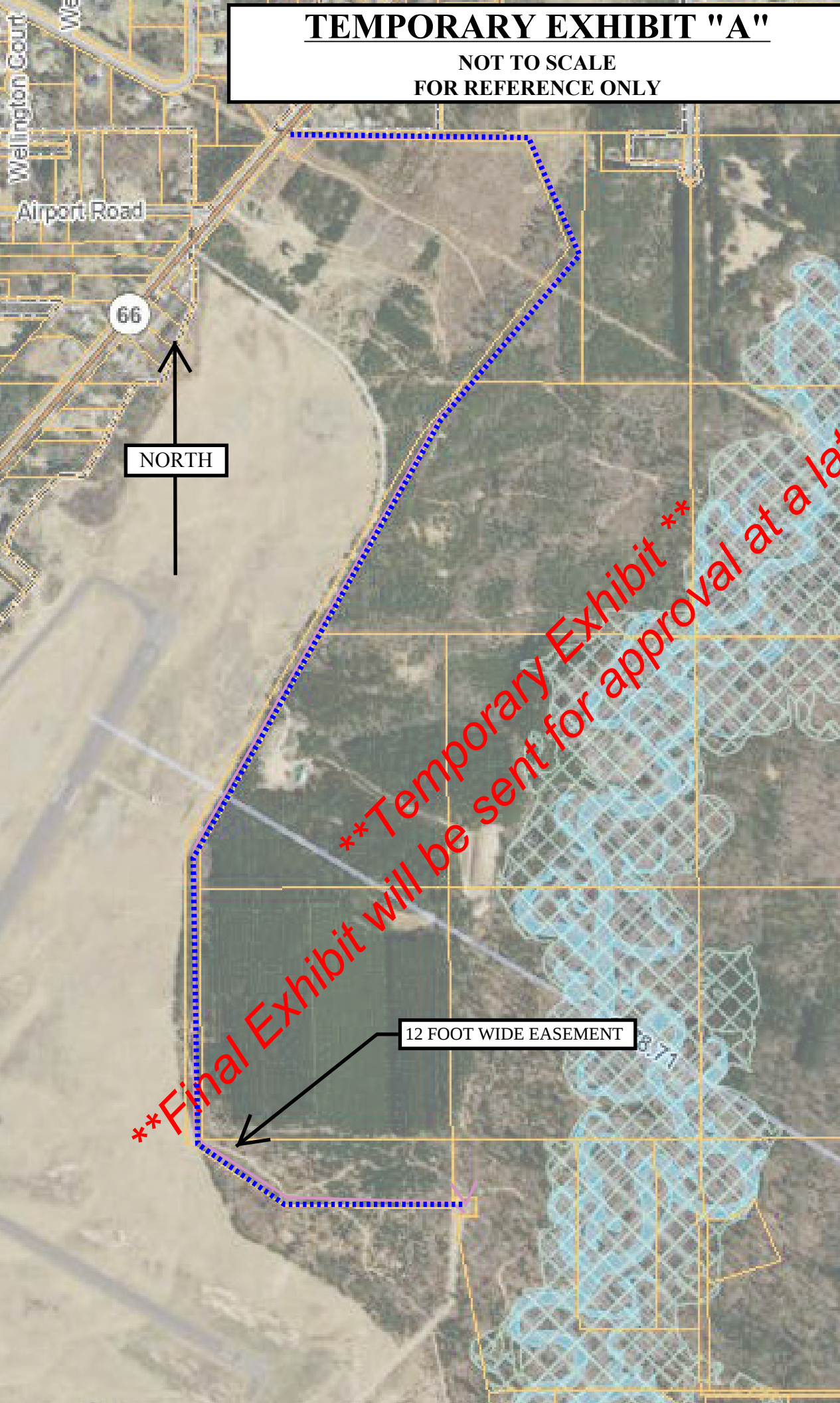
Notary Public, State of _____
My Commission expires: _____

This instrument drafted by: Philip Paradies
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1468073	WMIS-3319561	3306381	INT11-468-073

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY



Community Development Report, March 2023

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees	
Single Family	1	2409 Eagle Summit	\$300,000.00	\$1,449.00	
	1	3040 Moses Crossing	\$605,000.00	\$1,397.00	
Two-Family	-		-	-	
Multi-Family	-		-	-	
Commercial/Industrial	3	The Grove, Townhomes #1-3 (HVAC ONLY) 1300 Maria Dr	\$221,334.00	\$1,819.51	
	1	Mid-State AMETA Center 5000 Coye Dr (BLD/ZN ONLY)	\$7,484,934.00	\$3,321.20	
Additions or Alterations	# of Permits	Declared Valuation		Fees	
Residential	83	\$715,425.09		\$5,902.86	
Commercial	31	\$1,743,675.79		\$3,876.89	
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
120	\$11,070,368.88	\$17,766.46	285	\$15,631,727.54	\$47,044.66

2022	317	\$25,406,593.54	\$74,677.06
2021	274	\$8,225,043.48	\$40,444.33
2020	254	\$5,525,102.98	\$43,531.80

Violation Report

New Code Cases		
Abandoned Vehicle on Property	3	
Bulk Waste at Curb Early	1	
Commercial Building Violation	2	
Construction Work Without Permits	2	
Debris on Property	7	
Exterior Violations on House	0	
Illegal Pets or Livestock	0	
Infestation	0	
Interior Housing Violations	0	
Potholes	2	+
Property Encumbrance	0	
Public Works Violation	5	+
Snow & Ice Removal - Sidewalk	63	
Tall Grass or Noxious Weeds	0	
Trash Containers Improperly Stored	6	
Vacant Building/Home	2	
Vehicle Parked on Grass	2	
Vision Obstruction in Roadway or Intersection	0	
Zoning Violations	2	
Total Violations / Total Service Fees Billed	97	\$1,300
Voluntary Compliance Rate for Tagged/Verbal	11/13	0.71%

+ Referred to another department