

**CITY OF STEVENS POINT  
ADMINISTRATIVE APPEALS BOARD AGENDA**

**August 2, 2023 - 4:00 PM  
City Conference Room - 1515 Strong's Avenue**

1. Roll Call.
2. Minutes of the March 8, 2023 meeting.
3. Appeal of notice/service charge for property maintenance violation:
  - a. 422/424 Franklin Street.
4. Schedule date and time of the next meeting.
5. Adjournment.

RMC – Revised Municipal Code

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure reasonable accommodations can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strong's Avenue, Stevens Point, WI 54481. Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.



**Deliver To:**  
City Clerk's Office  
Attn: Administrative Appeals Board  
1515 Strongs Avenue  
Stevens Point, Wi 54481

# PROPERTY APPEAL FORM

**or Email To:**  
clerk@stevenspoint.com

Enclosed is a notice and/or service charge issued by the Inspection Department of the City of Stevens Point. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. This request must be in writing, in a manner which is legible, or typed and submitted (hard copy or electronically) to the City Clerk's Office. Under City Ordinance 3.56, any person aggrieved by a notice and/or charge issued in connection with any alleged violation may file a request for a hearing with the Administrative Appeals Board for review of the case.

The written or typed appeal must set forth the reasons for contesting the interpretation of City Code of Ordinances and/or the Notice of Noncompliance issued by the Inspection Department. The appeal must be submitted within 30 days after the date of issuance of the notice and/or charge. **While not mandatory, you are highly encouraged to attend the meeting.**

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*\*ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW\**

ADDRESS OF PROPERTY: \_\_\_\_\_ OWNER OF PROPERTY: \_\_\_\_\_

INDIVIDUAL FILING APPEAL: \_\_\_\_\_ RELATION TO PROPERTY: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

\*\*\*\*\*

ALLEGED VIOLATION: \_\_\_\_\_ VIOLATION ID #: \_\_\_\_\_

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): No  Yes  AGENT: \_\_\_\_\_

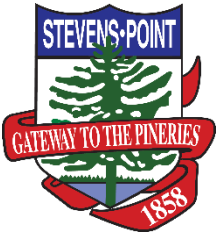
RESULTS OF THAT DISCUSSION:

PLEASE STATE THE SPECIFIC REASONS YOU BELIEVE THE ORDINANCE VIOLATION(S) WERE UNFOUNDED, INCORRECT, OR WITHOUT BASIS. PLEASE NOTE THAT YOU MAY ONLY APPEAL THE ORDINANCE DETERMINATION, ANY DISAGREEMENT WITH THE CHARGE AMOUNTS IS NOT A VALID REASON FOR APPEAL, AS THOSE ARE DETERMINED BY ORDINANCE. YOU MAY ATTACH ADDITIONAL SHEETS OR DOCUMENTS AS NEEDED.

\*\*\*\*\*

SIGNATURE OF APPELLANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ APPELLANT'S ADDRESS: \_\_\_\_\_



# Memo

**Mark Kordus**  
**Neighborhood Improvement Coordinator**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mkordus@stevenspoint.com

To: Public Protection Committee  
From: Mark Kordus  
CC: Ryan Kernosky & Andrew Beveridge  
Date: 7/25/23  
Subject: 424 Franklin St. - Case RAC-2023-000331

On 4/10/23 Mark Kordus observed an inoperable vehicle with flat tires at 424 Franklin St. An order was sent that same day with a compliance date of 5/2/23. A re-inspection occurred on 5/2/23 and the condition of the vehicle was observed as unchanged and another notice of non-compliance with a revised compliance date of 6/5/23 was sent with a service fee of \$100. The tenant called on 5/17/23 and indicated she was not made aware of the issue by the Housing Authority until the second notice was sent with the service fee. She indicated they would be in compliance by the end of May. A re-inspection occurred on 6/5/23 and the vehicle was found to be in compliance and the case was closed.





Monday, April 10, 2023

ID#: RAC-2023-00331

STEVENS POINT HOUSING AUTHORITY  
1300 BRIGGS CT  
STEVENS POINT, WI 54481

**NONCOMPLIANCE NOTICE:  
ABANDONED VEHICLE ON PROPERTY AT 424 FRANKLIN ST**

Dear Stevens Point Housing Authority,

An inspection of the property located at 424 FRANKLIN ST was made on 04/10/2023. As a result of this inspection, the condition below was observed:

**Condition:**

- o All vehicles must be currently licensed and operational or parked inside of a garage if they are not please correct prior to the due date. Must be corrected by: 05/02/2023  
Inoperable and/or Unlicensed Vehicle 21.03(18): 21.03(18) No owner, operator or occupant of any premise shall suffer, permit or allow any disassembled, dismantled, junked, wrecked or inoperable and/or unlicensed motor vehicle, machinery or trailer to be stored or allowed to remain in the open on such a premise for a period in excess of three days unless it is in connection with an automotive sales and repair business located in a properly zoned area. Vehicles, machinery or trailers for which lawful operation upon a public highway requires display of current license or registration must, in addition to being licensed and/or registered, display that license or registration.



The condition described above is not in compliance with the referenced Municipal Code, WI Admin Code, & WI Statutes, which states, 'the provisions of these codes shall apply to all existing premises and constitute the minimum requirements and standards for property conditions'. Case details may be requested at [communitydevelopment@stevenspoint.com](mailto:communitydevelopment@stevenspoint.com).

This is your official notice that you will need to bring the property into compliance by properly abating such conditions within the timeline indicated. A re-inspection will occur to verify if the condition(s) is abated prior to 05/02/2023. Please contact the issuing inspector if this date needs to be adjusted before the scheduled re-inspection. Grants or low interest loans may be available to local homeowners, to verify funding availability please visit [stevenspoint.com/595/Homeowner-Help](http://stevenspoint.com/595/Homeowner-Help)

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

#RAC-2023-00331

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Failure to correct the condition(s) described above will result in the issuance of a \$100.00 service charge, as well as, enforcing the penalty provisions described in the Stevens Point Municipal Code, with the any unpaid charges assessed against the real estate as a special charge.

Please note that if work is being performed, or slated to be performed, it may require a building permit. Inquire with our office to verify if a building permit is needed. If you require assistance or have any additional questions regarding this matter, please contact the issuing inspector.

Sincerely,

Mark Kordus  
Neighborhood Improvement Coordinator  
mkordus@stevenspoint.com  
715-346-1567



Tuesday, May 2, 2023

ID #: RAC-2023-00331

INVOICE #: 202300246

STEVENS POINT HOUSING AUTHORITY  
1300 BRIGGS CT  
STEVENS POINT, WI 54481

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):  
ABANDONED VEHICLE ON PROPERTY AT 424 FRANKLIN ST**

Dear Stevens Point Housing Authority,

An inspection of the property was made on 05/02/2023. As a result of this inspection, the condition described below was observed:

- o All vehicles must be currently licensed and operational or parked inside of a garage if they are not please correct prior to the due date. Must be corrected by: 06/05/2023  
Inoperable and/or Unlicensed Vehicle 21.03(18): 21.03(18) No owner, operator or occupant of any premise shall suffer, permit or allow any disassembled, dismantled, junked, wrecked or inoperable and/or unlicensed motor vehicle, machinery or trailer to be stored or allowed to remain in the open on such a premise for a period in excess of three days unless it is in connection with an automotive sales and repair business located in a properly zoned area. Vehicles, machinery or trailers for which lawful operation upon a public highway requires display of current license or registration must, in addition to being licensed and/or registered, display that license or registration.



This is your official notice that you will need to bring the property into compliance by properly abating such violations prior to 06/05/2023. Failure to abate the condition(s) described above will result in the issuance of a \$100.00 service charge, as well as, enforcing the penalty provisions described in the Stevens Point Municipal Code, including, but not limited to the issuance of a citation and/or the abatement by the City with the costs of abatement being assessed against the real estate as a special charge.

Please note that work being performed, or slated to be performed, may require a building permit. Inquire with our office to verify if a building permit is needed. Double fees shall be charged if work is commenced prior to the issuance of a permit. If you require assistance or have any additional questions regarding this matter, please contact the issuing inspector. Your cooperation is greatly appreciated. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. The form is available online at [stevenspoint.com/neighborhood](http://stevenspoint.com/neighborhood), or you may request a hard copy from our office. Please note that

City of Stevens Point  
1515 Strong's Avenue  
Stevens Point, WI 54481-3594



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

you may only appeal the ordinance determination. Disagreement with the charge amounts is not a valid reason for appeal, as those are determined by ordinance. Local grants or low interest loans may be available, to check funding and program availability please visit [stevenspoint.com/595/Homeowner-Help](http://stevenspoint.com/595/Homeowner-Help)

As this is a subsequent offense, and the associated fees for the re-inspection and / or abatement of the condition(s) are as follows:

Type	Amount
Inspection after Initial Notice	\$100.00
Balance Due: \$100.00	

Sincerely,

Mark Kordus  
Neighborhood Improvement Coordinator  
mkordus@stevenspoint.com  
715-346-1567

RECIPIENTS: Stevens Point Housing Authority

Please remit payment to the City of Stevens Point within 30 days from the date on this notice. Please be informed that if payment has not been received by this date, these fees will be assessed against the real estate as a special charge.

\* Effective November 1, 2005 – The City of Stevens Point Reserves the right to process your check electronically. So, when paying by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic charge to your account at the financial institution indicated on the check. This electronic debit will be for the amount on your check. Please Detach at Dashed Line and Return With Remittance.

Customer Name: STEVENS POINT HOUSING  
AUTHORITY  
Customer/Parcel No: 240830402110  
Invoice: 202300246

Make Checks payable and Remit to:

City of Stevens Point  
1515 Strong's Avenue  
Stevens Point, WI 54481

Amount Due:           \$100.00          

Or pay online: [stevenspoint.com/invoice](http://stevenspoint.com/invoice)