



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 Beacom
- Commissioner Cooper
- Commissioner Rice
- Commissioner Schuler

AGENDA

CITY PLAN COMMISSION

Date	November 6,	Location:	Community Room
and	2023		933 Michigan Avenue, Stevens Point, WI
Time:	6:00 PM		
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 844 0588 2056
			Passcode: 954214
			<u>By Computer:</u>
			https://us02web.zoom.us/j/84405882056?pwd=RG5yUGR6a3NlcEQ0cUdzNEZ
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

1. Roll Call
2. Report of the October 2, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Hans Waldoch to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purpose of amending the future land use designation for an unaddressed parcel near West Harding Avenue (Parcel ID 281240831100139) from 'Not Developable / Restrictive Ownership' to 'Residential.'
4. Public Hearing and action on a request from Hans Waldoch to rezone an unaddressed parcel near West

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.

Harding Avenue (Parcel ID 281240831100139) from “C” Conservancy to “R-2” Single-Family Residential.

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

6. 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(14)(g) pertaining to minimum floor area requirements to install a new mobile home in the city of Stevens Point.

7. A request from Jesse Yungner, representing the City of Stevens Point, for a sign variance to install a monument sign on the property located at 5200 Coye Drive (Parcel ID 281230802200044) and an unaddressed parcel off of Coye Drive (Parcel ID 281230802200021), consistent with Ch. 25.14.

8. A request from the City of Stevens Point to be granted a waypoint sign easement from Donaldson Company, Inc. on the property located at 5200 Coye Drive (Parcel ID 281230802200044).

9. A request from the City of Stevens Point to grant a gas service easement to the Wisconsin Public Service Corporation for the property located at 4401 State Highway 66 (Parcel ID 281240823230001).

10. A request from the City of Stevens Point to annex the property located at 5595 Regent Street (Parcel ID 020320111) and adjacent Brilowski Road and Regent Street Right-of-Way.

11. A request from the City of Stevens Point to sell the property located at 5595 Regent Street (Parcel ID 020320111).

12. Discussion only: Home occupation ordinance.

13. Director's Report.

Closing Section:

14. Adjourn

REPORT OF SPECIAL CITY PLAN COMMISSION

October 2, 2023 – 6:00 PM
In-Person & Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Neighborhood Planner Klesmith, Technician Mohr, Alderperson Christianson, Alderperson Shorr, Alderperson Keymer, Maxwell Johnson, 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 September 18, 2023 meeting of the City Plan Commission.
3. A request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan for the purpose of adding a chapter outlining a neighborhood comprehensive plan for the Goerke Park/Washington Elementary School neighborhood. Said neighborhood is roughly bounded by Maria Drive to the north, Interstate 39 to the east, Main Street to the south and Division Street to the west.
4. A request from the City of Stevens Point to purchase the property located at 1200 Main Street (Parcel ID 281240832202950).
5. August 2023 Monthly Report.
6. Director's Report.

Closing Section:

7. Adjourn.
-

Opening Section:

1. Roll call.

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

Excused: Beacom

Discussion and possible action on the following:

2. Report of the September 18, 2023 meeting of the City Plan Commission.

Motion by Alderperson Kneebone to approve the report of the September 18, 2023 meeting of the City Plan Commission; seconded by Commissioner Schuler.

Motion carried 6-0.

3. A request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan for the purpose of adding a chapter outlining a neighborhood comprehensive plan for the Goerke Park/Washington Elementary School neighborhood. Said neighborhood is roughly bounded by Maria Drive to the north, Interstate 39 to the east, Main Street to the south and Division Street to the west.

Neighborhood Planner Klesmith provided a history of how the Goerke Park/Washington Elementary School neighborhood chapter was drafted and summarized a presentation covering:

- Project/chapter timeline.
- Grassroot planning efforts.
- Previous feedback and how it was addressed.

A copy of this presentation can be found at the end of the meeting minutes.

There was a brief back-and-forth discussion on highlighted concerns for the neighborhood, notable the future land use surrounding the university and the preservation of land around Schmeeckle Reserve.

Commissioners had the following comments:

- Noted consistency between older Comprehensive Plan and latest chapter regarding what was already being supported or advocated for.
- Commended staff and neighborhood residents for their efforts.
- Back-and-forth discussion and clarification on public hearing requirements.

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

Motion by Commissioner Schuler to approve the request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan for the purpose of adding a chapter outlining a neighborhood comprehensive plan for the Goerke Park/Washington Elementary School neighborhood. Said neighborhood is roughly bounded by Maria Drive to the north, Interstate 39 to the east, Main Street to the south and Division Street to the west; seconded by Commissioner Arntsen.

Motion carried 6-0.

4. A request from the City of Stevens Point to purchase the property located at 1200 Main Street (Parcel ID 281240832202950).

Director Kernosky explained that per state statutes, the Plan Commission had to review any land or property purchases. As it related 1200 Main Street, or better known as the ShopKo building, staff had entertained a lot of different conversations with developers, which none had come to fruition. City staff had also seen a common theme where the developments that were put forward were not in alignment with the City's future planning efforts. To better control downtown redevelopment, staff put forward the request for purchase. They recommend approval as presented.

Commissioners had the following comments:

- Clarification on what was being requested to purchase, to which staff noted that the request was just for the land and building itself, adding that the parking lot surrounding it was already owned by the Redevelopment Authority.
- Comment that having control of a major property would allow for the development of a more comprehensive plan in the downtown area.
- Inquiry on how the new Downtown BID group could affect or influence future planning, to which staff explained that the BID board would not have authority over land use in the downtown, but more so be another stakeholder/interested party, as any City resident and business or group.
- Inquiry on how engagement would occur with the Redevelopment Authority, to which staff explained that in the past, staff had created joint meetings where the different bodies would converge to discuss future topics, similar to any other posted meeting.

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

Motion by Commissioner Schuler to approve the request from the City of Stevens Point to purchase the property located at 1200 Main Street (Parcel ID 281240832202950); seconded by Commissioner Rice.

Motion carried 6-0.

5. August 2023 Monthly Report.

Director Kernosky noted that numbers continued to remain consistent with previous years.

Motion by Commissioner Cooper to approve the August 2023 Monthly Report and place it on file; seconded by Alderperson Kneebone.

Motion carried 6-0.

6. Director's Report.

Director Kernosky had no further updates.

Closing Section:

7. Adjourn.

Meeting adjourned at 6:25 PM.

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

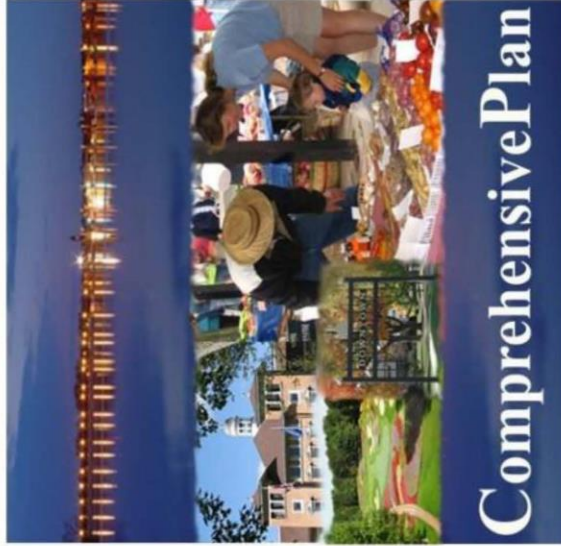




RECAP

- An update to the City's Comprehensive Plan began in Summer 2023.
- Components of the 2005 Comprehensive Plan and 2022 Strategic Plan set the direction of the Comprehensive Plan update

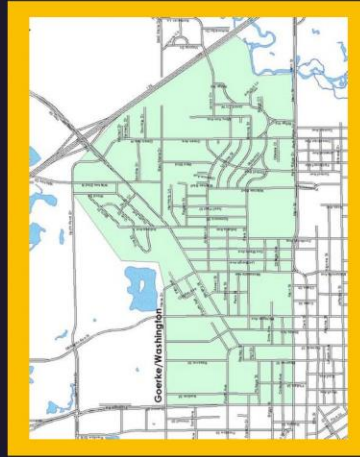
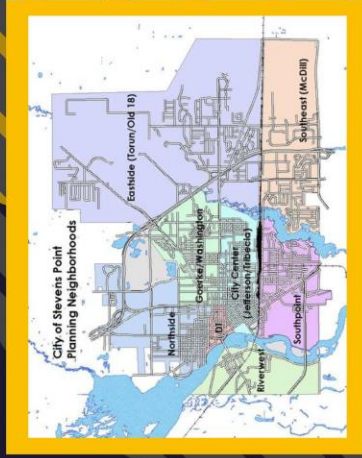
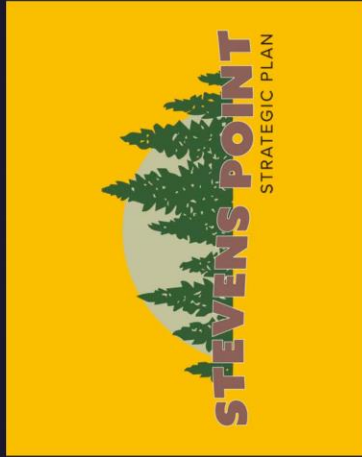
Stevens Point



Comprehensive Plan

DIRECTIVE

- The value of neighborhoods and concentrated areas of activity ("hubs") is referenced significantly in both the 2005 Comprehensive Plan and 2022 Strategic Plan.
- While the Goerke-Washington area is not necessarily one neighborhood, the grassroots nature of the planning process allowed staff to tailor goals, objectives, and policies more directly to a range of neighborhoods and residents.



NOTABLES

More grassroots, engaged effort

7 Workshops

Asynchronous Participation

Continued Participation



The graphic features a large background image of a stone building with a sign that reads 'STEVENS POINT' and 'GROWING OUR FUTURE'. Overlaid on this are three circular inset images: a street scene, a landscape with a bridge, and a residential area. To the right of these images, the text 'City of Stevens Point Comprehensive Plan' and 'Goerke / Washington Neighborhood' is displayed. At the bottom right, a small text reads 'City of Stevens Point Community Development'.

City of Stevens Point Comprehensive Plan

Goerke / Washington Neighborhood

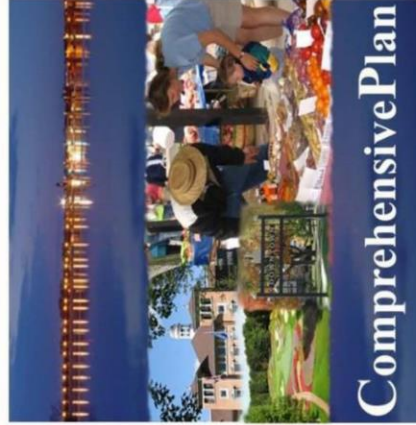
City of Stevens Point Community Development

CONSISTENCY

- Stevens Point's Strategic Plan identifies Stanley Street as a "hub," or location of higher social and economic activity, that simultaneously embraces college culture and identifies new residential development that can support older residents near Schmeeckle Reserve.
- Comprehensive Plan recommends the use of these more neighborhood-level plans to guide City development, among other more specific goals, objectives, and policies.



Stevens Point



Comprehensive Plan

FOLLOW UP

- Following July's Plan Commission, an informational meeting was held for residents in the Goerke-Washington planning area.
- Two primary concerns were raised during the meeting: ease of understanding the plan, and residential development of the Weir/Wilshire land.
- Other concerns about resident notification are being addressed.



Administrative Staff Report

Future Land Use Map Amendment Rezoning Unaddressed Parcel Near West Harding Avenue November 6, 2023



Department of Community Development

Applicant(s): - Hans Waldoch Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240831100139 Zone(s): "C" Conservancy Master Plan: - Not Developable / Restrictive Ownership Council District: - District 9 Ald. Lang Lot Information: - Frontage: 0 ft. - Depth: 100 ft. - Lot Size: 5,400 sq. ft. (0.12 ac.) Current Use: - Undeveloped	Request - Public Hearing and action on a request from Hans Waldoch to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purpose of amending the future land use designation for an unaddressed parcel near West Harding Avenue (Parcel ID 281240831100139) from 'Not Developable / Restrictive Ownership' to 'Residential.' - Public Hearing and action on a request from Hans Waldoch to rezone an unaddressed parcel near West Harding Avenue (Parcel ID 281240831100139) from "C" Conservancy to "R-2" Single-Family Residential. Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct an accessory structure on the subject parcel. The subject parcel is owned by the same owner who owns the parcel directly to the south (508 West Harding Avenue) - Per the City's Zoning Code, accessory structures must be located either on the same lot as the principal structure that it is servicing, or directly across the street from it. In order to construct an accessory structure on the subject parcel, the subject parcel and the parcel addressed as 508 West Harding Avenue will need to be combined. - The subject parcel is zoned "C" Conservancy and the 508 West Harding Avenue parcel is zoned "R-2" Single-Family Residential. Both parcels may not be combined as each have different zoning classification. - With the intended accessory structure on the subject parcel, the applicant is requesting to rezone the subject parcel to "R-2" Single-Family Residential. - All rezoning requests must be, in part, consistent with the City's Comprehensive Plan. The subject parcel is designated as 'Not Developable / Restrictive Ownership.' - No restrictive ownership documents are tied to the subject property. In addition, the subject property is not located within any floodplain zones, wetlands or potential wetlands (i.e., hydric soils).
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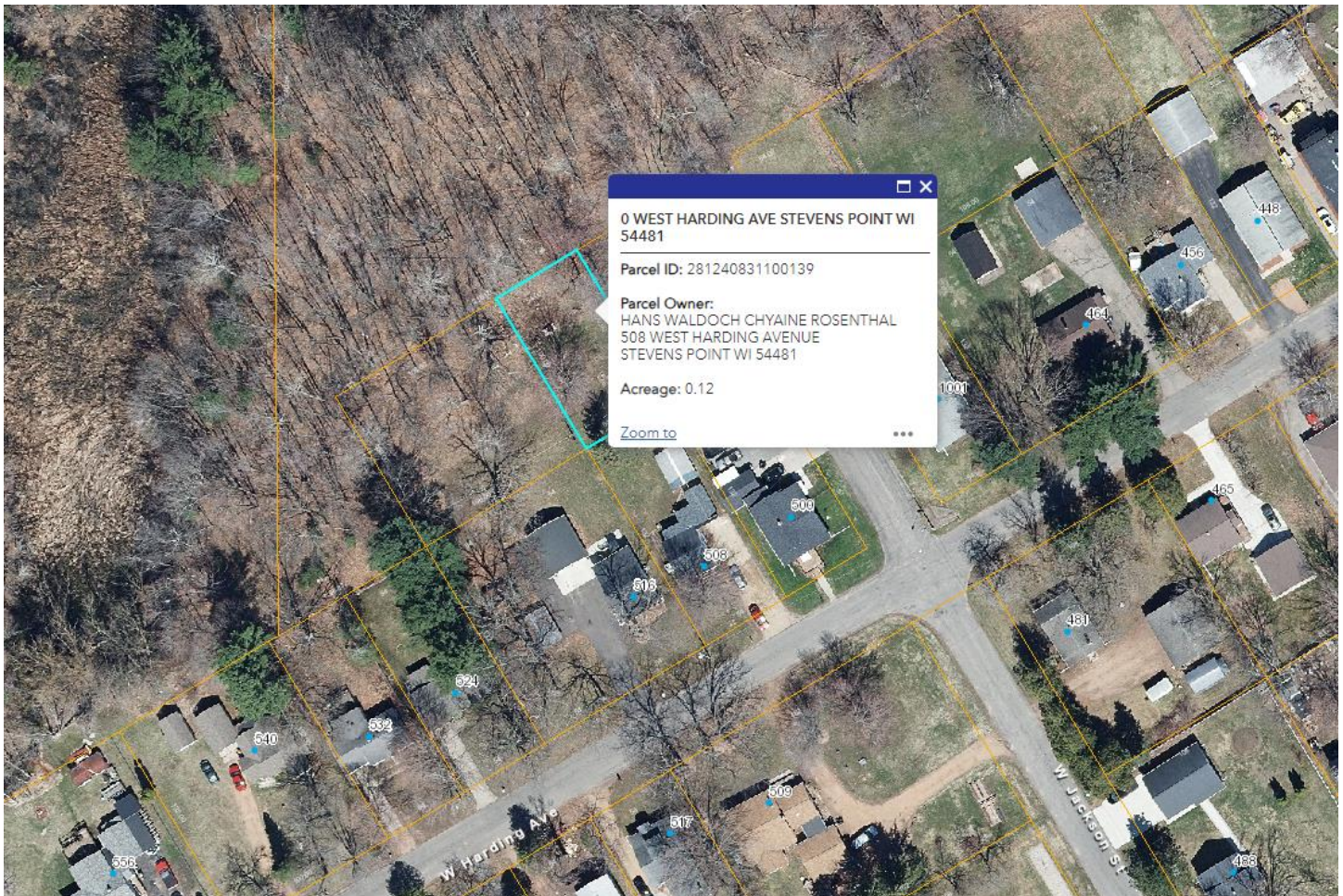
7. Given the accessory use of the subject parcel for residential living at 508 West Harding Avenue, the applicant is requesting to amend the future land use designation of the subject parcel to 'Residential.'

Staff Recommendation

Approve the request to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purpose of amending the future land use designation for an unaddressed parcel near West Harding Avenue (Parcel ID 281240831100139) from 'Not Developable / Restrictive Ownership' to 'Residential.'

Approve the request to rezone an unaddressed parcel near West Harding Avenue (Parcel ID 281240831100139) from "C" Conservancy to "R-2" Single-Family Residential.

Vicinity Map



Background

Overview: The applicant owns the subject parcel and the parcel directly to the south (addressed as 508 West Harding Avenue). In discussions with the applicant, he is requesting to construct an accessory structure on the subject property. Per the City's Zoning Code, accessory structures must be located either on the same lot as the principal structure that it is servicing, or directly across the street from it. Said requirement is found below:

ACCESSORY BUILDING OR USE is a building, use, or activity which is conducted or located on the premises or immediately across the street from the principal use served, clearly incidental to, subordinate in purpose to, and clearly operated and maintained solely for the comfort, convenience, necessity, or benefit of the occupant, employee, customer, or visitor of or to the principal use. The accessory use may not be located on a parcel where the principal use is not permitted. **Any accessory use which is not on the site of, or is across the street from, the principal use must be reviewed and approved by the Common Council.**

In order to construct an accessory structure on the subject parcel, the subject parcel and the parcel addressed as 508 West Harding Avenue will need to be combined. The subject parcel is zoned "C" Conservancy and the 508 West Harding Avenue parcel is zoned "R-2" Single-Family Residential. As both parcels have different zoning designations, they may not be combined as it would create a split-zoned parcel. As the applicant is requesting to build an accessory structure on the subject parcel, which will be intended to compliment residential living at 508 West Harding Avenue, the applicant is requesting to rezone the subject parcel to "R-2" Single-Family Residential.

As found below, there are several standards to meet in rezoning a parcel. One such standard is that the rezoning request does not detract from the intended use of a property per the City's Comprehensive Plan. The subject parcel is designated as 'Not Developable / Restrictive Ownership' per the City's Future Land Use Map. Under this designation, it would be inappropriate to rezone a property to residential use. With that said, it is important to note that while a 'not developable' designation is applied to the subject property, staff believes that it is not the case. The subject property does not fall within any floodplain zones, wetlands or contains soils that are conducive for wetlands (i.e., hydric soils). There is a depth to groundwater on the subject parcel of roughly 0-3 feet. As the planned accessory structure will be built on a concrete slab, staff believes that the subject parcel would still be able to be developed. Therefore, the applicant is requesting to amend the future land use designation of the subject parcel to 'Residential.'

Standards of Review – Future Land Use Amendment

1. **Internal Consistency.** Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

Analysis: The subject property is designated as 'Not Developable / Restrictive Ownership' on the City's Future Land Use Map.

Findings: Although the future land use plan is an integral component of the City's Comprehensive Plan, other components of the plan need to be taken into consideration. By amending the Future Land Use Map, it allows for the careful enhancement of residential neighborhoods given the groundwater depth challenges. For example, while the subject property could be developed due to the above findings of facts, limitations do exist given the low depth to groundwater that exists in this area. As such, staff believes that the intended use of the subject parcel – an accessory structure serving the parcel to the south – provides an adequate transition between residential uses to the north and the wetland/conservation zones to the north.

Select goals of the City's Comprehensive Plan are outlined below. Staff believes that the proposed future land use amendment is appropriate and consistent with the intent of the Comprehensive Plan.

Chapter 8 – Land Use Element

Goal A – Provide a balance of land uses to serve existing and future residents of the City, as well as non-residents, that allows for a strong economy and maintains the high quality of life that Stevens Point residents currently enjoy.

Objective A1 – Minimize conflicts between adjacent land uses. Encourage redevelopment and new development that is consistent and compatible with surrounding areas in buildable vacant areas and areas that may be annexed into the City.

Goal F – Environmental Protection. The City enjoys a diverse natural environment. It is a goal of the City to preserve these assets and to prevent harm to public resources through zoning, acquisition, implementation of the Stevens Point Park Plan, and development regulations. Resources include the aquifer City residents rely upon for drinking water, surface waters of the Plover and Wisconsin Rivers, Moses Creek, wetlands, floodplains, and forested areas.



2. **Granting Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.**

Analysis: The proposed amendment from 'Not Developable / Restrictive Ownership' to 'Residential' provides a land use that has not historically been allowed on the subject property. The proposed amendment provides a pathway for allowing a residential use that takes careful consideration to the environmental areas that surround it (similar to a conservation-style subdivision development).

Findings: The amendment is consistent with the surrounding land uses. Outlots, like the subject parcel, line West Harding Avenue to service the residential use of its primary parcel. These outlots are owned to complement residential living, however the exception with this request is to install an accessory structure on the subject parcel. As outlined below, the proposed future land use of the property is compatible with how the City's Comprehensive Plan defines residential uses.

Section 8.6 Future Land Use Categories

Single-Family – one-unit structures, one building per parcel.

Note: The subject parcel is proposed to be combined with the property located at 508 West Harding Avenue.

3. **The amendment shall not create an adverse impact on adjacent land/land uses.**

Analysis: The subject parcel exists on the fringe of single-family residential uses and conservancy uses. Single-family residential uses are located to the south and east of the subject parcel, while non-developable parcels are located to the north and west of the subject parcel.

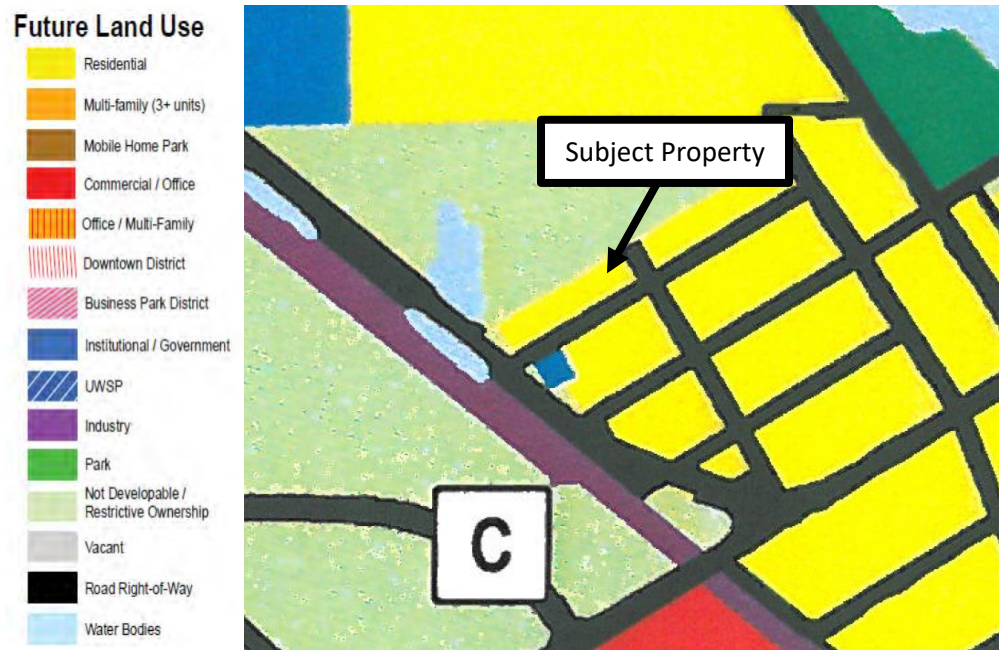
Findings: The subject property, once combined with the parcel to the south, is consistent with the size and development pattern of neighboring single-family lots. Given the limited development that could occur on the subject parcel (e.g., slab-on-grade development), staff believes that sufficient environmental protections exist for the neighboring environmentally sensitive areas to the north and west.

4. **The amendment shall not create an adverse impact on public facilities and services.**

The table below outlines the surrounding zoning and existing land uses:

Direction	Zoning	Use	Future Land Use Designation
North	"C" Conservancy	Undeveloped (Wetlands)	Not Developable / Restrictive Ownership
South	"R-2" Single-Family Residential	Single-Family Residential	Residential
East	"R-2" Single-Family Residential	Single-Family Residential	Residential
West	"C" Conservancy	Undeveloped (Wetlands)	Not Developable / Restrictive Ownership

When taking into consideration the above findings, staff has concluded that the amendment is within the public interest. Allowing for an accessory structure on the subject parcel will serve as a natural transition between the residential and environmentally sensitive areas that exist north of West Harding Avenue.



Standards of Review – Rezone

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

Analysis: Performance standards for the “R-2” Single-Family Residence District are identified 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 fam./unit 1 unit/lot provided lot is 8,000 sq.ft.	60 ft., 80 ft. For corner lots	Not over 35' nor over 2 ½ stories	20 ft. Total of both sides, one side not less than 8' for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Not less than 20% of lot depth but not less than 15' and need not exceed 30 ft.	Per 23.01(14)	900 sq. ft.	18 ft.
All other permitted uses	8,000 sq.ft.		35 ft.	20 ft.		30 ft.		0	
Cond. Uses	As set by the Plan Commission and City Council.								

Findings: As stated earlier, the subject parcel is intended to be combined with the property at 508 West Harding Avenue should these two requests be approved. The combined parcel is approximately 12,528 square feet in size and would meet the minimum lot size requirement for single-family uses in the “R-2” District. In fact, the combination of these two parcels would eliminate the legal nonconforming status of the property at 508 West Harding Avenue (this parcel is only 7,128 square feet in size). The combined parcel would not meet the minimum 60-foot lot width required (54 feet provided), however these requests would not lose this legal nonconforming status for the property. Besides the planned accessory structure on the combined parcel, no further improvements are planned.

Based on the findings above, staff believes that minimum performance standards of the “R-2” Single-Family Residence District are met.

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

Analysis: Please see the above section pertaining to the request to amend the City’s Future Land Use Map.

Findings: Staff believes that this standard is met provided that the Future Land Use Map is amended to reflect a ‘Residential’ designation for the subject parcel. If the Future Land Use Map amendment is not approved, this rezoning request should be rejected.



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

Analysis: The subject parcel exists on the fringe of single-family residential uses and conservancy uses. Single-family residential uses are located to the south and east of the subject parcel, while non-developable parcels are located to the north and west of the subject parcel.

“R-2” Single Family Residential District

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

“C” Conservancy” District

This district is established to provide protection to environmentally-sensitive lands such as flood plains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access. The district is also intended to be applied as a means of regulating the timing and direction of land development in accordance with the City's Comprehensive Plan.

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



APPLICATION FOR AN ORDINANCE / CODE AMENDMENT

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Hans Waldoch	Contact Name	
Address	508 W Harding Ave	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	715-347-7574	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	

ORDINANCE AMENDMENT SUMMARY

Describe the requested ordinance amendment change	
Change future land use of parcel 240831100139 to allow for rezoning to residential R2	
Describe the reason for the requested change in the ordinance	
Rezone Parcel 240831100139 to Residential R2.	
How is the proposed ordinance amendment consistent with the comprehensive plan?	Does the proposed ordinance amendment represent a new policy or revision of existing policy?
Parcel 240831100139 does not contain any wetlands or hydric soils.	N/A

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
<i>Hans Waldoch</i>	9/26/23	<i>Hans Waldoch</i>	9/26/23



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	Hans Waldoch	Contact Name	
Address	508 W Harding Ave	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	715-347-7574	Telephone	
Fax		Fax	
Email	hanswaldoch@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
240831100139	240831100202	
Legal Description of Subject Property		
240831100202 - 508 W Harding Ave - 0.16 Acres Zoned R2 240831100139 - West Harding Ave - 0.12 Acres Zoned Conservation		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
0.28 Acres Total		0.12 Acres
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Residential	Single Family	Single Family
Current Zone District		Proposed Zone District
One Parcel R2, One Parcel C		R2

Reason for the zone change request			
Consolidate to one property and zoning type to allow for future building of accessory buildings on the property.			
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			
Residential - Future development would include a detached garage on current parcel 240831100202 and a shed on current parcel 240831100139.			
Current Zoning Surrounding Subject Property			
North:	Conservancy	South:	Residential R2
East:	Residential R2	West:	Residential R2
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?			
Parcel 240831100139 is not part of any wetlands, and it does not include any hydric soils.			

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
<i>Hans Waldoch</i>	9/26/23	<i>Hans Waldoch</i>	9/26/23

From: [Hans Waldoch](#)
To: [District 9](#)
Cc: [Adam Kuhn](#)
Subject: [External] Rezoning and Land Use Amendment Notification - 508 W Harding Ave
Date: Tuesday, September 26, 2023 9:54:16 AM
Attachments: [Rezoning Application 508 West Harding 9-26-23.pdf](#)
[Change Future Land Use Application 508 W Harding Ave 9-26-23.pdf](#)

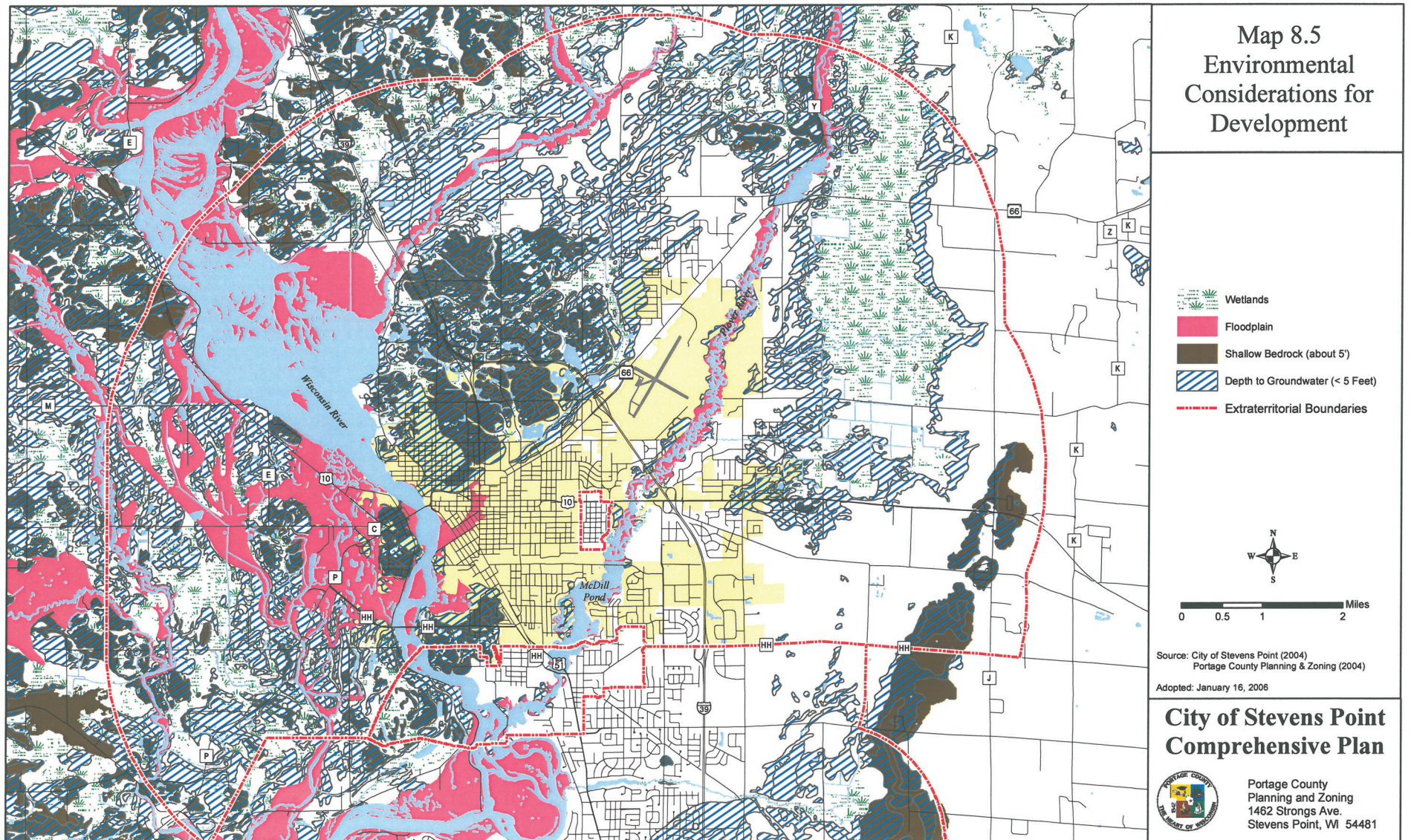
Sam,

I am emailing to notify you of my requests to amend the future land use map as well as to rezone one of my properties at 508 W Harding Ave. The forms are attached, and I have sent them to Adam Kuhn separately as well.

The purpose of this is to combine the two properties with the same zoning to allow for future accessory buildings on my property.

Thanks,

Hans Waldoch
hanswaldoch@gmail.com
715-347-7574



Administrative Staff Report

Installation of Solar Arrays Schmeeckle Reserve Visitors Center

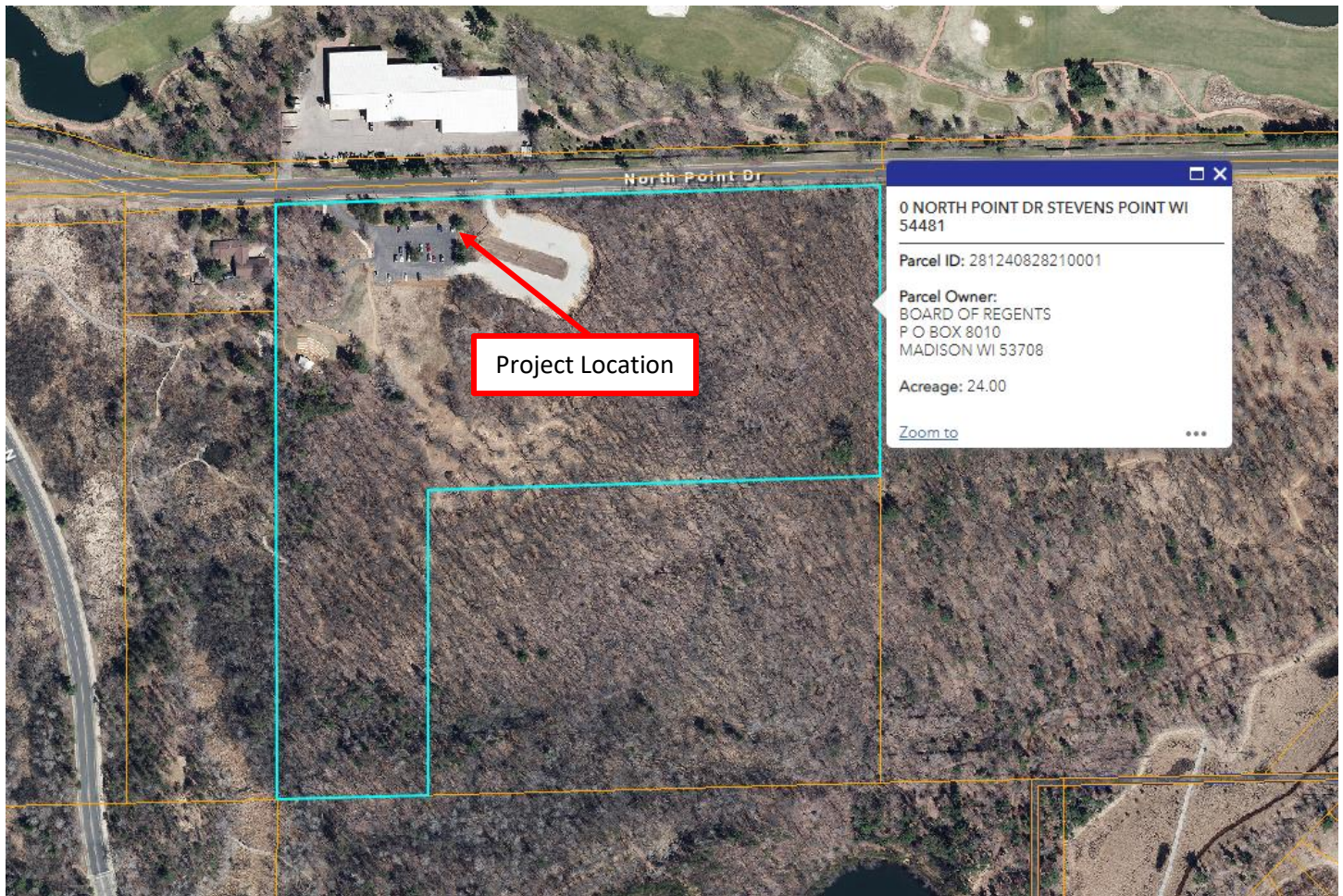
North Point Drive
November 6, 2023



Department of Community
Development

Applicant(s): - Mike Sentkowski, representing the Schmeckle Reserve Visitors Center Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240828210001 Zone(s): "C" Conservancy Master Plan: - University Council District: - District 11 Ald. Morrow Lot Information: - Frontage: 1,322 ft. - Depth: 1,300 ft. - Lot Size: 1,045,440 sq. ft. (24 ac.) Current Use: - Schmeckle Reserve Applicable Regulations: 23.02(1)(a)(5)	Request - Public Hearing and action on a request from Mike Sentkowski, representing the Schmeckle Reserve Visitors Center, for a conditional use permit to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive (Parcel ID 281240828210001), consistent with Ch. 23.02(1)(a)(5). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a solar array that consists of 20 solar modules that will be mounted on a single pole. - The subject property is zoned "C" Conservancy. - The "C" Conservancy District requires a 50-foot street setback for all structures and mechanical equipment. The applicant is requesting a 35-foot setback from North Point Drive. - The solar array is considered an accessory use to the principal use of the property (i.e., Schmeckle Visitors Center). - The City Plan Commission may recommend and the Common Council may approve reduced setbacks for accessory structures relating to a utility, pipeline, transmission line, substation, or generally similar use. The reduced setbacks shall be no less than half of the performance standard setbacks. Staff Recommendation Approve the conditional use request to construct a ground-mounted solar array on an unaddressed parcel off of North Point Drive (Parcel ID 281240828210001), subject to the following conditions: - A building permit shall be obtained prior to the start of development. - Minor modifications to the plan may be approved by City staff.
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Vicinity Map



Background

Overview: The Schmeckle Nature Reserve Visitors Center is planning to install 20 solar modules on the north side of the existing parking lot. This project represents a second phase development of solar infrastructure which first occurred in 2019. The solar array is identified as an accessory structure in the City's Zoning Code and is considered a permitted use within the "C" Conservancy District. Although the solar array is accessory to the Schmeckle Reserve Visitors Center, it is required to meet the principal structure setback requirements of the "C" Conservancy District. The "C" District requires a street yard setback of 50 feet, however the solar array is proposed to be setback approximately 35 feet from the street lot line. The applicant has indicated that the location was chosen due to two main factors. The first of which is the placement of this solar array in an unshaded location with close proximity to the Visitor's Center. Additionally, the south side of the parking lot is limited due to the existence of Zimmerman Prairie and its restriction from installing man-made items. Therefore, the north side of the Visitor Center parking lot is recommended.

According to the City's Zoning Code, the Common Council may approve lesser setbacks for the proposed solar array by way of a conditional use permit. Said requirement is outlined below.

- 5) *The City Plan Commission may recommend and the Common Council may approve reduced setbacks for accessory structures relating to a utility, pipeline, transmission line, substation, or generally similar use. The reduced setbacks shall be no less than half of the performance standard setbacks in the table above.*

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

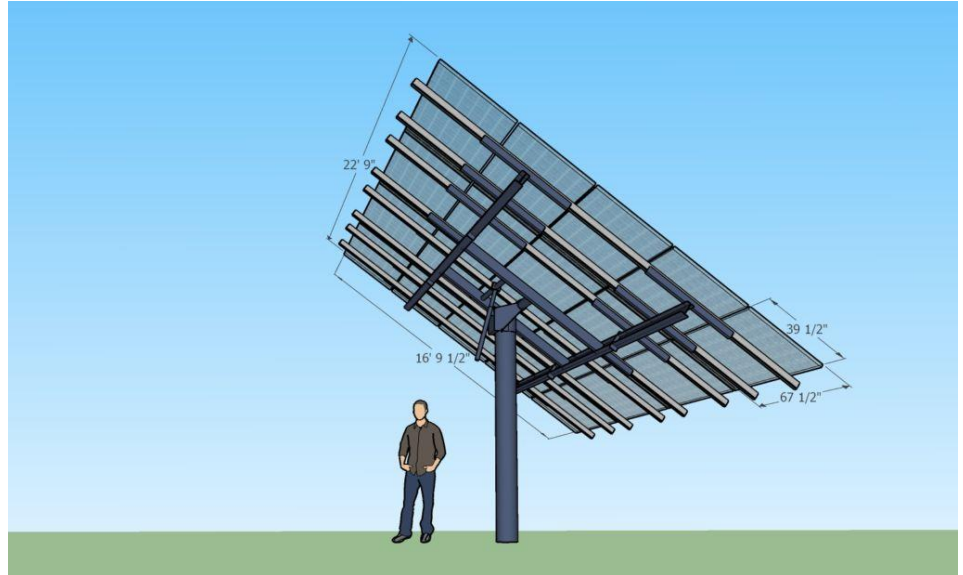
Standards of Review – Conditional Use Permit

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

Analysis: The lot size (24 acres) is appropriate for the use which is only occurring on

less than an acre of the northern portion of the property. Further, the use is proposed near the existing parking lot for Schmeackle Reserve. While this property is primarily utilized for recreation by the community, it is also a crucial resource to the University of Wisconsin-Stevens Point for educational purposes.

Findings: Given the existing natural state of the surrounding area, the proposed improvement should not be detrimental.



Rendering of Proposed Solar Array

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 SentryWorld Golf Course is located north of the property. The proposed solar collectors will be located near an existing parking lot off of North Point Drive, setback approximately 35 feet.

Findings: The proposed solar array should not negatively impact the surrounding uses or diminish the neighborhood.

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

Analysis: The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area as part of the University of Wisconsin-Stevens Point campus.

Findings: The location of the solar array on the property should not impact the right-of-way or negatively affect the improvement of the surrounding property. Furthermore, the low density of the area and large acreage of the adjacent uses creates an adequate buffer to the solar array.

- 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 applicant is proposing a freestanding ground mount solar array with 20 modules.

Findings: The array is an accessory use on the property and does not match the exterior architectural appeal of existing facilities because of its photovoltaic function.

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

Analysis: The property is accessed via driveway on North Point Drive, which leads to a parking lot for the Schmeeckle Reserve. The impervious surface created from the solar array will increase stormwater runoff, however the site is graded into swales which currently exist around the parking lot.

Findings: Adequate roads and proposed drainage will exist to serve the improvement.

- 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: Uses of the site will continue and will continue to use the existing parking lot. Access to the site also occur via other means, such as the trail system within the reserve.

Findings: An influx of traffic is not expected with this proposed improvement.

- 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.**

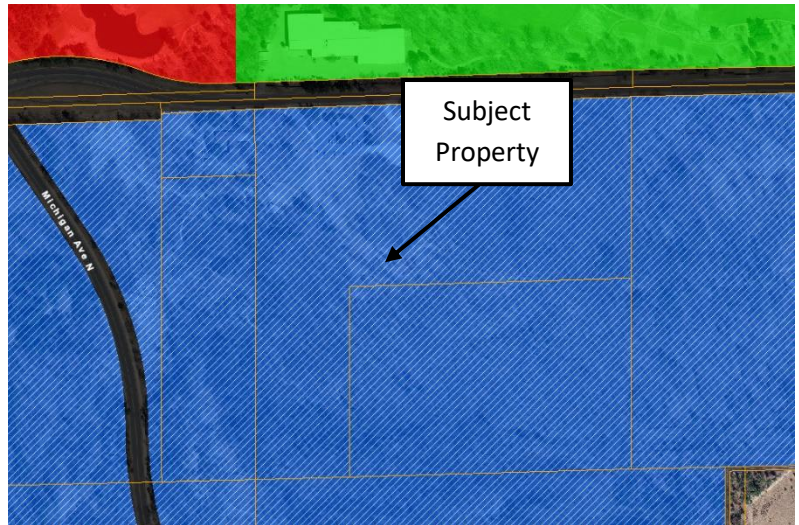
Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property as part of the University of Wisconsin-Stevens Point. The subject property is zoned "C" Conservancy. According to the City's Zoning Code, the "C" Conservancy District is established "to provide protection to environmentally-sensitive lands such as flood plains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access. The district is also intended to be applied as a means of regulating the timing and direction of land development in accordance with the City's Comprehensive Plan."

Findings: The proposed development is consistent with the Comprehensive Plan and the “C” Conservancy District as the solar array is intended to reduce the use of fuels for the existing facility and offer visitors a place to charge electric vehicles.

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.



Future Land Use



Analysis: The request is to reduce the street front yard setback for a solar array from the required 50 feet to approximately 35 feet. The City Plan Commission may recommend and the Common Council may approve reduced setbacks for accessory structures relating to a utility, pipeline, transmission line, substation, or generally similar use. The reduced setbacks shall be no less than half of the performance standard setbacks.

Findings: Staff have determined that the solar array is a similar use to those listed above and thus, the Common Council could reduce the street front yard setback to 25 feet.

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 exists off of North Point Drive. A significant amount of traffic is not anticipated as part of this proposed improvement.

Findings: This standard is met.

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: Electrical connections exist to support the installation of the proposed solar array. Access into the site is not proposed to change as part of this proposed improvement.

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: Outdoor storage and refuse is not proposed.

Findings: This standard is met.

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

Analysis: A lighting plan has not been submitted.

Findings: Any lights should not intrude on adjacent properties. Lighting will likely not intrude onto adjacent properties due to the proposed use.

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

Analysis: No sources of noise should occur during the normal operation of the solar array.

Findings: This standard is met.

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

Analysis: N/A

Findings: N/A

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

Site Photos





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	Schmeeckle Reserve Visitors Center	Contact Name	Mike Sentkowski
Address	2419 Northpoint Dr.	Address	578 Allen Street
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Amherst, WI 54406
Telephone	715-346-4992	Telephone	715-310-7119
Fax		Fax	
Email		Email	mike@northwindre.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Board of Regents	Owner's Name	
Address	PO Box 8010	Address	
City, State, Zip	Madison, WI 53708	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
281240828210001		
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
		I Conservancy- Schmeeckle Reserve Visitors Center Parking 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)		
Schmeeckle Reserve Visitors Center is planning on installing a third pole mounted solar array on north edge of existing parking lot. The solar array will consist of 20 solar modules and be mounted on a single pole. The new solar array will be the same as the existing ones that were installed in 2019 and 2022. The array will be approximately 35-40 ft from the property line next to the two existing structures.		
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 neighborhood is a mix of nature preserve, Sentry buildings and golf course. Adjacent property to the east is the Schmeeckle Reserve Visitors Center. Adjacent parcels to the west and south are part of the Schmeeckle Reserve. Parcel to the north (across Northpoint Dr.) is SentryWorld golf course.

Current Zoning Surrounding Subject Property

North:	C Conservancy, B4 Commercial, Split Zone	South:	Conservancy
East:	Conservancy	West:	RLD Low Density

Current Land Use Surrounding Subject Property

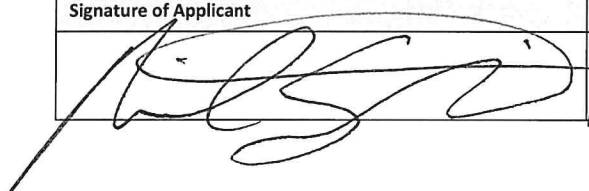
North:	Golf course, maintenance buildings	South:	Nature reserve
East:	Nature reserve	West:	nature reserve visitor center

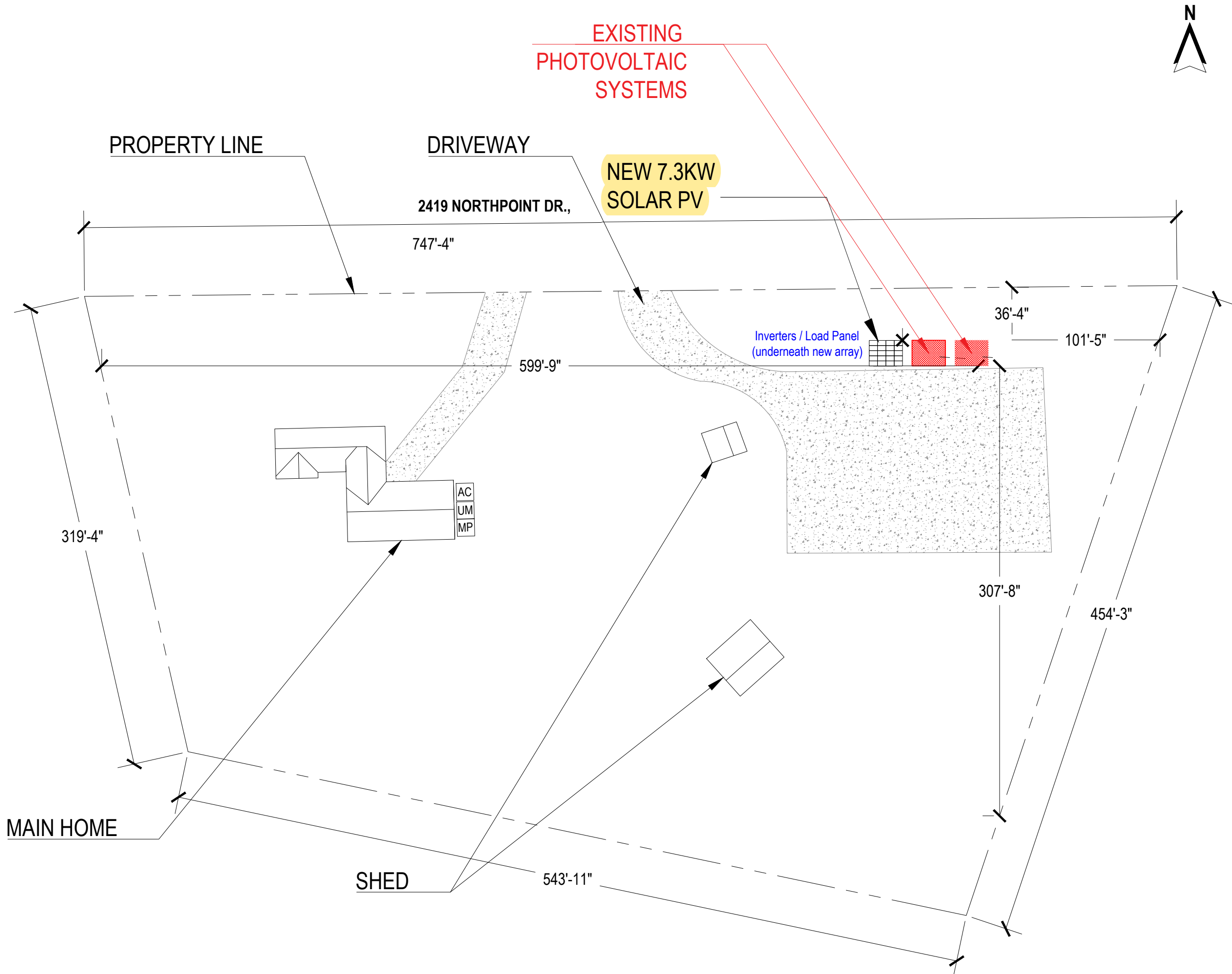
EXHIBITS

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
	10/4/23		



LEGEND:	
PROPERTY LINE:	—— — — — —
DRIVEWAY:	- - - - -
APN:	
SCALE: 1/64" = 1'-0"	
SCHMEEKLE, 2419 NORTHPOINT DR., STEVENS POINT, WI 54481	
AHJ: STEVENS POINT CITY	
 NORTH WIND RENEWABLE ENERGY COOPERATIVE 578 ALLEN STREET , AMHERST, WI 54406 TEL. NO. 715-630-6451 LIC. NO. EC 1223237	
PROPERTY PLAN	
DATE: 9/9/2023 DRAWN BY: US	PV-2



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: November 6, 2023

RE: Ordinance Amendment – Minimum Size for Mobile Homes

Background: Earlier this year, the City's Housing Taskforce adopted its [Final Report](#), which aims to address the access and affordability of housing through several goals. One such goal is to diversify and expand the city's housing stock for all residents. Through zoning reform, there are numerous ways to address this – some of which will be discussed in the months ahead.

In the city, residents reside within a variety of different housing types (e.g., single-family homes, apartments, condominiums, etc.). One housing configuration that often goes overlooked is mobile homes. According to 2021 American Community Survey Five-Year Estimates, mobile homes represent 1.7% of the occupied housing units in the city (186/10,676). Please note that the aforementioned figure represents only occupied units – there are several mobile home lots in the city that are either undeveloped or unoccupied.

The City's Zoning Code regulates the size of new mobile home units. Per Section 23.01(14)(g) of the City's Zoning Code, new mobile homes are required to have a minimum floor area of 720 square feet. Said provision, along with a description of the term 'floor area,' is found below.

Sec. 23.01(14) *General Standards*

- g) *Floor Area. One family dwellings shall have a minimum gross floor area of 900 square feet per unit, except mobile homes shall have a minimum of 720 square feet per unit.*

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.

GROSS FLOOR AREA - the square feet of floor space within the outside line of walls and includes the total of all space on all floors of a building. It does not include porches, garages, or space in a basement or cellar when said basement or cellar space is used for storage or incidental uses.

Recognizing the amount of lots that remain vacant within mobile home parks, City staff is seeking to amend the above floor area restriction from 720 square feet to 400 square feet. Staff believes that reducing this regulatory control could incite additional mobile home units to be installed within mobile home parks – providing incremental improvement in increasing this type of housing stock. Please note that the 400 square foot size restriction is derived State Statutes 340.01, which states that 400 square feet is the cutoff between a recreational mobile home and a manufactured home.

Staff recommends approval of the proposed ordinance amendment. 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 – Minimum Size Standards for
Mobile Homes]**

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

SECTION I: That the following within Section 23.01(14)(g) of the Zoning Code of the
Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 23.01(14) *General Standards*

- g) *Floor Area. One family dwellings shall have a minimum gross
floor area of 900 square feet per unit, except mobile homes
shall have a minimum of ~~720~~ **400** square feet per unit.*

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: November 6, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: November 6, 2023

RE: **Sign Variance – Stevens Point Industrial Park Sign**

Background: Over the last year, the City has been working Mid-State Technical College and Donaldson Company for determining a location for a new Stevens Point Industrial Park monument sign. This planned sign was included as part of the City's wayfinding signage program, and is slated to replace the existing Industrial Park monument sign located farther south along Interstate 39.

The proposed sign will stand approximately 29' 11" in height and have a signable area of 221.25 square feet. After consulting with the above parties, this proposed sign would be located at the far southeast corner of the Donaldson property (5200 Coye Drive, PID 281230802200044) and within a City-owned parcel adjacent to the Coye Drive Right-of-Way. Approximately two feet of signage setback is proposed from the east lot line.

As proposed, this monument sign would fail to meet a few City Sign Code regulations as identified below. The purpose of this variance request is to seek a waiver from the following Sign Code requirements.

Feature	Sign Code Requirement	Proposal
Sign Height	20 feet	29 feet, 11 inches
Sign Size	150 square feet	221.25 square feet
Setback	Five feet from all lot lines	Two feet from the east lot line of PID 281230802200044.

www.stevenspoint.com

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The following are the review standards in considering this variance request, along with analysis for each standard.

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

Analysis: For the proposed lesser setback, limitations for signage placement exist as it relates to snow removal from Coye Drive and underground utility lines that are located in the area. For the height and size restrictions, the applicant is seeking a taller and larger sign so that it is more visible for motorists along Interstate 39.

Findings: It is commonplace among municipal signage ordinances to allow for increased sign height and size for signs along an interstate highway. As the Commission may recall during the last sign variance request (i.e., Ross Dress for Less), City staff will be working on amending the City's Sign Code to allow more flexibility for signage along the Interstate 39 and U.S. Highway 10 corridors. While such code amendment is not ready at this time, and given the tight timeline to install the proposed Industrial Park sign, the applicant is seeking to obtain a variance.

As shown within the attached photos, a line of trees exist along the southbound lane of Interstate 39 that stretches from Coye Drive to Joerns Drive. Having a sign at 20 feet in height would pose a hardship as most of the display would not be visible by motorists going southbound on Interstate 39. Similarly, given the natural landscape blocking commuter visibility, having a larger signage display at the upper-half of the proposed sign would provide better identification for workers and visitors seeking access into the City's Industrial Park, Mid-State's AMETA Center, etc.

As discussed above, the proposed sign location was carefully determined, in consultation with City Public Works Department staff, to ensure that the sign would not interfere with snow removal services along Coye Drive. Given the limited areas for snow storage along Coye Drive, having the monument sign closer to Interstate 39 is proposed to preserve an adequate snow storage area. Please note that this proposed sign location is contingent on the following easement agreement to be approved and entered into.

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

Analysis: The proposed location would be located at Donaldson Company (PID 281230802200044) and on a City-owned parcel directly north of Coye Drive (PID 281230802200021).

Findings: The proposed signage display will be internally lit. As the signage display is approximately eight feet off the ground, staff believes that the sign is not anticipated to negatively impact motorists along Interstate 39. Should the following easement agreement be recorded, staff believes that the legally binding nature of the agreement will ensure that the proposed sign will not be materially detrimental to adjacent 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: Please see the above information regarding snow storage and sight visibility for southbound traffic along Interstate 39.

Findings: Given sight visibility challenges, having the proposed sign at this location is necessary given that this area is almost already clearcut, along with it being close to City-owned property for the sake of a smaller easement area. While clearcutting trees would normally not be an issue, challenges do exist on this property as WisDOT would need to authorize any clearcutting operation given its' proximity to Interstate 39.

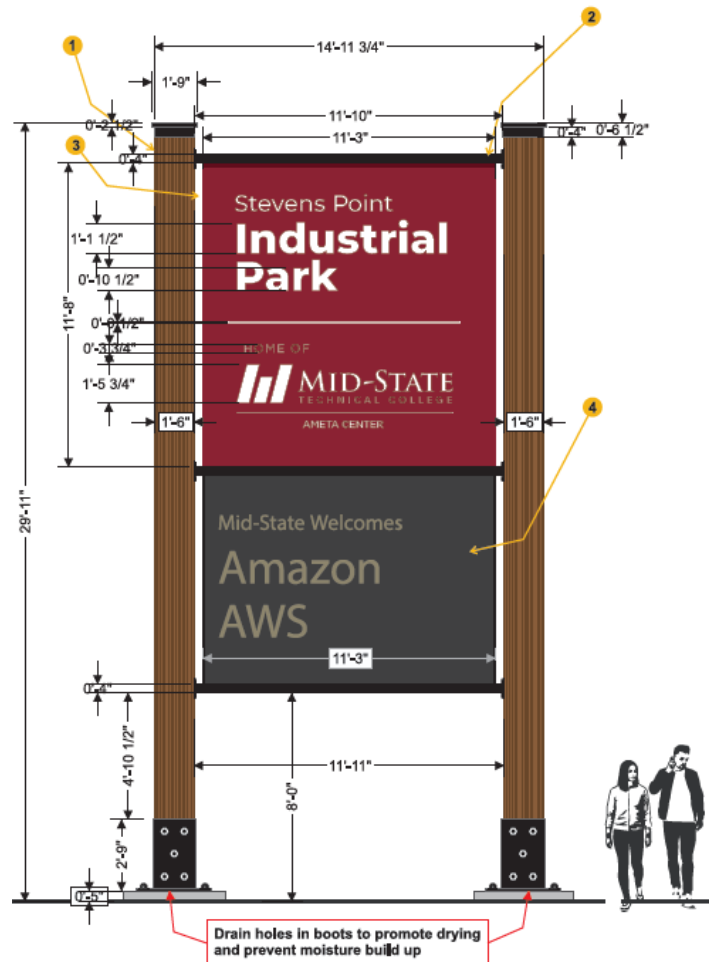
4. The granting of the variance would not be contrary to the general objectives of this Ordinance.

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: Staff believes that the granting of this variance would not be contrary to the general objectives of the City's Sign Code. The purpose of having a Sign Code, in part, is to create a uniform signage display along commercial corridors to create an effective means of communication and ensure the safe flow of traffic. Given the amount of motorists who are anticipated to visit the AMETA Center, along with existing traffic among businesses within the Industrial Park, having a larger and taller sign would better allow for effective identification of this part of the city.

Staff Recommendation: Approve the request for a sign variance to install a monument sign on the property located at 5200 Coye Drive (Parcel ID 281230802200044) and an unaddressed parcel off of Coye Drive (Parcel ID 281230802200021), subject to the following conditions:

1. A sign permit shall be obtained prior to sign installation.
2. Staff shall have the ability to approve minor amendments to the approved sign.







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
			

Sign Specifications: Industrial Park Monument Sign (Sign Type M1)

Internally Illuminated (LED)
Double Sided Post & Panel Sign
with Electronic Message Center

- 1 Posts:**
1'-6" square aluminum posts
with cladded pole covers (Alpolic metal composite
material, wood grain, all 4 sides cladded)
- 2 Sign Face Frame:**
4" X 4" square aluminum tube painted (black)
- 3 Sign Face:**
Aluminum sign cabinet with routed graphics and
in-filled with push-through white acrylic.
Illuminated with internal LED strips
- 4 LED message board (TBD) Watchfire or Daktronics EMC**

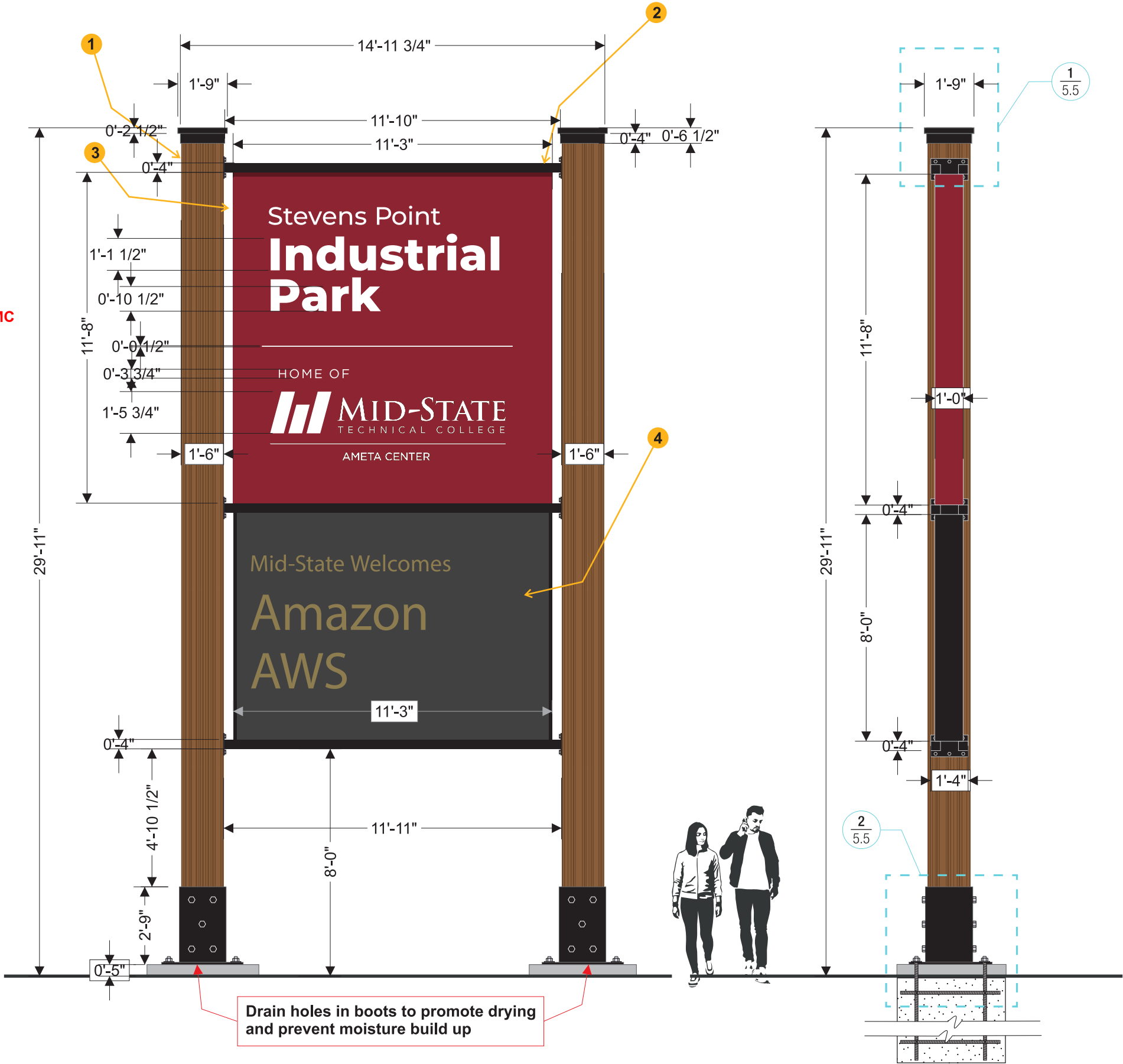
ALL exposed edges and surfaces are to be
painted with Matthews Polyurethane Satin
Paint and coated with a semi-gloss UV clear
coat in compliance with Matthews Paint's
recommended standard.

NOTE:
To protect against galvanic corrosion when
combining steel and aluminum elements, use
rubber gaskets or barriers to insulate contact.
Painting of metallic surfaces is not an approved
alternative.
All product specifications are recommended for
performance and quality but may be substituted
with approved equals.

Colors:

	PANTONE 202C
	Alpolic metal composite material
	N202SP White
	N923SP Black

SCALE: 1/2" = 1'-0"



CUSTOMER INFORMATION

Customer: City of Stevens Point

Address: Stevens Point, WI

Sales: Jesse Yungner

DRAWING INFORMATION

File Name: Stevens Point
Monument Sign M1
City Wayfinding Signs
REV C 8-7-23

Date: REV A 5-12-23

Revisions: REV B 6-16-23
REV C 8-7-23

Scale: 1/4" = 1'-0" at 11" x 17"

Page: 1 of 2

Designer: Jenna Welke

Customer/
LL Approval:



SignArt Company

Eau Claire, WI
715-834-5127
800-235-5178

St. Paul, MN
651-688-0563
800-699-0563

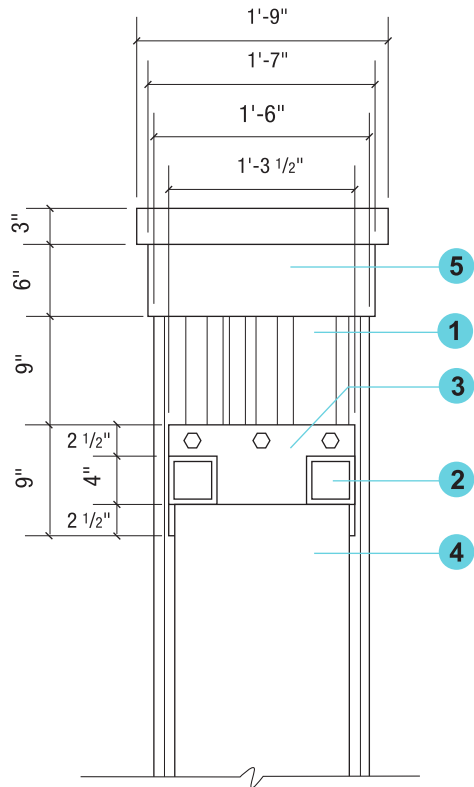
www.signartusa.com



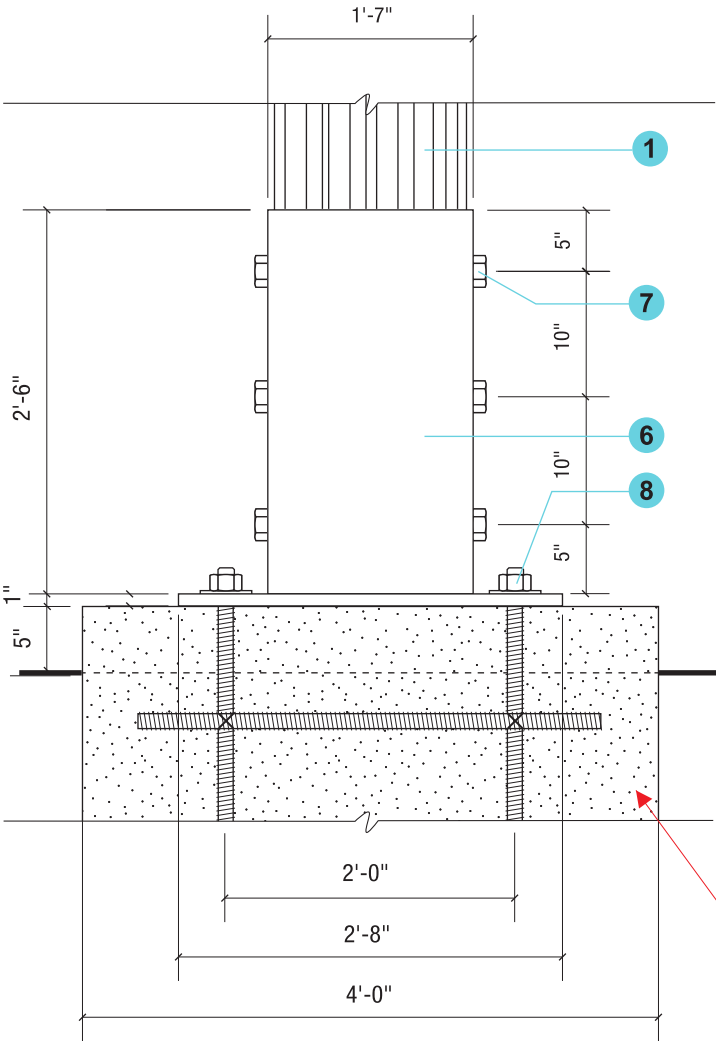
This drawing was created to assist you in visualizing
our proposal. It is the property of Sign Art Company
and may not be used or reproduced by others.

Sign Specifications: Industrial Park Monument Sign - Section Details

- 1 #2 or better red cedar posts with all four sides sanded. Apply semi-transparent oil-based stain.
- 2 Square aluminum tube welded to mounting plate painted (black)
- 3 Bracket mounting plate.
- 4 Fabricated aluminum cabinet with routed graphics. In-fill with white acrylic. Internal LED illumination.
- 5 Fabricated aluminum post cap.
- 6 Fabricated aluminum post boot and mounting plate.
- 7 Through bolts
- 8 Footing mounting bolts



1 Detail - M1
Scale: 3/4"=1'-0"



2 Detail - M1
Scale: 3/4"=1'-0"

3500 psi concrete foundation. Sign Contractor shall confirm structural design prior to installation, certified by a licensed engineer. Concrete shall be macro fiber or bar reinforced when used for structural support such as for anchors holding down signs, and should be doweled into the surrounding sidewalk as necessary to prevent overturning due to wind. If Macro Fiber is used, it shall be dosed at the manufacturer's recommended dosage per cubic yard.

SCALE: 3/4" = 1'-0"

CUSTOMER INFORMATION

Customer: City of Stevens Point

Address: Stevens Point, WI

Sales: Jesse Yungner

DRAWING INFORMATION

File Name: Stevens Point Monument Sign M1 City Wayfinding Signs REV C 8-7-23

Date: REV A 5-12-23

Revisions: REV B 6-16-23 REV C 8-7-23

Scale: 3/4" = 1'-0" at 11" x 17"

Page: 2 of 2

Designer: Jenna Welke

Customer/
LL Approval:



SignArt Company

Eau Claire, WI
715-834-5127
800-235-5178

St. Paul, MN
651-688-0563
800-699-0563

www.signartusa.com



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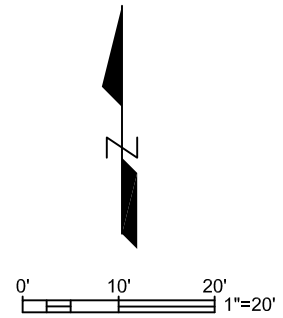
EXHIBIT 'A'

281-2308-02-2000-44
5200 COYE DR
DONALDSON COMPANY
P O BOX 1299
MINNEAPOLIS MN 55440-1299

LOT 1-CSM #3338-11-296

BASIS FOR BEARING

THE BEARINGS HEREIN ARE REFERENCE TO WISCONSIN COUNTY COORDINATE SYSTEM-PORTAGE COUNTY-NAD 1983. THE WEST LINE OF THE NORTHWEST QUARTER SECTION 2 BEARS N00°36'48"W.



OUTLOT 1-CSM #4830-17-85

N89°34'35"E, 14.92'

WAYPOINT SIGN
EASEMENT
264 SQ.FT.
0.006 ACRES

S00°40'13"E, 29.12'

PROPOSED SIGN

HYD.

N89°23'12"E

2571.32'

P.O.B.

S89°34'35"W, 6.01'

WATER VALVE
(TYP.)

BITUMINOUS
PAVEMENT

COYE DRIVE

MANHOLE
GRAVEL SHOULDER

1351.32'

W. LINE NW SEC. 2

N00°36'48"W

VARIES

HARRISON
MON. FD.

P.O.C.
WEST QUARTER
CORNER, SECTION
2, T.23N., R.8E.

SIGN
POWER POLE
R/W
ELECTRIC PEDESTAL

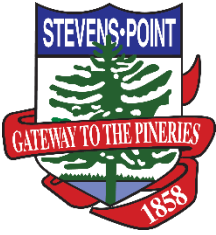
FENCE

2"IP FD.

U.S.H. 51 & I-39

CURVE DATA

CURVE NO.	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT BEARING	TANGENT BEARING
C1	30.82'	60.00'	029°26'04"	S17°40'05"E	30.49'	S32°23'07"E	S02°57'03"E



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
(715) 341-4171 | cklesmith@stevenspoint.com

To: Plan Commission
From: Chris Klesmith
CC: Ryan Kernosky
Date: November 6, 2023
Subject: Request from The City of Stevens Point for a Wayfinding Signage Easement on Parcel 281-2308-02-2000-44 (5200 Coye Dr., Donaldson Company)

Commissioners,

The City of Stevens Point is in the process of improving wayfinding signage, including several large-scale signs. The City of Stevens Point has submitted a request for an easement to relocate the Industrial Park sign northward, just north of Coye Drive.

The proposed easement would include 264 sq. ft. of Parcel 281-2308-02-2000-44. Consistent with State Stats. 66.23(5), it is required for this body to consider the proposed easement. Community Development and Engineering staff have reviewed the attached agreement and have no concerns with the easement. This signed easement is required for staff to complete the WisDOT highway sign application and proceed with the wayfinding project.

Staff recommends approval as presented.

Cheers,

Christopher Klesmith

**WAYPOINT SIGN
EASEMENT**

Document Number

Document Title

Pursuant to the terms of this easement agreement (the "Easement Agreement"), Donaldson Company, Inc., a Delaware corporation ("Grantor"), grants, sets over, and gives unto the City of Stevens Point, Wisconsin, a municipal corporation ("Grantee"), a permanent easement, over and across the following described real estate for the purpose of constructing, installing, operating, improving, repairing, and maintaining a waypoint sign (the "Sign") and all related appurtenances to such Sign, on the following conditions: (i) the Sign shall be installed in accordance with the signage drawing attached hereto as Exhibit B and prior to installation of the Sign all site preparation shall be approved by Grantor, in its reasonable discretion, (ii) Grantee shall have obtained all necessary state and local governmental approvals and delivered evidence of the same to Grantor prior to installation of the Sign, and (iii) the Sign shall be used solely for purposes of identifying the City of Stevens Point, the Stevens Point Industrial Park, Mid-State Technical College (the "College"), and the affairs of these organizations. Said easement shall cover a portion of the real estate owned by Grantor, which is legally described as:

That part of Lot 1 of Portage County Certified Survey Map Number 3338-11-296, located in the Fractional Northeast Quarter of the Northwest Quarter of Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin (the "Grantor's Property"). The Sign shall be located within the following area of the Grantor's Property (the "Easement Area"):

Commencing at the west quarter corner of said Section 2; thence North 00 degrees 36 minutes 48 seconds West along the west line of said Northwest Quarter of Section 2 a distance of 1,351.32 feet; thence North 89 degrees 23 minutes 12 seconds East 2,571.32 feet to the point of beginning; thence northwesterly along the northerly right of way line of Coye Drive 30.82 feet along the arc of a 60.00 foot radius curve, not tangent with the last described course, center to the south, the chord bears North 17 degrees 40 minutes 05 seconds West 30.49 feet; thence North 89 degrees 34 minutes 35 seconds East 14.92 feet to the west right of way line of U.S.H. 51 and I-39; thence South 00 degrees 40 minutes 13 seconds East along said west right of way line 29.12 feet to the north right of way line of Coye Drive; thence South 89 degrees 34 minutes 35 seconds West along said north right of way line 6.01 feet to the point of beginning and there terminating as depicted on the attached Exhibit 'A'.

The Easement Area contains 0.006 acres (264 square feet).

The grant of this easement herein contained shall also include the right of reasonable access to the Easement Area as necessary for purposes of installing and maintaining the Sign; provided, however, that Grantee's access across the Grantor's Property shall not interfere with any improvements, use or activities on the Grantor's Property, nor shall Grantee have the right to use any other portion of Grantor's Property for any purposes other than reasonable access to the Easement Area. Grantor agrees not to construct or place any improvement over the Easement Area which interferes with the Grantee's use of the same., however, Grantor reserves the right to enjoy the use of the Easement Area for all purposes not inconsistent with and which do not interfere with Grantee's use of the Easement Area. Grantee shall be solely responsible for all expenses incurred in erecting and maintaining the Sign, including upkeep of any landscaping associated with the Sign. Grantee shall indemnify and hold harmless Grantor with respect to such expenses, and from and against any and all claims, demands, fines, costs and liabilities as a result of Grantee's performance or non-performance of its obligations under this Easement Agreement. Grantee covenants that the Sign will be maintained in an attractive and up-kept manner. Grantee shall be obligated to restore the ground in a reasonable manner after erecting the Sign. Grantee agrees that it will maintain, and require all of its contractors and agents performing work thereon to maintain, adequate public liability and other insurance with a financially sound insurance company duly authorized to conduct business in the state of Wisconsin, and, upon request to furnish Grantor with a certificate of insurance properly executed by the Grantee's insurance company evidencing such fact.

This Easement Agreement shall terminate and revert to Grantor, or its successors and assigns if the Sign is permanently removed by Grantee. Additionally, if Grantee breaches any provision of this Easement Agreement and fails to cure such breach within fifteen (15) business days after written notice from Grantor, then such event shall be deemed to be a "Default", and Grantor shall be entitled to any and all remedies, legal or equitable, which may be available including, without limitation, specific performance, the right to terminate this Easement Agreement, and the right to cure any Default. Notwithstanding the foregoing, Grantor agrees, as long as any Default by Grantee does not materially or adversely affect Grantor's Property, then Grantor will not elect to terminate this Easement Agreement if Grantee promptly commences to cure any Default and completes the cure of such Default within sixty (60) days after the occurrence of such Default. In the event of a Default, Grantee shall indemnify Grantor for losses or damages, including reasonable attorneys' fees, arising from such Default and shall reimburse the non-breaching party for its out-of-pocket expenses, including reasonable attorneys' fees, in curing such Default, excluding any punitive or special damages. All such remedies, including those set forth in this Easement Agreement, shall be cumulative.

This instrument and the covenants and agreements contained herein are binding upon the Grantor, its personal and legal representatives, successors, heirs, and assigns, and inures to the benefit of the Grantee, however, Grantee shall not have any right to assign its rights under this easement or allow any third party to use the Sign or identify any parties on the Sign, other than the City and College. This easement shall run with the land.

Return to:
City of Stevens Point
City Clerk
1515 Strongs Avenue
Stevens Point WI 54481

PARCEL ID NUMBER:
281-2308-02-2004-44

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be duly executed on the dates set forth below.

GRANTOR:
DONALDSON COMPANY, INC.

By: [Signature]
Tom Scalf
President Enterprise Operations

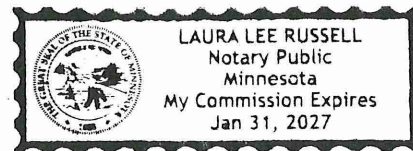
Attest: [Signature]
Ted Oien
Corporate Real Estate Planning Analyst

STATE OF Minnesota)
COUNTY OF Hennepin)

Personally came before me this 17 day of October, 2023, the above named Tom Scalf, President Enterprise Operations, and Ted Oien, Corporate Real Estate Planning Analyst, to me known to be such officers who for and on behalf of said Donaldson Company, Inc., executed the foregoing instrument and acknowledged the same.

Laura Russell

Notary Public, State of Minnesota
My Commission expires: 1/31/2027



GRANTEE:
CITY OF STEVENS POINT, WISCONSIN.

By: _____
Mike Wiza
Mayor

Attest: _____
Kari Yenter
City Clerk

STATE OF _____)
COUNTY OF _____)

Personally came before me this _____ day of _____, 2023, the above named Mike Wiza, Mayor, and Kari Yenter, City Clerk, to me known to be such officer who for and on behalf of said City of Stevens Point, Wisconsin, executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

My Commission expires: _____

This Instrument Drafted By:
Andrew Beveridge, City Attorney
City of Stevens Point
1515 Strongs Ave
Stevens Point, WI 54481

Sign Specifications: Industrial Park Monument Sign (Sign Type M1)

Internally Illuminated (LED) Double Sided Post & Panel Sign with Electronic Message Center

- 1 **Posts:**
1'-8" square aluminum posts
with clad pole covers (Alpolc metal composite
material, wood grain, all 4 sides clad)
- 2 **Sign Face Frame:**
4" X 4" square aluminum tube painted (black)
- 3 **Sign Face:**
Aluminum sign cabinet with routed graphics and
in-filled with push-through white acrylic,
illuminated with internal LED strips
- 4 **LED message board (TBD)**

ALL exposed edges and surfaces are to be
painted with Matthews Polyurethane Satin
Paint and coated with a semi-gloss UV clear
coat in compliance with Matthews Paint's
recommended standard.

NOTE:
To protect against galvanic corrosion when
combining steel and aluminum elements, use
rubber gaskets or barriers to insulate contact.
Painting of metallic surfaces is not an approved
alternative.
All product specifications are recommended for
performance and quality but may be substituted
with approved equals.

Colors:

	PANTONE 202C
	Alpolc metal composite material
	White
	Black

SCALE: 1/2" = 1'-0"

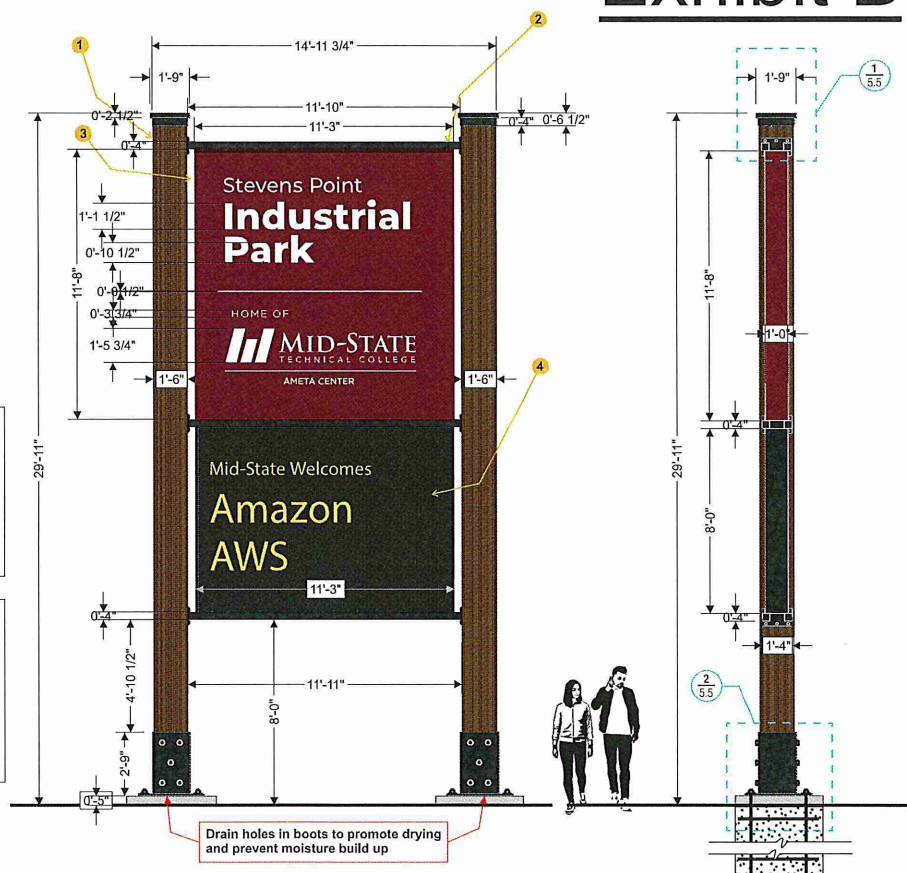


Exhibit B

CUSTOMER INFORMATION

Customer: City of Stevens Point

Address: Stevens Point, WI

Sales: Jesse Yungner

DRAWING INFORMATION

File Name: Stevens Point
Monument Sign M1
City Wayfinding Signs
REV B 6-16-23

Date: REV A 5-12-23

Revisions: REV B 6-16-23

Scale: 1/4" = 1'-0" at 11" x 17"

Page: 1 of 2

Designer: Jenna Welke

Customer/
LL Approval:



SignArt Company

Eau Claire, WI
715-834-5127
800-235-5178

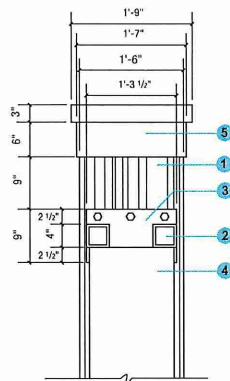
St. Paul, MN
651-688-0563
800-699-0563

www.signartusa.com

This drawing was created to assist you in visualizing
our proposal. It is the property of Sign Art Company
and may not be used or reproduced by others.

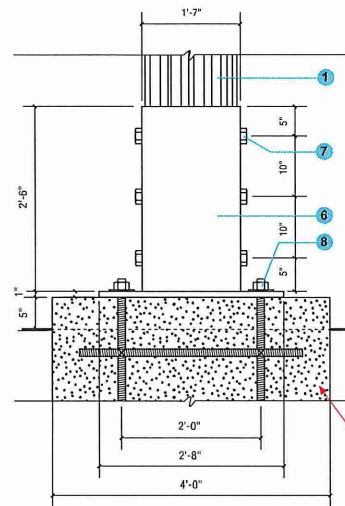
Sign Specifications: Industrial Park Monument Sign - Section Details

- 1 #2 or better red cedar posts with all four sides sanded. Apply semi-transparent oil-based stain.
- 2 Square aluminum tube welded to mounting plate painted (black)
- 3 Bracket mounting plate.
- 4 Fabricated aluminum cabinet with routed graphics. In-fill with white acrylic. Internal LED illumination.
- 5 Fabricated aluminum post cap.
- 6 Fabricated aluminum post boot and mounting plate.
- 7 Through bolts
- 8 Footing mounting bolts



1 Detail - M1
Scale: 3/4"=1'-0"

Exhibit B



2 Detail - M1
Scale: 3/4"=1'-0"

3500 psi concrete foundation. Sign Contractor shall confirm structural design prior to installation, certified by a licensed engineer. Concrete shall be macro fiber or bar reinforced when used for structural support such as for anchors holding down signs, and should be doweled into the surrounding sidewalk as necessary to prevent overturning due to wind. If Macro Fiber is used, it shall be dosed at the manufacturer's recommended dosage per cubic yard.

SCALE: 3/4" = 1'-0"

CUSTOMER INFORMATION

Customer: City of Stevens Point

Address: Stevens Point, WI

Sales: Jesse Yungner

DRAWING INFORMATION

File Name: Stevens Point
Monument Sign M1
City Wayfinding Signs
REV B 6-16-23

Date: REV A 5-12-23

Revisions: REV B 6-16-23

Scale: 3/4" = 1'-0" at 11" x 17"

Page: 2 of 2

Designer: Jenna Welke

Customer/
LL Approval:



SignArt Company

Eau Claire, WI
715-834-5127
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www.signartusa.com



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EXHIBIT 'A'

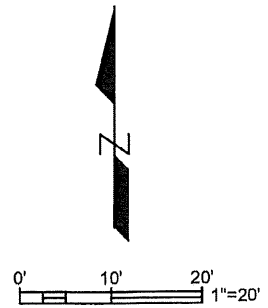
PRELIMINARY

281-2308-02-2000-44
5200 COYE DR
DONALDSON COMPANY
P O BOX 1299
MINNEAPOLIS MN 55440-1299

LOT 1-CSM #3338-11-296

BASIS FOR BEARING

THE BEARINGS HEREIN ARE REFERENCE TO WISCONSIN COUNTY COORDINATE SYSTEM-PORTAGE COUNTY-NAD 1983. THE WEST LINE OF THE NORTHWEST QUARTER SECTION 2 BEARS N00°36'48"W.



OUTLOT 1-CSM #4830-17-85

WAYPOINT SIGN
EASEMENT
264 SQ.FT.
0.006 ACRES

PROPOSED SIGN

HYD.

N89°23'12"E

2571.32'

P.O.B.

S89°34'35"W, 6.01'

WATER VALVE
(TYP.)

BITUMINOUS
PAVEMENT

COYE DRIVE

MANHOLE

GRAVEL SHOULDER

SIGN

POWER
POLE

R/W

ELECTRIC
PEDESTAL

1351.32'
W. LINE NW SEC. 2

N00°36'48"W

HARRISON
MON. FD.

P.O.C.
WEST QUARTER
CORNER, SECTION
2, T.23N., R.8E.

U.S.H. 51 & I-39

CURVE DATA

CURVE NO.	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT BEARING	TANGENT BEARING
C1	30.82'	60.00'	029°26'04"	S17°40'05"E	30.49'	S32°23'07"E	S02°57'03"E



TO: City Planning Commission

FROM: Ryan Kernosky, Director of Community Development

DATE: November 6, 2023

RE: **Request from Wisconsin Public Service for a Gas Service Easement on Parcel 281240823230001 (City Airport)**

Wisconsin Public Service (WPS) has submitted a request for a 12' wide easement on the City's Airport for a new gas service on the southwest portion of the property. The proposed easement would run from Hwy-66 east along the northside of existing hangers.

Consistent with State Stats. 66.23(5) it's required for this body to consider the proposed easement. City Airport staff have reviewed the attached agreement and do not have any concerns.

Staff recommends approval as presented.



Wisconsin Public Service Corporation
P.O. Box 19001
Green Bay, WI 54307-9001
www.wisconsinpublicservice.com

8/28/2023

**CITY OF STEVENS POINT
PO BOX 243
STEVENS POINT, WI 54481**

Dear Customer:

Wisconsin Public Service Corporation recently received a request to upgrade or provide new *gas service at 614 Falcon Taxiway City of Stevens Point County of Portage, State of Wisconsin*. This request will require new or upgraded facilities to be installed on property that you own at *Stevens Point Municipal Airport on State Highway 66 in the City of Stevens Point County of Portage, State of Wisconsin* in locations shown on the attached easement which, when executed, would grant us the right to install and maintain the necessary facilities.

I have enclosed two copies of the easement for your review. The exhibit is only temporary until the final one can be completed. When the final exhibit is complete we will send it along with a copy of the easement for your review. After you review the exhibit, the document will be recorded with the Office of the Register of Deeds. Signing this document will allow Wisconsin Public Service Corporation to install facilities on your property in the location described in the easement.

Please note that the Public Service Commission entitles you to a minimum of five days to examine the materials provided. However, you have the option to waive the five-day review period and sign and return the easement at any time.

*You will note that the documents **require** you to sign them in the presence of a Notary Public.* Please make the necessary arrangements to meet with a Notary Public in your vicinity and have the Notary sign the documents where indicated. All signatures and blanks filled in must be completed in **BLACK INK** to be accepted by the Register of Deeds for recording.

Please return one of the documents to me in the pre-paid envelope provided at your earliest convenience. The second document is for your records. Installation cannot be scheduled until the completed document has been received.

Please contact me if you have any questions regarding the easement. Please refer to Work Request 3375308.

Lydia Janssen- Right of Way Agent
Wisconsin Public Service Corporation
(920) 433-5578
Lydia.Janssen@wecenergygroup.com
Enclosed

3311438

Easement

THIS INDENTURE is made this _____ day of _____, _____, by and between **CITY OF STEVENS POINT** ("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 Lot 1 of Certified Survey Map No. 10340 Recorded in the Portage County Register of Deeds Volume 46 of Certified Survey Maps on Page 70 as Document 721619; being part of The Southeast Quarter of the Southwest Quarter (SE 1/4 – SW 1/4) of Section 22 Township 24 N, Range 8 E in the **City of Stevens Point, County of Portage, 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

Tax Parcel Identification Number (PIN)

281240823230001

1. **Purpose: GAS** - The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, 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.
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

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE _____)
OF _____)

SS

COUNTY _____)
OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the
above-named _____ CITY OF STEVENS
POINT, 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:

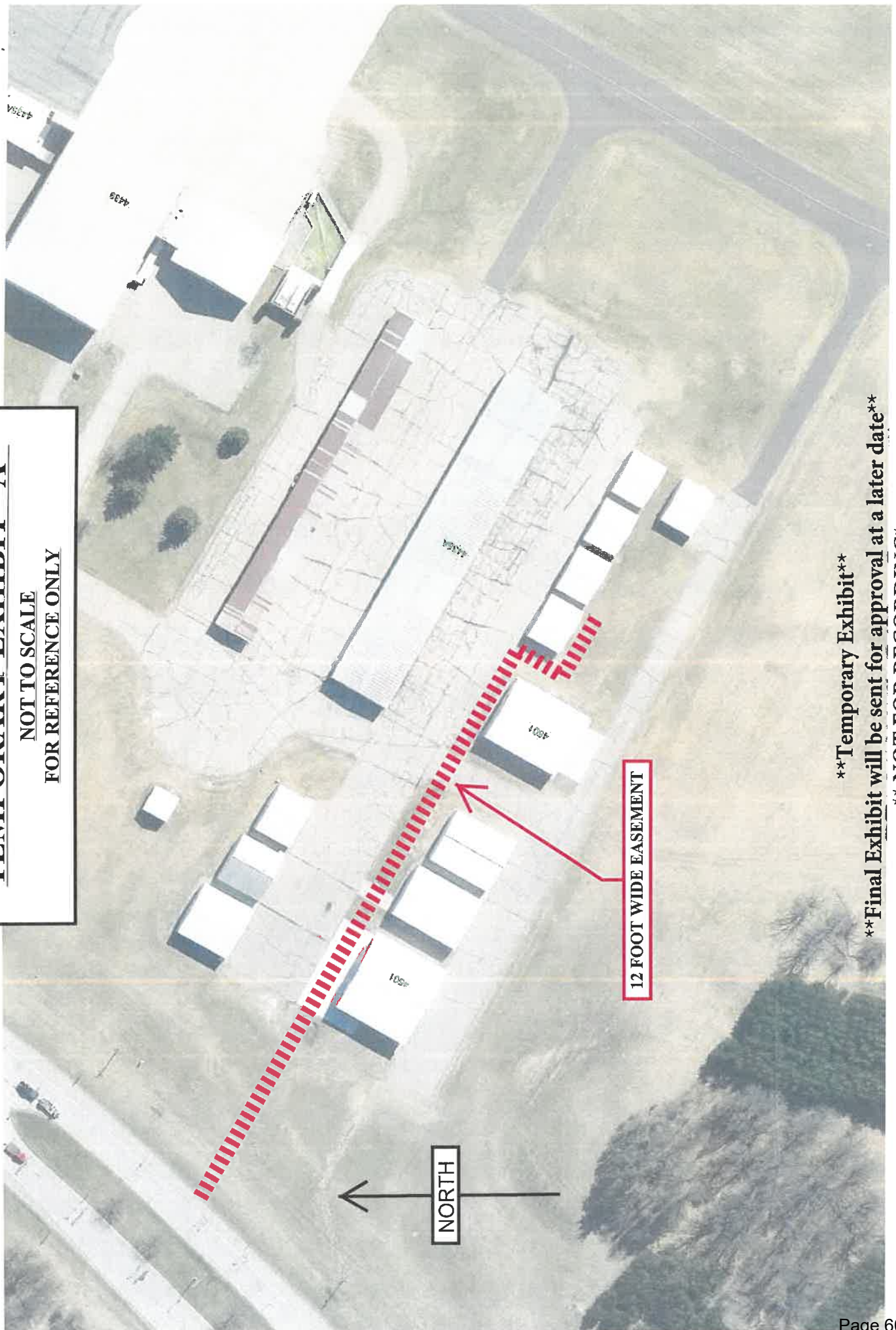
This instrument drafted by: Lydia Janssen

Wisconsin Public Service Corporation

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1471084	WMIS-3375308	3311438	INT11-471-084

TEMPORARY EXHIBIT "A"
NOT TO SCALE
FOR REFERENCE ONLY

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****Temporary Exhibit****
****Final Exhibit will be sent for approval at a later date****
**** NOT FOR RECORDING***



TO: City Plan Commission

FROM: Ryan Kernosky, Director of Community Development

DATE: November 6, 2023

RE: **Request from the City of Stevens Point to annex 5595 Regent St (PID 020320111) consistent with Wis. Stats. 66.0223**

Commissioners –

The City acquired 5595 Regent Street in January 2023 for the purposes of facilitating annexation of the planned future subdivision along Brilowski Road and Golla Road. As you are aware, the City has acquired several parcels in the Brilowski Road/Golla Road area to assist in the creation of a subdivision. As part of the subdivision development, annexation is a critical component of utility extensions and protection of municipal wellheads as the area develops.

There are several types of annexations allowed through Wis. Stats. They are:

- Annexation by Unanimous Approval
- Annexation by One-Half Approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- **Annexation of Territory Owned by a City or Village**

The City owns all the parcel subject to the annexation request, which allows us to pursue a simplified annexation process through [Wis. Stats. 66.0223](#). The more common way of annexation is through Unanimous Approval ([Wis. Stats. 66.0217\(2\)](#)), which requires a petition from the property owners, contiguity to the municipality, and WI-DOA concurrence (which requires the Township and the annexing municipality to review as well). The Annexation of Territory Owned by a City only requires an ordinance approval, and *does not* require contiguity to the annexing municipality. It also does not require any DOA concurrence.

Enclosed in this memorandum is the ordinance annexing the subject parcel and a map to provide a visual for the annexation. Staff is preparing for the development of the subdivision, and annexation is the first step. Because the current tenants have provided a notice that they will be

vacating the property at the end of 2023, there is no need for the City to continue and own this property after it has been annexed.

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

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF STEVENS POINT

Right of way and property at 5595 Regent Street (PID. 020-3201-11)

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

Return to:
City of Stevens Point
City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

SECTION 1: Territory Annexed. Pursuant to Wis. Stat. §66.0223(1) the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The land description is attached hereto as Exhibit 'A' and a scale Annexation Map is attached hereto as Exhibit 'B' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section 1 lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 71st State Assembly District, shall become part of the 10th County Board Supervisory District, become part of the 7th Aldermanic District, and shall become part of the 20th Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is three (3).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality

shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Review. The annexation of City-owned property is not subject to review by the Department of Administration pursuant to Wis. Stat. §66.0223.

SECTION IX: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: November 1, 2023

Adopted: November 20, 2023

Published: November 24, 2023

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point

EXHIBIT 'A'

ANNEXATION LEGAL DESCRIPTION

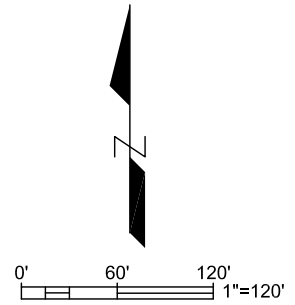
Part of Lot 11 of August Firkus Subdivision located in the Southeast Quarter of the Southeast Quarter and part of the Northeast Quarter of the Southeast Quarter of Section 26, and part of the Southwest Quarter of the Southwest Quarter and part of the Northwest Quarter of the Southwest Quarter of Section 25, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, more particularly described as follows:

Commencing at the southeast corner of said Section 26; thence North 00 degrees 01 minutes 01 seconds West along the east line of said Southeast Quarter of the Southeast Quarter of Section 26 a distance of 1,054.02 feet to the westerly extension of the south line of Lot 47 of Eastwood Subdivision and the **point of beginning of this annexation**; thence North 90 degrees 00 minutes 00 seconds East along said westerly extension 37.48 feet to the southwest corner of said Lot 47 and the east right of way line of Brilowski Road; thence North 0 degrees 14 minutes 18 seconds East along said east right of way line to the southwest corner of Lot 35 of said Eastwood Subdivision and the northeast corner of Regent Street and Brilowski Road; thence southwesterly to the southeast corner of Lot 3 of Portage County Certified Survey Map Number 011720 and the northwest corner of said Regent Street and Brilowski Road; thence South 89 degrees 51 minutes 11 seconds West along the south line of said Lot 3 and the north line of said Regent Street to the northerly extension of the east line of Lot 11A of Portage County Certified Survey Map Number 1192-4-250; thence South along said northerly extension to the northeast corner of said Lot 11A; thence South along the east line of said Lot 11A and the east line of Lot 11B of said Portage County Certified Survey Map Number 1192-4-250 a distance of 252.44 feet to the southeast corner thereof and the south line of Lot 11 of said August Firkus Subdivision; thence South 89 degrees 54 minutes East along said south line to the west right of way line of said Brilowski Road; thence North along said west right of way line to the westerly extension of said south line of Lot 47 of Eastwood Subdivision; thence North 90 degrees 00 minutes 00 seconds East along said westerly extension 33 feet to the **point of beginning** and there terminating.

Said annexation contains approximately 2 acres.

EXHIBIT 'B'

ANNEXATION MAP



ANNEXATION
BOUNDARY

LOT 3—CSM #011720

NE — SE

R/W SE CORNER
LOT 3

E. LINE NE—SE SEC. 26
BRILOWSKI ROAD

EASTWOOD SUBDIVISION
NW — SW

LOT 35

R/W SW CORNER
LOT 35

S. LINE NE—SE SEC. 26

NE CORNER
LOT 11A

R/W

E. LINE LOT 11A

LOT 11A—CSM
#1192-4-250

E. LINE LOT 11B

LOT 11B—CSM
#1192-4-250

SE CORNER
LOT 11B

AUGUST FIRKUS
SUBDIVISION

LOT 11

020-3201-11

CITY OF STEVENS POINT
5595 REGENT STREET

1515 STRONGS AVENUE
STEVENS POINT, WI 54481

S. LINE LOT 11

LOT 1

R/W

REGENT STREET

N. LINE SW—SW SEC. 26

R/W

EASTWOOD SUBDIVISION

LOT 47

SW — SW

SW CORNER
LOT 47

TOWN OF HULL

S. LINE LOT 47

CITY OF STEVENS POINT
P.O.B.

R/W

LEONARD STREET

ARKUS
ION

P.O.C.
SECTION CORNER



HARRISON
MON. FD.



TO: Plan Commission

FROM: Ryan Kernosky, Director of Community Development

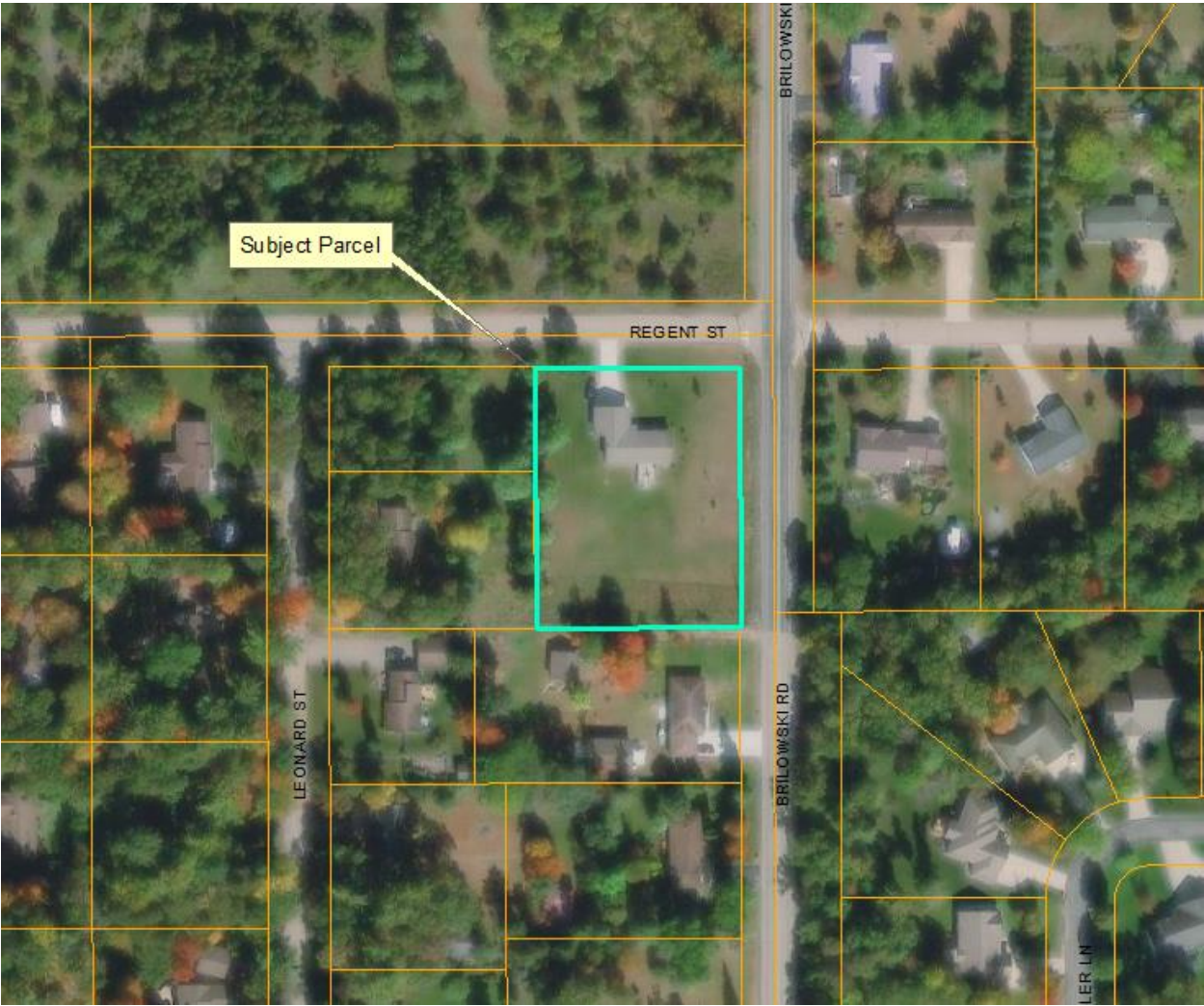
DATE: November 6, 2023

RE: **Request from the City of Stevens Point to sell the property at 5595 Regent Street (PID 020320111)**

Commissioners –

Pursuant to [§66.23\(5\)](#) Wis. Stats. the City Planning Commission needs to provide a recommendation to the Common Council on the disposition of 5595 Regent Street (PID 020320111). As the Commission may recall, we acquired this parcel in early 2023 for the purpose of annexation to ensure municipal continuity requirements consistent with annexation law. Tonight, the Plan Commission will be asked to approve the annexation of this parcel in preparation for a planned subdivision development that will be located in the City of Stevens Point, north of this parcel. The current tenants have given notice they intend to vacate the property at the end of 2023. After this parcel has been annexed, there is no need for the City to retain ownership of this property. As such, we are asking to list it on the open market, likely in mid-January 2024.

Staff recommends approval as presented.



Ch. 23.01 (17) Home Occupations

- a) Definition. A home occupation shall be any business or commercial activity that is conducted within a dwelling unit.
- b) Purpose and intent.
 - 1) The purpose of this section is to strike a balance between fostering small-scale businesses and the residential character of areas not zoned commercial in a manner that is:
 - a) Accessory and subordinate to the primary residential use of the property;
 - b) Conducted in a manner that is compatible with the residential premises; and
 - c) Not detrimental to the residential character, appearance and livability of surrounding properties within which such uses and activities are conducted.
 - 2) For residential dwellings located in commercial and industrial zoning districts, the provisions of this section shall apply only to the extent that such occupations or businesses are accessory uses and are not a principal or conditional use that may be allowed in those zoning districts.
- c) General requirements. All home occupations shall comply with all of the following requirements:
 - 1) Prohibited home occupations. The following uses are prohibited as part of a home occupation:
 - a) Any occupation involving the purchase and resale, exchange, production, refinement, packaging or handling of explosives, or hazardous materials or substances, as defined pursuant to the Comprehensive Environmental Response Compensation and Liability Act.
 - b) Adult stores
 - c) Dance or night clubs
 - d) Mini-storage
 - e) The service, repair, or painting of any motorized vehicle including, but not limited to, motor vehicles, trailers, boats, personal watercraft, recreation vehicles and snowmobiles
 - f) Welding or machining
 - g) Automobile sales, excluding the sale of the residents' personal vehicle(s)
 - h) Pet boarding exceeding three animals on the premises at any one time
 - i) Automotive towing and wrecking services

- k) For dwellings located within the Groundwater Protection Zones A, B and C, no use listed as 'prohibited' within their respective groundwater protection zone is allowed as a home occupation.
- 2) The owner or proprietor of a home occupation shall reside in the dwelling from which the home occupation is being conducted.
- 3) No more than two employees who do not permanently reside in the dwelling from which the home occupation is being conducted may be employed in said home occupation. For the purpose of this section, 'employee' shall refer to a person for whom the property where the home occupation is taking place is their place of work.
- 4) Signage is permitted on the property in accordance with Chapter 25, Sign Ordinance of the City of Stevens Point.
- 5) The residential dwelling shall remain in character and appearance that is typical and customary for dwellings located in the zoning district within which the home occupation is located. Alterations that make the dwelling, building and/or site appear or function similar to a commercial operation are prohibited.
- 6) Exterior entryways that are created solely for conducting a home occupation are permitted along the interior side and rear elevation of the residence. This provision shall not apply for the construction of an accessory commercial unit.
- 7) There shall be no exterior storage of materials to operate a home occupation, including storage of business equipment, materials, merchandise, inventory and heavy equipment.
- 8) The home occupation shall not result in a public nuisance as defined in Chapter 21.15(1) of the City of Stevens Point Revised Municipal Code. Examples of a public nuisance include, but are not limited to, noise, smoke, dust, odor, heat, glare or electronic disturbance.
- 9) There shall be no commodities sold or services rendered that require regular receipt and delivery of merchandise, goods or equipment by other than passenger motor vehicle, the United States Mail Service, UPS, FedEx and similar delivery services. Deliveries by hydraulic lift gate vehicles shall be limited to twice monthly. The use of a semi-trailer for a home occupation is prohibited.
- 10) The home occupation shall not involve the storage of more than two commercial vehicles on the property for the delivery of materials to or from

the premises. For the purpose of this Section, a commercial vehicle shall be defined as a vehicle not exceeding 2.5 tons in capacity.

11) No more than four visitors on the premises for the sole purpose of the home occupation shall be permitted. This provision shall not apply for in-home day care uses.

- d) Approvals. A permit shall not be required to conduct a home occupation. Property owners requesting a zoning verification statement that the home occupation conducted on the property meets the provisions of this Section may receive one from the Zoning Administrator.
- e) Appeals. An applicant may request waiving of one or more, or a portion thereof, of the requirements of this section. The special request, requiring a Class II Public Hearing, may be reviewed by the Plan Commission and Common Council. In reviewing the request, the Common Council shall use the conditional use standards found within this Ordinance to determine compliance.